

## GOODMANHAM PARISH COUNCIL

### Minutes of the Annual Council Meeting held on 11<sup>th</sup> May 2026 at Paxwold, Goodmanham

Attendance: Cllrs, Mary Rook, Chris Buswell, Anita Greener, Zoe Shinkins, Nigel Hammond, Tony Warnock-Smith, Derek Dunston, Andrew Goodwin, Fran Preston  
 Parish Clerk Jeremy Sherlock;  
 ERYC Cllr Cary  
 1 member of the public

Cllr Rook in the Chair

1. Appointment of Chair and Declaration of Acceptance of Office – Cllr Rook was nominated and seconded.

**Resolved that Cllr Rook be elected as Chair**

Cllr Rook signed the declaration.

2. Appointment of vice Chair and Declaration of Acceptance of Office – Cllr Tony Warnock-Smith was nominated and seconded.

**Resolved that Cllr Warnock Smith be elected as vice-Chair**

3. Apologies, Dispensations and Declarations

Apologies – ERYC Cllr Leo Hammond

4. Public Session

Concerns were raised about dog fouling notably in the sheep field. The Clerk will contact the Dog Officer at ERYC to see if any signage is available,

Fleetbeck Lane is in poor condition. The Clerk will raise with ERYC.

Defibrillators are being installed by ERYC on refuse vehicles.

5. Minutes of the Last Meeting held on 9<sup>th</sup> March 2026

**Resolved that the minutes of the meeting of 9<sup>th</sup> March 2026 be approved**

6. Matters Arising - None

7. Code of Conduct, Standing Orders and Financial Regulations – the Clerk advised that there are no proposed amendments for the Code of Conduct or Standing Orders. The Clerk had circulated a proposed revision to the Financial Regulations to include the use of the Bank Card as agreed at the last meeting.

**Resolved that the Code of Conduct and Standing Orders be readopted, and revised Financial Regulations be adopted.**

8. Asset Register – an updated Register had been circulated.

**Resolved that the revised Asset Register be approved**

9. Annual Return 2025-26 – the Annual Return for 2025-26 had been circulated. The Internal Audit report has been completed and circulated. No issues were raised. As the Council has an income and expenditure of less than £25K there is no longer a requirement for an External Audit, but the Council needs to certify this exemption.

The Council must consider the Governance Statement before considering the Accounting Statements. The Risk Assessment was most recently updated in July 2025.

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 Chair's initials

Total income in 2025-26 was £14,128 and expenditure was £12,266. The main variances are covered the circulated table. Income and Expenditure were lower than 2024-25, but still significantly in excess of the Precept due to Grants and events fundraising.

Events income and expenditure is managed and monitored separately but forms part of the Accounts. The Parish Council undertakes all the expenditure so can recover VAT, but needs to cash flow this expenditure as recovery is retrospective. The Events balance at the end of 2025-26 was £2,481.

Excluding Events the balance is £1,677. However, £678 of this is unspent Windfarm Grant which leaves a core balance of £999. This is lower than the recommended reserve of at least 25%, but was addressed as part of the Budget process for 2026-27. A revised budget is included elsewhere on this agenda.

This is the Third Internal Audit carried out by Stuart Davis. He was very prompt and produced an appropriate report. On that basis I would recommend reappointing him for 2026-27.

Once completed the Annual Return must be available for public scrutiny for a set period. The External Auditors have proposed Wednesday 3rd June to Tuesday 4th July. A notice will be posted on the website and noticeboard.

**Resolved that:**

- 1. The Exemption Certificate for 2025-26 is signed by the Chair and Clerk**
  - 2. The Annual Governance Statement for 2025-26 be approved and the Chair and Clerk be authorised to sign**
  - 3. The Accounting Statements for 2025-26 be approved and the Chair and Clerk be authorised to sign.**
  - 4. Stuart Davies be reappointed as External Auditor for 2026-27.**
  - 5. The Public Notice be posted from Wednesday 3rd June to Tuesday 4th July**
10. Delegated Powers – Planning and Events – the Parish Council have granted the Clerk delegated powers for Planning and Events. These are subject to annual Review.

**Resolved that:**

- 1. The Clerk be authorised to submit comments (following consultation with Councillors) on planning applications on behalf of the Council when the consultation deadline falls between meetings unless there are differing views when an extraordinary meeting will be arranged**
  - 2. The Clerk be authorised to make payments from the events Reserve at the request of the Events Committee up to the limits set out in the Financial Regulations.**
11. Windfarm Grant 2025 – there is an unallocated balance of £498 from the Windfarm grant approval. This is due to gravel being donated by the Chair. It was agreed that an additional bootscraper at Fleetbeck Lane should be provided using this grant (if this is sufficient), subject to the agreement of ERYC.
- Resolved that an additional bootscraper be acquired for Fleetbeck Lane at a cost of up to £500, subject to the agreement of ERYC for the virement of grant.**
12. EGL Community Fund – at the last meeting it had been agreed to submit an EGL Community Fund application for Car Park space markings. 3 quotes have been received, the cheapest at £8,750+VAT. The fund has been temporarily closed, but is due to reopen in May which will allow the application to be submitted.
  13. Parish Pit – the Clerk advised that he had checked the Insurance implications of the Parish Pit. The site will be covered through the Public Liability element of the Council's Insurance providing suitable Risk Assessments are carried out. This will include the need for tree inspections, though the risk will be low if there is limited public access.

Records indicate that the site was awarded to the Council through an Enclosure Award of 1777.

There will be a need to consider further actions to progress its development as a Nature Reserve. Initially some site clearance will be needed. There was a discussion about the level of public access. It was agreed to consider this further at the next meeting.

