

**WILBERFOSS PARISH COUNCIL**

**Clerk: Sarah Wills 2 Paddock Close Wilberfoss YORK YO41 5LX**

**01759 380123/07762 549292**

[clerk@wilberfoss-pc.gov.uk](mailto:clerk@wilberfoss-pc.gov.uk)

[www.wilberfoss-pc.gov.uk](http://www.wilberfoss-pc.gov.uk)

**MINUTES**

**21<sup>st</sup> August 2025**

**Present:** Vice Chair Colin Veitch and Cllrs David Barnett, Stuart Savage, Gemma Gibbs, Ross Cleary and Tricia Room together with Ward Cllr Dale Needham

The 15-minute question time was not utilised.

1. Apologies were received from Cllrs Richard Rains and Alan Mercer. The Clerk confirmed there had been no applications for the current vacancy.
2. There were no declarations of interest made by any Councillor present.
3. The Minutes of the meeting of the 17<sup>th</sup> July 2025 were signed as a true record.

**4. Planning Matters**

- 4.1 Cllrs considered Planning Application **25/02055/PLF** | Change of use of land for the siting of fully serviced pods and reception pod, together with parking, drainage and landscaping | Land North of The Chestnuts, Hull Road, Wilberfoss. and had no observations to make.
- 4.2 Cllrs were notified that Planning Application **25/01482/PLF** | External alterations to existing building| CLAAS Eastern Limited, Hull Road, Wilberfoss had been granted permission.
- 4.3 Cllrs were notified that Planning Application **24/00132/CLREF** | Certificate of Lawfulness for the existing use of land and buildings for the storage, maintenance and subsequent sale of industrial equipment (Use Classes B2 and B8) **Location:** Endfield Machinery Sales Limited, Unit 4, Storking Lane, Wilberfoss had been withdrawn. A general discussion took place about monitoring activity and reporting any noise and safety related issues to East Riding Planners.
- 4.4 Cllrs were notified that Planning Application **24/03769/PLF** | Erection of a stable block and construction of a separate riding arena with timber fencing on existing paddock area **Location:** Swallows Barn, Birker Lane, Wilberfoss had been granted permission.
- 4.5 Cllrs were notified that Planning Application **25/01558/PLF** | Erection of two-storey and single-storey extensions | 18 Main Street, Wilberfoss had been granted permission.
- 4.6 Cllrs considered Planning Application **25/01603/PLF** | Erection of a garage with home office above and caravan/car port to side (Retrospective Application) | Boxers Barn, Boxers Cottage, Birker Lane, Wilberfoss and had no observations to make.
- 4.7 Cllrs considered Planning Application **25/01899/PLF** | Erection of workshop/storage unit and extension to side of existing workshop/storage unit | Trebro UK Limited Sand Lane Game Farm Sand Lane Wilberfoss and had no observations to make.

5. Ward Cllr Needham confirmed that a Planning Officer had visited the Enfield Nursery site on Storking Lane, where residents had been concerned about activity and reported no breach of the planning conditions. He suggested the activities be monitored locally. He further advised that the motion to require residents to maintain trees on private land had been deferred. He was pleased to confirm that The East Riding of Yorkshire Council is displaying Prostate Cancer literature in their Sports Centres but would like to see a more widespread awareness campaign.

He advised Cllrs of an organisation called CHAG (Community Health Action Group) which is active in Pocklington and which he would like to see filter out to rural communities. It offers support to those suffering from loneliness, Alzheimer's, Parkinson's and following a cancer diagnosis. Home visits are offered by professionals and volunteers. He advised that he will forward details to the Clerk after it was acknowledged that nothing is visible online.

He further advised that there will be a delay of 2 years before major maintenance work is carried out to the carriageway on Hawthorn Drive. Until then, patching will take place as and when required. It is understood from correspondence that Ward Cllr Needham received for the Highways Engineers that the structure of the road is sound. Cllr Veitch again requested an engineer's visit to Willow Park Road where the surface is failing and asked Cllr Needham to investigate when the road surface was last assessed.

6. The Clerk advised that purchases of materials and paint had been made so that the Community Payback team could carry out tasks in the village.

7. **Progress Reports and to address any issues outstanding from previous meetings.**

