



Minutes of the Annual Parish Council Meeting held on Wednesday 27th May 2026 at 7.00pm.

Venue: Church Cottage, Main Street, Wheldrake

Present: Cllr Reed (Chairman), Cllr Sneesby, Cllr Wood, Cllr Elsey-Jeffree, Cllr Reed, Cllr Brown, Cllr Batchelor, Cllr McCaie, Cllr Atkinson and the Parish Clerk.

Two members of the public.

The meeting opened at 6.25pm

MINUTES

26/63. Welcome

Due to the absence of Cllr Nelson, it was resolved to appoint Cllr Reed as Chair of the meeting

Cllr Reed welcomed everyone to the meeting

26/64. Election of Chair for the 2026/27 Municipal Year and Signing of the Declaration of Acceptance of Office

Resolution: To appoint Cllr Nelson as Chair of the Council for the 2026/27 municipal year. The Council resolved to allow Cllr Nelson to sign the declaration of acceptance of office at the next meeting

26/65. Election of Vice Chair for the 2026/27 Municipal Year

Resolution: Not to appoint a Vice Chair of the Council for the 2026/27 municipal year

26/66. Apologies

To receive apologies and consider accepting the reasons for absence.

Apologies were received from Cllr Surtees, Cllr Myers and Cllr Nelson

Resolution: To accept the reasons for absence

26/67. Declarations of interest

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.

Cllr Batchelor declared an interest in item 26/79/A 26/00878/TCA

b. To receive and consider upon any applications for dispensations.

None

26/68. Public participation

Any resident may speak for up to 3 minutes on any matter on the agenda with the session lasting no longer than 20 minutes.

Residents raised no matters for discussion.

26/69. Minutes

To confirm the minutes of the meeting held on the 30th April 2025 as a true and accurate record.

Resolution: To approve the minutes as a true and accurate record

26/70. Co-option

a. To consider applications from eligible residents to fill the current vacancy

Applications were received from one eligible resident to fill the current vacancy who said a few words about why he wanted to join the council.

b. To consider an approve the co-option of an eligible applicant and to receive the statutory

documentation

Resolution: That Paul Major be co-opted to fill the vacant position on Wheldrake Parish Council.

The required statutory documentation was duly signed and the newly co-opted member joined the meeting.

26/71. To conduct the annual review of the following policies;

- Standing Orders
- Financial Regulations
- Councillor Code of Conduct

Resolution: The policies were reviewed and no amendments were considered necessary.

26/72. To appoint any committees, working groups or representatives for the following year, confirm the number of members and appoint members.

- Playpark and Village Maintenance group
Cllrs McCaie, Myers, Elsey-Jeffree, Batchelor. Major and Surtees
- Defibrillators group
Cllrs Elsey-Jeffree and Batchelor
- Speedwatch group
Cllrs Batchelor, Wood, Elsey-Jeffree. Council noted that the group would benefit from an additional member.
- Christmas Decorations group
Cllrs Atkinson. Nelson, Surtees, Sneesby and Brown
- WRA representative
Cllr Reed
- Staffing committee
Cllrs Bathchelor, Sneesby, Brown, Elsey-Jeffree and Reed

26/73. To review and approve group/committee terms of reference

Resolution: To approve terms of reference for the following groups;

- Playpark & Village maintenance
- Defibrillator
- Community Speed Watch

26/74. Reports

To receive reports from the following:

a. Parish Clerk

The Clerk provided the following updates;

- Requested site visit with highways. CYC officers are requesting a specific list of items for discussion. The Clerk will email a list to Councillors for addition
- Information on the digital landline switchover has been published for resident awareness

b. Chair

The Chair had no matters to report.

c. Ward Councillor

The Ward Councillor was not in attendance. The Clerk reported on the Ward Councillor's ongoing work in relation to recent anti-social behaviour issues in the village and their follow-up with Public Realm regarding agreed works within the village.

d. Community Police Officer, including monthly crime statistics report

The monthly police report was noted. No officer was in attendance.

26/75. Groups

To receive updates from the following working groups: *(information only, unless specified)*

a. Playpark and Village Maintenance

Members reported a dangerous section of fencing along the footpath adjacent to Costcutter. The Clerk will report the issue to City of York Council.

Village planters: an invoice has been received but several remain unplanted. The Clerk will make enquiries regarding progress.

The Clerk advised that no inspection records have been received from the Group.

b. Defibrillators

All defibrillators were confirmed as operational. Training arrangements are in place and further publicity is required. Cllr Eelsey-Jeffree has circulated information to the football team and will also notify the tennis and cricket clubs. Cllr Reed will inform the tennis club, and the Clerk will notify the WRA Chair.

c. Community speed watch

Three sessions have taken place since the last meeting; two were cancelled due to poor weather. During the remaining session, 118 vehicles were monitored with no speeding offences recorded.

A long-term volunteer has stepped down after two years of service and completing the administration duties and members recorded their thanks for their contribution, Cllr Batchelor will review the administration process with a view to taking this on. Due to holiday periods, there will be a short pause in activity, although one further session is planned beforehand.

A social media post will be issued seeking volunteers to assist with administration duties.

d. WRA representative

Cllr Reed provided an update from the WRA meeting held on 10 May 2026 regarding current projects and operational matters. The next meeting is scheduled for the end of June.

