**KEXBY & SCOREBY PARISH COUNCIL**

Minutes of the ANNUAL MEETING OF KEXBY & SCOREBY PARISH COUNCIL held in Primrose Bank Tea Rooms on WEDNESDAY 7TH MAY 2025 at 7.15pm (this meeting followed the Annual Parish Meeting.

Present from Parish: Chairperson Cllr Andrew Wilkinson, Cllr John Mackfall, Cllr Kevin Daniel, Cllr Terry Marran, Cllr Andrew Cole, Cllr Ann Carrington

In Attendance: Jill Edwards volunteer Clerk , Anne Longmore volunteer admin support to Clerk who are both parishioners and Mark Warters- City of York Councillor Ward Councillor

Public present: 1

**A1. ELECTION OF THE CHAIRMAN**

Nomination received and Chairman for 2025/2026 elected: Cllr Andrew Wilkinson

**A2. CHAIRMAN’S DECLARATION OF OFFICE**

Chairman signed the declaration of office of Chairman

**A3. ELECTION OF THE VICE CHAIRMAN**

 Nomination received and Chairman for 2025/2026 elected: Cllr John Mackfall

**A4. APPOINTMENT OF PARISH REPRESENTATIVES TO OUTSIDE BODIES**

Discussed that no Councillors were representatives to outside bodies and currently there are no requests for parish representatives on outside bodies.

**1. APOLOGIES**

 Cllr Denise Ray

**2. DECLARATION OF INTEREST**

 None declared

**3. MINUTES**

 **Minutes of Last Annual Parish Meeting**

Minutes of the meeting held on Wednesday 5th March 2025 were considered, confirmed and signed by the Chairman as a correct record.

**4. MATTERS ARISING FROM THE MINUTES**

 - Update regarding Kexby graveyard: Wilberfoss Church Parish have been managing ongoing maintenance. K&S parish own a bench in the graveyard and this will be refurbished by K&S parish 2025-26

 - Update on the footpaths :Scoreby: Feedback from Cllr A Wilkinson that landowners have objected to public bridleway Modification Orders in Scoreby.

 - Update on the painting of the York bound bus stop layby at Scoreby: Agreement has been made that this will be repainted by Highway Contractors

 - Update on the damaged riverside crossings: Letter sent to City of York PROW officer and this was acknowledged

 - Update regarding a waste bin outside Ivy Farm in layby: This was refused by City of York department but they agreed they would add to litter picking schedule

 - Update regarding the staining of the village bench: Scheduled to be completed May 2025

 - Update regarding the clearance of the track next to Laburnum Cottage: Letter sent and Highways confirmed that not a public footpath or bridleway, parish to get a contractor to clear vegetation enough for walkers as is the only safe route for pedestrians from Dauby Lane to access bus-stop but do not take responsibility of maintenance to the standard of a PROW.

**5. MATTERS RISING SINCE THE LAST MEETING**

 -Scoreby: Landowner of private road from Hendwick Hall farm to Scoreby Lodge have sent letters to some residents notifying status of private road. PC agreed that this was an issue between homeowners and landowner of the private road as access to road will be specified in Land Registry information.

 -Cllr A Cole raised proposed extension of Smoke Control area and impact on isolated and rural properties in parish and that the parish should participate in Consultation. It was agreed that Cllr Cole would draft a letter on behalf of the PC re: burning local fuel in open fireplaces. Notices of said consultation have been put up in neighbouring villages but none in rural area.

 -Fire in Hagg Wood area :Cllr Cole raised a potential safety issue for landowners and residents and it was agreed PC would write a letter to Forestry England to ask what their wildfire risk assessment and resilience plan is for Hagg and Scoreby woods which are both in parish area. Cllr Marran confirmed that the Fire Service have a map of hydrant locations and often take water to fires.

 -Flooding of land in Scoreby and Kexby: Cllr Mackfall raised whether this is due to water management Yorkshire Water and Drainage Board. Agreed letter should be sent to both Yorkshire Water and Drainage Board re water and drainage management within parish area.

-Cllr Ray requested Cllr Wilkinson to raise issue that there is Himalayan Balsam along river and it was agreed landowner should be notified as it is recommended that it is controlled or removed.

-HSBC Clerk and Cllr Daniel raised that the charity money held in a HSBC account was never transferred to PC account. Clerk and Cllr Daniel to address this in 2025-26

**6. PUBLIC PARTICIPATION**

None

**7. PLANNING MATTERS**

**7.1 To discuss any new planning applications** – None received

**7.2 To hear any results of decision decided** – Nothing discussed

**7.3 To note any applications discussed between meetings via email**

 Public Bridleway Modification Order – objections as previously submitted and referred to in section 4 of these minutes

**7.4 No other planning matters.**

**8. CLERK’S REPORT**

PC agreed Clerk’s request for purchase of a Parish Council laptop and expenses for printer inks.

Confirmed audit information submitted for internal audit and as report not yet ready will have to set an additional parish meeting in May or June to present report.

Date will be confirmed ASAP.

Volunteers willing to work until September and will set up new laptop, processes and templates to reduce admin load.

**9. CORRESPONDENCE**

 None

**10. FINANCIAL MATTERS**

 10.1 To authorise the BACS payments as listed below:-

 **Recipient** **Reason Amount**

 L. Pink Final Clerk’s Salary £ 51.00

 HMRC Final Payment £ 10.80

 Autela Payroll Final Payment £113.33

 The Sign Maker Memorial Plaque £288.47

 YLCA Annual Membership Fee 25/26 £133.00

 S. Goodwill Room Hire £ 60.00

 10.2 no cheque payments

 10.3 No additional invoices

 10.4 No additional income.

 10.5 No other urgent request submitted prior to the meeting:-

Actions below can’t be completed until internal audit report received. Timeframe for completion 1/7/25 and anticipated as discussed in Clerk’s report that internal audit report will be returned in May 2025 as auditors have received all information requested.

 (a) To receive and note the Annual Internal Audit Report for 2024/25.

 (b) To approve the Annual Governance Statement (Section 1) on page 4 of the Annual Governance

 and Accountability Return for 2024/25.

 (c) To approve the Accounting Statements (Section 2) on page 5 of the Annual Governance and

 Accountability Return for 2024/25.

 (d) To approve the Certificate of Exemption of the Annual Governance and Accountability Return

 For 2024/25.

**11. REPORTS FROM WARD COUNCILLOR: Mark Warter**

Report from Ward Councillor: ward funding 2025-26 will be approximately £700 for parish and pleased the plaque that was funded by 2024-25 has been made and will be in place for Remembrance.

 Request for any historical information of area to be circulated either to him or on website for information.

**12. REPORTS FROM PARISH COUNCILLORS**

None

**13. ITEMS FOR NEXT AGENDA**

Annual plan and risk assessment discussion

**14. TO NOTE THE NEXT MEETING DATE**

Next meeting: additional MEETING date to be confirmed on receipt of annual internal report as minuted section 8**.**

The subsequent meeting will be on 4th September 2025