

BAGBY AND BALK PARISH COUNCIL

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<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 11 June 2025

Present: Cllr McKenzie (Chairman), Cllr Varey (Vice Chairman), Cllr Wrightson, Cllr Cook, Cllr Crick, Clerk and Responsible Officer R Hedger

2025-26.24 Apologies:

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

NYC Councillor Alyson Baker sent apologies prior to meeting.

2025-26.25 To Note any Declarations of Interest:

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

None at this time.

2025-26.26 Minutes

1. To **Approve** the minutes of the Annual Council Meeting and Ordinary Parish Council Meeting 14/05/2025.

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.

2025-26.27 Public Participation

None at this time.

2025-26.28 To Receive reports for North Yorkshire Council



Councillor Baker sent information for those interested in the North Yorkshire Local Plan (above). Councillor Baker will hold her next surgery at Easingwold Galtres Centre on 27th June 2025 from 10am to 12 noon.

2025-26.29 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

It was **RESOLVED** to adopt the above documents. These will be clearly dated and uploaded to the website.

2025-26.30 To Review inventory of land and assets

The revised March 2025 Inventory had been sent to Councillors prior to the meeting. It was **RESOLVED** to accept the inventory as a true reflection of the Council's assets. Councillors agreed to arrange an inspection of village assets to review the condition of these and to assess whether anything needs to be added to the inventory.

1. Review status of defibrillator

Cllr Varey informed the Chairman that she and the former chairman are formally registered points of contact for the company operating the defibrillator. Cllr Varey agreed to speak with the former chair to ascertain whether she wishes to continue in this role. Cllr Varey confirmed that the defibrillator is automatically checked after use by the company.

The Chairman proposed a walk around the village to inspect and photograph all assets, and Cllr Crick advised that trees by the park be included for the safety of park users.

2025-26.31 To review representation on or work with external bodies

Cllr Crick and the Clerk volunteered to represent the Parish Council at the Regional YLCA Branch meeting on 25 June 2025. It was noted that any councillor can attend the branch meetings but only the two appointed representatives can vote.

2025-26.32 To Note and discuss any Planning issues

1. To **Note** NYC Planning Applications Notices received

ZB25/00985/SCP	Scoping opinion for energy park	Applicant: Bellmoor Energy Park Ltd Address: OS Field 0005 Hag Lane South Kilvington North
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Councillors had the following concerns about this planning application:

- Vehicles passing through the parish during construction and operation of the site will have an adverse effect on the local population and the condition of local roads
- The risk of fire on the site is sufficiently high to cause concern for councillors, including the risk of any potential windborne smoke or contaminants within the parish and the difficulty of access to the site by emergency vehicles
- Damage to land in the process of construction, leading to erosion and drainage issues that extend beyond the immediate area

Bagby and Balk Parish Council feels that brownfield sites should be considered for projects of this nature. It was **RESOLVED** that the Clerk would email NYC with Councillors' concerns.

2 To **Note** NYC Planning Decision Notices received

ZB24/02024/FUL GRANTED	Provision of storage area to rear of the main building on a concrete floor with steel and fabric structure	Prosperity House, Thirsk Industrial Park, Thirsk, North Yorkshire
ZB24/02139/DCN GRANTED	Application for approval of details reserved by Condition Informative 1 (Biodiversity Gain Plan and proof of credit purchase) for previously approved application ZB24/02139/FUL	Monk Park Farm, Green Lane, Balk, Thirsk, North Yorkshire, YO7 2AG

Councillors **NOTED** NYC Planning Decision Notices.

2025-26.33 To Note or Approve and Finance and Governance issues.

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

It was **RESOLVED** that the Annual Internal Audit Report for 2024/2025 of the Annual Governance and Accountability Return 2024/2025 be noted. This will now be displayed with the documents detailed below on the notice board and website.

2. To **Discuss** issues from the Audit Report and agree Actions.

2.1. Switch to .gov.uk domains

Councillors discussed this matter and opted against switching to .gov.uk email addresses for the time being due to familiarity with the existing setup and concerns around spam in .gov.uk accounts.

2.2. Public participation in meetings

Overall councillors felt the public participation session was timetabled sufficiently early in the meeting, but the Council is keen to seek advice on the matter. The Chairman asked the clerk to contact the YLCA to enquire about this matter.

2.3. Including bank balance recorded in meeting minutes

Councillors had no objections to this.

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

It was **RESOLVED** that, in accordance with the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, and the Transparency Code for Smaller Authorities, Bagby and Balk Parish Council will publish the following documents on a public website:

- Certificate of Exemption
- Annual Internal Audit Report 2024/2025
- Section 1 – Annual Governance Statement 2024/2025
- Section 2 – Accounting Statements 2024/2025
- Analysis of variances
- Bank Reconciliation to 31 March 2025
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015

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

Councillors **NOTED** the current Bank Reconciliation, Cash Book, and Budget Monitoring. The current bank balance is £13,379.23.

5. To **Approve** payments detailed below:

YLCA	Finance and budgeting training courses for new clerk	£70.00
TP Jones & Co LLP Accountants	Payroll service – Payslips and Employer summaries quarterly service	£86.40 per annum (£72.00 + VAT)
R Hedger	Additional hours for May (9 ½ hours at £16.10 per hour)	£152.95
R Hedger	Amazon - office supplies (paper, stapler, ring-binders, etc)	£32.96
R Hedger	Printer ink cartridge	£19.95 (£16.63 + VAT)

The above payments were **APPROVED**.

2025-26.34 Highways

1. To **Consider** highways reports

Councillors discussed the presence of the police speed van in recent weeks. Cllr Crick suggested the clerk write to North Yorkshire Police to thank them for deploying the speed van in the local area and the Chairman was in agreement.

Cllr Cook raised the topic of York Road resurfacing due to severe potholes. The clerk agreed to contact Highways.

Councillors discussed the recent accident at the roundabout off the A19, a matter previously raised by the Council as presenting a risk to road users.

2025-26.35 Policing and Security Matters

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

None at this time.

2025-26.36 Allotment update

The clerk agreed to chase up any unpaid tenancies.

Cllr Wrightson noted that water levels were down and suggested that more IBC units could be useful. Cllr Wrightson will contact allotment holders soon to arrange a general meeting to discuss progress on site.

2025-26.37 Other Business and Correspondence Received

1. Co-option of a new councillor

The Council discussed the potential vacancy following Cllr Musgrove's resignation as Chair. The Vice Chairman agreed to speak to C Musgrove to see if she would be interested in remaining on the Council, and if not, to seek written resignation that would prompt the co-option of a new councillor in the coming months.

2. Overgrown hedgerow

The clerk was contacted by a resident before the meeting regarding overgrown hedges around signs in the village. Clerk to contact NYC/Highways to seek action on this.

2025-26.38 To Note matters for information for next monthly meeting agenda

1. Scheduling of public participation at meetings
2. Inspection of village assets - update

2025-26.39 To Confirm date, time and venue for next meeting

Meetings start at 7pm – next meeting is 09/07/2025 at Power Point, York Road, Thirsk.