



Minutes of the Ordinary Parish Council Meeting held on Wednesday 24<sup>th</sup> September  
2025 at 7.00pm.

Venue: Church Cottage, Main Street, Wheldrake

Present: Cllr Nelson (Chairman), Cllr Southern, Cllr Surtees, Cllr Batchelor, Cllr Wood, Cllr Sneesby, Cllr Elsey-Jeffree, Cllr Reed, Cllr Brown, Cllr Myers, Cllr Cranfield and the Clerk.  
One member of the public.

The meeting opened at 7.00pm

**MINUTES**

25/65.	Welcome <b>The Council noted the resignation of Cllr White and expressed appreciation for her contributions during her time on the Council.</b> Election of a Chair <b>Cllr Southern proposed Cllr Nelson which was seconded by Cllr Cranfield.</b> <b>Resolution: That Cllr S. Nelson be appointed as Chair.</b>
25/66.	<b>Apologies</b> To receive apologies and consider accepting the reasons for absence. <b>No apologies were received.</b>
25/67.	<b>Declarations of interest</b> a. To receive and consider any declarations of interest not already declared under the Council's code of conduct or member's register of disclosable pecuniary interests. <b>None</b> b. To receive and consider upon any applications for dispensations. <b>None</b>
25/68.	<b>Minutes</b> To confirm the minutes of the Parish Council meeting held on the 30 <sup>th</sup> July 2025 as a true and accurate record. <b>Resolution: To approve the minutes as a true and accurate record.</b>
25/69.	<b>Public participation</b> Any resident may speak for up to 3 minutes on any matter on the agenda with the session lasting no longer than 20 minutes. <b>A representative from Wheldrake Preschool attended to thank the Council for the recent grant award and presented a handmade card from the children.</b>
25/70.	<b>Co-option</b> a. To consider applications from eligible residents for the vacant seat on Wheldrake Parish Council. <b>None received</b> b. To approve the co-option of an eligible councillor to the vacant seat and to receive the appropriate documentation. <b>Not applicable</b>
25/71.	<b>Reports</b> To receive reports from the following: a. Proper Officer to include CYC updates on councillors register of interest forms. <b>The Clerk provided an update on outstanding issues: vegetation on Broad Highway has been reported, Highways have been contacted regarding fixed bollards at The Courtneys, the school confirmed the hedge will be cut as</b>

	<p>part of routine maintenance and some bordering trees have been trimmed. The new noticeboard has arrived and requires installation, which Cllr Myers will assess, and he will dispose of the old one. Discussions took place regarding the school trees overhanging the play park and the Parish Council's maintenance of land in the village owned by City of York Council or other landowners.</p> <p><b>Resolution:</b> The Clerk to write to school highlighting concerns about overhanging trees and request that further work be carried out.</p> <p>The Clerk to establish ownership of land currently maintained by the Parish Council and report back to a future meeting.</p> <p>b. Ward Councillor The Council received and considered a written report from the Ward Councillor.</p> <p><b>Resolution:</b> To support an application for ward funding to install hedgehog warning signs.</p> <p>c. Community Police Officer, including monthly crime statistics report The Council noted one incident of vehicle theft in the crime statistics report for August.</p>
25/72.	<p><b>Groups and Committees</b></p> <p>To receive and consider for decision reports and recommendations from:</p> <p>a. Playpark A discussion took place which included:</p> <ul style="list-style-type: none"> <li>• The park is currently closed, with a view to reopening at the end of next week. Chains had to be cut to gain access. Four additional padlocks have been purchased for benches, although the existing combination could have been reconfigured.</li> <li>• Antisocial behaviour within the tractor area and the recommended age limit.</li> <li>• New swings have been installed and are performing well.</li> <li>• Amendments to the current signage.</li> </ul> <p><b>Resolution:</b> Cllr Nelson to draft wording for new signage, and Cllr Myers to arrange procurement and installation.</p> <p>b. Village Maintenance A discussion took place regarding Braithwaite Green, recent hedge cutting, and the responsibilities of City of York Council. The matter will be revisited under the resolution at item 71A.</p> <p>c. Defibrillators</p> <ul style="list-style-type: none"> <li>• All units in working order; replacement stickers received.</li> <li>• Industrial estate defibrillator to be relocated from Buckle Court, with the hairdressers offered as a possible site.</li> <li>• Pub defibrillator to be removed for refurbishment works on 7 October. Pub does not want it reinstated in the current position, alternatives and electrician support to be explored.</li> <li>• Residents to be informed once a new location is confirmed.</li> </ul> <p><b>Resolution:</b> The Clerk to write to the public house owner to agree a new location for the defibrillator. Cllr Eelsey-Jeffree to contact an electrician to arrange the defibrillator relocation.</p> <p>d. Community speed watch</p> <ul style="list-style-type: none"> <li>• Activity has been limited since the last meeting due to various reasons.</li> <li>• Dates scheduled weekly until the end of November.</li> </ul> <p>e. WRA representative There has been little progress, with no response received from WRA to date. Concerns regarding a lack of transparency were noted. Efforts to make contact will continue.</p>

