

# 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 Ordinary Meeting of Bagby and Balk Parish Council** **Wednesday 8<sup>th</sup> April 2026**

**Present:** Cllr McKenzie (Chair), Cllr Varey (Vice Chair), Cllr Crick, Cllr Cook, Cllr Southwell, Clerk R Hedger

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### **2025-26.152 Public Participation**

None at this time.

### **2025-26.153 Apologies**

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

None at this time.

### **2025-26.154 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.

### **2025-26.155 Minutes**

1. To **Approve** the minutes of the Ordinary Parish Council Meeting 11/03/2026

The minutes had been circulated in advance of the meeting, and these were accepted as a true reflection of the meeting. These were signed by the Chair.

### **2025-26.156 To Receive reports for North Yorkshire Council**

None at this time.

### **2025-26.157 To Note and Discuss any Planning issues**

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

|                |                                                                                                           |                                                               |
|----------------|-----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| ZB26/00230/MRC | Application for removal of condition 5 (occupancy of land) for previously approved application 94/50075/P | Monk Park Farm Visitors Centre Monk Park Farm Green Lane Balk |
|----------------|-----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|

Councillors noted the planning application. Councillors were keen to find out why the agricultural clause needed to be removed and instructed the clerk to ask for further clarification on why this was necessary.

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

|                                  |                                                                                                                                                                              |                                                                                         |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| ZB24/02024/DCN<br><b>GRANTED</b> | Application for approval of details reserved by condition 3 (materials - before above ground works) and 4 (surface water) for previously approved application ZB24/02024/FUL | Celli UK Limited Prosperity House Thirsk Industrial Park Thirsk North Yorkshire YO7 3BX |
| ZB26/00178/MRC<br><b>GRANTED</b> | Application for modification/removal of condition 3 (kiosk for ice cream and cafe) - reword for previously approved application 05/01769/FUL                                 | Monk Park Farm Visitors Centre Monk Park Farm Green Lane Balk                           |
| ZB25/01779/FUL<br><b>GRANTED</b> | Retrospective demolition of Hangar F and the erection of a replacement building for the storage of aircraft and vehicles                                                     | The Airfield, Bagby, Thirsk, North Yorkshire                                            |

Councillors noted the planning decision notices.

**2025-26.158 To Note or Approve Finance and Governance issues**

1. To **Note** the year-end Bank Reconciliation, Cash Book and Budget Monitoring documents for 2025/26

Councillors noted the year-end bank reconciliation, cash book and budget monitoring documents for 2025/26. The current bank balance is £9534.79.

2. To **Agree** AGAR consideration in May

Councillors noted the upcoming AGAR process. The clerk has been in touch with the internal auditor to begin this process prior to external audit, and will prepare the necessary documentation in advance of the next meeting.

3. To **Review** internal controls

The clerk noted that two councillors are currently able to authorise bank payments and it was agreed that all councillors would become bank signatories, thereby improving internal financial controls. It was resolved that the clerk would contact councillors to request the necessary information and documents from those not currently listed with the bank.

4. To **Note** grant application from BBVS

Councillors considered the grant application for £1,171.97 intended to cover insurance for the village playpark. Councillors approved the application and instructed the clerk to arrange payment. The Chair noted that it would be positive to forge a closer working relationship with the BBVS and asked the clerk to contact the group to enquire about attending one of their meetings and to invite them to attend a Parish Council meeting in return.

5. To **Consider** approving the payments detailed below:

|          |                                                                    |         |
|----------|--------------------------------------------------------------------|---------|
| TP Jones | Payroll services                                                   | £64.80  |
| R Hedger | Clerk overtime for audit preparation (up to 6 hours, as necessary) | £103.08 |
| Amazon   | Microsoft 365 subscription                                         | £84.99  |
| YLCA     | Membership                                                         | £268.00 |

Councillors considered the payments outlined above and these were subsequently approved.

**2025-26.159 Allotment update**

1. To **Note** successful lottery community fund application and to **Confirm** receipt of grant

The clerk informed councillors that the Lottery Funding grant of £5286 was approved and had been received at the end of March. Councillors instructed the clerk to contact allotment-holders to inform them of this successful application. It was resolved that councillors would visit the site before kickstarting the process of purchasing the items approved by the funding committee.

2. To **Note** hedge-planting completed on-site

Councillors extended thanks to C Musgrove for planting up the hedge plants on site.

#### **2025-26.160 Other Business and Correspondence Received**

1. To **Note** response from Yorkshire Water re. Bagby sewage works

Yorkshire Water have confirmed receipt of the photographs of the site. The clerk is awaiting further information.

2. To **Note** two reports of potholes in Bagby

The clerk recently received two separate reports of potholes in Bagby. She reported these to North Yorkshire Council and emailed NYC Cllr Baker (18/3/2026) to request assistance in dealing with these. Cllr Southwell noted that some potholes had since been repaired.

Cllr Cook noted that potholes on York Road remain an issue and asked the clerk to email NYC Cllr Baker to assist with this.

3. To **Note** report of flooding on Church Lane

The clerk received a report of flooding on Church Lane. Councillors asked the clerk to report this to NYC.

4. To **Discuss** flooding on Bagby Lane

Following last month's meeting, the clerk had emailed NYC Cllr Baker requesting assistance in dealing with this matter. Cllr Southwell noted the flooding had been less severe during recent rainy periods and councillors agreed to monitor this moving forward.

5. To **Review** asset register

Councillors confirmed that the asset register was up to date and it was resolved to continue to monitor this going forward.

6. To **Discuss** website

The Chair had asked the clerk to review the current website arrangement. The clerk suggested that the current email provider can provide a website and noted that this would cost approximately the same, but with better support and more appropriate payment options. Councillors approved the switch and it was resolved that this would be arranged later in the year.

7. To **Note** clerk appraisal in May

It was resolved that in accordance with Section 100A of the Local Government Act 1972, the press and public be excluded from this discussion due to the confidential nature of the business to be transacted, namely staffing matters. The clerk left the meeting for the duration of the discussion to allow councillors to decide how they would carry out the appraisal process.

8. To **Update** on casual vacancy

None at this time.

9. To **Discuss** defibrillator

The clerk replaced the defibrillator battery in March but noted that there had been significant delays from the supplier. The Chair expressed a desire for all councillors to learn about the defibrillator and Cllr Varey explained that it is possible to have a training session. The Chair agreed this sounded useful, and suggested all councillors meet at the defibrillator on a future date and a training session be arranged later in the year.

10. To **Discuss** groundworks in Balk

The Chair noted that groundworks had been taking place in Balk. The Chair asked the clerk to check the Planning Portal and to enquire with Planning regarding the work taking place.

**2025-26.161**    **To Note matters for information for next monthly meeting agenda**

1. To **Note** Annual meeting of the council

**2025-26.162**    **To Confirm date, time and venue for next meeting**

**Meetings start at 7pm – next meeting is 13/05/2026 at Power Point, York Road, Thirsk.**

**The meeting closed at 20:20.**