

EAST WITTON PARISH COUNCIL

Sarah Sayer - Clerk to the Parish Council, Meadow Lea, Hillfoot, Harmby, Leyburn, DL8 5PH



Distribution:

Mr R Wells Chairman
Mrs M de Vaal Vice Chairman
Mr A Fullerton Councillor
Mrs C Dent Councillor
Mrs A Cooper Councillor (Co-opted at meeting)
Cllr K Sedgwick District Councillor

Our Ref: AG 10/09/25

25 August 2025

East Witton Notice Board

NOTICE IS HEREBY GIVEN that a meeting of the PARISH COUNCIL will be held on WEDNESDAY 10 September 2025 at 7.30pm in The Parish Room, East Witton

Members of the public and press are invited to attend and may address members of the Council during the item set aside for public participation - Item 4 - Public Participation

Protocol on audio/visual recording and photography at meetings: Recording is allowed at Parish Council Meetings; subject to: (i) Compliance with the Council's protocol on audio/visual recording and photography at meetings and (ii) Any recording should be clearly visible to anyone at the meeting and be non-disruptive.

Agenda for said meeting is shown below.

S L Sayer

25/08/25
SARAH SAYER
(CLERK/RFO)

PARISH COUNCIL MEETING OF EAST WITTON PARISH COUNCIL

AGENDA

- Item 1 Apologies
To note apologies and approve reasons for absence.
- Item 2 Co-Option of Councillors
To co-opt the new Councillor Mrs Andrea Cooper onto the Parish Council
- Item 3 To note any Declarations of Interest
Members are asked to declare any personal or prejudicial interests they may have in the business on this Agenda.
- Item 4 Public Participation
Members of the public who wish to raise an issue which is not on the Agenda, may do so. PLEASE NOTE: Total time limit for this item is 15 minutes.
- Item 5 Minutes
To approve minutes of the last meeting held on 07 May 2025.
To approve the Minutes of the Annual Meeting held on the same date.
- Item 6 Matters arising from the minutes
- Estate works to unblock culverts on Braithwaite Lane – Strutt & Parker advised that works would be carried out, but the culverts were part of a larger scheme for that area of the village.
 - Wildflower Meadow – Chairman advised this would be included in the report about the direction of the Parish Council.

- Streetlights – awaiting NYC response to request from EWPC to alter ON/OFF timings.
- Mending the Noticeboard – Suggestions required for suitable person to contact to carry out the repair.
- Items stored outside houses and edging stones/timber blocks adjacent to Highway – Who would be liable in the event of cars being damaged. Who owns the grass verges and gravelled areas? Clerk to look at the Lease.

Item 7

NALC Model Standing Orders

To approve and note the 2025 version. These will be circulated with the meeting papers, but have already been circulated on 01 August 2025 via email. Clerk to post the 2025 version on the website if Councillors are minded to approve them.

Item 8

Requirement to have a .gov.uk domain name and email address

Consider the requirements which are now mandatory.

The setup fee quoted is approximately £130.00.

The annual maintenance fee is £80.00 on top of the existing annual fee of £190.00.

If Councillors approve the quote, Clerk will and instruct Curtis Web Design accordingly.

Item 9

Clerks Salary – National Pay Award

The National Joint Council for Local Government Services annually agree the pay scales for Clerks and other employees. As Clerk I should seek agreement annually for the pay increase, but as we are on a tight budget I normally carry on without an increase, but the Chair has specifically asked that the salary is reviewed and brought into line. The last increase claimed for this post was in 2020 and brought the rate up to £13.73/hour.

The 2025/26 hourly rate for this post is now £16.90/hour, which is an increase of £3.17/hour (over the last 5 years this would equate to an annual increase of around 63p/hr, per year). The Clerk is contracted to work 100 hours a year on SCP 20.

Approving the salary increase would bring the Clerks annual pay up from £1,373.00 to £1,690.00 a difference of £317.00 over the course of the year (from 01/04/25 to 31/03/26).

If the Parish Council is minded to approve the above 2025/26 increase, the Clerk will instruct the accountant accordingly.

Clerk to re-circulate the NALC paper on this topic with the meeting papers.

Item 10

Chairman's Review of the role of the Parish Council

To be presented at the meeting by the Chair.

Item 11

Planning

- To consider planning applications received (Appendix 1)
- To consider any other planning related issue

Item 12

Accounts

- To approve payments as detailed in Appendix 2
- To note current budget situation as detailed in Appendix 3

Item 13

Correspondence

- To note correspondence received.

Item 14

To note matters for information and items for next meeting agenda

Item 15

To confirm date and time of next meeting

Miss Sarah Sayer

Clerk to East Witton Parish Council

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Appendix 1

September PC meeting 2025

Planning Consultations

Reference No.	Proposal	Comments
ZD25/00359/FULL	Extension of earth banked slurry store at Low Newstead, Newstead Lane, Jervaulx	None
ZD25/00411/FULL	Formation of live/work unit through conversion of existing traditional agricultural buildings to provide a single dwelling and replacement of modern agricultural building with wood working workshop at East Witton Mill, A6108, Jervaulx	Supports the proposal.