### **Resolved that the Parish Pit be added to the Council's Asset Register**

14. Cybersecurity – the Clerk presented a report on potential cybersecurity issued raised in a seminar organised by the governments Domain Name helper service. On the whole the Council follows the recommendations, and has an additional level of security in the very restricted access to the Council's computer files – these can only be accessed by the Clerk. It was agreed that no action was needed at this stage, but that the issue be kept under review.
15. Terrorism (Protection of Premises Act 2025) – the Government have issued guidance for the Act. The Act applies to premises with an expected attendance of more than 200, and outdoor events with an expected attendance of more than 800. On that basis it is unlikely that any Goodmanham events will be subject to the Act's provisions.
16. Planning

Applications **approved** by ERYC

26/00410/PLF - Change of use of land from agricultural to domestic (additional garden area for Plot 2) at Church Farm Church Side

26/00474/VAR - Variation of Condition 8 (Approved Plans) of planning permission 25/00659/VAR (Variation of Condition 7 (approved plans) of planning permission 24/03587/VAR (Variation of Condition 9 (approved plans) of planning permission 16/00185/PLF (Erection of two dwellings following the demolition of redundant agricultural buildings) to allow the installation of rooflights to east and west facing roof slopes of Dwelling 1 to create additional living accommodation at first floor level) to allow for a design change of Dwelling 2 through amended plans at Church Farm Church Side

### **Enforcement**

The Clerk had received a report about the felling of a tree to rear of Edwin's Garth which he reported to ERYC Enforcement. The Enforcement Officer has inspected the site, and has advised that an application should have been submitted prior to the felling as the site is within the Conservation Area. However, following discussions with the Council's Tree Officer, they have confirmed that it is likely an application to fell the tree would have been approved, and no further action will be taken.

### 17. Finance

- a. Financial Situation - the current balance is £6271.68. This includes the first half of the Precept. The Events balance is £2,416.43, and there is a grant commitment for £678.00, leaving a general balance of £3,177.25.

#### Revised Budget -

The Clerk had prepared a revised budget to take account of the figures for carry over.

<b>INCOME</b>		<b>EXPENDITURE</b>	
<b>General Funds</b>		<b>Budget Head</b>	
Carry forward (general)	£1,677	Revenue Reserve	£1,519
Carry forward (events)	£2,481	Staffing	£2,765
Precept	£5,500	Maintenance	£850
VAT Recovery	£300	Administration	£1,300
Interest	£60	Insurance	£425
Grant		Projects	£678
Donations/ event income	£1,500	Events	
		Events reserve	£3,981
<b>General Funds Total</b>	<b>£11,518</b>		
		<b>Expenditure Total</b>	<b>£11,518</b>

**Resolved that****1. The financial situation be noted****2. Revised Budget be approved**

## b. Payments

Community Heartbeat trust	Defibrillator Supplies	£20.34
J Sherlock	Expenses (key cutting)	£5.00
S P Stephenson	Room Hire	£84.00
J Sherlock	Salary	£180.92
HMRC	PAYE	£45.00
J Sherlock	Home working expenses	£26.00
ERNLLCA	Subscription	£320.32
Stuart Davis	Internal audit	£69.05
J Sherlock	Salary	£180.92
HMRC	PAYE	£45.00
J Sherlock	Home working expenses	£26.00

## c. Income

TSB	Interest	£3.43
HMRC	VAT Recovery	£932.85
TSB	Compensation	£75.00
TSB	Interest	£4.84
ERYC	Precept	£2,750.00

18. Councillors Reports – Cllr Shinkins reminded of the road closure in Goodmanham Road planned for June.

Cllr Greener advised that she would be resigning shortly after this meeting. Cllr Greener was thanked for her long service to the Council. The Clerk advised that he would notify ERYC Electoral Services of the vacancy as soon as he received the formal notification.

Cllr Dunston advised of complaints regarding bonfire smoke. It was agreed that a post should be put on Facebook requesting that bonfires be appropriately managed.

Cllr Dunston advised that items were being thrown off the Railway Bridge. It was agreed that a post be put on Facebook advising residents to notify the Police of any incidents as this will increase their priority.

Cllr N Hammond advised that lambs had escaped into a garden in Edwin's Garth. The occupier is building a new fence.

Cllr N Hammond advised that he had received complaints about the grit bin in Wateringdyke Lane not being filled. It has been inspected and has some supply. It will be refilled in the Autumn. The same complainant has asked if telephone wires could be put underground as it is a Conservation Area. The complainant has asked for a written response which will be prepared by the Clerk.

Cllr Warnock-Smith advised that the road drains have not been cleared. Cllr Rook advised that the road on the corner of Red Lane had not been swept. Cllr Preston raised concern about the use of Red Lane Bridge by bin lorries in view of its poor condition. Cllr Rook advised that a tree was left in the Beck when the culverting works were done. Cllr Rook queried progress on the yellow lines. The Clerk will raise these Highway issues with ERYC.

Cllr Rook advised that the Church had asked for their website entry to be updated. The Clerk advised that this had been done. She proposed a thank you letter to manor Farm for the use of the Fiddle

Drill. It was agreed that she should send this as Chair

- 19. Clerks Report (for information) – the Clerk asked whether he could attend the ERLICA Conference in September at a cost of £50+VAT. This was agreed. He also reported that he had reported the poor condition of the SLOW markings on Cross Gate, and the suggestion of a chicane at the Railway Bridge.
- 20. Agenda Items for Next Meeting – Risk Assessment, Parish Pit, Yellow Lines, Insurance
- 21. Date and time of next meeting –Monday 13<sup>th</sup> July 2026 at 7:00pm at Paxwold, Goodmanham

..... Signature of Chair

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Chair's initials