

ALLERTHORPE PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 20th May 2026

AT 7.15pm AT ALLERTHORPE VILLAGE HALL

Present – Cllrs Stageman, Butler, Sutton. Cllr Wright from item 9. Clerk/RFO – Ruth Jackman
ILCA/PIALCA.

Members of public 1

1. **To receive nominations & elect a chair** – Cllr Stageman nominated & accepted the role
2. **To receive Acceptance of Office from the Chair** - received
3. **To receive apologies** – resolved to give Cllr Wilkinson 6 months dispensation. Ward Cllrs Hammond & Cary sent apologies
4. **To receive nominations & elect a vice chair** – Cllr Bulter nominated & accepted the role
5. **To receive report from Cllr Stageman** – The Parish Council thanks Cllr Wilkinson for his service as he steps down as Chair to Allerthorpe Parish Council. Our thanks are also extended to Allerthorpe Golf & Country Park for their help clearing the leaves on the pavements in the village, this is most appreciated. We have continued to try & improve road safety within the village through the support of the Neighbourhood Police Team working with the Community Speedwatch volunteers. Signage has & will hopefully be further improved. Work continues with the Soay Liaison with regular meetings, the lack of use of local labour has been conveyed. We continue to comment on planning applications as a consultee and encourage residents to comment to. The noticeboard on the village hall has recently been replaced, and we continue with our grant programme & developing through training as Councillors.
6. **To receive any Declaration of Pecuniary or Non-Pecuniary Interest** – none received
7. **To agree the minutes to the meeting held on 14th January 2026** – agreed & signed by Cllr Stageman
8. **To agree to open the meeting to**
 - a. **members of the public** – covered in Annual Parish Meeting prior to this meeting
 - b. **Ward Councillors** – covered in Annual Parish Meeting with Ward Cllr West prior to this meeting
9. **To co-opt Councillors** – Kevin Wright co-opted, acceptance of office signed
10. **To review the following**
 - a. **Standing Orders** – changes to 5j agreed
 - b. **Financial Regulations** – changes to section 7 agreed
 - c. **Code of Conduct** – no changes
 - d. **Grant Policy** – further change needed, bring back to next meeting
11. **To review the asset register** – reviewed, new noticeboard added & old one disposed of

Signed

Member of public left the meeting

- 12. To agree 2 councillors as ERNLLCA representatives** – agreed as Clerk
- 13. To review councillors on outside bodies and agree any changes, if needed** – Cllr Stageman & Sutton remain on Soay Liaison, Cllr Sutton remains on Grantscape with Cllr Stageman.
- 14. To review Personnel Committee members** – Cllrs Butler, Wright & Stageman currently
- 15. To adopt**
 - a. **risk management document** - adopted
- 16. To note the Clerk's report** – HMRC/PAYE issues still outstanding. Village Hall title deeds transfer – nothing to update. CiLCA – now completed. Digital AGAR trial – is now live.
- 17. Finance**
 - Year 2025/26**
 - a. **To check & sign bank reconciliation, to 31st March 2026. Bank balance £13,544.32** – checked, signed by Cllr Butler
 - b. **To note payments, listed below** – noted, payment list signed by Cllrs Butler & Stageman
 - c. **To review budget spent** - reviewed
 - Year 2026/27**
 - a. **To check & sign bank reconciliation, bank balance £19,649.76 on 1st May** – checked, signed by Cllr Butler
 - b. **To note payments, listed below** – noted, payment list signed by Cllrs Butler & Stageman
 - d. **To decide on replacement bank signatories** – add Cllr Stageman (signatories will then be Cllrs Butler, Mace, Wilkinson & Stageman)
 - e. **To approve clerk expenses, listed below** – approved, signed by Cllrs Bulter & Stageman
 - f. **To approve renewal of insurance with Zurich at £300** - approved
 - g. **To consider ear marking some reserves for replacement of defibrillator** – decision was made not to do this at the present time
- 18. Annual Governance & Accountability Return 2025/26**
 - a. **To receive Internal audit report & note any actions required** – received, action plan to complete
 - b. **To agree & sign Annual Governance Statement section 1** – agreed, signed by clerk & Cllr Stageman
 - c. **To agree & sign Accounting Statement section 2** – agreed, signed by Cllr Stageman (signed prior to meeting by RFO)
 - d. **To sign notice of exemption statement** – signed by RFO & Cllr Stageman
 - e. **To note dates of Notice of Public Rights** – noted as 3rd June to 14th July
 - f. **To note other documents required under the Transparency Code** – noted the variance report, bank reconciliation & payments over £100

