

ALDBROUGH ST JOHN PARISH COUNCIL DRAFT MINUTES

THE ORDINARY GENERAL MEETING OF ALDBROUGH ST JOHN PARISH COUNCIL HELD ON MONDAY 8th December 2025 at 7.00pm in the Village Hall.

PRESENT: Councillor Mike Banks (MB)- Chair, Councillor Stephen Baddon (SB), Councillor Stuart Reed (SR), Antony Lewis (AL), Councillor Kirstie Thornton (KT)

In attendance: J Pears (Clerk) C Liversedge-Gell (Clerk) and one Resident.

Minute	Item	Date raised	Summary	Detail/Action	Action/By Who
8/12-01	Apologies			None	
8/12-02	Declarations of Interest			RESOLVED - None recorded.	Completed
8/12-03	Minutes of last meeting			RESOLVED - The 9 th October 2025 minutes were agreed as an accurate record and signed by MB.	Completed
8/12-04	Clerk Vacancy			RESOLVED – MB, SR and Clerk met with C Liversedge-Gell (Charlie) following her interest in the vacancy. C Liversedge-Gell had been offered and she had accepted the role of Clerk and Responsible Financial Officer (RFO). She attended the December meeting and formally took over from the current Clerk, Jenny Pears.	Completed
8/12-05	Councillor Report/Update		NYC Councillor Angus Thompson (AT)	RESOLVED AT has been in touch informing the PC that Cllr. Carl Les has offered to host a Q & A session for PC/PM chairs at County Hall. It is proposed to have an open discussion where those present can ask questions to the leader of the council and also he can pose questions to the PC/PM chairs. Date to be circulated.	Completed Clerk
8/12-06	Update on current items and matters arising				
08/12-06-01	River Tees Trust			RESOLVED – The River Tees Trust carried out an electro fish on Monday 27 th October. There was a reasonable turn out and 8 people expressed interest to be volunteer river guardians.	Completed
08/12-06-02	Speed Monitoring			RESOLVED MB analysed the data from the Matrix Board and 1% of traffic (158 over 43 day period) coming through the Village is speeding. It was agreed to send PCO Elliott Brown one year of data. Clerk to look to also send the data to a contact in NYC.	MB/Clerk
08/12-06-03	Footpath			RESOLVED – The laid footpath between the cricket pitch and beck is settling well but looks like it may need 20/30T of type 1 tarmac to extend it. MB and SR to arrange.	MB/SR
08/12-06-04	Tree Survey			RESOLVED – Planning permission from NYC has come through for the tree works but it is stipulated that the work must be carried out by a trained-arborist in line with BS3998:2010.	MB
08/12-06-05	Clock Maintenance/ Restoration			RESOLVED –SR is looking into funding and grants to restore the clock. KT said that the Feast Committee are willing to donate some money. The last service of the clock was £250 and took place one year ago. MB suggested setting up a Service Plan up for the	MB

08/12-06-06	Online banking and signatory on NatWest account			clock. MB to get quote from clock manufacturer. Cllrs agreed that they should look at a three year plan as maybe more cost effective.	MB
08/12 06-07	Encroachment fees and reasons for encroachment			RESOLVED – The new Clerk will be setup for access to the Parish Council Online Banking. MB to arrange.	MB
08/12-06-08	Plaque for bus shelter			RESOLVED – There are two outstanding encroachment fees. These are the Quoits Club and Greencroft. MB to follow these up.	MB
08/12-06-09	Planning meeting with Melsonby Parish Council			RESOLVED – MB will get a plaque for the bus shelter for the Best Kept Village Competition 2024.	Completed
08/12-06-10	BT Phone box			RESOLVED – A planning meeting took place on 20 th November. Melsonby and Eppleby Parish Council attended. Feedback was shared following the meeting all PC's involved. It still felt that the role of the Parish Council is limited in terms of consideration when observations and feedback are given in response to planning applications.	Completed
08/12-06-11	Declarations of Interest to be publicly available			RESOLVED – BT have made the repairs to the Telephone Box.	Councillors/ Clerk
08/12-06-12	Play Park Inspections			RESOLVED – Clerk shared that it is a mandatory requirement for Councillors declarations of interest to be shared publicly. There is still one outstanding. Clerk to check that all DOI forms have been uploaded to the website.	MB/SB
08/12-06-13	YLCA Training			RESOLVED – It was agreed that AL will carry out fortnightly inspections of the Play Park and fill out the inspection form. The matting under the swings is lifting/worn so the swings have been removed, and they will be replaced in the Spring.	Completed
08/12-06-14	No cold caller zones			RESOLVED – MB attended YLCA play park inspection training. It was suggested that the Parish Council include quarterly inspections. These would be more thorough than the weekly inspection. MB suggested that this too is carried out by the Councillors and the visual inspection form is adapted to include this. AL undertaking fortnightly visual inspections, MB/SB undertaking 3 Monthly operational inspections.	MB/Clerk
08/12-06-15	Fence around the willow tree and			RESOLVED – MB informed the PC that Trading Standards have not responded to the PC query ref cold callers – who are back in the Village. Clerk informed the PC that Melsonby purchased they're own stickers to put in windows. Clerk will get the link for the stickers.	MB
08/12-06-16	Post for trees			RESOLVED – It has been recommended in the Tree Survey to have a fence around the large Willow Tree to help prevent people from going underneath the tree for safety. MB to look into prices for fencing.	KT/MB
				RESOLVED – Some of the trees require bigger posts as they are bending in the wind. MB & KT had look at costs. The posts are £4.80 each. It was estimated that about 30 are required. Cllrs agreed to go ahead and make the purchase.	

