

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 18th September 2025

Councillors Present

Philip Ashcroft - Chair
Marica Glover
Deborah Barrett
Beverly Didsbury
Darren Wilks

Others Present

Caroline Addy – Clerk

1. Introduction to meeting by Chair

The Chair welcomed attendees to the meeting

2. Apologies for absence

Dale Potter, Carl Jones, ERYC Ward Cllrs Michael Lee and Mark Blakeston

3. Declarations of interest

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

4. Welcome to other attendees

None

5. Minutes of the council meeting held on Thursday 3rd July 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

Assets Survey - follow up actions - Loose litter bin near show ground repaired and repainted. Clerk to check on status of others reported to ERYC earlier in the year as loose.

Grit bin surround (Kirkburn) - Chair has replaced rotten wood and re-stained the whole of the wooden surround.

Quickline – The Chair informed councillors that an email had been received from Mark Furness and his team, seeking feedback on their visit to the council meeting in July and the information provided. The Chair confirmed that a response had been sent to Quickline with the Council's feedback.

Grit Bin (Auchinleck Close) – Councillors requested that the Clerk report the grit bin on Auchinleck to ERYC, as the hinges and lid are damaged.

7. Approval of Vision ICT as Preferred IT Provider for New Parish Council IT Systems

The Chair, Phil Ashcroft, reported that he, Dale, Darren, Carl, and Caroline had participated in a Zoom call with Vision ICT, one of the shortlisted IT providers.

Vision ICT outlined their background and confirmed they could manage the transition of the Parish Council's website, allow additional information to be added, provide training on website usage, and issue new email addresses compliant with GOV.UK standards. The quoted cost for the service was £899. Darren commented positively on the company.

The Clerk demonstrated the website to the meeting and provided an overview. Cllr Glover queried the site's security, noting that it appeared as "not secure" during the demonstration. The Clerk was tasked with investigating the website's security status prior to any Council commitment.

The Clerk also shared that, during a recent ERYC Town and Parish Councils event, it was mentioned that a company working with ERYC is exploring the provision of new websites for Parish Councils. This initiative is in its early stages, with no pricing structure in place, though the company currently works with schools.

The Parish Council requested the Clerk enquire about the timescale and potential costs for the ERYC-affiliated company. If this alternative is not available soon, the Parish Council agreed to proceed with Vision ICT.

8. Parish Councillor Training

The Clerk reported that emails had been sent to Councillors regarding the ERNLLCA "Being a Good Councillor" training course. The training will be delivered in three parts, scheduled as follows:

- Part 1: 06/11/2025
- Part 2: 13/11/2025
- Part 3: 20/11/2025

Some Councillors have already responded regarding their attendance. The Clerk requested that any remaining Councillors confirm their availability for the sessions, so that bookings may be completed. Once all responses have been received, the Clerk will proceed to book the courses and circulate confirmation emails containing Zoom links in advance of the training dates.

9. VE/VJ Day 80th Anniversary Fund – Memorial Bench

The Chair informed the Council, that following the agreement at the last meeting for the Clerk to obtain prices for a memorial bench to commemorate the 80th anniversary of VE/VJ Day and to enquire if the Parish Council's ERYC's Do It for East Yorkshire grant application could be amended to contribute towards a bench, the Clerk has successfully secured £500 from the Do It for East Yorkshire Fund for this purpose, with the stipulation that the project must be completed by mid-October.

The Clerk circulated suggested wording for the bench, and it was agreed that the inscription would read: **"Remembering VE Day 8th May and VJ Day 15th August – Their courage secured our freedoms."** The bench will be of a waved design in order to remain consistent with the existing benches around the parish.

Clerk to contact Woodcraft with these details to confirm pricing and to provide the agreed wording for the memorial bench.

10. New and replacement bus shelters

The Chair updated Councillors that a response had been received from the ERYC Transport Forum confirming that the Council's expression of interest had been approved. The requested bus shelters are to be installed at two locations: Garton Lane and near the MOD cadet camp.