Signed

19. Planning

To decide on observations/comments for

[26/01010/VAR | Variation of Condition 13 \(Approved Plans - Site Plan and Drainage Details\) of planning permission 23/03834/PLF \(Erection of a four-storey office building, installation of rooftop PV panels and associated infrastructure\) to allow update to drainage strategy condition to be revised to align with the updated design | Land East Of Bond International Limited Pocklington Airfield Industrial Estate Halifax Way Barmby Moor East Riding Of Yorkshire YO42 1NR](#) – no observations comment to be submitted

To note observations/comments submitted for

[26/00743/PLF | Erection of detached dwelling with associated access and works | Land West Of 1 Greenhills Cottages Main Street Allertorpe East Riding Of Yorkshire YO42 4RN](#) – submitted as not in support

To note decisions for -

[25/03545/TCA | ALLERTHORPE CONSERVATION AREA - Re-pollard 1 no. Willow tree \(T1\) by 3 metres to previous pollard points to prevent limb failure onto road/drive/pavement; Crown reduce 1 no. Cherry tree \(T2\) by 1.5 metres horizontally back from the road to nearest growth points to prevent encroachment onto path/road, reduce by 1.5 metres in height to allow light in, and crown lift to 2 metres to allow access underneath; Crown reduce 1 no. Beech tree \(T3\) by 1.5 metres horizontally back from the road to nearest growth points to prevent encroachment onto path/road; Crown reduce 4 no. Silver Birch trees \(T4, T5, T6 & T7\) as illustrated to reduce limb weight and sail in order to minimise risk of damage to children and children's play area | Ravensworth Main Street Allertorpe East Riding Of Yorkshire YO42 4RW](#) – no objections - granted

20. To approve work to Clerk laptop – upgrade of Ram, M365 business set up (estimate £189.98 + Microsoft 365 £10.49 a month or an annual fee) – approved, Clerk to arrange

21. To discuss the option of whole council training from ERNLLCA or other training – agreed to whole council training, Clerk to liaise with ERNLLCA, look at holding instead of November meeting

22. Village Hall

- a. **To consider & agree grant application** – agreed to pay
- b. **Trustees & Treasurer required (Cllr Sutton)** – will be added onto parish council website & go into next newsletter inset

23. To decide whether write to UK Visas and Immigration using the Gov.uk online process to inform in an 'official' capacity, the suspicions of misdescription of work permit requirements in relation to the employment of 100 Bulgarian Soay/Sunotec Construction Workers (Cllr Mace) – it was agreed that as the Parish Council has no powers to do this, it would not be done

24. To discuss whether to investigate installing further streetlamps on Main Street (Cllr Sutton) – Clerk has been trying to get the cost for this but has not had any response from East Riding of Yorkshire Council, enquiries continue with Ward Cllr West's help

Signed

- 25. To decide whether to write to EYRC Road Dept to ask that they review the 'footpath' alongside the road from Allertorpe to the roundabout. As mentioned to the Cllr Paul West previously, there is a 150m section that is not kerbed and presents a road safety hazard to pedestrians. The road verge in this area is also crumbling and badly potholed (Cllr Mace) – this has been reported to Streetscene Hub via Ward Cllr West**
- 26. To decide whether write to ERYC Roads Dept to ask that they install a yellow painted lockable height restriction 'gate' at the disused road nub next to the roundabout. This will deter travellers from breaking in and squatting on the road and footpath (Cllr Mace) – Ward Cllr West will make enquiries**
- 27. To confirm the date & time of the next meeting & receive any agenda items for it – it was decided that meetings will change to bi monthly, with the next meeting on Wednesday 22nd July. Internal Auditor for 2026/27, internal control document**

Future dates Wednesday 16th September, 18th November, 13th January 2027, 17th March 2027 & 19th May 2027

Meeting closed 8.35pm

Signed

Date 22nd July 2026

Payments (excluding VAT) from 14th January to 31st March

Painless Payroll December	14.00
Clerk salary including working from home allowance - January	redacted
Painless Payroll January	14.00
Bank Charges	6.00
Village Hall rental January	25.00
Clerk salary including working from home allowance – February	redacted
Defib pads	61.99
Bank charges	6.00
Painless Payroll February	14.00
Clerk salary including working from home allowance - March	redacted
HMRC/PAYE Q4	redacted
Bank charges	7.00

Payments (excluding Vat) from 1st April to date

Painless Payroll March	14.00
Parish Online – website & old domain	332.50
ICO annual fee (direct debit)	47.00
ERNLLCA membership	304.51
Elkerlodge Services Ltd – internal audit	210.00
Clerk salary - April	357.05
Painless Payroll April	14.00
Bank charges	7.00
Plants (Allertorpe Parochial Church Council)	61.00

Clerk expenses (excluding VAT)

Printing January	9.00
Printing February	5.75
Printing March	4.75
Printing April	12.25
2 nd class stamp for VAT form 126	0.91
Working from home allowance – April & May	52.00
Travel – Autospeed watch research	7.65
Travel – Archives Beverley	25.20

DRAFT