08/12-06-17	Wildflowers				RESOLVED – MB suggested having wildflowers on some areas on the Becksides. MB suggested splitting the Iris' up into patches to help prevent the Beck being closed off by vegetation. Councillors will have a look at this.	Councillors
08/12-06-18	Beck work				RESOLVED – The debris in the Beck has been swept away by the recent flooding. It was agreed that the Willow in the Beck will need removing. To be looked at early 2026	Councillors
08/12-06-19	Correspondence to AT, Carl Lees at NYC, and Rishi Sunak MP				RESOLVED – See item 8/12-05.	Completed
08/12-06-20	Precept arrangements 2026/27				RESOLVED – MB looked at the budget and assumptions for extra spending over the next Financial Year. The information was shared with the Parish Councillors and a copy of the 2026/27 prior to the meeting. The PC agreed to request a Precept amount of £7900 for 2026/27 from NYC. Clerk to submit request.	Clerk
08/12-06-21	Additional defibrillator				RESOLVED – The PC have investigated the possibility of a defibrillator to be installed at the doctor's surgery. MB confirmed it would need a power source and permission from the Doctors Surgery. SB will contact the Surgery to establish if it would be a possibility to install.	SB
08/12-06-22	Bus shelter floor				RESOLVED – SR confirmed that the bus shelter floor has been sealed. It was agreed that they will look at the 2 nd bus shelter floor and this would be put onto the to do list.	Completed
08/12-06-23	Damage to Village Green				RESOLVED – A vehicle has caused damage on the Village Green. NYP have been advised and a Crime Number was given as it is classed as criminal damage.	Completed
08/12-06-24	East End Standing Water				RESOLVED – The standing water at East End is still causing issues. It has been reported to NYC many times, but no remedial works have been carried out. Clerk to follow up with Highways.	Clerk
08/12-06-25	Sykes Bridge Standing Water				RESOLVED – MB has reported the standing water at Sykes Bridge on the NYC Public Portal, but no response received. Clerk to also follow up with Highways.	Clerk
08/12-06-26	EV Charging Email				RESOLVED – Email received from a resident regarding the install of an EV charging point on, or adjacent to ASJ Village Greens. Various options were discussed by the PC. It was agreed that a meeting be arranged with the resident and the PC. The PC do not wish to be obstructive to this request but their duty to the VG must be adhered to. Clerk to arrange meeting with the resident.	Clerk
08/12-06-27	Street Light defect				YLCA/NALC regulations on this matter also need to be established – Clerk to do.	
					RESOLVED – X11 Street Light was reported as defective. It has now been repaired.	Completed
08/12-06-28	IT Policy to Agree & Adopt				RESOLVED – MB circulated IT Policy to Councillors – all agreed on the Policy. To be uploaded to the website.	MB

08/12-06-29	Parish Workshop Email			RESOLVED – Parish Workshop email from NYC was circulated to the PC. The PC agreed it would be good to express an interest in attending. It could be beneficial to network and meet other areas of NYC that maybe attending. Clerk to confirm interest with NYC.	Clerk
08/12-07	Correspondence		Correspondence received and dealt with by Clerk since last meeting.	RESOLVED – Correspondence as per appendix. YLCA have shared correspondence requesting the Parish Council to confirm if a continuity plan is in place. The draft plan has been agreed by councillors and is now in place. MB has informed YLCA and a copy is available on the PC website. NYC have emailed the elections fees for 2026 and 2027. The fees weren't clear. Clerk received clarification from NYC. Clerk will share this with Parish Council. Clerk has responded to the request to confirm the memorial match can take place on the village green football pitch.	Completed Clerk Completed
08/12-08	Planning Applications			RESOLVED – as per appendix.	Completed
08/12-09	Finance			RESOLVED - Clerk had shared the financials to 1 st December 2025 with Councillors prior to the meeting. Councillors reviewed, approved and ratified financial matters. There were no BACS payments for approval. MB did ask if the new Clerk to send over bank details to pay her salary by SO on a monthly basis. MB asked if Clerk can include dates of items for action. Including encroachment invoicing, VAT return, insurance quotes and grass cutting contract.	Completed Clerk
08/12-10	To consider questions from the public			RESOLVED – Mole holes are continuing to appear on the Village Green. MB is currently dealing with this issue and will update the PC.	MB
08/12-11	Items for future agenda			RESOLVED - The encroachment fees will need reviewing and invoiced around the 1 st April. Agreed to discuss at the January meeting.	Clerk
08/12-12	Date of next meeting			The next Parish Meeting will take place on Monday 12th January 2026 at 7pm at the Village Hall. Clerk to share the 2026 meeting dates with village hall and get the hall booked. It was noted that the Clerk had shared a date of 9 th October and this should have been 9 th November 2026. All dates will be publicised on the website. The standing orders will need to include the agreed day of the meeting. This will be 7pm on the 2 nd Monday of the month. They will meet every 2 months from January.	Clerk Clerk
	Meeting ended at 8.47pm				

Signature 

(Chairman) Date 12 Jan 2026