

BAGBY AND BALK PARISH COUNCIL

Copies of Agendas/Minutes/and other relevant parish information from 1/4/2019 is available on the Bagby and Balk Parish Council Website <https://bagbyandbalkparishcouncil.co.uk/>

Copies of Agendas/Minutes before 1/4/2019 are available on the North Yorkshire Data website:
<https://www.datanorthyorkshire.org/JSNA/search-results?s=bagby+and+balk+parish+council>

Minutes of the Meeting of Annual Council and Ordinary Meetings of Bagby and Balk Parish Council Wednesday 14th May 2025

Present:

Cllr Musgrove (Chairman), Cllr Varey (Vice Chairman), Cllr Wrightson, Cllr Cook, Cllr Crick, Cllr McKenzie, Clerk and Responsible Officer S Langthorne, Clerk and Responsible Officer R Hedger and NYC Cllr A Baker

2025-26.01 Election of Chairman

- a. To Approve Election of Chairman

Councillor Musgrove resigned as Chairman and Councillor. Councillor McKenzie was duly elected as Chairman. Proposed by Councillor Wrightson and Seconded by Councillor Crick.

- b. Appointed Chairman to sign Declaration of Acceptance of Office

The Chairman then signed the declaration of office.

2025-26.02 Election of a Vice Chairman

- a. To Approve Appointment of Vice Chair

Councillor Varey was nominated to be Vice Chairman for the forthcoming year, as there were no other nominations she was duly elected. Proposed by Councillor McKenzie and Seconded by Councillor Cook.

- b. Appointed Vice Chairman to sign Declaration of Acceptance of Office

The Vice Chairman then signed the declaration of office.

2025-26.03 Councillors to sign Declaration of Acceptance and Register of Interests Form

- a. All elected Councillors to receive a copy of the councils Code of Conduct

Deferred to next meeting due to staffing changes.

- b. All elected Councillors to sign the Declaration of Acceptance Office

All councillors signed the Declarations of Acceptance, and these will be retained by the Clerk.

- c. All elected Councillors to complete the Register of Interests form.

Cllrs signed the Registration of Interest Form, the Clerk will return these to NYC.

2025-26.04 Apologies:

- a. To Note Apologies and Approve Reasons for Absence

None at this time.

2025-26.05 Chairman's Report

The Chairman thanked all the councillors for their support over the last year, particularly Councillor Varey who stepped in when she was unable to take meetings.

She explained it has been a busy year for the Parish Council and summarised a few areas. Once again, newsletters were issued for residents, and the Council continued to support the BBVS with a grant to cover insurance costs, as well as paying for grass cutting. The Parish Council commented on numerous Planning Applications, the majority of which were supported. The Council was disappointed with the planning department's decision to grant 2 self-build houses on green belt land. The application for allotments took longer than anticipated and delayed the start of the project, but these are now up and running thanks in no small part to Clerk S Langthorne. There is now a community shed and allotment where people can gather socially and enjoy the outdoors. The Chairman would like to extend particular thanks to Liz and John Gould who made this venture possible by leasing land to the Council.

Finally, the Chair thanked the Clerk for her outstanding work throughout her six years with the Parish Council, and wished her well in her new role.

2025-26.06 To Review and Adopt Council Documentation

BASIC GOVERNANCE

1. Standing Orders
2. Financial Regulations
3. Code of Conduct
4. Code of Conduct NYC
5. Risk Assessment PC Specific
6. Co-option Policy and procedure
7. Record Management Policy
8. Media Policy

OPENNESS AND ACCOUNTABILITY DATA PROTECTION

9. Publication Scheme under the FOI Act 2000
10. FOI Policy
11. Privacy notice – General
12. Privacy notice – Employees, Cllrs and volunteers
13. Data/information Audit
14. Complaints Policy/Procedure

EMPLOYMENT AND PERSONNEL

15. Health and Safety Policy

*The review and adoption of documents was **deferred** to the next meeting due to staffing changes.*

2025-26.07 To Review inventory of land and assets

*The review and adoption of the inventory was **deferred** to the next meeting due to staffing changes.*

2025-26.08 To Review and confirm arrangements for insurance cover

SL explained she had contacted the current insurers to make sure the allotments were covered. The Insurance company explained that the allotments were automatically covered under the policy therefore Cllrs felt the cover was adequate at this time. However, when the Insurance comes up for renewal in November 2025, they will have to be notified about the increase in Precept. The clerk will research options and bring these to the Council for approval prior to the renewal date.

2025-26.09 To Review representation on or work with external bodies

None at this time.

2025-26.10 To Confirm date, time and venue for next meeting

The Meeting closed at 7.15 and the Ordinary Meeting started straight after.

Minutes of the Meeting of the Ordinary Meeting of Bagby and Balk Parish Council Wednesday 14th May 2025

Present:

Cllr McKenzie (Chairman), Cllr Varey (Vice Chairman), Cllr Wrightson, Cllr Cook, Cllr Crick, Carol Musgrove, Clerk and Responsible Officer S Langthorne, Clerk and Responsible Officer R Hedger and NYC Cllr A Baker.

2025-26.11 Apologies:

1. To **Note** Apologies and Approve Reasons for Absence

None at this time.

2025-26.12 To Note any Declarations of Interest:

1. To **Approve** Dispensation Requests
2. To **Note** Declarations Interests not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests

None at this time.

2025-26.13 Minutes

1. To **Approve** the minutes of the Ordinary Parish Council Meeting 09/04/2025.

The minutes had been circulated prior to the meeting.

