Official Minutes of an Ordinary Council Meeting of ULLESKELF PARISH COUNCIL

Date: 8th October 2026
Time: 7:00pm
Venue: Ulleskelf Village Hall, Main Street, Ulleskelf

Present: Cllr Adamson (Chair), Cllr Parkes, Cllr Caruana, Cllr Lowe, Cllr Ellis and the Clerk.
No members of the public were in attendance

The meeting opened at 7.00pm

MINUTES

99/27 APOLOGIES
To receive apologies and consider accepting the reasons for absence
Apologies were received from Cllr Smith
Resolution: To accept the reasons for absence

100/27 DECLARATIONS OF INTEREST
To receive declarations of interests not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests (DPI) in the business to be transacted at this meeting
None

101/27 PUBLIC OPEN FORUM
None in attendance

102/27 MINUTES
To approve the minutes of the Parish Council meeting held on the 10th September 2026 as a true and accurate record
Resolution: To approve the minutes of the meeting as a true and accurate record

103/27 HIGHWAYS MATTERS
To consider any highways updates and determine any action
Council noted that the MP had written to North Yorkshire Council and the PC regarding road safety concerns at the West End/New Road junction. The PC's previous efforts, including the installation of a VAS sign, were noted. No update had been received regarding the footway assessment.
Resolution: The MP to be asked to press Highways for further action regarding road safety at the West End/New Road junction.
VAS data to be submitted regularly to North Yorkshire Police.
Actions:

- **Cllr Caruana to obtain VAS data**
- **Clerk to submit VAS data to North Yorkshire Police.**
- **Clerk to respond to the resident regarding the concerns raised.**
- **Clerk to ask Highways to clarify the purpose of the traffic survey lines on Church Fenton Lane.**

104/27 SPORTSFIELD/RECREATION FACILITIES
a. To consider the annual sportsfield safety inspection and agree any required action
Council noted the annual safety inspection report, which identified minor maintenance issues but no major concerns. Cllr Lowe reported that the bus shelter window remained outstanding for replacement and that Askham Bryan College had no play equipment available for consideration.
The picnic tables were noted to be looking good.
The MUGA gate was reported to be regularly left open. The age restrictions for unaccompanied use were discussed, along with the possibility of additional signage.
Actions:

- **Clerk to follow up the bus shelter window replacement.**

- **Clerk to check with the insurer and sportsfield admin whether a risk assessment is in place for the MUGA.**

b. To consider the annual play area safety inspection and agree any required action

Council considered the ROSPA inspection report, which identified repairs required to the play area. The following repair costs were noted, excluding VAT:

- **Safety matting beneath the basket swing (24m²): £1,056.**
- **Four-way spring rocker leg repair: £130.**
- **Balance log repair: £130.**
- **Basket swing seat to be raised free of charge, with the top beam and bolts checked for safety.**

Resolution: Council resolved to proceed with the listed repairs and safety improvements and to obtain a quotation for four bags of bark to top up the existing surface.

Action: Clerk to obtain a quotation for four bags of bark.

c. To consider quotations for remedial works and phased play area replacement

The Clerk reported that a quotation for phased play area replacement was not yet available, pending a site inspection by the contractor's assessor. A further contractor meeting was scheduled for the 16th October.

Resolution: To defer the item to a future meeting.

d. To consider quotations to replace the play area mural

Resolution: Council resolved to approve the mural project at a cost of £4,000, with the works planned for January 2027.

Action: Cllr Caruana to liaise with the artist to arrange a site visit to discuss the design, including handprints. Preparation and sealing to be included in the works.

105/27 VILLAGE IMPROVEMENTS

a. To receive and consider updates regarding planters, benches and other village assets

Permission had been chased for the proposed planter locations on Busk Lane and Church Fenton Lane. The existing metal bench on Church Fenton Lane was noted, and clarification was required as to whether it belonged to the PC and whether permission was already in place.

Resolution: Council approved the quotation of £840 for new bases, removal of the existing benches and installation of replacements at Bell Lane and Hallgarth Close.