For the Garton Lane site, it is necessary to arrange for the adjacent tree to be cut back and for a base to be installed before the shelter can be erected. The Chair agreed to contact Tom Megginson to enquire whether he could assist with crowning the tree in the vicinity of the proposed bus shelter.

Regarding the MOD bus shelter, it was agreed that the Chair, Carl (Transport Parish Champion), and the Clerk would contact Strawsons to request assistance with cutting back trees near the planned location for the shelter. When the Chair and Clerk previously met

with Haydn Short, he had indicated that support would be provided where possible. Once the tree work is completed, arrangements can then be made for the installation of the shelter base. All Councillors agreed for the Chair, Carl, and Caroline (Clerk) to progress these matters.

11. 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, with particular reference to the area known as the “Horseshoe,” which remains uncut despite previous assurances, and should have been cut under a separate contract that the Parish Council has with ERYC following the transfer of this piece of land to ownership by the Parish Council. This particular issue has now been resolved and the cutting of this section of grass resumed.

A letter had been received from Cllr Handley stating that the remainder of the Auchinleck Close site is not to be included on ERYC’s maintenance list and, due to financial savings, no action would be taken at this time to return the maintenance of the verges to ERYC’s maintenance schedules.

The Chair reported that the grass cutting cessation issue affecting the main grass verges is linked to the Section 38 adoption status of the area and ERYC’s insistence, based upon an interim Section 38 Agreement dated 27th June 1994, that the Developers are responsible for the maintenance of the grass and trees in the verge until such time as the works required to improve the roads on the estate have been completed such that ERYC would then complete the adoption process.

The Chair further explained that several individual Freedom of Information (FOI) requests had been submitted to ERYC to attempt to determine what internal ERYC correspondence had led to the decision to cease the grass cutting; what correspondence there had been historically on ERYC grass cutting schedules; when did ERYC adopt the roads and verges on the former MOD estate from the developers. Instead of answering the FOI questions individually ERYC had consolidated these requests and responded collectively. Their response indicated that they could only provide information (relating to correspondence and grass cutting schedules) from more recent years, which the Chair felt was an attempt to avoid providing a full account.

However, the main point of interest that had been received, in response to the FOI’s submitted, was that amongst the paperwork were copies of documents that appear to show that ERYC had indeed completed the adoption process on the 24th June 1996. This aligns with what the Developer’s Agent (Mr Cammish) had told the Chair in a telephone conversation earlier in the year. If this is correct then ERYC should still be responsible for the maintenance of the verges in Auchinleck Close and continue the work they have undertaken for over 25 years.

The Chair proposed to review the matter further and arrange a meeting with the Clerk to draft an appropriate response.

12 Defibrillator – Auchinleck Close

Due to financial constraints, it was noted that the project may need to be deferred until the following year unless sponsorship or grant funding can be secured. The Clerk will continue to seek funding opportunities and update the Council if any become available.

13. Planning Applications

Planning applications received from ERYC since the last meeting.

Applicant and Ref No.	Description	Comments
Frederick Smythe Kelleythorpe House Driffield Road Kelleythorpe YO25 9DW 25/01921/PLF	Erection of a replacement dwelling following demolition of existing	Parish Council met with the applicant on the 25th March 2025 to discuss the original planning application (25/00284/PLF - Erection of a self-build/custom build dwelling following demolition of existing). Applicant was able to answer all the questions submitted during the discussion to the satisfaction of the parish councillors present. Parish Council is supportive of the application subject to the applicant meeting the Conditions (and any requests for additional information) which may be submitted by the other statutory consultees.
Birch Valley Holdings Limited Deepdale House Kirkburn Road Kirkburn YO25 9EA 25/02288/PLF	Subdivision of dwelling to create two residential units (retrospective application)	Parish Council supports the application
Murray Shanley 3 Main Street Kirkburn YO25 9DU 25/02319/PLB	Listed building consent to strip existing roof back to rafters including existing lead flashings/valley gutters, replace existing felt with breathable membrane and valleys in code 5 lead, reinstate roof finish reusing salvaged tiles supplemented with like-for-like reclaimed tiles; re-decorate exterior of whole house using white limewash external paint; replacement timber fence panels 1.8m high to be installed between existing concrete fence posts to rear	Parish Council requested that as swifts are known to nest in the roof of property during the summer that a Condition be applied that the applicant installs 6 swift boxes are completing the roofing work to help protect this critically endangered bird species.
Murray Shanley 3 Main Street Kirkburn YO25 9DU 25/02325/PLF and 25/02326/PLB (Listed Building Consent)	Installation of replacement boiler flue and repair to surrounding brickwork, following removal of render panel to rear (Retrospective)	No objections