25/73.	<p><b>Planning</b>  <b>Cllr Myers left the meeting</b></p> <p>a. To consider and decide upon the following planning applications:</p> <table border="1" data-bbox="220 232 1385 824"> <thead> <tr> <th>Status</th> <th>Reference</th> <th>Location</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>NEW</td> <td>25/01476/TCA</td> <td>2 Church Close Wheldrake York YO19 6DP</td> <td>Up to 50% crown reduction of 1no. Cherry tree in a conservation zone</td> </tr> <tr> <td>NEW</td> <td>25/01492/FUL</td> <td>Field to the North of Warren House Farm New Road Deighton York</td> <td>Erection of 1no. general purpose agricultural building (polytunnel) and associated siting of 1no. temporary rural workers' dwelling – resubmission</td> </tr> <tr> <td>NEW</td> <td>25/01717/FUL</td> <td>3 Church Close Wheldrake York YO19 6DP</td> <td>Single storey front and rear extensions</td> </tr> <tr> <td>NEW</td> <td>25/01681/FUL</td> <td>14 Raker Close Wheldrake York YO19 6NE</td> <td>Two storey side extension following demolition of a detached garage</td> </tr> <tr> <td>NEW</td> <td>25/01598/TCA</td> <td>101 Back Lane South Wheldrake York YO19 6DT</td> <td>Fell 1no. Cherry tree in a conservation area</td> </tr> <tr> <td>NEW</td> <td>25/01568/ADV</td> <td>Wenlock Arms 73 Main Street Wheldrake York YO19 6AA</td> <td>Display of 1no. pictorial sign to existing bracket, 3no. nameboards, 2no. amenity boards, 2no. lanterns, 11no. floodlights, and 2no. handwritten directional signs</td> </tr> </tbody> </table> <p><b>Resolution: No objections</b></p> <p>b. To note the following planning decisions:</p> <table border="1" data-bbox="220 891 1385 1061"> <thead> <tr> <th>Status</th> <th>Reference</th> <th>Location</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>APPROVED</td> <td>25/01314/FUL</td> <td>5 Church Close Wheldrake York YO19 6DP</td> <td>First floor front extension, single storey rear extension and partial conversion of attached garage to habitable space</td> </tr> <tr> <td>APPROVED</td> <td>25/01156/FUL</td> <td>9 Church Lane Wheldrake York YO19 6AP</td> <td>Drop kerb and hardstanding to front</td> </tr> </tbody> </table> <p><b>The Council noted the planning decisions.</b></p> <p>c. To consider the following planning enforcement matters:</p> <table border="1" data-bbox="220 1128 1385 1240"> <thead> <tr> <th>Status</th> <th>Reference</th> <th>Location</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>APPROVED</td> <td>21/02283/FUL</td> <td>Land To The East Of Millfield Industrial Estate Main Street</td> <td>Erection of 139no. dwellings – Construction traffic management plan</td> </tr> </tbody> </table> <p><b>No comments were made.</b></p> <p>d. To note the upgrade of existing telecommunications base station at White Rose Interiors, Millfield Industrial Estate, Wheldrake under permitted development rights.  <b>The council noted the upgrade.</b></p>	Status	Reference	Location	Description	NEW	25/01476/TCA	2 Church Close Wheldrake York YO19 6DP	Up to 50% crown reduction of 1no. Cherry tree in a conservation zone	NEW	25/01492/FUL	Field to the North of Warren House Farm New Road Deighton York	Erection of 1no. general purpose agricultural building (polytunnel) and associated siting of 1no. temporary rural workers' dwelling – resubmission	NEW	25/01717/FUL	3 Church Close Wheldrake York YO19 6DP	Single storey front and rear extensions	NEW	25/01681/FUL	14 Raker Close Wheldrake York YO19 6NE	Two storey side extension following demolition of a detached garage	NEW	25/01598/TCA	101 Back Lane South Wheldrake York YO19 6DT	Fell 1no. Cherry tree in a conservation area	NEW	25/01568/ADV	Wenlock Arms 73 Main Street Wheldrake York YO19 6AA	Display of 1no. pictorial sign to existing bracket, 3no. nameboards, 2no. amenity boards, 2no. lanterns, 11no. floodlights, and 2no. handwritten directional signs	Status	Reference	Location	Description	APPROVED	25/01314/FUL	5 Church Close Wheldrake York YO19 6DP	First floor front extension, single storey rear extension and partial conversion of attached garage to habitable space	APPROVED	25/01156/FUL	9 Church Lane Wheldrake York YO19 6AP	Drop kerb and hardstanding to front	Status	Reference	Location	Description	APPROVED	21/02283/FUL	Land To The East Of Millfield Industrial Estate Main Street	Erection of 139no. dwellings – Construction traffic management plan
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25/74.	<p><b>Policy &amp; Procedure</b></p> <p>a. To consider the future agenda format.  <b>Resolution: No amendments required.</b></p> <p>b. To consider a Council newsletter  <b>A discussion took place which noted that printing and delivering hard copies to all households is time-consuming.</b>  <b>Resolution: To use a template created by Cllr Reed to promote the newsletter on Facebook, with hard copies displayed around the village.</b>  <b>Cllr Nelson to lead on preparation.</b>  <b>The same poster will also be included in the community magazine prepared by Cllr Batchelor.</b></p>																																																
25/75.	<p><b>Community Matters</b></p> <p>a. To receive an update on the status of the VAS signs.  <b>The Clerk reported that no significant update was available and that further information is awaited from City of York Council following their meeting.</b>  <b>Resolution: The Clerk to ask Cllr Vassie if he can assist in progressing the matter.</b></p> <p>b. To consider any maintenance requirements at Sandholes Wood.</p>																																																