Actions:

- **Cllr Collins to arrange installation of the new benches.**
- **Cllr Adamson to follow up with the contractor regarding cutting the paths at the Cawood Crescent field and request outstanding invoices.**

b. To receive and consider an update on the requirements for the Christmas lighting scheme

The Clerk reported that the lighting contractor had received the streetlight location report. Contact had been attempted to discuss the requirements, but a conversation had not yet taken place. Some proposed locations presented potential issues, including overgrown trees and unsuitable older concrete columns.

Resolution: Council agreed to request a site visit from North Yorkshire Council to assess the proposed Church Fenton Lane locations for permission to install Christmas lights.

Action: Clerk to arrange a site visit with North Yorkshire Council.

106/27 COUNCIL ADMINISTRATION

a. To receive and consider an update from the Clerk on actions arising from previous meetings

The Clerk provided the following updates:

- **Blocked drains had been reported; a further chase was required due to no response.**
- **The bus shelter window repair was expected on Thursday or Friday.**
- **The VAS calibration report for New Road had been received from the engineer.**
- **The request to replace the railway bus shelter had been chased. A response was expected within 14 days, and a Teams meeting had been proposed. Council discussed the preference for a larger, modern green shelter and the need to check both existing leases.**
- **Leeds East Airport complaint documents had been sent to County Cllr Lee as requested.**
- **A parish property list had been obtained for the leaflet drop and forwarded to Sports & Social.**
- **A QR code had been installed on the noticeboards.**

- **The response to the NYC complaint had been chased, but the deadline had been extended to 14th October.**

Actions:

- **Clerk to chase the blocked drain reports and highlight flooding concerns.**
- **Clerk to follow up the railway bus shelter replacement request and check the existing leases.**
- **Clerk to circulate all railway land leases to councillors and add consideration of the railway land lease, including tree maintenance responsibilities, to the next agenda.**

b. To consider North Yorkshire Council's street lighting attachments declaration exercise and the Council's required declaration.
Council considered North Yorkshire Council's requirements for declaring third-party attachments and electrical connections to its street lighting columns. Four VAS units were identified, with no other attachments or electrical connections reported.
Resolution: Council authorised the Clerk to complete and submit the declaration to North Yorkshire Council

c. To consider amendments to the scheme of delegation
Resolution: Council approved the amendments to the Scheme of Delegation.

d. To determine how the Tree Community Stewardship model will be taken forward
Council considered the proposed Tree Community Stewardship model and noted that it would not provide statutory protection for trees. Council agreed to focus on the Wildlife Group's TPO recommendations rather than progress the wider stewardship model.
Actions:

- **Councillors to review the Wildlife Group's TPO recommendations.**
- **Cllr Lowe to walk around the village with the Wildlife Group leader to review the identified trees.**

e. To review the flood group risk assessment
Council reviewed the Flood Group risk assessment incorporating the Group's requested amendments. The insurer confirmed that the standard policy did not impose a 40mph road restriction, but the Council must take reasonable precautions to prevent accidents. Council considered it necessary to retain the provision that lone working is not permitted.
Resolution: Council resolved to approve the Flood Group risk assessment incorporating the Group's amendments.

f. To review the village emergency plan
Council noted that the existing emergency plan was out of date and that North Yorkshire Council had provided a template for Parish Councils to complete. The Clerk asked whether Council wished to appoint a working group to prepare the plan or for the Clerk to produce an initial draft. It was noted that the flood group may hold a list of people able to provide accommodation for those displaced by flooding. The potential provision of dry food supplies at the Village Hall was also discussed.
Resolution: Council agreed that the Clerk would prepare an initial draft of the emergency plan for consideration.

107/27 COMMUNITY GROUPS

To receive and consider any reports from the following groups:

- Sports and Social - To receive feedback from the Councillor surgery (DP)
  Cllr Adamson informed Council that she was in attendance and no matters were raised.
- Flood group – to consider reimbursement of the mobile phone top up
  Resolution: Council approved reimbursement of £15 to the administrator from the Council's flood budget for the emergency mobile phone top-up.
- Wildlife group – to consider the approval of £20.00 petty cash for smaller group consumables and potential grant applications
  Council noted that the Wildlife Group had withdrawn its request for £20 petty cash and that amendments to the Scheme of Delegation had been approved to provide greater flexibility for grant applications.
- Selby and District Rail Users Group
  Nothing to note

108/27 PLANNING

a. To consider any planning applications received

Ref	Address	Details
26/04699/FUL	1 Marlborough Close Ulleskelf North Yorkshire LS24 9DH	Dormer loft conversion on the side of roof including roof light a window in existing gable

