

Kirkburn Parish Council
2 Orchard Court, Market Weighton, YO43 3QJ

Minutes of the Kirkburn Parish Council Meeting held
at Kirkburn Village Hall, 7.30 pm, Thursday 3rd July 2025

Councillors Present

Philip Ashcroft - Chair
Dale Potter
Carl Jones
Darren Wilks

Others Present

Caroline Addy – Clerk

1. Introduction to meeting by Chair

The Chair welcomed attendees to the meeting

2. Apologies for absence

ERYC Ward Cllrs Michael Lee and Mark Blakeston Beverly Didsbury, Deborah Barrett
Marcia Glover,

3. Declarations of interest

Philip Ashcroft declared an interest as a member of Kirkburn Village Hall Committee.
Darren Wilks declared an interest as the Treasurer of Driffeld Shop Watch

4. Welcome to other attendees

Mark Furness – Quickline

An introduction was given from Mark Furness and an update on who Quickline are and what they do. Also, what is happening in the Parish of Kirkburn regarding the installation of fibre cabling and cabinets for new broadband telecommunication as part of the Government's improvement of Rural Broadband improvement programs.

5. Minutes of the council meeting held on Thursday 15th May 2025

The minutes were taken as a true record of the meeting and signed by the Chair.

6. Matters arising from minutes and not covered by the agenda

Former telephone kiosk in Kirkburn – Documentation now received from BT who have now signed ownership over to Kirkburn Parish Council. Cllr Carl Jones would like to paint and upgrade the phone box and then decision to be made as to what we can use the phone box for. BT have provided the Parish Council with a paint kit for the former phone box

Assets Survey – The Chair (Philip Ashcroft) circulated an Asset List status report following the survey undertaken by himself and Dale Potter. He gave an update on what work was required to maintain the assets. The main issue was the unsafe condition of some of the litter bins (loose on their bases). Those litter bins requiring attention have been reported to ERYC, including a priority request to make safe and paint the one nearest to the Showground entrance in time for Driffeld Agricultural Show. Now awaiting reply from ERYC. The former Phone Box in Kirkburn requires adding to the asset list.

Bus Shelters - The replacement bus shelter has been installed in Kirkburn. The Chair's intervention, and subsequent article in the Driffeld and Wolds Weekly, has resulted in ERYC's Transport Team installing a replacement shelter that is more substantial than that originally proposed!

The Chair and Clerk attended the ERYC Transport Forum at Patrington on 27th June 2025. ERYC started they are still assessing the expression of interest forms for new bus shelters. The Parish Council therefore have yet to be informed if the bus shelter at the end of Garton Lane and the one near the MOD cadet camp will be provided as per our Expression of Interest form.

Parish Councillor Training – ERNLLCA are running “Being a Good Councillor” training courses. As the next parish council meeting clashes with the Part 1 session in July it was felt it would be best to request places on the November courses. These are Part 1 - 6th November; Part 2 - 13th November and Part 3 - 20th November. Parish Councillors were encouraged to inform the Clerk if they can participate in these courses. The clerk had sent information out and had some replies but will chase again as need to book shortly

Damaged fence in Polar Bear Drive – Information has been provided by Peter Ward Homes to show that Northern Powergrid are the landowners of the land around the HV power lines in Hudson Park. This information (which consists of drawings created by Northern Powergrid with their logo on!) has been forwarded to Northern Powergrid. The Clerk also requested that as owners of the land they repair the fence.

7. Cessation of Grass cutting and Tree maintenance in Auchinleck Close by ERYC

The Chair provided an update to Councillors regarding the ongoing issues surrounding grass maintenance in Auchinleck Close. Which has been ceased by ERYC who are claiming that a Section 38 agreement signed in 1994 means it is not their responsibility to cut the grass and maintain the trees. The matter particularly concerns two specific areas; the strips of grass that run parallel with Auchinleck Close (referred to as Service Strips by ERYC) and the grassed area known as the “Horseshoe” which is now owned by the Parish Council. Both grassed areas had been cut by ERYC up until around the end of April/start of May 2025.

