

ALDBROUGH ST JOHN PARISH COUNCIL DRAFT MINUTES

THE MEETING OF ALDBROUGH ST JOHN PARISH COUNCIL HELD ON Monday 17th March 2025 at 6.30pm in the Village Hall.

PRESENT: Councillor Mike Banks (MB) - Chair, Councillor Stephen Baddon (SB) – Vice Chair, Councillor Kirstie Thornton (KT), Councillor Stuart Reed (SR).

In attendance: J Pears (Clerk), River Tees Trust and Residents.

Minute	Item	Date raised	Summary	Detail/Action	Action/By Who
17/03-01	Apologies			RESOLVED – Councillor Angus Thompson – NYC (AT) – ACCEPTED. Councillor Antony Lewis (AL) gave his apologies – This was agreed and ACCEPTED by all Councillors. MB made all aware that AL has had family commitments that meant he has been unable to attend the last 3 meetings. AL's contributions are far beyond attending the meetings. AL carries out a lot of work throughout the year around the village. This is an invaluable contribution. AL will be attending the May 2025 meeting.	Completed
17/03-02	Declarations of Interest			RESOLVED – None.	Completed
17/03-03	Councillor Report/Update		NYC Councillor Angus Thompson (AT)	RESOLVED – AT gave his apologies prior to the meeting. No update received; he did however ask that the Clerk share that the intake for Richmond School for 2025/26 is full. This was not as members of the Parish expected.	Completed
17/03-04	River Tees Trust			RESOLVED – The Parish Council invited the Tees River Trust to attend the meeting to give an informal update and share their findings. Tees River Trust had a number of ideas to share with the Parish and improve what is already there. The objective is to enable rivers to breath for restoration. They want to encourage ownership of the beck from the community and work with the community to increase habitat and flow. It was suggested that a meeting could take place on or around the Aldbrough Feast. It was suggested a walk along the beck and electrofishing could be incorporated into this. MB will liaise with Tees River Trust to arrange this. A resident did raise a question about potential flooding if work is carried to the beck flow. Tees River Trust confirmed that before any work commences. They will ensure the residents are happy with the proposal and a feasibility assessment will be carried out.	MB
17/03-05	Police Report/Update		No police were present at the meeting.	RESOLVED - The February update was received and circulated prior to the meeting. This was shared on the website and ASJ Facebook page. MB gave an overview of the report at the meeting. Councillors agreed that this will be taken off the agenda as a regular item. If required to be discuss it will be included as an item on the agenda.	Clerk
17/03-06	Minutes of last meeting			RESOLVED - The 20 th January minutes were agreed as an accurate record. MB did ask that the Clerk amend the Clerks annual pay figure from 3k to 2k. Once amended the ratified minutes will be signed.	Clerk