26/04893/TPO	1 Cawood Crescent Church Fenton North Yorkshire LS24 9RY	Fell 1 No Eucalyptus (G5), 1 No Sycamore (G8), 1 No Silver Birch (G2) and 1 No Whitebeam (G2), crown lift to 2.5 metres to 1 No Common Lime(T4), crown lift to 4 metres to 1 No Common Beech (T8), reduce to 5 metres to 1 No Horse Chestnut (T18), prune clear of lamp column by 1.5 metres to 1 No Swordfish Whitebeam (T19), crown lift to 3.5 metres to 1 No Silver Birch (T22), Lift crown to 2.5 metres to Norway Maple, Hybrid Poplar and Rowan (G1), crown lift 1 No Common Lime to 3 metres above footway and prune back from No 28 by 2 metres (G4), lift Betula to 3.5 metres above carriageway (G7) protected by TPO No 11/1998

Resolution: The Council considered the applications without any comment

b. To note any planning decisions

None

c. To consider any updates in relation to planning matters at Leeds East Airport

Council noted that no response had been received to the complaint by the original deadline and that, following a chase, North Yorkshire Council had extended the deadline to the 14th October. Escalation to the Local Government and Social Care Ombudsman was discussed.

Resolution: Clerk to update County Cllr Lee and Sir Alec Shelbrooke, MP on the further delay and forward the response received.

109/27 FINANCE

a. To review expenditure against the 2026/27 budget and consider items/projects for inclusion in the 2027/28 draft budget

Council discussed the replacement of the Village Hall defibrillator cabinet and potential streetlight replacements for inclusion in the 2027/28 draft budget. Councillors were invited to submit further project suggestions.

The Clerk reported that a VAT reclaim of £1,558.45 had been submitted and that £1,102.18 interest had accrued on the savings account since 1st April 2026.

Action: Councillors to provide the Clerk with any further proposals for the 2027/28 draft budget.

b. To receive and consider the bank reconciliation for September 2026

Resolution: The Council received the bank reconciliation and noted the net position as £141,450.60 on the 30th September 2026

c. Receipts – To note monies received

Supplier	Description	Total
Tenant	Garage Rental	£40.00
NYC	Precept	£15,675.00
NYC	CIL underpayment 23/24	£16,983.86

Resolution: Council noted the receipts

d. Payments made between meetings - To note the following payments

Supplier	Description	Total
Unity Trust Bank	Service Fee	£7.00
Parish Clerk	Printer contribution	£30.00
Wildlife Group	Bird box materials	£112.32
Talk Talk	Village Hall Broadband	£34.11

Resolution: Council noted the payments made between meetings

e. Schedule of Payments

To consider and approve the schedule of payments up to the 2nd October 2026 and any additional received prior to the meeting

Supplier	Description	Total
Parish Clerk	Salary and work from home allowance	£584.46
ROSPA	Annual safety inspections	£228.00
EDF Energy	MUGA Electric	£40.74
ICO	Data protection registration fee	£47.00
C Clayton	Bus Shelter Rental (donated back to village) £0.05	£0.00
C Clayton	Flood pump storage	£270.00
C Clayton	Permissive path usage	£244.80

C Clayton	Hedge cutting	£210.00
Flood Group Administrator	Mobile phone top up	£15.00
Methodist Fellowship Group	Community Lunches	£70.00
Microsoft	Annual subscription	£84.99
Defib Warehouse	Replacement batteries	£50.46

(All figures gross)

Resolution: To approve the schedule of payments presented

110/27 To note items not otherwise included on the agenda, for information only

Actions:

- **Clerk to ask Cllr Lee for funding towards a powered VAS post.**
- **Cllr Ellis to take over the monthly defibrillator checks, with the Clerk to provide the necessary details.**
- **Clerk to order a wreath and arrange for it to be delivered to Cllr Adamson for the Remembrance Day service.**

111/27 To note and consider correspondence received

None

112/27 To note items for inclusion on the agenda for the next meeting

2027/28 Budget

113/27 To confirm the date of the next meeting – **12th November 2026**

The meeting closed at 8.50 pm

Signed …….

Cllr J Adamson, Chairman

12th November 2026