The Chair has spoken with Alex Cammish, who acted as the Agent for the developers who originally purchased the area from the MOD. Mr Cammish stated that after the roads were improved and the sewerage systems were upgraded (at cost to his client of around £750,000) the sewers and roads were adopted by the water undertaker and the County Council. He stated that his clients have not been responsible for grass cutting for well over 25 years. He also stated that 50% of the development was sold to another developer. He recommended formally requesting from ERYC the adoption paperwork for the site.

The Chair has checked through historical Parish Council minutes and in April 2020 there is a reference for the Clerk to contact ERYC regarding the lack of grass cutting in Auchinleck Close. The concern re Ragwort proliferation is also mentioned several times in minutes in the 1990's.

The Chair spoke to the former Chair, Mr Armitage. Mr Armitage confirmed that ERYC provided the necessary permissions for erecting a noticeboard in the “service strips” area. The Chair also informed the meeting that ERYC were also the body responsible for giving permission to install the Memorial seat in 2018 and various litter bins in Auchinleck Close. Therefore, ERYC should be the body responsible for cutting the grass in Auchinleck Close, as they have for over 25 years.

The Chair has spoken with Ward Cllr Michael Lee about the ongoing issue and informed him that a letter had been sent by the Clerk to the Leader of ERYC, Cllr Handley, asking for her assistance in resolving the matter and ensuring that ERYC resume the cutting of the “service strip” areas of Auchinleck Close. The Chair had also requested that the Clerk forward a copy of this letter to the Ward Councilors’, which the Clerk has sent. A response is still awaited.

At the Chair's request, the Clerk read aloud the contents of the letter to the meeting. The letter outlined the persistent issues and emphasised the need for urgent action to resolve the matter.

On the separate but associated matter of ERYC ceasing to cut the grass in the "horseshoe area" owned by the Parish Council. After the matter was raised by the Chair with Dominic Boynton (the nominated ERYC manager for any issues relating to grass cutting for this specific area). Dominic assured the Chair that the area is now back on ERYC's maintenance schedule and will be cut shortly. (NB: the Parish Council have a formal arrangement with ERYC for this area to be cut and yet it would appear ERYC's grass cutting team ignored this agreement!)

8. Development of former Alamein Barracks Site

The Chair updated the Councillors that he and the Clerk are to meet Haydn Short (Strawsons) on the 18th July at the site for an update and walk round. This will also assist the Clerk in building up an understanding of the scale of the development proposed for the site and the potential issues the developers will need to address.

Since the last Parish Council meeting, Deetu (on behalf of Strawsons) had carried out an on-line Public Consultation/Engagement survey. This had been publicised on the Parish Council's website and Facebook page as well as in Driffeld and Wolds Weekly, The Chair asked Parish Councillors if they had submitted responses. All replied that they had.

9. IT and social media related matters

a. Selection of new IT provider to meet GOV.UK requirements

Clerk had identified a shortlist of IT providers and met with Carl Jones, Dale Potter, Phil Ashcroft to determine which ones to investigate further with a view to appointing. The Chair updated the Councillors that we are now looking at Vision ICT as a potential provider as Caroline, the Clerk, is already familiar in using this website package. The website design, used by Hedon Town Council, was demonstrated in the meeting to show Councillors.

The Clerk has contacted Vision ICT to ask if they can give a demonstration on how it works via Teams/Zoom to Cllrs Ashcroft, Jones, Potter and Wilks at a time all are available. Clerk to chase and ask for this to happen as soon as possible

b. Parish Council's social media platforms

The Clerk confirmed that they are now acting as the Administrator for the Parish Council's Facebook page. The Clerk has already made modifications to the Facebook account and gave a demonstration of the change of the front page, notices, etc. Once the website has been moved to the new GOV.UK compatible format the Clerk will take over the administration of the website from Carl Jones.

10. Defibrillator – Auchinleck Close

The Chair informed Councillors that he and Cllr Potter had recently met with representatives from East Riding of Yorkshire Council (ERYC) to discuss the proposed installation site for the defibrillator on Auchinleck Close. The intended location is an existing lamp post; however, upon inspection, ERYC determined that the current post has a structural defect (a hole in the metal) and will therefore require replacement prior to installation.

Councillors were advised that funding options would need to be explored to cover the cost of purchasing the defibrillator. Cllr Potter reported that the Yorkshire Ambulance Service has quoted a price of £999.00 for the defibrillator unit. Additionally, ERYC has estimated the installation cost at £230.00. The Chair concluded by stating that the Council would review the current budget to assess available funds and report back with recommendations.