	<p><b>Resolution:</b> The Clerk to arrange “Use at your own risk” signs for Sandholes Wood, to be placed both inside and outside the wood, with Cllr Surtees to install them in due course.</p> <p>c. To consider future maintenance on the land on Main Street, opposite the Church. <b>A discussion took place regarding future maintenance of the land. The planters are the Parish Council’s responsibility. The land is a valued asset for the village. The Council did not rule out taking ownership of the land but would prefer that the landowner contributes to maintenance of both areas before offering this.</b></p> <p><b>Resolution:</b> The Clerk to discuss options with the landowner and report back to a future meeting.</p>																																
25/76.	<p><b>Financial Matters</b></p> <p>a. To receive and note the bank reconciliation for July and August 2025 and current bank balances. <b>The Council received the bank reconciliations for July and August 2025 and noted the net balance on the 31<sup>st</sup> August 2025 as £52,295.06.</b></p> <p><b>Resolution:</b> The Clerk to prepare a letter to close the HSBC bank account.</p> <p>b. To note the conclusion of audit 2024/25. <b>The Council noted the conclusion of audit and external auditors’ certificate 2024/25.</b></p> <p>c. To consider internal audit 2025/26. <b>Resolution:</b> The Clerk to obtain three quotations for Council consideration.</p> <p>d. To consider the amendment of bank signatories. <b>Resolution:</b> Forms were signed to remove a former councillor from the account and add Cllr Batchelor.</p> <p>e. To note previously approved payments made in between meetings.</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Expenditure</th> </tr> </thead> <tbody> <tr> <td>Telephone box painting</td> <td>970.00</td> </tr> <tr> <td>HMRC - PAYE</td> <td>138.51</td> </tr> <tr> <td>Salaries</td> <td>878.20</td> </tr> <tr> <td>Grant – Wheldrake Preschool</td> <td>1000.00</td> </tr> <tr> <td>Payroll Services</td> <td>90.00</td> </tr> <tr> <td>New swing seats</td> <td>1027.20</td> </tr> <tr> <td></td> <td><b>3065.91</b></td> </tr> </tbody> </table> <p><b>Resolution:</b> The Council noted the payments made in between meetings.</p> <p>f. To approve the payments presented for authorisation up to the 18<sup>th</sup> September 2025 and any other invoices that come in prior to the meeting:</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Expenditure</th> </tr> </thead> <tbody> <tr> <td>Salaries</td> <td>773.60</td> </tr> <tr> <td>HMRC - PAYE</td> <td>103.19</td> </tr> <tr> <td>Lengthsman</td> <td>1284.00</td> </tr> <tr> <td>New playpark gate</td> <td>594.00</td> </tr> <tr> <td>External auditor</td> <td>378.00</td> </tr> <tr> <td>Postage</td> <td>10.20</td> </tr> <tr> <td><b>Total</b></td> <td><b>3142.99</b></td> </tr> </tbody> </table> <p><b>Resolution:</b> The Council approved the payments presented for authorisation.</p>	Description	Expenditure	Telephone box painting	970.00	HMRC - PAYE	138.51	Salaries	878.20	Grant – Wheldrake Preschool	1000.00	Payroll Services	90.00	New swing seats	1027.20		<b>3065.91</b>	Description	Expenditure	Salaries	773.60	HMRC - PAYE	103.19	Lengthsman	1284.00	New playpark gate	594.00	External auditor	378.00	Postage	10.20	<b>Total</b>	<b>3142.99</b>
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25/77.	<p>Correspondence</p> <p><b>Resolution:</b> The Council to review the outcome of the 20mph trial at Bishopthorpe in detail, after which it may consider an application for a 20mph limit in the future.</p>																																
25/78.	<p>To note any agenda items for the next meeting.</p> <ul style="list-style-type: none"> <li>• Christmas light competition – support from local businesses is required.</li> <li>• Christmas preparations – new lights are required and trees need to be ordered.</li> </ul>																																
25/79.	<p>Date of the next meeting 29th October 2025 at 7.00pm</p>																																

The meeting closed at 8.27pm

Signed .....

Cllr S Nelson, Chairman  
29<sup>th</sup> October 2025

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