

ASENBY PARISH COUNCIL

MINUTES

Minutes of the Meeting of the above-named Parish Council held on
Wednesday 3rd December 2025, in Topcliffe and Asenby Village Hall at 7.00 PM

1. APOLOGIES and REASONS FOR ABSENCE

- 1.1. Cllr. Miles.
- 1.2. Apologies accepted.

2. DECLARATIONS OF INTEREST

- 2.1. Declarations: None.
- 2.2. Dispensation: None.

3. MINUTES

- 3.1. Minutes of the meeting held on Wednesday 10th September 2025 were confirmed as accurate.

4. UPDATES, ACTIONS and NEW PROPOSALS

- 4.1. Cllr. Sollitt will become the representative/trustee on the Village Hall Committee and report back to the Parish Council.
- 4.2. The proposal for 'No cold calling zones' in the village will be added to the village improvement plan.

Action: Cllr. Gallon to add zones to improvement plan.

5. REPORT FROM FORUMS

- 5.1. Co. Cllr. Nick Brown's forum has not been held since our last meeting.

6. PLANNING

- 6.1. Planning updates:
 - 6.1.1. The Grange (screening for proposed digestor) – No further details received.
 - 6.1.2. Park House Farm (replacement agricultural building) – No objections. (Clerk to reply to NY Council by 13th December).
 - 6.1.3. The Arches (outbuilding) – This was a breach and being looked at by NY Council.

7. ALLOTMENTS

- 7.1. Cllr. Noble reported that research was ongoing, in particular looking at similar examples in other areas of North Yorkshire. She gave an example of a similar issue experienced by another parish council. Their advice was that paying tenants have no right to title.
- Cllr. Noble also reported that she was awaiting advice from the National Allotment Society and NY Council.

Include on next meeting agenda (4th March).

8. VILLAGE MAINTENANCE

- 8.1. No significant further progress has been made since the last meeting. Further work will begin in the new year.

9. COMMUNITY PARK

- 9.1. Both the basketball ring and safety matting repairs are under funding/budget review and decisions are to be looked at ready for the next financial year.
- 9.2. All trees received from the Woodland Trust have now been planted in the Community Park, plus an established apple tree kindly donated by a resident. The Parish Council's thanks extend to the volunteers who helped on the rather damp day.
- 9.3. The 2025 ROSPA report for the play ground was accepted. A plan will be developed to implement repairs in the spring.

10. GDPR and .gov Requirements

- 10.1 The Government continues to promote the use by local councils of a .gov website and emails. There are several companies offering the hosting service including the .gov domain and multiple email addresses. It was noted that technically they are not any more secure than our existing service but using the .gov domain better represents the council and would remove the use of personal email addresses.

Action: *Clerk to explore availability and cost.*

- 10.2 The impact of using .gov website and emails on the precept will be more than current costs but possibly not significant. Based on current research the greatest impact is likely to be reduced flexibility of website and increase in administration time.
- 10.3 Cllr. Noble explained that GDPR and data protection generally is an issue that should be addressed as soon as possible. This also linked with maintenance of records and availability to others e.g. historians. It was noted that many organisations archived their records in the North Yorkshire Council archives. The areas for consideration are a) emails, b) file storage, and c) website.

Actions:

Cllr. Gallon – explore provision at NY Council archive.

Cllr. Noble – explore the minute records held by existing and previous clerks.

Clerk – explore technical options available and cost implications.

11. EVENTS

- 11.1. Cllr. Noble summarised plans for the Santa event and the summer event for 2026.
- 11.2. The summer event will be on 28th June 2026 and will be a themed picnic.
- 11.3. It was agreed to cover the cost of £700 for a band for the summer event.
- 11.4. The CPR and defibrillator training was a great success attended by over 30 residents from Asenby and Topcliffe. The Chair has received many positive comments and thank you cards.

12. DEFIBRILLATOR

- 12.1. The defibrillator has been checked weekly and is satisfactory.

13. FINANCIAL MATTERS (23rd November 2025)

13.1.	HSBC Community Account (Current - *2139)	£ 1,171.10
	HSBC Business Money Manager (Savings - *8257)	£ 5,581.31
	Cash in hand	£ 0.00
	TOTAL funds	£ 6,752.41
	Of which is ringfenced/reserved	£ 4,356.02

13.2. The following payments and receipts are reflected in the above bank balances.
Payments confirmed since the last meeting:

Date	Month	Name	Payments
10	Sep	A Rowe	-(103.20)
6	Sep	SGS	-(1,215.84)
16	Sep	Scottish Water	-(14.84)
24	Sep	Bank charges	-(2.84)
13	Oct	Play Safety	-(115.20)
13	Oct	YLCA	-(57.50)
14	Oct	RBLI (flag)	-(19.98)
17	Oct	Thorpe Trees	-(202.86)
23	Oct	Tesco	-(124.75)
28	Oct	Webador (website)	-(122.40)
1	Nov	SGS	-(1,500.00)
3	Nov	SGS	-(345.12)

Receipts received since the last meeting:

Bank interest £ 38.32

13.3. Payments NOT reflected in the above bank balances:

Tree maintenance along riverside walk £ 360.00

A financial report was presented which covered an update on grants, budget and proposed precept.

13.4. Agreed to purchase bulbs for the village entrances as part of the Locality Budget.
To replace the bench at the end of Orchard Cottages with an RBLI bench (subject to cost) using Commuted Sums budget.

Actions:

Cllr. Rawden to purchase bulbs. Arrangements to be made for planting.

Cllr. Gallon to explore cost of RBLI bench.

13.5. Several options considered for 2026 budget, precept and implications. Agreed to increase precept to £8,100.

Action: *Clerk to notify NY Council.*

13.6. The pre-audit questionnaire has been received and a start on preparing paperwork. It was recognised that as part of AGAR the parish council needs to revisit requirements for policies and other documents. It was agreed to review requirements for GDPR and other privacy notices.

Actions:

Cllr. Noble to research needs of GDPR after Clerk sends relevant links.

Clerk to arrange meeting in spring specifically to review documents.

14. ANNUAL PARISH MEETING

14.1. Work has been completed on trees along the riverside path. Volunteer list has been updated.
14.2. NY Highways have completed their work on resurfacing the village footpaths.

15. COUNCIL ADMINISTRATION

- 15.1. Future of membership was considered and the need for replacement councillors.
- 15.2. Agreed to arrange dates for annual Parish and Parish Council meetings.
- 15.3. Next regular meeting: Wednesday 4th March 2026.

Actions:

Cllr. Gallon – review council membership.

Clerk – arrange dates for additional spring meeting and annual meetings.