

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 25th November 2025

Councillors Present

Philip Ashcroft - Chair
Beverly Didsbury
Carl Jones
Darren Wilks
Dale Potter

Others Present

Caroline Addy – Clerk

1. Introduction to meeting by Chair

The Chair welcomed attendees to the meeting

2. Apologies for absence

Marcia Glover, Deborah Barrett, Cllr 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 Treasurer of Driffield Shop Watch

4. Welcome to other attendees

None

5. Minutes of the council meeting held on Thursday 18 September 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 bins surround (Kirkburn) - Chair has replaced rotten wood and re-stained the whole of the wooden surround. Grit bin (at Auchinleck) had been checked and ERYC replied it was in good order, confirmed by the Chair.

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.

7. Update on Vision ICT IT provider for New Parish council IT systems

The Chair, Phil Ashcroft, updated on the website provider which had been chosen and that we had been working VisionICT to provide the information required to build and populate the new website. The website is not live but we can look and see the progress, which is looking good. The Clerk asked VisionICT to confirm the website is secure and received confirmation that the website was secure and was in with the price given. The email addresses for Councillors were in process, and it was agreed at the meeting that the Council email address would be **kirkburnpariscouncil.gov.uk**. The website is nearly ready and the Chair and Clerk would continue to be in touch and sending the relevant information that Vision ICT had requested would be sent across.

The Clerk reported that the invoice for the Website had been received.

8. Update on Good Councillor Training

The Clerk reported that some Councillors were booked on the training and they had reported back how useful the sessions were. For Councillors that were unable to attend the sessions the Clerk said there was some more dates coming out in 2026 and would send the information out and would be in a 3 part block and would again by Zoom.

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

The Chair informed the Council, that the Bench had been received and was waiting to be installed by the Chair, Darren and Dale. The Bench would be situated on the Green on Auchlinleck

10. New and replacement bus shelters - Update

The Chair updated Councillors that a response had been received from the ERYC Transport Forum confirming that the Parish Council's expression of interest had been approved by ERYC. The Councillors were informed that we had been notified that no contribution would be required for the Bus Shelters which was positive news. However, ERYC require the Parish Council to provide quotes for the supply and installation of the shelters and also organise for any bases to be installed at the sites for the new shelters. This is disappointing as the original impression was that ERYC would undertake all this work once a Town or Parish Council's expression of interest had been approved.

The Parish Council have subsequently received a quote from the Shed Man. This is the small company who installed the replacement shelter in Kirkburn Village on behalf of ERYC.

Regarding the shelter between Auchinleck and Ramsden Closes, the Chair and Clerk had been in talks with Haydn Short, from Strawsons. The Chair had also spoken to Tom Megginson regarding the installation of a Bus Shelter on the corner of Garton Lane and whether he could arrange for the trimming back of the hedge and horse chestnut tree to assist with the potential installation of a new shelter.

The Chair said there was a ERYC Bus Forum meeting scheduled for 28th November 2025, to be held at Bishop Burton College, and would report back at next meeting.

All Councillors agreed for the Chair, Carl, and Caroline (Clerk) to progress these matters.

11. Legal Update - Cessation of Grass cutting and Tree maintenance in Auchinleck Close by ERYC

The Chair further explained that we are seeking legal advice from our insurers Zurich and their legal team (ARAG) regarding the information we have and what information the Parish Council has received from the FOI requests. This has not moved forward at this point. The Chair and Clerk will discuss as to how this can be moved on.

Councillor Lee advised the Councillors that Claire Hoskins, the ERYC Director who issued the instruction to cease the grounds maintenance in Auchinleck, was leaving ERYC in December 2025.

The Chair proposed to review the matter further and arrange a meeting with the Clerk to discuss ways further.

12. EGL2 Grant Funding for Defibrillator – Auchinleck Close

Due to Parish Council financial constraints, the Clerk and Councillors had enquired as to whether a grant could be obtained from the EGL2 cable project's community funds. This enquiry is still ongoing. The Clerk will continue to seek funding opportunities but highlighted that most organisations providing grants require match funding. However as

currently the Parish Council does not have the funds to be able to match fund a grant it was noted that the project may need to be deferred until the following year unless sponsorship or grant funding can be secured.