26/76. Council Governance & Administration

a. To receive an update on whole council training

Resolution: Resolution: To defer the training session until the vacant role is filled but no longer than two months

b. To receive and consider, for approval, Council risk assessments for training events, Sandholes Wood and Community Speed Watch along with review of the playpark risk assessment

Resolution: To approve the risk assessments for training events, Community Speed Watch and the playpark, and to defer approval of the Sandholes Wood risk assessment to the next meeting

c. To consider a contribution towards the Clerk's annual membership of the Society of Local Council Clerks (SLCC)

Resolution: To approve a contribution of £83.49 towards the Clerk's SLCC membership

26/77. Annual Finances

a. To consider the assertion 10 and transparency code checklist, data audit and approval of data breach procedures

The Council noted the checklists and audits along with requirements to assess more secure online storage methods.

Resolution: To approve data breach procedures.

b. To consider the Internal Auditor's Report 2025/26

Members considered the Internal Auditor's Report for 2025/26 and noted its contents, including comments on the asset register, insurance cover, cloud storage and policy recommendations.

Resolution: The Council considered and noted the Internal Auditors Report 2025/26

c. To consider and approve responses to the Annual Governance Statement 2025/26, and for the Chair and Clerk to sign

Resolution: The Council considered the assertions within the statement and assigned 'yes' to all. The Annual Governance Statement was duly signed by the Chair and Clerk

d. To consider approval of the Accounting Statements 2025/26 and for the Chair to sign

Resolution: The Council considered and approved the Accounting Statements 2025/26 and the Chair duly signed the statement

- e. To receive and consider the bank reconciliation and analysis of variances 2025/26 for publication and submission
Resolution: The Council considered the bank reconciliation and analysis of variances 2025/26 and approved both for publication and submission
- f. To confirm the period for the exercise of public rights for 2025/26 as the 3rd June 2026 to the 14th July 2026
Resolution: The Council confirmed the period for the exercise of public rights as the 3rd June 2026 to the 14th July 2026
- g. To receive and consider the year-end spend against budget for 2025/26 and the closing balances of earmarked and general reserves
Resolution: The Council considered spend versus budget for 2025/26 and noted the reserves closing balances as;

Speeding projects:	£8000.00
Village Enhancement	£1200.00
VAS signs	£3900.00
Defibrillator	£500.00
Bus Subsidy	£5750.00
Community Grants	£2299.57
General Reserve	£25338.37

26/78. Matters for consideration

- a. To consider an update from Cllr Myers following the Broad Highway site meeting with the CYC Traffic Project Officer
Resolution: To defer consideration to the next meeting.
- b. To discuss and agree the content of correspondence to the Combined Authority regarding the proposed cycle path
Members considered a draft letter to the Combined Authority regarding the proposed cycle path. The correspondence expresses the Council's support for continued discussions and engagement on the proposals, and welcomes the potential benefits of improved cycle infrastructure.
Resolution: To approve and submit the letter
- c. To consider maintenance requirements at Sandholes wood
Resolution: To defer consideration to the next meeting.
- d. To review quotations for a new bench under minute 26/45/A
Resolution: To defer consideration to the next meeting.

26/79. Planning

- a. To consider and decide upon the following planning applications:

Status	Reference	Location	Description
NEW	26/00878/TCA	The Old School House 38 Main Street Wheldrake York YO19 6AE	Fell 1no. Deodar Cedar tree; Crown reduce 1no. Elm tree over the driveway and garden area of neighbouring property - tree works in a conservation area.
NEW	26/00860/TCA	Dovefields 38A Main Street Wheldrake York YO19 6AE	Remedial pruning of 1no. Cherry Plum tree in front garden - tree works in a conservation area.
NEW – received since issue of the agenda	26/00928/FUL	23 Back Lane South Wheldrake York YO19 6DT	Single storey side extension following removal of conservatory

Resolution: The Council considered the applications and had no comments

- b. To note the following planning decisions:

Status	Reference	Location	Description
APPROVED	26/00395/FUL	The Hawthornes Church Lane Wheldrake York YO19 6AW	Single storey rear extension and replacement windows throughout

Resolution: The Council noted the planning decisions

c. To consider the following planning enforcement matters, if required:

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

The matter was not covered

26/80. Finance

a. To receive and note the bank reconciliation for April 2026 and current bank balances

Resolution: The Council noted the bank reconciliation for April 2026 and the net balance as £73,756.16 as at the 30th April 2026. Precept double taxation and VAT refund

b. To note the payments made between meetings

Description	Expenditure
Internal Audit	318.00
Total	318.00

Resolution: The Council noted the payments made between meetings

c. To approve the payments presented for authorisation up to the 20th May 2026 and any other invoices that come in prior to the meeting:

Description	Expenditure
Salaries	770.20
HMRC – PAYE	106.59
Room Hire – Annual Meetings	75.00
Room Hire – Defibrillator training	50.00
Asda – Copier Paper	4.40
SLCC Annual Membership Contribution	83.49
Toby Johnson – Grass Cutting	1422.92
Blueberry Academy - Planting	298.80
Parish Clerk – Annual Meeting refreshments	22.68
Total	2834.08

Resolution: To approve the schedule of payments presented

26/81. Correspondence

To consider any correspondence received and decide upon any necessary actions

Correspondence was received from a resident on Main Street regarding a hedge encroaching onto the pavement. Members noted that the matter relates to land outside the Parish Council's responsibility and the resident was advised to contact City of York Council.

26/82. To note any agenda items for the next meeting

Items raised for the next agenda included:

- **Christmas lights (Cllr Atkinson to follow up previous correspondence)**
- **Consideration of requesting an extension to the speed limit following a road accident near the allotments**
- **Village parking concerns, particularly in relation to school traffic**

It was also noted that the newsletter is to be issued by the end of the week.

26/83. Date of the next meeting: 24th June 2026 at 7.00pm

The meeting closed at 8.19 pm

Signed

Cllr S Nelson, Chairman
24th June 2026