

WILBERFOSS PARISH COUNCIL

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

01759 380123/07762 549292

clerk@wilberfoss-pc.gov.uk

www.wilberfoss-pc.gov.uk

MINUTES

17th July 2025

Present: Chair Richard Rains, Vice Chair Colin Veitch and Cllrs David Barnett, Stuart Savage, Alan Mercer and Gemma Gibbs together with Ward Cllr Dale Needham

The 15-minute question time was not utilised.

1. There were no apologies. Tricia Room and Ross Cleary were duly co-opted onto the Parish Council.

2. There were no declarations of interest made by any Councillor present.

3. The Minutes of the meeting of the 19th June 2025 were signed as a true record.

4. Planning Matters

4.1 Cllrs considered Planning Application **25/01568/PLF** | Erection of two-storey and single-storey extensions to rear, erection of porch and installation of roof lights to front, and installation of a first-floor window to side | 18 Main Street, Wilberfoss and had no observations to make.

4.2 Cllrs were notified that Planning Application **25/00951/CLE** Certificate of Lawfulness for Existing Use for occupation as a separate dwellinghouse and contrary to Condition 3 (agricultural occupancy) of planning permission Q.79(F) | Ivy Cottage, Bolton Lane, Wilberfoss had been **refused** permission.

4.3 Cllrs were notified that Planning Application **25/01350/PLF** | Erection of a two-storey extension to rear and minor modifications to fenestration of front elevation | 21 Storking Lane, Wilberfoss had been **granted** permission.

4.4 Cllrs were notified that Planning Application **25/01470/VAR** | Removal of Condition 2 (prefabricated buildings) of planning permission 24/02108 to allow for prefabricated buildings to remain in situ had been **refused** permission.

4.5 Councillors considered correspondence from a resident regarding a potential breach of planning permission on premises classified under B8 planning use (storage and distribution), with the breach having public safety concerns. Ward Cllr Needham agreed to raise the potential breach and safety concerns with East Riding of Yorkshire Council planners.

5. Ward Cllr Needham enquired whether Quickline Broadband had contacted the Parish Council. The Clerk advised that they had not. He advised that he had chased Highways three times for a response as to whether Hawthorn Drive would be included in their resurfacing schedule. Cllr Veitch queried Highways' response to the resurfacing of Willow Park Road and was keen to see the evidence of a lack of subsidence. Ward Cllr Needham suggested this may have to come in the form of an FOI request.

A discussion took place regarding the issue of boundary hedges and trees and the Clerk offered to share the Parish Council's Boundary Hedge Policy with Ward Cllr Needham.

Ward Cllr Needham advised that he was disappointed that his motion to raise awareness of Prostate Cancer had not resulted in information being displayed publicly. He is, however, still keen to pursue this.

6. The Clerk advised that there had been no urgent decisions taken since the last meeting.

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

7.1 Cllr Veitch provided the Minutes of the Annual Quarry Fund meeting (Attached as Appendix I), where he learnt that the funding allocation for 2025 is £3,590.08. These funds will cover the cost of the Speed Indicator Device, and the remainder will fund a children's book swap cabinet at the Community Centre. **ACTION:** Clerk to invoice

East Riding of Yorkshire Council for payment and complete the funding bid on the East Riding of Yorkshire Council flexigrant portal.

