

# LUTTONS PARISH COUNCIL

## MINUTES OF ANNUAL MEETING AND ORDINARY MEETING OF THE COUNCIL

Held at Kirby Grindalythe Village Hall on 29<sup>th</sup> May 2025 at 7.00pm

**Members Present:** Councillors M Pearce (Chair), B Scott, S Bell.

**Parish Clerk:** Anne-Marie Benson

There were three members of the public present.

### Minutes of the Annual Meeting of the Council

#### AMC

1.	A nomination to <b>elect Cllr Pearce as the Chairman of the Council</b> was proposed and seconded. <b>RESOLVED:</b> Cllr Pearce was elected Chair for the year 2025-26 and the Acceptance of office declaration was signed.
2.	<b>Apologies</b> were received from Cllrs Wane, Ogden and Hughes. <b>RESOLVED:</b> to accept the reasons for absence.
3.	<b>Election of the Vice-Chairman of the Council.</b> <b>RESOLVED:</b> not to elect a Vice-Chair at this point.
4.	<b>Register of Interest forms.</b> <i>Councillors are reminded to update their Register of Interests (ROI) within 28 days of any material change.</i> No changes were declared.
5.	<b>S.137 funding in 2024-25</b> <b>RESOLVED:</b> to approve the Council's expenditure incurred in 2024-25 under S.137 of the Local Government Act as £79.50.
6.	<b>To receive a report from the Chair on 2024-25 (verbal) – see notes.</b>
7.	<b>Public Participation Time</b> The following points were raised by members of the public: <ul style="list-style-type: none"><li>• Helperthorpe village doesn't feeling included. Clerk apologised for using Luttons as shorthand for Luttons Parish. <b>Clerk to not do this going forward.</b></li><li>• There is no path between East Lutton and Helperthorpe which is very dangerous for walking, especially with children. Can a proper verge be cleared?</li><li>• In Helperthorpe, the Gypsy Race stops running suddenly. Cllr Bell said previous residents didn't want it clearing. The Gypsy Race being blocked may</li></ul>

	possibly be making other areas flood. The Council will ask Helperthorpe residents for the views, possibly via survey. May be good to do a general survey to get people's views on grass cutting, Gypsy Race, and what people want to see in Helperthorpe.
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## Minutes of the Ordinary Meeting

### OM

1.	<b>Apologies</b> were received from Cllrs Wane, Ogden and Hughes. <b>RESOLVED:</b> to accept the reasons for absence.
2.	<b>Declaration of interests.</b> None received.
3.	<b>The minutes</b> of the ordinary meeting held on 20 <sup>th</sup> March 2025 were agreed as a true and correct record.
4.	No <b>planning applications</b> received  The following <b>Planning decisions</b> were noted Pear Tree House – 2 holiday lets - approved w conditions Belle Vue Farm - conversion to 1 x 4 bedroom - approved w conditions Westfield Works – decision still pending
5.	<b>Financial Matters:</b> <b>RESOLVED:</b> the following financial documents were agreed and approved. <ul style="list-style-type: none"> <li>• Payment Schedule – payments made since last ordinary meeting</li> <li>• Budget vs Actual End of Year 2024-25</li> <li>• Bank Reconciliation End of Year 2024-25 and Apr 2025</li> <li>• Budget for 2025-26 agreed and approved</li> </ul>
6.	<b>Annual Governance and Accountability Return (AGAR) 2024-2025</b> The Clerk presented the Internal Auditors Report. <b>RESOLVED:</b> To approve the certificate of exemption for 2024-25, the Annual Governance Statement and Accounting Statements for the 2024-25 financial year. The appropriate sections were duly signed by the Chair and Clerk. Clerk to send to the external auditors and post on website.
7.	<b>Environmental Committee Report</b> Cllr Pearce gave his report. <b>RESOLVED:</b> Chair allowed members of the public to ask questions at this point. Two members of the public expressed an interest in signing up to receive the environmental report. A question was asked about the NYC Dog warden several dogs roam free in Helperthorpe. Also, the dog waste bin at east end of Helperthorpe is very stiff to open, so people dump waste below it. <b>RESOLVED:</b> Clerk to get contact details for dog warden. Clerk to report the faulty bin.

	<p>There was a discussion regarding the Gypsy Race in West Luttons.  <b>RESOLVED:</b> Cllr Pearce to talk to Mr Whitty to ask him to clear the Gypsy Race in the winter months, can't do before then due to voles.</p>
8.	<p><b>Asset Maintenance Schedule and Risk Assessment.</b> It was agreed to defer this to the next meeting. Cllr Bell reported that Lengthsman to start flail mowing soon and will do other jobs (painting etc) when a schedule is worked out.  <b>RESOLVED:</b> Cllr Pearce to look at bench covered in undergrowth in Helperthorpe, with view to asking Lengthsman to trim.</p>
9.	<p><b>Grass-cutting across the Parish in 2025</b>  Cllr Bell finalised and circulated the Grass cutting maps. <b>RESOLVED:</b> Cllr Bell to have a word with Antony Smith about the changes this year. The Council will look at tackling some of the long grass areas in Helperthorpe.</p>
10.	<p><b>Defibrillator maintenance</b>  John Randerson is willing to do maintain all the defibrillators in all three villages.</p>
11.	<p><b>Change of Agenda order</b>  <b>RESOLVED:</b> to discuss the recruitment of new Parish Councillors before the Staffing matter.</p>
12.	<p><b>Recruitment of new Parish Councillors</b>  There are currently three member vacancies on the Council.  The Chair has received one application for co-option who can start in July. A member of the public at the meeting expressed an interest if there was still a vacancy later in the year. <b>RESOLVED:</b> applicant to be invited to the July meeting.</p>
13.	<p><b>Exclusion of Members of the Public</b>  <b>RESOLVED:</b> to exclude Members of the Public for item 14.</p>
14.	<p><b>Staffing Matters</b>  The Council accepted the resignation of the Parish Clerk and have received two applications for the Clerk vacancy. They will be interviewed in June.</p>
13.	<p><b>To notify the clerk of matters for inclusion on the agenda of the next meeting.</b>  Asset Maintenance Schedule – Clerk to send risk assessment template to Cllr Pearce.</p>
14.	<p><b>To confirm the date and venue of the next meeting as Thursday 17<sup>th</sup> July at 7pm at Kirby Grindalythe Village Hall</b></p>

Approved by Council and signed by the Chair .....

(signed)

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(date)