17/03-07	Update on current items and matters arising				
17/03-07-1	Village Green to be re-instated from the Blocked Road gully work carried out	24/8/23 9/9/24 16/11/24 12/3/25	Village Green to be re-instated.	RESOLVED - NYC have confirmed that they will reinstate the Village Green area following the Feast. MB followed this up as agreed on 12 th March 2025. Highways have responded and suggested meeting and revisit the site.	MB
17/03-07-2	Speed Monitoring			RESOLVED - MB shared the latest stats taken from the VAS data. It was noted that vehicles travelling 45mph were recorded during school hours towards the bus stop. All information will be posted on the community website. The data has been shared with the Police and NYC Councillor Angus Thompson (AT). MB did raise an issue of a Porsche that has been speeding through the village. This has been raised by a number of residents. MB has shared some footage of the vehicle with the Police and waits a response.	MB/Clerk Completed
17/03-07-3	Green Policy review			RESOLVED – MB will share the copy with all councillors. The policy is suitable for all. SR is putting some notes to accompany the policy. These will initially be shared with councillors for review. Once approved it will be shared to the community and a copy will be available to view on the website.	SR/MB
17/03-07-4	Flooding at Sycamore Cottage			RESOLVED – Councillors agreed that this will be added to the to do list and will be dealt with as and when time permits. It was noted that the resident has moved out of the property. This is currently something that could be considered in the future. Will re-visit when time permits. The suggested plan would be to loosen and break through the ground and level up with top soil. Where vehicles have driven over the area there is a compaction of soil and when the tree was taken out this may have made the flooding worse.	Put on to do list - Completed
17/03-07-5	Benches Letter			RESOLVED – Councillors agreed for this to be taken off of the agenda. This hasn't been a priority. Clerk has written up some of the criteria to be included in the letter and shared this with MB. There are a number of benches that require remedial work and the responsibility should be with the owners of the benches.	Completed
17/03-07-6	Funding for footpath			RESOLVED – This should take place end of March/beginning of April. MB asked if a path could be made between the beck and the Cricket Club. There is a muddy path but this isn't accessible for everyone. MB has contacted Bentleys and they have agreed to provide some hardcore from the site compound when demobilising for the footpath. An excavator will be required to dig up the path.	All
17/03-07-7	Tree Survey			RESOLVED – MB contacted the Parks and Grounds Area Manager at NYC and got a price to carry out a working survey review – this is £960+VAT. SB contacted a contractor called Tree Plan who quoted £380+VAT for a site visit or £680+VAT for a detailed inspection, report and plan of all trees. Councillors unanimously voted to use Tree Plan and the	SB/MB

				quote for £680. The survey will be carried out later on this year. SB/MB will instruct the contractor.	
17/03-07-8	Email received – Request for memorial bench and tree			RESOLVED – MB contacted the family and met with them. The family will supply the sleepers for the bench and this will be built by the Parish Council.	MB
17/03-07-9	Footway issues raised with Highways	2/7/24		RESOLVED – Agreed to move to the to do list. Councillors agreed that they will cut the footpath growth back at Lucy Cross Road as it's not something Highways will be doing. MB will liaise with others to get this completed. Highways have <u>confirmed</u> , based on the <u>photo</u> provided, that they can't see that we would be <u>undertaking</u> formal <u>intervention</u> works at this time. On the matter of the growth of weeds <u>through</u> the new <u>surfacing</u> then we will try and get some weed killer applied at an appropriate time.	Move to do list - Completed
17/03-07-10	Clock Maintenance/ Restoration			RESOLVED – Councillors agreed the cost of £175 for the clock to be repaired as it completely stopped working. The contractor will liaise with the resident directly to gain access to the clock. Funding is still required to carry refurbishment of the clock which is estimated to be approximately £8k. SR is looking into this and perhaps a fundraising event in the village. The clock maintenance contract ended in September 24. Councillors discussed contacting the Duke of Northumberland to see if he can help/support the restoration. SR will look into this and other funding avenues.	SR
17/03-07-11	To do list progress			RESOLVED - MB has put the to do list on the website. Councillors have made good progress with the list and are working through the list in order of priority.	On going
17/03-07-12	Ash Tree at Iron Bridge			RESOLVED - Councillors agreed that they will review this once the tree survey has taken place. The tree is causing damage to the wall. Councillors agreed that this needs attention and the tree will need to be taken out to prevent any further damage. An application to remove the tree will be submitted. Once approved Councillors will remove the tree.	SB/MB/AL
17/03-07-13	Protecting the playpark equipment			RESOLVED - SB has an idea to protect the equipment. He will look at this the 2 nd week of April. The supplies will need collecting from Richmond and asked that a van is arranged to pick up.	SB
17/03-07-14	River Tees Trust Meeting/Work in the Beck			RESOLVED – It was agreed that the Parish Council will invite the River Tees Trust to the March Parish Council meeting. If there is a lot of interest from the community perhaps a further meeting could be arranged. MB will contact them.	Completed