13. Overview & Scrutiny Survey

The Chair updated Councillors about the survey and if they had any topics to let the clerk have them and she would send them to ERYC before the Deadline of 8th December 2025.

14. Planning Applications

Planning applications received from ERYC since the last meeting.

Applicant and Ref No.	Description	Comments
Primepak Foods Ltd Unit 86 Kelleythorpe Industrial Estate, The Embankment, Kelleythorpe YO25 9FP 25/02972/PLF	Erection of two Shelters (Retrospective)	Parish Council is supportive of this and have no objections

Planning application decisions 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	Approved with eighteen conditions
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)	Approved with three conditions
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;	Approved with five conditions. ERYC's Officers ignored the Parish Council's observations regarding the nesting of swifts under the roof tiles in the summer and did not impose the requested condition that swift boxes be installed following the re-roofing of the building. A complaint was submitted to ERYC on this matter but fobbed off without any real justification by one of their Planning Managers.

	replacement timber fence panels 1.8m high to be installed between existing concrete fence posts to rear	
Birch Valley Holdings Limited Deepdale House Kirkburn Road Kirkburn YO25 9EA 25/02288/PLF	Subdivision of dwelling to create two residential units (retrospective application)	Approved with two conditions.

15. Accounts payable and council financial matters

Budget and Precept Setting 2026/27

The Clerk and Chair had prepared three potential budget and precept options for discussion and agreement by the Parish Council members. After much discussion it was proposed by Carl Jones and seconded by Darren Wilks, that to enable the Parish Council to be able to continue to move towards a precept commensurate with the size of the Parish, and to the holding of a suitable contingency within the budget, that a precept request of £10,391 be submitted to ERYC. This was voted upon and unanimously agreed by all present.

Receipts since 18th September 2025

£ 4550.00 - 2nd Precept payment from ERYC

£ 500.00 - Do it for East Yorkshire Grant for VJ Bench

£ 53.40 – HMRC cheque refunding 1st October PAYE payment

Outgoings since 18th September 2025

£ 121.62 – Annual e-mail account and Web Registration

£ 213.35 – Clerks Salary (September 2025)

£ 145.94 - HMRC PAYE (September 2025) and National Insurance payment (Apr to Jul)

£ 7.80 – Bank Charges

£ 32.94 – Sky Connect October invoice

£ 213.35 – Clerks Salary (October 2025)

£ 53.40 – HMRC PAYE (October 2025) – 1st payment

£ 8.10 – Bank Charges

£ 32.94 – Sky Connect November invoice

£ 79.20 – Poppy wreaths

£ 48.00 – ERNLLCA conference

£1000.00 – Hinckley Building Society Savings Account Deposit

£ 213.35 – Clerks Salary (November 2025)

£ 53.40 – HMRC PAYE (October 2025) – 2nd payment

Clerk's Salary (PAYE payments) – Chair informed the meeting that HMRC had sent a cheque to the Parish Council for £53.40. This would appear to be a reimbursement of an on-line payment for the Parish Council's October 2025 PAYE submission. He informed the meeting that the Parish Council's online HMRC account now states the Parish Council is in arrears by £53.40 for October 2025! A second attempt to pay this amount is to be made.

Rugby & Hickey Savings Account – The Clerk advised Councillors that this account was now opened.

16. Correspondence

Resident had sent a letter to Parish Council regarding some tree work that they had completed as a tree, in the footpath between Main Street and the A614 bypass, had come down into her garden resting on one of her outbuildings and she had to pay someone to remove the tree. The resident was requesting that the Parish Council reimburse her for the payment of the invoice. The clerk had replied to the resident to inform them that she had forwarded the letter and invoice onto ERYC as Kirkburn Parish Council do not own any trees could not pay her invoice

Other 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 Giant Tree Circle – Regarding the planting of a Tree in Kelleythorpe

17. Any Other Business

The Clerk has added information from a new business, Field and Farm Vets (recently opened as a new practice in the fold yard area of Kirkburn Manor), to our Facebook page and said that information regarding our Council meetings will be added near the time

The clerk has received an email from ERYC Streetscene hub regarding Mallard House, Eastburn Road and an officer been out and work had been completed to resolve the flooding issue

18. Date of next two meetings

19th February 2026 at 7.30 pm
TBC

18. Close of meeting

09.55 pm