- 7.1 The Clerk reported that the Community Payback team have painted the bridge on the A1079, cut back overgrown vegetation and cleaned the street furniture. The Parish Council has been asked by the Supervisor to draw up a list of tasks that the Payback team can carry out as and when they visit the village. Among the suggestions was the trimming of public verges that have overgrown footpaths. **ACTION:** Cllrs and Clerk to consider tasks for the ongoing list.
- 7.2 The task of removing and replacing the fencing on the Amenity Land will be carried out by the Community Payback team. The Parish Council will be required to dispose of the old fencing. Cllr Veitch advised that he had priced up the materials at around £900.00. **ACTION:** Cllr Veitch to liaise with the team and supervise the project.
- 7.3 A general discussion took place about the provision of safety measures to the snicket on Middle Street. Suggestions of additional signage, a speed bump and the removal of part of the wall and installation of a safety barrier were mooted. Cllr Savage identified the issue of liability. **ACTION:** Clerk to seek guidance from [ERNLLCA](#).
- 7.4 Cllrs acknowledged the new litter bin on Storking Lane has been fitted, and the invoice is awaiting authorisation.
- 7.5 The Clerk reported objections and observations about the installation of a bench on Willow Park Road. Cllrs voted unanimously that a bench in that location, to offer respite for seniors walking to the village centre, is required. Cllrs discussed and agreed that the bench should be placed on the north side of WPR and that the preferred location was on the grass verge adjacent to number 25. **ACTION** Clerk to carry out further consultation.
- 7.6 The Clerk reported that she had received one quote for the children's bookcase and is hopeful of securing a second. A third quote may prove problematic as joiner recommendations have not proved fruitful. The initial quote was acknowledged as being reasonable when compared with what the Parish Council paid for the first bookcase several years ago. If a second quote cannot be obtained, Cllrs voted to accept the first quote.
- 7.7 The Clerk was disappointed to report that, despite chasers, no response had been forthcoming from Newton upon Derwent Parish Clerk to her enquiries about their footpath installation. Ward Cllr Needham offered to make some enquiries.
- 7.8 The Clerk was pleased to report that the vehicles which made up the unauthorised encampment on Wilberfoss Hill have vacated the site. She reported the litter left behind to East Riding of Yorkshire Council and requested the reinstatement of the gated access. A local resident has moved earth to the location to prevent further encampments.
- 7.9 Cllrs were shown the archive cupboard which is in situ at the Community Centre.
- 7.10 The Clerk reported that her efforts to find a Neighbourhood Watch team willing to purchase No Cold Calling signs had failed. Ward Cllr Needham advised of several schemes operating in Pocklington and offered to try and source the signs.
- 7.11 The Clerk reported that the PFA has been successful in seeking funding for their lighting project and will not be submitting a further application to the Parish Council.

8. **Environment & Community Matters (to include Highways & Footways, Health, Education, Policing, Street Lighting and Community Groups)**

- 8.1 A discussion took place about maintenance to Parish Council owned trees at Jubilee Wood on Ings Road. One quote had been received. It was agreed that only “making safe works” should be undertaken by the Council. **ACTION:** Cllrs Veitch and Room to supply the Clerk with two further contacts.
- 8.2 Cllrs discussed the regularity of the battery changes to the SID. It was acknowledged that despite being supplied with 3 free batteries, they were not lasting beyond 2 weeks and take 24 hours to charge. A unanimous decision was taken to purchase a solar unit. Cllr Veitch advised that the SID is due to be moved to a location on Main Street at the end of August. The Clerk queried how to access the recorded data and Cllr Veitch agreed to provide details of the App to download, where the data can be viewed. **ACTION:** Clerk to make the purchase of the solar panel. Cllr Veitch to supply App access.
- 8.3 It was acknowledged that the benchmark, indicating the height above sea level, will be reinstated at the amenity land by the Community Payback team.
- 8.4 It was further acknowledged that the Community Payback team will be asked to carry out maintenance to a bench on the amenity land. The Parish Council will need to supply the materials to close the gap in the wood. The Clerk advised that Sam McGivern, the Countryside Access Officer for East Riding of Yorkshire Council, is leaving her post. It was recognised that this will be a huge loss as Sam has been instrumental in providing support to the Parish Council on several community projects.
- 8.5 The surface repairs to Hawthorn Drive were discussed earlier in the meeting.

## 9. **Councillors’ Reports for future Agendas**

- 9.1 There were no reports from Cllrs for future discussion.

## 10. **Administration Matters**

- 10.1 Approval was given to the increase in the Clerk’s salary, in line with the pay scales notified by the National Association of Local Councils.

## 11. **Finance** *(in accordance with The Local Government (Access to Information) (Variation) Order 2006, Part 4(19)) members of the public will be asked to leave the meeting before details of the employees’ salaries are revealed but will be permitted to stay for all other payment details. Copies of the Parish Council Minutes are displayed on the two Parish Council village notice boards on Main Street and Willow Park Road and on the parish website ([www.wilberfoss-pc.gov.uk](http://www.wilberfoss-pc.gov.uk)).*

- 11.1 The Clerk sought approval of the following payments:-

|  |         |
|--|---------|
| PKF Littlejohn (External Auditor)                                  | £252.00 |
| Clerk’s expenses (Community Payback – paint)                       | £29.00  |
| Wilberfoss Community Centre (Hire Charges)                         | £22.00  |
| James Horsley Limited (grounds maintenance)                        | £517.37 |
| East Riding of Yorkshire Council (SID installation)                | £240.00 |
| Patricia Rains (archive cupboard purchase)                         | £222.20 |
| Post Haste (Newsletter production)                                 | £300.00 |
| East Riding of Yorkshire Council (Litter bin purchase and install) | £641.99 |
| Clerk’s expenses (Community Payback – materials & paint)           | £47.50  |
| Clerk’s broadband/landline expenses                                | £63.82  |
| Clerk’s salary (redacted)  | £-      |
| Easy Web Sites (website and email hosting)                         | £64.68  |

- 11.2 The Clerk confirmed receipt of £3,590.08, which represents the 2025 Quarry Fund allocation.

- 11.3 Cllr Veitch queried the tax implications for the Clerk as the Parish Council currently covers the cost of the Clerk’s landline and broadband. The Clerk advised that the landline is only used for incoming call. Several Cllrs suggested removing it, especially as all Parish Council calls are made from the Clerk’s personal mobile. The Parish Council does not contribute financially to the Clerk’s mobile bill. Further discussion is necessary to review Parish Council communication expenses and the tax implications for the Clerk.

The meeting closed at 21.21. The next meeting of Wilberfoss Parish Council will take place on Thursday 18<sup>th</sup> September from 7.30 pm

Chair ..... Clerk .....