17/03-07-15	Grass cutting contract 25/26			RESOLVED - NYC have been instructed to carrying out the grass cutting for 25/26.	Completed
17/03-07-16	Online banking and signatory on NatWest account			RESOLVED – Councillors agreed that the Clerk should have access to the on-line banking and be a signatory on the account. It is essential for her role as the Responsible Financial Officer (RFO). MB will contact the bank as access to banking as has not been processed.	MB
17/03-07-17	Move Play Park funds			RESOLVED – The play park funds are in a Co-op account and not making any interest. MB proposed to move the funds to a higher rate interest savings account with NatWest with a 95-day request. Councillors agreed that this should be done in 25/26.	Completed
17/03-07-18	Contingency account for Parish Council			RESOLVED – MB suggested that some of the BT wayleave payment should be put into a contingency account. All agreed that £6000 should be put into a NatWest savings account with a 35-day request. MB will open a savings account and money to be moved in 25/26.	Completed
17/03-07-19	VE Day 2025 – 8 th May 2025			RESOLVED – SR shared that there is an event taking place in the village hall to commemorate VE Day. Teas, coffees and bar will be available from 2.30pm on Saturday 10 th May 2025. Clerk has spoken to Revd. Caroline Pinchbeck and she is happy to help. SR will speak with her. KT confirmed the feast committee will contribute towards the flags and bunting decoration. MB will get some signs.	SR/MB
17/03-07-20	Mole Control			RESOLVED – Mole control has been out to the village green; the cost was £120 and was agreed prior to the meeting. MB will arrange for the payment to be made by BACS as agreed by all councillors. MB did ask Clerk to look at the Parish Council regulations and update to include payments made by BACS. MB – did highlight that there are still some mole holes on the green. He said to leave this with him for him to sort.	Completed
17/03-07-21	Encroachment fees and reasons for encroachment			RESOLVED – The encroachment fees need reviewing. MB has some historic encroachment paperwork that outlines what the fee is for on a number of properties and shared this with Councillors. This doesn't correlate with the current information. Councillors will need to look into this. When agreed the information needs to be recorded and invoiced.	Councillors
17/03-07-22	Request to hold a memorial match on 8 th June 2025			RESOLVED – A request has been received to hold a memorial football match. Councillors agreed that they can go ahead. Clerk confirmed the BBQ will take place at the pitch side and they will access the cricket pavilion toilets. Councillors would like to meet to discuss this further. Clerk will respond.	Clerk
17/03-07-23	Saplings planted on Highways land			RESOLVED –Clerk followed this up with Highways but no response had been received - A resident asked if the Parish Council could do more to ensure that NYC are moving forward with an issue regarding saplings planting on Highways land without permission.	Completed

				Clerk confirmed that the issue has been raised and is now with the legal team at Highways. This is not a Parish Council issue. MB confirmed going forward that the Parish Council will only deal with issues within their remit.	
17/03-07-24	Parking at the village hall			RESOLVED - SR checked with the hall and suggested that signs are displayed on a metal stake. They can be easily removed and no damage to anywhere. SR shared an example of the signs to be used. Councillors agreed to proceed. SR had spoken with a letting agent who have properties in the vicinity of the village Hall. They will speak to their tenants to make them aware that the village hall parking is for hall users only. The area should be kept clear for village hall users.	SR
17/03-07-25	Woodland Parish Council email			RESOLVED - Clerk had shared an email from Woodland Parish Council to ask for support in opposing a forest holiday planning application to Durham CC. Councillors felt this is not something they will comment on. Clerk will decline this as its not within the Parish Council's remit.	Completed
17/03-07-26	Noticeboard to repair			RESOLVED – The noticeboards require some remedial work. Councillors agreed for the work to be carried out. MB/SB/SR will carry out this and the materials will be sourced from their own supplies.	MB/SB/SR
17/03-07-27	VE day email and Caroline Pinchbeck			RESOLVED – Discussed in item 17/03-06-19.	Completed
17/03-07-28	Jess Young and Village Hall VE Day			RESOLVED – Discussed in item 17/03-06-19.	Completed
17/03-07-29	Financial regulations			RESOLVED – The financial regulations need updating. Clerk and MB will prepare the document for sign off at the May meeting.	Clerk
17/03-07-30	Rise in play park inspection fees 25/26			RESOLVED – NYC have confirmed that the 25/26 fees will raise by 4%.	Completed
17/03-07-31	Resident supplying willow tree for Becksides			RESOLVED – A resident has a willow tree to donate. The Parish Council agreed that this could be planted. A resident has an Elm Tree that he would like to donate to the Parish Council. Councillors agreed that this could be planted further up on the Becksides. MB will co-ordinate this.	MB
17/03-07-32	Best Kept Village Competition 2025			RESOLVED – Councillors agreed to enter this years competition. Clerk will respond to the email. KT did suggest having planters at the entrances to the village. Councillors considered this suggestion but felt it should be parked for now and perhaps considered in the future.	Clerk Completed
17/03-07-33	Plaque for bus shelter			RESOLVED – MB suggested getting a plaque for the bus shelter for the Best Kept Village Competition 2024. The prize money funded the bus shelter floor. Councillors agreed to this. MB will sort this.	MB