Planning Decisions

Reference No.	Proposal	Decision	Date
ZZ24/00248/FULL	Erection of steel portal framed agricultural livestock building at Helming, Rookwith, Ripon	Granted	06/05/25
ZD25/00026/FULL	Change of use from seasonal play area/maize maze to site 10, no cabins (revised plans) at High Jervaulx Farm, Jervaulx	Granted	07/08/25

Appendix 2 & 3

September PC meeting 2025

To approve payments and receipts as detailed in Appendix 2

Appendix 2		Sum
Payments since last papers	<u>Payments 2025/26</u>	
07/04/25	Strutt & Parker - RENT	£1.00
07/04/25	YLCA annual subs	£148.00
07/04/25	GCH Garden Maintenance	£160.01
27/04/25	S Sayer - Web Domain DD	£9.59
04/05/25	GCH Garden Maintenance	£320.00
20/05/25	Zurich	£277.00
09/06/25	GCH Garden Maintenance	£320.00
15/06/25	S Sayer - 1st Quarter	£274.86
07/07/25	HMRC	£68.60
05/07/25	GCH Garden Maintenance	£320.00
13/08/25	GCH Garden Maintenance	£320.00
	TOTAL	<u>£2,219.06</u>
2025/26	<u>Receipts</u>	
	NYC Grasscutting	<u>£198.74</u>

To note budget situation as detailed in Appendix 3

Appendix 3 - On-going 2025/26	Budget Situation
Income to date (£4250.00) plus balance b/f from 2024/25 of £963.39	£5,412.13
Expenditure to date 2025/26	£2,219.06
Balance	£3193.07

Correspondence received from 28/04/25 to 25/08/25

From	Description	Action
Christine Dent	Email to say the council are blasting the blocked drain (13 th June 2025)	Circulated
Mary Fawbert	Chairs annual report and letter of resignation.	To be presented at the annual meeting
Cllr Sedgwick	Apologies for the meeting.	Noted
Catherine Whitbread	Elizabeth Barnett report and apologies	Circulated
Andrea Cooper	Expressed interest in the Cllr vacancy	Responded
Tomson Consulting	Funding available for renewable energy options	Circulated, but more appropriate to the Parish Room.
Ryedale Environment Group	Conference on 12 Sept at Kirkby Misperton.	Circulated
Rural Services Network	Newsletters	Circulated
YDNPA	Cheese Festival Poster	Sent to RW for Noticeboard
YDNPA	Trees & Woodlands weekly updates	Circulated
YDNPA	Spring Parish Forum notes	Circulated
YDNPA	Active Travel Consultation	Circulated
YDNPA	YDNPA Parish Newsletter	Circulated
YDNPA	Parish Forums – requesting feedback	Circulated
YDNPA	Management Plan summary report	Circulated
Speed Cameras North Yorkshire	68 NY Councils signed up. R Wells asked Cllrs if the earlier decision to not become involved still stood.	Circulated
Leyburn Police	Monthly crime reports	Circulated
SLCC North Yorks	Looking at resurrecting the NY branch.	Noted and will await outcome.
NYC Highways	Road closures	Circulated when relevant
NYC Highways	Traffic Management for diversions. Processes and procedures	Circulated
NYC Democratic Services	Richmondshire Area Committee Meeting 30 June 2025	Papers circulated
NYC	Parish Liaison updates/Parish Newsletters	Circulated
NYC/Cllr Sedgwick	Streetlight issue. Cllr Sedgwick to chase.	Circulated
NYC	Elections Team – advice on vacancy	Notice displayed and online.
NYC	NY Parish Liaison – changes to rubbish collections	Circulated
NYC	NY Parish Liaison – various emails	Circulated
NYC	Local Plan Consultation	Circulated
NYC Fire & Rescue	Survey to help shape the priorities	Circulated
YLCA	Richmondshire Branch Meeting date	M deVaal to attend.
YLCA	Training Bulletins	Circulated
YLCA	Civility & Respect Newsletters	Circulated
YLCA	Chief Executives Bulletins	Circulated
YLCA	White Rose Bulletins	Circulated
YLCA	Law & Governance Bulletin	Circulated
YLCA	Revised Standing Orders	Circulated
YLCA	Photo request	Circulated

Correspondence sent from 28/04/25 to 25/08/25

Recipient	Description	Comments
Strutt & Parker	Clerk sent chase up letter regarding the blocked drainage channels.	20/05/25 and estate replied to say they would report back in next few weeks.
Richard Wells and Michele De Vaal	Clerk sent email to Richard and Michele confirming 27 July for the streetlight assessment.	21/06/25
Adam Curtis	Clerk emailed for a quote in respect of .gov.uk domain name and email address.	03/07/25
GHC Garden Maintenance	Richard Wells contacted the contractor with concerns over cutting the grass when extremely dry.	09/07/25
NYC Streets Management	Emailed regarding the streetlights in the village	Aug 2025