

KIRBY HILL AND DISTRICT PARISH COUNCIL

(incorporating Kirby Hill, Milby, Thornton Bridge, Humberton & Ellenthorpe parishes)

MINUTES of the parish council meeting held at 7.00pm 15 September 2025, in the Coronation Hall, Milby (Notice having been given).

PRESENT: Cllrs Merson (Acting Chairman), Lister, Wass, Widdows, Wilkinson and Martin Rae (parish clerk). (Cllr Merson had kindly agreed to chair the meeting in the absence of the chairman and resignation of Vice chairman)

1. APOLOGIES for absence Cllr Dunderdale

2. CODE OF CONDUCT/DECLARATIONS OF INTERESTS: Cllr Lister 8b, Cllr Wilkinson 8a

3. Election of Vice-chairman (to replace John Helliwell who resigned from the council on 17 July) Cllr Lister proposed Cllr Merson and this was seconded by Cllr Wilkinson. Cllr Merson expressed the appreciation, on behalf of the whole council for the committed and valued service given by John Helliwell to the council since 2006.

4. Minutes of 14 July 2025 meeting and 8 August Planning meeting, having been distributed previously, were accepted as a true record. Proposed by Cllr Widdows, seconded by Cllr Lister. Duly signed by the acting chairman. No matters arising.

5. FINANCE/ACCOUNTS

The Clerk reported:

- a) **Balance** at 15 September 2025 **£8,157.69**
- b) **PAID £16.00** HSBC Bank charges (Jun/Jul)
- c) **PAID £354.00** Farm & Land (Grass cutting)
- d) **PAID £97.38** HMRC PAYE (Apr/May/Jun)
- e) **PAID £16.00** Coronation Hall

6. CORRESPONDENCE

- a) **NYC Accounts** Advice that requests for 2026/27 precept amounts will need to be submitted by the end of December. The clerk advised that provision for cost of IT Changes and increased staff costs would need to be made (see 8b & 8c)

7. COUNCILLORS' REPORTS AND MEETINGS

- a) **Forum and Parish Liaison** The next meeting of group A parishes within Cllr Brown's Division will be on 30th September. The chairman, Cllr Dunderdale, had indicated that she would attend.
- b) **JPC** Cllr Merson reported the meeting on 17 July had not been very productive and that no minutes had been produced. He expressed some disillusion about the role of the JPC and intended to raise the issue of a 'greater Boroughbridge council' at a future JPC meeting. The clerk pointed out that one outcome of the 17 July meeting had been the joint letter from Boroughbridge town council, Kirby Hill and District parish council and Langthorpe parish council to local MPs, Planning Officers, NYC and YW senior personnel etc. about the inadequacy of the local sewerage system and requesting a halt to approvals of new planning applications for development.
- c) **BB Police and Community Liaison Committee** Cllr Merson reported that there had been no meeting since 10 July, the minutes of which had been distributed. The next meeting was scheduled for sometime in November.

8. ONGOING AND OTHER MATTERS

- a) **Boundary Commission recommendations & PC restructuring.** The 78 electors in the parishes of Ellenthorpe, Humberton and Thornton Bridge would receive letters from NYC Boundary Commission after 29 September, seeking their views on the proposed merger of the three parishes into one new parish – which would still be part of Kirby Hill and District Parish Council.
- b) **IT Issues/email and website changes** The clerk had been in discussion with the chairman, Cllr Dunderdale about IT issues. These included the need to purchase a new parish council laptop, the current one being 7 years old and incompatible with Windows 11, Microsoft Windows 10 being no longer supported from October. The computer's battery had also worn out. The chairman and clerk

had looked at a number of options and had considered the HP Pavilion SE14 to be a good replacement. It was also on offer with a £250 reduction at Curry's, bringing the price to under £350. It was unanimously agreed that the clerk should go ahead with the purchase. Another IT issue concerned the parish council website and email structure which would have to change to a .gov.uk format in order to comply with new national audit rules. The clerk would look further into the different options and costs. The option of adopting a .org.uk format for the council and councillors email addresses as an interim (to tie in with the existing .org.uk website) was discounted. **ACTION CLERK**

- c) **Clerk's contract – legal minimum wage** The clerk and chairman had discussed the need to bring the clerk's remuneration into compliance with national guidelines, partly in readiness for when the post might need advertising on the resignation of the clerk. The clerk's remuneration had not changed since he took the job in 2006, at which time he took a reduction in the amount paid to the outgoing clerk. It was, therefore, well below the legal minimum wage. The national guidelines on parish clerk's pay 2025/26 (NALC National Association of Local Councils) indicated that the entry level payment for a new clerk of a council with under £25k expenditure was £13.69 per hour and it was agreed unanimously that the clerk's wage should be increased to this level (from £9 per hour) as soon as it could be arranged (with HMRC for PAYE and with HSBC for change to standing order).

ACTION CLERK

- d) **£137 donations** Cllrs agreed unanimously to pay £50.00 to Beyond the Pews and £50.00 for the Remembrance Poppy wreath. In the absence of the chairman on 9 November Remembrance Sunday Cllr Widdows kindly agreed to lay the wreath on the council's behalf. **ACTION CLERK**
- e) **106/commuted sums** Cllr Merson reported on the progress of work being undertaken on Milby Island. It was expected that it would be completed before the end of September.

9. PLANNING

- a) **ZC23/04592/REMAJ AMENDED** Approval of reserved matters for access, appearance, landscaping, layout and scale of a Motorway Service Area (MSA) to the west side of the A1(M)... AMENDED DETAILS.
PENDING - Parish Council had submitted objection.
- b) **25/02186/OUTMAJ** Field 439417 467708 Milby - Outline application for the erection of up to 250 dwellings (inc. affordable housing) with open space, allotments, structural planting, a sustainable drainage scheme (SuDS) and vehicle access points. All matters to be reserved – except for partial means of access to, but not within, the site.
PENDING – parish council had submitted objection (see planning minutes 8 August 2025)
- 25/02987/SCREEN** Application for screening opinion on above application.
Agreed that the parish council should support this application, at the same time drawing the planning authority's attention to the parish council's letters of 9th and 27th August requesting combined EIA for the cumulative effect of four major planning applications in the parish.
- c) **25/02578/FUL** Grantham Arms Milby Retrospective application for the installation of a shepherd's hut for use as holiday accommodation
PENDING The parish council had submitted a 'C' response (neither objects nor supports– see planning minutes 8 August 2025)
- d) **25/01885/LETFRE** Land comprising field 438285 469181 Ripon Rd. Kirby Hill. – TPO request from parish council on two mature oak trees.
PROVISIONAL TPO being raised pending decision of council
- e) **ZC25/00205/FUL** Old garden centre Leeming Lane YO51 9DE - Change of use from nursery yard with landscaping business to residential class with proposed detached self-build dwelling and garage. **GRANTED**
- f) **25/02716/OUTMAJ** Land east of Leeming Lane Kirby Hill Ref: E439254 N468135
Outline planning application for residential development of up to 167 dwellings (use class C3) with associated works including drainage attenuation and public open space, with all matters reserved except for site access only.
DISCUSSION DEFERRED until special planning meeting - to be arranged before end September

Meeting ended 8.00pm

NEXT MEETING 17 November 2025

Signed.....Date.....