

**WILBERFOSS PARISH COUNCIL**

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

**WhatsApp/Mobile 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

**16<sup>th</sup> October 2025**

**Present:** Chairman, Richard Rains and Cllrs David Barnett, Alan Mercer, Ross Cleary and Tricia Room together with Ward Cllrs Dale Needham and Andrew Cousins, Judith Johnson, Anna Hill and a member of the public

Judith Johnson and Anna Hill presented Cllrs with a plan to offer opportunities for the village youth. Judith advised that a small committee is working with East Riding of Yorkshire Council's Active Communities Team and Hey Smile Foundation. She advised the group will approach the Parish Council for funding at November's Parish Council meeting. Ward Cllrs Dale Needham and Andrew Cousins directed Judith and Anna to a possible funding opportunity through East Riding of Yorkshire Council and the Clerk suggested they familiarise themselves with Hey Smile Foundation's [The Vault](#) which is a collection of equipment loaned out to charities and community groups. As Community Centre Manager, it was acknowledged that Anna is well placed to network with the Centre's user groups who may be able to offer support to the project.

Ward Cllr Needham agreed to raise the issue of potholes on Main Street, which have been marked but not filled. The matter was raised by the member of the public present at the meeting. The Clerk urged the reporting of potholes by individuals through the East Riding of Yorkshire Council's online form as it was acknowledged that this generates a reference number that can be used to chase progress.

1. Apologies were received from Clls Colin Veitch, Gemma Gibbs and Stuart Savage. The Clerk confirmed there had been no applications for the current vacancy.
2. There were no declarations of interest declared by any Cllrs present.
3. The Minutes of the meeting of the 18<sup>th</sup> September 2025 were signed as a true record.

**4. Planning Matters**

- 4.1 Cllrs were advised that Planning Application 25/01603/PLF | Erection of garage with home office above and caravan/car port to side (Retrospective) | Boxers Barn, Boxers Cottage, Birker Lane, Wilberfoss had been passed.
- 4.2 Cllrs were advised that Planning Application 25/0255/PLF | Change of use of land for the siting of fully serviced glamping pods and reception pod, together with parking, drainage and landscaping | Land North of The Chestnuts, Hull Road, Wilberfoss had been passed.
- 4.3 Cllrs were advised that Planning Application 23/01468/PLF | Change of use of land north of Boxers Barn from agriculture to recreational use (Retrospective Application) | Land north of Boxers Barn Boxers Cottage Birker Lane Wilberfoss has been passed.

5. Ward Cllr Needham reiterated that Jack Harrison from the East Riding of Yorkshire Council Active Communities Team is working on a youth project in Wilberfoss and he also spoke of a funding opportunity of £5,000 for projects linked to mental health. Cllr Rains queried whether funding could be used to promote good mental health as well as support those with issues and Cllr Needham was confident it could, and he will share details with the Clerk. It was suggested that groups meeting in the Community Centre may benefit from such funding.

He mentioned outreach support from both the British Red Cross and St Leonard's Hospice and the Clerk confirmed that she had uploaded details of the British Red Cross support to the Parish Council website and shared it with the Community Centre Manager who may be aware of users of the Centre who could benefit.

Cllr Cousins advised that a motion was passed unanimously at East Riding of Yorkshire Council to support an outreach programme educating young people about democracy and the importance of taking part in democratic institutions. He wondered whether this could link with the youth project.

Cllr Needham advised that £30,000 in Section 106 payments from the Crest Nicholson development will be secured for Wilberfoss School. This is positive news as it had been indicated to the Parish Council that pupil numbers suggested funds were not due. The funds will come in staged payments in line with the progress of the development.