11. VE/VJ Day 80th Anniversary Fund

The Chair informed Councillors that the proposed event to mark VJ Day on 16th August

would not be able to proceed, as the Events Committee had been unable to convene and discuss potential arrangements in time. The Clerk reported that she had completed and submitted the necessary grant funding application, and confirmation had been received that a grant of £500.00 had been awarded. Although the Clerk had also prepared the required event documentation, the current timescale no longer allows for the event to take place as originally intended. In light of this, the Chair requested that the Clerk explore whether the grant could instead be used to fund a commemorative VJ Day bench. The Clerk confirmed that she had already made enquiries and, provided a report is submitted demonstrating appropriate use of the funds, there should be no issue with this alternative use. Councillors expressed support for the idea of a commemorative bench and suggested that it could be installed on the land owned by the Parish Council on Auchinleck Close . It was agreed that prices for a suitable bench should now be sourced. Once a purchase decision is made, the relevant documentation can be completed to finalise the grant funding process

12. Planning Applications

Planning applications received from ERYC since the last meeting

Applicant and Ref No.	Description	Comments
Land North and East Of Allotments Cemetery Lane Driffield YO25 5NJ 25/01264/STVAR 	Variation of Condition 17 (A614 improvement) and Condition 32 (approved plans - roundabout arrangements) of planning permission 22/03976/STOUT (Outline - Erection of up to 313 dwellings and up to 68 extra care units with associated infrastructure, construction of roundabout onto A614, associated earthworks and new farm access (access to be considered)) to allow changes to the geometry of the roundabout	This relates to an application from the developer to be able to construct 10 dwelling plots prior to the new roundabout on the A614 being completed. The area being developed is within the Driffield Town Council boundary.

Planning application decisions received from ERYC since the last meeting.

None received

13. Accounts payable and council financial matters

Receipts since 15th May 2025

£ 545.22 – VAT Repayment 2024/25 Tax Year

Outgoings since 15th May 2025

£ 900.00 – Kirkburn Village Hall Donation

£ 29.94 – Sky Connect April invoice

£ 264.00 – Zurich Municipal Insurance Premium

£ 9.50 – Bank Charges

£ 7.50 – Bank Charges

£ 29.94 – Sky Connect June invoice

Clerk's Salary – Chair and Clerk have met to discuss and identify the most appropriate methodology for ensuring the payment of the Clerk's salary and ensuring HMRC requirements are met by the Parish Council. The Chair explained that as this is the first time in many years the Clerk's position has been filled it is taking longer than anticipated to address the procedural matters required. The Clerk had received some information from

HMRC and gave to Chair for the information to be accessed online but we are waiting for a code which is been sent separately for the account to be completed. He thanked the Clerk for her understanding as the matter is dealt with.

Savings Account – Correspondence received from ERNLLCA relating to a savings account for Parish Councils offered by Hinckley and Rugby Building Society. The Chair outlined the benefits of the account and the interest rate offered. This was higher than that offered by Beverley Building Society for a similar account. The meeting agreed this should be looked into further with a view to opening an account for the Parish Council. Chair and the Clerk to liaise with Hinckley and Rugby Building Society with a view to opening a savings account for the Parish Council. The Chair explained that everything is online.

14. Correspondence

Correspondence has been received as follows:

- ERNLLCA - various membership notices and training invitations (circulated by e-mail to Members as received by Clerk)
- ERVAS – bulletins (circulated by e-mail to Members as received by Clerk)
- Community Partnerships regular e-mails
- Updated electoral role lists
- Various grant information circulars

15. Any Other Business

Bus Forum Update - The Chair provided an update on the recent ERYC Bus Forum meeting. He had expressed appreciation to Colin Walker for his assistance with the installation of the new bus shelter, which is now successfully in place.

The Chair noted that, due to the event overrunning its scheduled time, he was unable to raise several key questions he had prepared. As a result, some important issues remain unaddressed.

16. Date of next two meetings

Thursday 18th September 2025 at 7.30 pm

To be confirmed - November/December 2025

17. Close of meeting

09.55 pm