



Minutes of Parish Meeting held on 6th May 2026

Present – Sarah Whitney, Neil Armstrong, Lesley Zimmerman, Graham Burgess, Jan Buczak, Vicky Buczak (Chair)

Apologies – Sue Sharp, Andrew Sharp, Wendy Hoare, Alison Farrar, Keith Farrar

Vicky Buczak (Parish Clerk) was approved to chair the Meeting, commencing at 18.30.

1/ Agree last minutes

Agreed.

2/ Presentation of Annual Return

Vicky presented a summary of Parish accounts to financial year end, covering itemised receipts and payments.

Our Parish is required by law to complete an “Annual Governance and Accountability Return” (AGAR) form after the end of the financial year, and to follow the publication and Parish Meeting approval requirements specified.

To this end the Parish Clerk Vicky read out the declarations of the Annual Governance Statement. The Parish Meeting agreed that all the provisions had been satisfied.

Furthermore, no objections to the related Accounting Statements for AGAR were raised.

The Cash Book document used to feed the Accounting Statements showed a very low end of year current account balance. Furthermore, only two thirds of Parish Clerk expenses had been claimed to avoid this balance becoming negative. It was agreed that a more generous contingency should be allowed when setting the Parish precept for next year.

Both Vicky (Parish Clerk) and Neil (Internal Auditor) signed the relevant documents signifying Meeting approval, so securing exemption from external audit.

As noted in the Minutes of the Meeting of 28/04/2025, the last Notice of Public Rights of AGAR was displayed between 03/06/2025 and 14/07/2025.

This year the required display window is 01/06/2026 to 14/07/2026.

3/ Review of Data Protection and Freedom of Information policies

Parish members present at the Meeting had examined the documents posted with the latest agenda, and agreed they were in order in their current form. These documents covered the policies in this point, but also included Asset and Risk Registers.

Prompted by information about a dead tree in The Pound, Sarah urged the Meeting to check on Parish liability should an accident result from such a tree falling: do we need to cover ourselves by requesting another tree survey? Vicky will check with Zurich Insurance.

She also noted that the bus shelter had substantial repairs performed on it recently, and wondered whether insurance was worth purchasing to cover future damage to it, seeing that its value in the Asset Register is £4000. Vicky will ask Zurich Insurance for a quote.

4/ Update on registration of village green

Land Registry, having learnt of the Parish approving their latest village green map, will now serve notice on adjacent owners.

They have also made it clear that possible registration of The Pound will require a separate future application.

Successful registration of either area of land will be reflected in updates to the Asset Register.

5/ Update, if any, on Back Lane

Planning Enforcement have granted a variation allowing the static caravan to be retained for the duration of the building work.

6/ Update, if any, on potential Solar Photovoltaic farm (No Man's Moor Lane)

No updates.

7/ Approve a replacement signatory for Thornton Steward Parish Meeting bank account

Jim Brierley has retired from being a signatory, leaving only Vicky and Keith Farrar. Vicky asked for a replacement volunteer. Many thanks to Graham who agreed to fill this post. The required mandate change will now be implemented.

8/ Parish Clerk vacancy from April 2027

No volunteers have come forward in the last year, since the vacancy was first advertised. Vicky has been investigating costs of appointing an external professional to take on this role, and thinks that £2000 to £4000 would be required, assuming anyone can be found. This would have a significant impact on the precept required for next year, and therefore on each Parish household's council tax.

To avoid this undesirable development and encourage Parish residents to volunteer, Vicky and Neil proposed schemes which would guarantee a time limit to service as Clerk (say 2 years). Neil volunteered to write a proposal which would be distributed to all Parish households, around end of May.

Should no volunteers come forward by end July, Vicky will work with YLCA to create an advert for the post for external distribution.

Other Points and Info

- a. Special thanks to Jim Brierley (for acting as bank signatory), Neil Armstrong (for Internal Audit work) and Alison Farrar (for distribution of communications by email).
- b. North Yorkshire Council have a road safety budget: to be used for speed cameras, safer school routes, pothole repairs and buses.
- c. We have been offered a Police talk about fraud. Anyone interested please notify Vicky, who will judge whether numbers justify asking for a rep to deliver the talk.
- d. Vicky attended a very good talk on resuscitation (and defibrillator use) at a WI meeting. Again, please register possible interest to see whether the presenter should be asked to deliver it at the Institute.
- e. Social Event: Brain Teaser Night on Saturday 30th May from 6.30 pm
- f. Social Event: Institute 100th year anniversary on Saturday 15th August, daytime

Thanks to all who attended