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 The Clerk advised that the Drainage Board has confirmed they will cut vegetation between the beck and the amenity land over the next few weeks. This will allow the Parish Council to purchase wood to replace the fence. The Community Payback team has agreed to fit the new fence. At the same time, the Payback team has been asked to re-install the benchmark. **ACTION:** Clerk to liaise with the Drainage Board to furnish them with a key to access the site.
- 7.2 Risk Assessments for Jubilee Wood and the installation of a safety barrier were approved. The Clerk confirmed that residents of Middlecroft are happy for the safety barrier to be installed, and Cllr Rains advised that he had tested access to the snicket with someone who uses a mobility scooter. **ACTION:** Clerk to purchase the safety barrier.
- 7.3 A unanimous decision was reached to purchase a brown Captain's Double seat from NBB Recycled Furniture for installation at the junction of Willow Park Road and Wold View Road. **ACTION:** Clerk to purchase the bench and Cllr Veitch will take delivery.
- 7.4 The Clerk confirmed that the children's bookcase will be installed before 31<sup>st</sup> December 2025. **ACTION:** Clerk to monitor progress and meet with the joiner before installation.
- 7.5 The Clerk advised that footpath 5 has been cleared to a height of 2.4 metres. In addition, some further remedial work has been carried out in Jubilee Wood. Some of the debris has been left on site to enhance the area as a wildlife habitat.
- 7.6 Cllr Rains was pleased to report that he aided the build of the Bug Hotel, alongside Greener Pocklington and Wilberfoss in Bloom. Several trees and bird boxes will be installed at the amenity land over the coming months, which will further enhance the space for wildlife and recreation.
- 7.7 The Clerk was pleased to report that the boundary hedge at Wilberfoss School appears to have been cut.
- 7.8 The Clerk advised that she is setting up a meeting with an Engineer to assess the suitability of the site of the proposed new bus shelter, which is being funded by central government. She advised that the funding application is onerous so she will await confirmation that the site is suitable before proceeding further.

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

- 8.1 Cllrs Rains and Mercer volunteered for the Remembrance Sunday Service and Cllr Savage will also be asked. The Clerk confirmed that the wreath is forthcoming, and Cllrs were reminded of the procedures prior to the service. **ACTION:** Cllr Mercer to ask Cllr Savage for his assistance on the day.
- 8.2 The Clerk shared the process for tendering the 3-yearly Grass Cutting and Grounds Maintenance contract. Cllrs voted unanimously not to reintroduce the cutting of the parish paths, which are now the responsibility of East Riding of Yorkshire Council. It was acknowledged that the Community Payback team are onsite fortnightly to maintain the churchyard and Cllr Cleary wondered whether they might extend this to communal verges in the village. **ACTION:** Clerk to liaise with the Community Payback team and provide Cllrs with the original and a revised tender document for amendment/approval.

9. **Councillors' Reports for future Agendas**

- 9.1 Cllr Gibbs had asked Cllr Rains to add the provision of an Expenses Policy and Acceptable Use Policy to the Agenda for November.
- 9.2 A brief discussion took place about the placement of the Speed Indicator Device. This will be discussed further at November's meeting.

10. **Administration Matters**

10.1 Full Council met on the 8<sup>th</sup> October 2025 to discuss the Clerk’s contract of employment. Cllrs agreed to continue to pay the Work from Home allowance of £26, together with £10 each towards mobile and broadband costs, which will be paid as part of the Clerk’s salary. The Clerk is paid a month in arrears. Instead, Cllr Veitch proposed making a 13<sup>th</sup> payment in the current financial year so that going forward, the Clerk is paid on the last working day of the calendar month within which she has worked. This was approved by Cllrs. Amendments to the contact were agreed and signed by the Chairman and the Clerk. **ACTION:** Chairman to provide a formal letter and a signed copy of the agreed amendments.

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:-

|                                                               |          |
|---------------------------------------------------------------|----------|
| Ashwood Tree Surgery Services (remedial work at Jubilee Wood) | £350.00  |
| Clerk’s salary (to include WFH/Comms Allowances and Emplr NI) | Redacted |
| Post Haste (Newsletter production)                            | £300.00  |
| Wilberfoss Community Centre (hire charges)                    | £22.00   |
| James Horsley Limited (grounds maintenance)                   | £517.37  |
| Easy Web Sites (website and email hosting)                    | £64.68   |

11.2 The Clerk urged Cllrs to think about financial projects for the 2027-2028 financial year, to enable discussions to begin in November about setting the Precept. **ACTION:** Clerk to furnish Cllrs with spending forecasts for the current year.

11.3 The Clerk confirmed receipt of the second instalment of the 2026-2027 Precept.

The meeting closed at 20.38. The next meeting of Wilberfoss Parish Council will take place on Thursday 20<sup>th</sup> November 2025 from 7.30 pm

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