Planning application decisions received from ERYC since the last meeting.

Applicant and Ref No.	Description	Comments
Mr and Mrs Morris 1 Southburn Road Kirkburn YO25 9EB 25/00658/PLF	Erection of single storey extension to rear following demolition of existing single storey element and erection of detached outbuilding with carport following demolition of existing detached garage	Approved with four conditions

14. Accounts payable and council financial matters

Receipts since 3rd July 2025

No income received

Outgoings since 3rd July 2025

£ 29.94 – Sky Connect July invoice
£ 5.00 – Wood to repair grit bin
£ 20.80 – Parish Council web domain registration
£ 827.32 – Clerk's salary (April to July 2025)
£ 206.60 – HMRC PAYE (April to July 2025)
£ 7.10 – Bank Charges
£ 29.93 – Sky Connect August invoice
£ 95.82 – Parish Council annual e-mail account and registration
£ 239.84 – Clerk's salary (August 2025)
£ 60.00 – HMRC PAYE (August 2025)
£ 10.30 – Bank Charges
£ 30.35 – Sky Connect September invoice

Clerk's Salary – Chair stated that the Parish Council's HMRC online account had now been set up and has been used pay the Clerk and that he had sent a covering letter with payment for tax to HMRC. He had subsequently been informed that the Parish Council owed £92.54. The Chair had been in contact with HMRC to query this amount as they appear to have applied National Insurance charges when the Clerk's salary is below the threshold for applying NI charges. It transpires that because of the salary back-paid in July the HMRC algorithm has assumed this would be the monthly salary and therefore over the NI threshold! HMRC have stated that it should rectify itself as the financial year progresses and the Parish Council should pay the outstanding NI payment, which should be reimbursed at a later date.

Savings Account – Following the earlier agreement by the Parish Council members, the Clerk has obtained more information in relation to the savings account for parish councils offered by the Hinckley and Rugby Building Society. The additional information was discussed and it was agreed by the meeting the Parish Council should now move towards opening a savings account with this Building Society. It is hoped that the interest from the account will help to offset the bank charges that the Parish Council's bank, Virgin Money, have now introduced. The Clerk, Chair, Carl Jones and Darren Wilks to be signatories to the new account. Clerk and the Chair to progress the setting up of the account.

15. Correspondence

Correspondence has been received as follows:

- ERNLLCA - various membership notices and training invitations (circulated by e-mail to Members as received by Clerk)
- Community Partnerships regular e-mails
- Updated electoral role lists

- Various grant information circulars

The Clerk has added information from a new business in the Parish (Tip your Hat – who provide a Celebrant Service) to the Parish Council's Facebook page

The clerk has received an email from ERYC Streetscene hub regarding Mallard House, Eastburn Road and an officer was going to meet with Mr Sleight to see what could be done regarding his flooding issue

16. Any Other Business

The chair asked the members if they all agreed that they purchase Ukrainian Remembrance Day wreaths the same as last year. All agreed.

17. Date of next two meetings

25th November 2025 at 7.30 pm

19th February 2026 at 7.30 pm

18. Close of meeting

09.35 pm