- 7.2 The Clerk advised that her efforts to source a suitable barrier for the snicket linking Ings Road with Middle Street had failed. Cllr Veitch suggested a barrier similar to that on Beckside could be the answer. **ACTION:** Clerk to continue her efforts.
- 7.3 The Clerk confirmed receipt of a second quote to replace the post and rail fencing on the Amenity Land. Cllr Veitch offered to co-ordinate a voluntary group to replace the fencing, but Cllrs were not in favour. Cllr Veitch further suggested that the Community Payback team be approached to replace the fencing. Cllr Mercer offered to supply the Clerk with details of another fencing contractor. **ACTION:** Clerk to liaise with the Drainage Board to seek a timeline for the removal of briar and the damaged fencing and to seek a further quote.
- 7.4 The Clerk advised of a very positive exchange with Andy the Community Payback Supervisor. He has agreed the team will clean street furniture and bridges intermittently but will need buckets and scouring pads. The Clerk has been given permission by the Community Centre Manager to access water at the Centre and a trolley and water canisters are stored in the Parish Council's shed. Several Cllrs will provide buckets. Furthermore, the Payback Team will remove vegetation from the snicket leading from Beckside to Fieldhead and strim Footpath 4 adjacent to Middle Street. They had also offered to paint the remaining bridge on the A1079, subject to the supply of materials and equipment. **ACTION:** Cllr Rains to meet the Supervisor.
- 7.5 The issue of the poor surface quality of Willow Park Road was discussed earlier in the meeting.
- 7.6 The Clerk advised that because of an excess of school places, the developer of land south of Mill Farm, Mill Lane, Wilberfoss is not required to make a Section106 payment to Wilberfoss School.
- 7.7 The Clerk advised that Paul Smith, Operations Manager is now the Parish Council's contact for litter bins. He will add the emptying of a new bin at the Amenity Land on Storking Lane to his schedule, subject to the Parish Council covering the cost of purchase and installation. The total cost is £640.00 and Cllrs were reminded by the Clerk that £670.00 has been set aside in the 2025/2026 budget for the purchase of a litter bin. Cllrs voted unanimously in favour of the installation. **ACTION:** Clerk to liaise with Paul Smith, Operations Manager.
- 7.8 Cllr Veitch advised that his efforts to reduce the impact of the noise of the latches on the gate had worked but that someone had removed the cable ties he had installed. Cllrs voted unanimously to removing the latches. **ACTION:** Cllr Veitch to action.
- 7.9 The Clerk advised that she is still seeking quotes from joiners for the dedicated children's book swap cabinet. She suggested the Community Payback team may be willing to paint it, should that be necessary.

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

- 8.1 The Clerk advised Cllrs of an approach from a resident who has requested the siting of a bench halfway along Willow Park Road, to assist senior residents. Cllrs were in favour, subject to consultation with residents in the vicinity. Cllr Veitch suggested the south side of the junction of Willow Park Road and Wold View Road would be the most suitable location **ACTION:** Clerk to take the necessary steps.
- 8.2 Following correspondence from a resident, Cllrs discussed the issue of traffic/parking on Storking Lane, particularly at school drop-off and collection. **ACTION:** The Clerk was tasked with writing to the school.
- 8.3 Cllrs discussed correspondence from a resident regarding the provision of a footpath linking houses on Storking Lane with the village boundary. It was acknowledged that the Parish Council precept would not cover the cost of a footpath. It was evidenced at the Quarry Fund meeting that Newton upon Derwent have recently had a footpath installed by East Riding of Yorkshire Council. **ACTION:** Clerk to make enquiries.
- 8.4 The Clerk advised that an unauthorised encampment on Wilberfoss Hill has been reported to the East Riding of Yorkshire Council who are taking the necessary legal steps. The Clerk further advised that she has requested the reinstatement of a gate, to prevent future encampments.
- 8.5 The Clerk advised that she is struggling to ascertain the nature of the fault on the defibrillator at the Community Centre. Two further units are available in the village – at the Church and the Pavilion. **ACTION:** Clerk to continue her enquiries.

- 8.6 The Clerk advised that she had received a follow-up from the Humber Forest Project but had also received a proposal from Greener Pocklington. Cllrs voted unanimously to accepting Greener Pocklington's proposal and agreed to commit a further £63.12 to the original budget of £300.00 to cover the full cost of the proposed project. **ACTION:** Clerk to liaise with Greener Pocklington.
- 8.7 Cllr Rains advised that a location inside the Community Centre had been agreed to site a cabinet to store archive documents. Cllr Gibbs and Ross Cleary wondered whether, in due course, scanning the archives may be a suitable alternative, or making use of the East Riding Council Archives in Beverley. A discussion took place regarding how to preserve documents and Tricia Room suggested contacting the Museum at Elvington Airfield to ascertain how they preserve documents.
- 8.8 The Clerk advised Cllrs that she had received a request from a resident to renew the faded 'No Cold Calling' signs displayed around the village. The Administrator of the previous Wilberfoss Neighbourhood Watch Scheme has advised that because there is no longer an active Neighbourhood Watch Scheme in Wilberfoss, she cannot access the signs. She recommended the Parish Council ask a neighbouring active scheme whether they might assist. **ACTION:** Clerk to ascertain cost of replacement.
- 8.9 Cllrs were in favour of providing a Letter of Support to the Playing Fields Association for their bid to the DIFEY Fund to purchase outdoor communal gym equipment. In addition, Ward Cllr Needham offered his support for the scheme. **ACTION:** Clerk to link Cllr Needham with the PFA.