17/03-07-34	NYC Survey			RESOLVED – Parish Council have been asked to complete the Town and Parish Council Survey for North Yorkshire Council Gypsy and Traveller Accommodation Assessment 2024/25. Clerk will complete this.	Clerk
17/03-07-35	Catterick integrated Care Centre – Email received			RESOLVED - Catterick integrated Care Centre would like to promote what they offer to the community and surrounding villages. MB shared this with the village hall. The village hall has responded and suggested that they use the hall.	Completed
17/03-07-36	Speeding email – next steps			RESOLVED – Clerk shared an update email. The Parish Council have shown support of this initiative. Clerk will continue share the correspondence.	Completed
17/03-07-37	Planning meeting with Melsonby Parish Council			RESOLVED – Melsonby Parish Council have requested a meeting but as yet have not had a response to the request. Clerk will keep the Parish updated and include them should a meeting be arranged. Clerk asked if the Parish Council would like to attend a meeting with Melsonby Parish Council and planning. Melsonby Parish Council feel that the Parish Council part of the planning process is more of a tick box exercise and would like to address this with planning. Councillors agreed they would like to attend the meeting. Clerk will keep them updated.	Clerk
17/3-08	Correspondence		Correspondence received and dealt with by Clerk since last meeting.	RESOLVED – Correspondence as per appendix.	Completed
17/3-09	Planning Applications		As per appendix	RESOLVED – Councillors discussed an application for Broken Barn. A response was collated and sent to planning. A resident who attended the meeting did raise some questions. The resident asked if the Parish Council had looked at similar applications that had been approved and was there any feedback from these. Clerk will contact 2 local parishes who have had approved applications. These are Dalton-on-Tees and Brompton-on-Swale. The resident will share the application numbers with the Clerk after the meeting. Stanwick Arms High Green – Councillors have asked that planning review the current problems and these are resolved before planning applications are considered.	Completed Clerk Clerk/ Councillors
17/3-10	Finance			RESOLVED - Clerk provided an update on current finances. This is information was circulated to councillors prior to the meeting: a-c. Budget, expenditure and Income up to 5 th March 2025 were shared and agreed. d. Councillors agreed for 2 x NYC invoices to be paid by BACS - £91.10 – Play Park inspection fees 24/25 and £3391.58 Grass cutting fees for 24/25.	Completed
17/3-11	To consider questions from the public			RESOLVED – There are several potholes in the village. Could the Clerk raise these with Highways. Clerk has asked if photos or information of the areas could be shared with her. MB will do this.	Clerk

				Can the clerk request the road sweeper to attend the village.	Clerk
17/3-12	Items for future agenda			None.	
17/3-13	Date of next meeting			RESOLVED - The next Parish Meeting will take place on Monday 19th May 2025 at 6.30pm. This Is the Annual General Meeting followed by the Ordinary General Meeting.	Clerk
	<u>Meeting ended at 8.20pm</u>				

Signature (Chairman) Date.....