It was Resolved that the minutes be approved as a correct record and these were signed by the Chairman.

2025-26.14 Public Participation

None at this time.

2025-26.15 To Receive reports for North Yorkshire Council

Councillor Baker spoke in her capacity as Young Person's Champion and requested that anyone with adult bicycles, bicycle maintenance kits or bicycle pumps they no longer need consider donating them for use by unaccompanied asylum seekers. Cllr Baker has offered to collect these from anyone willing to donate. Cllr Baker also asked if anyone would be willing to offer a bicycle maintenance session.

Cllr Baker highlighted that April 22-25 was Stalking Awareness Week, but these services are available throughout the year. The National Stalking Helpline is available on 0808 802 0300 and people can also use a useful online tool at <https://www.suzylamplugh.org/am-i-being-stalked-tool>. If you believe that you are being stalked or harassed report it on 101 or online via www.northyorkshire.police.uk. Housing advice for those suffering domestic abuse can be found on the North Yorkshire Council website at <https://www.northyorks.gov.uk/housing-and-homelessness/>.

Scarborough Armed Forces Day takes place on 28th June this year.

Councillor Baker will hold her **next surgery** at Thirsk Auction Mart on 12th June 2025, and thereafter at Easingwold Galtres Centre on 27th June 2025, both from 10am to 12 noon.

Cllr Baker left the meeting at 7:30.

2025-26.16 To Note and discuss any Planning issues

1. To Note NYC Planning Applications Notices received

ZB25/00634/FUL	Retrospective application for the change of use of an annexe to an independent dwelling (sub-dividing the annexe from the main dwelling)	Split Farthing Hall, Bagby, Thirsk, North Yorkshire
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Councillors had **no comments** to make at this stage.

2 To Note NYC Planning Decision Notices received

ZB25/00324/FUL REFUSED	Application for proposed demolition of existing bootroom to allow construction of new bootroom and extension and alterations to existing detached garage to create ancillary residential accommodation as amended by revised plans received 23 April 2025	Bagby Grange Bagby Thirsk North Yorkshire YO7 2AE
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Cllrs **NOTED** the planning decision notice.

2025-26.17 To Note or Approve and Finance and Governance issues.

1.1 To Note the Annual Internal Audit Report for 2024/25 in the Annual Governance and Accountability Return 2024/25

Deferred to next meeting due to delay from auditor.

1.2 To Discuss issues from the Audit Report and agree Actions.

Deferred to next meeting due to delay from auditor.

- 1.3 To **Approve** Section 1 - Annual Governance Statement 2024/25 for Bagby and Balk Parish Council in the Annual Governance and Accountability Return 2024/25

RESOLVED that Bagby and Balk Parish Council approve Section 1 – Annual Governance Statement 2024/25 for Bagby and Balk Parish Council in the Annual Governance and Accountability Return 2024/25. Section 1 was signed accordingly and will be displayed with the documents below on the parish council notice board and website following next month's meeting.

- 1.4 To **Approve** Section 2 - Accounting Statements 2024/25 for Bagby and Balk Parish Council.

RESOLVED that Bagby and Balk Parish Council approve Section 2 – Accounting Statements 2024/25 for Bagby and Balk Parish Council. Section 2 was signed accordingly and will be displayed with the documents below on the parish council notice board and website following next month's meeting

- 1.5 To **Approve** the publication of documents required by Accounts and Audit 2015, the Local Audit (Smaller Authorities) Regulations

Deferred to next meeting due to delay from auditor.

- 1.6 To **Note** the current Bank Reconciliation, Cash Book, and Budget Monitoring.

The current Bank Reconciliation, Cash Book and Budget Monitoring were **NOTED**.

- 1.7 To **Approve** payments detailed below:

Sandra Langthorne	Microsoft 365 Amazon	£55.99
Sandra Langthorne	Allotment Shed - Top Notch Timber	£3450.00

The above payments were **APPROVED**.

2025-26.18 Highways

1. To **Consider** highways reports

Councillors **NOTED** that another serious collision had taken place in April on the A19 near Bagby.

2025-26.19 Policing and Security Matters

1. To **Consider** any policing or village security related issues

Councillors **NOTED** a report from Rural Watch concerning the theft of GPS trackers from tractors.

2025-26.20 Allotment update

Councillors **NOTED** the recent installation of the compost toilet on the allotment site thanks to Cllr Musgrove. The roof is yet to be added, and a coat of creosote or similar will be needed. Councillors **NOTED** the need for a service gate on site, and it was **RESOLVED** that the Clerk would apply for grant funding to cover this cost.

2025-26.21 Other Business and Correspondence Received

Sincere thanks were extended to Cllr Musgrove and Parish Clerk S Langthorne for their dedicated work with the Council over the years.

2025-26.22 To Note matters for information for next monthly meeting agenda

1. Review and Adoption of Council Documentation
2. Review of Inventory of Land and Assets
3. To Review representation on or work with external bodies
4. To **Note** the Annual Internal Audit Report for 2024/25 in the Annual Governance and Accountability Return 2024/25
5. To **Discuss** issues from the Audit Report and agree Actions.
6. To **Approve** the publication of documents required by Accounts and Audit 2015, the Local Audit (Smaller Authorities) Regulations

2025-26.23 To Confirm date, time and venue for next meeting

Meetings start at 7pm – 11/06/2025 at Power Point, York Road, Thirsk.