9. Councillors' Reports for future Agendas

- 9.1 Cllr Veitch asked the Clerk to produce an up-to-date budget.
- 9.2 A general discussion took place about the height of the trees on Parish Council owned land of Ings Road. **ACTION:** Clerk to make enquires of the tree surgeons used by East Riding of Yorkshire Council Countryside Access Officer to get an onsite assessment.

10. Administration Matters

- 10.1 Nothing to report.

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).*

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

Clerk's salary (redacted)	£-
Clerk's broadband/landline expenses	£63.82
Wilberfoss Community Centre (Hire charges to include the Elders Party)	£154.00
Post Haste (Newsletter production)	£300.00
James Horsley (Grounds Maintenance)	£517.37
Easy Web Sites (website and email hosting)	£59.40

- 11.2 The Clerk confirmed receipt of:

£54.11 – Reserve Account interest. Furthermore, £125.00 is anticipated from the Duck Race which will be added to the ring-fenced funds held for the Elders Party.

20.24. The next meeting of Wilberfoss Parish Council will take place on Thursday 21st August from 7.30 pm

Chair Clerk

Minutes of Panel Meeting
Tuesday 25 June 2025 @ 2pm
MS Teams

Present: Councillor Jon Burgess (JB), Councillor Colin Veitch (CV),
Emma-Jane Snowden (EJS) (Facilitator), Kate Saunby (KS) (Secretariat)

Apologies: Mike Reay (MR)

No.	Item	Action
1	Welcome and Introductions	
	EJS welcomed everyone to the meeting – members introduced themselves.	All to note.
2	Nominate and elect a chair	
	As per the constitution, a Chair was nominated. All agreed to CV being appointed to the role of chair and JB being appointed to the role of Vice Chair. This will be for re-election annually.	All to note.
3	Declaration of Interest in light of the Constitution	
	No declarations of interest were declared.	
4	Previous Minutes	
	The minutes of the previous meeting held on 25 June 2024 were approved as an accurate record of the meeting.	All to note
5	Finance Statement	
	KS explained the Finance Statement which had been shared before the meeting and confirmed that the unallocated Fund Balance for 2025/26 is £3,590.08 for both parishes.	
6	End of Grant reports – brief overview of returns including any underspend	
	EJS gave a brief overview of the End of Grant report submitted by the Wilberfoss Parish Clerk. JB provided an update on the status of Newton Upon Derwent, confirming that whilst the kerb work has been carried out and the invoice has been received, the parish are not satisfied with the quality of the work and therefore a complaint has been logged, and the invoice has not been paid. – EJS requested that a copy of the invoice is sent to be saved in the folder. {Received}	All to note JB to action
7	Proposed plans for spending in the year 2025/26	
	After a brief discussion, it was agreed that this year's funding for Wilberfoss Parish would be issued immediately, and Newton Upon Derwent Parish will receive the funds on completion of their End of Grant report.	All to note
8	Allocation of the fund for 2025/26	
	Panel members gave a brief overview of areas of possible project development and activity in the coming year. CV reported that the Parish intend to pay for a speed camera and a book swap bookcase for children. JB reported that the Parish are considering further path works. The panel members were reminded of the fund condition that all payment for the activities funded must take place after 1 April 2025. EJS suggested the possibility of a collaboration between the two parishes in the future and the use of the parish newsletter, webpage and social media pages to promote the fund more widely, alongside local resident consultation regarding the allocation of future funds.	KS/All to note
9	Date/time of next meeting	
	Panel agreed to Tuesday 23 June 2026 at 2pm on MS Teams – KS to arrange.	KS