

**MINUTES TO THE MEETING HELD ON**  
**WEDNESDAY 3<sup>rd</sup> SEPTEMBER 2025 AT 7:30 PM**

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**The Chair Welcomes Members**

**Present: Councillor RF Wilson (Chair); M Khuri (Vice); RS Wilson, A Taylor; P Brown; J Britton; D France**

**256.Received Apologies:** Cllr J Aston

It was noted with regret that Councillor Bethany Fenwick had resigned from the Council on 3<sup>rd</sup> September 2025. The Council expressed its thanks for her service

**257.To agree to open the meeting to Ward Councillors and members of the public**

No members of the public present.

Ward Councillor J Holtby

**258.Declaration of Pecuniary or Non-Pecuniary Interest - NTR**

**259.Minutes of Previous Meeting**

Approved and signed the minutes of the Meeting held on **2<sup>nd</sup> July & 24<sup>th</sup> July 2025**

**Proposed Cllr RS Wilson Seconded Cllr M Khuri**

**260.Correspondence and items for information and action**

- a. Noted ERNLLCA AGM rearranged to the 24<sup>th</sup> September 7pm
- b. Noted receipt of a letter from the Monitoring Officer providing advice regarding a recent complaint (no further action required)
- c. Noted Town and Parish Council Meet and greet 18<sup>th</sup> September 3-5pm Beverley Leisure Centre
- d. Noted Changes to East Riding Bus Services

**261.Working Parties Reports** (To receive updates from members and note points detailed below)

a. **Events**

Sunflower competition finished on 31<sup>st</sup> August, the council have agreed a two extension to allow entrants to get their final photo's / measurements submitted. (Deadline 14<sup>th</sup> September)

Organisation of Scarecrow competition and Christmas plans are underway more details will be available in the coming weeks.

b. **Street Scene**

c. **Volunteer Group**

- Resolved to agree Cllr M Khuri as team leader

**262.ERYC Planning Application**

- a. To Comment: Planning Ref: 25/02099/PLF  
Proposal: Construction of a vehicular access and driveway and erection of estate fencing  
Location: Bellfield, Arnold Lane, HU11 5HY  
**Resolved to Support the application – Proposed Cllr RS Wilson Seconded Cllr J Britton**
- b. To Comment: Planning Ref: 25/02248/TCA  
Proposal: Fell 1 no. Yew Tree as it is overhanging the house, Crown lift 2 no. Yew trees (Tree 2 and Tree 3) to 5 metres due to the size and spread of the canopies proximity to one another.  
Location: The Old Vicarage, Catwick Lane, Long Riston, HU11 5JR  
**Resolved to Support the application – Proposed Cllr D France Seconded Cllr M Khuri**
- c. To Comment: Planning Ref: Peartree Hill Solar Farm  
Proposal: Revised access point  
**Resolved to raise no comments, Proposed Cllr D France Seconded M Khuri**
- d. To Comment: Planning Ref: 25/02100/PLF  
Proposal: Erection of 2.5m high fence to western boundary of paddock (retrospective)  
Location: Bellfield Arnold Lane East Long Riston East Riding Of Yorkshire HU11 5HY  
**Resolved to Support the application – Proposed Cllr RS Wilson Seconded Cllr J Britton**

**263. Finance and Accounts – Resolved to note and approve the following items Proposed Cllr D France Seconded Cllr J Britton**

**a. Account Balance**

- Virgin Money account balance as of 22.08.2025 £17,779.59

**b. Payments made since last meeting (for noting only)**

These payments have been made under existing financial authorisations

| Ref | Payee           | Description                     | Amount  |
|-----|-----------------|---------------------------------|---------|
| 1   | Microsoft       | July Email service              | £64.26  |
| 2   | Scribe          | June / July Accounting software | £62.40  |
| 3   | P Henshaw       | Window Cleaning VH              | £16.00  |
| 4   | E.On Next       | VH – Electric                   | £47.11  |
| 5   | Schedule 2      | PAYE July                       | £649.07 |
| 6   | Scribe          | Aug Accounting Software         | £31.20  |
| 7   | Microsoft       | Aug Email Services              | £64.26  |
| 8   | Business Stream | VH – Water Supply               | £17.02  |
| 9   | E.On Next       | VH - Electric                   | £43.39  |
| 10  | ERYC            | VH – Rates Inst 1               | £51.00  |

**Total Paid: £1,045.71**

**c. Payments Requiring Approval**

To approve the following outstanding payments:

| Ref | Payee              | Description                                                                    | Amount    |
|-----|--------------------|--------------------------------------------------------------------------------|-----------|
| 1   | PKF Littlejohn LLP | 2023/2024 External Audit, including additional fee for complaint investigation | £4,165.38 |
| 2   | Autela             | Payroll Services                                                               | £87.00    |

**Total to Approve: £4,252.38**

**264. Other Financial Matters**

**a. To receive an update on 2023/2024 Financial Year External Audit**

Council received the following update on the 2023/2024 audit

The Parish Council noted that an objection to the 2023/24 Annual Governance and Accountability Return, raised objections with PKF Littlejohn LLP by a member of the public, delayed the closure of the accounts. PKF's final report, issued in June 2025, upheld four objections relating to weaknesses in financial governance, all of which had already been acknowledged by the Council in the 2023/24 AGAR. No public interest report or court declaration was deemed necessary due to active improvements made since. The objection process was completed in July 2025 at a total cost to the Council of £210 +Vat for a limited assurance review and £3,261.15 +Vat for additional work carried out dealing with the objections raised. Totalling £4165.38 Inc Vat

**b. To receive an update on 2024/2025 Financial Year External Audit**

Clerk confirmed that 2024/2025-year audit has been completed, all the documents are available on the Parish Council website or via the Clerk.

**c. To review position of 2025/2026 budget**

The council reviewed the position of the budget and acknowledged areas of adjustment for the following year, to be formalised at the next meeting.

**d. To note NALC PayScale review for 2025/2026**

Personnel committee members noted the review and adopted the changes.

**e. To review Grant award procedures for 2026/2027 Financial Year**

Clerk to make some adjustments and circulate prior to the next meeting.

**f. To agree response to Music Group email request**

Clerk to contact the music club with the council's feedback.

- g. To agree response Regarding Horticultural show  
Resolved to agree discounted rate for block booking of the hall at £60

**265.To review and adopt the following Policies / Governance**

- a. To review and adopt Complaints Policy  
Resolved to agree amended complaints policy  
Proposed Cllr RS Wilson Seconded Cllr M Khuri

**266.To receive update and agree Emergency Plan**

Cllr M Khuri advised there are some amendments to be made which he will bring to the next meeting.

**267.To agree to close the meeting to the press and public for closed session.**

The meeting commenced at 21:22.

It was resolved that, due to the nature of the business to be transacted, the Council moved into a closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960.

The Council considered a confidential matter and agreed to instruct its legal representatives to provide a full written response in order to establish a clear position.

(In accordance with standing practice, after two hours of proceedings (21.37), it was resolved to adjourn for a short comfort break. The meeting reconvened at 21:40 and was formally closed at 22:02)

Meeting Closed: 22.02