

**ROMANBY PARISH COUNCIL**  
**Minutes of the ORDINARY Parish Council Meeting Held on**  
**Tuesday 11 March 2025**  
**At Romanby Parish Office**

Present: Chair: Councillor S Bradnam  
Councillors: K G Hardisty, S Adsett, D A Atkinson, N Jones,  
A Everington, D Jemson, J Davies, J Town,  
P Wilkinson  
Clerk/RFO: A W Lambert  
Public: None  
Police: None

Min No.		Action
<b>25 / 37</b> <b>Introductions /</b> <b>Welcome</b>	The Chair welcomed everyone to the meeting.	
<b>25 / 38</b> <b>Declarations of</b> <b>Business</b> <b>Interests</b>	<u>To Note Any Declarations of Business (or other) Interests by Elected Members</u> There were no declarations of Business (or other) interests.	
<b>25 / 39</b> <b>Apologies</b>	<u>To Receive Any Apologies for Absence by an Elected Member</u> Councillors B Phillips and A Deas.	
<b>25 / 40</b> <b>Open Forum</b>	<u>To Hold Open Forum</u> Nothing to report.	
<b>25 / 41</b> <b>Minutes</b>	<u>To Approve and Sign the Minutes of the Previous Meeting</u> The minutes of the Parish Council meeting held on Tuesday 11 February 2025 had been circulated prior to the meeting. <b>Resolved: That the minutes be agreed as a correct record and signed by the Chair.</b>	
<b>25 / 42</b> <b>Matters Arising</b>	<u>To Consider Any Matters Arising from the Previous Meeting which have not been Signed Off</u> <b>North Yorkshire AFSC-NY – Average and Fixed Speed Cameras Campaign</b> <b>Resolved: That the Parish Council should sign up to the campaign for average and fixed speed cameras.</b>	Clerk
<b>25 / 43</b> <b>Clerk's Report</b>	<u>To Receive the Clerk's Report</u> <b>Circulated: The Clerk's Report which included the following information:</b> <b>Administration</b> Work on the Resilience Plan is ongoing. A desk had been secured, free of charge should an appointment be made of admin. assistant.  <b>Finance and Resources</b> The Staffing Committee to meet on 21 March 2025 at 9.30 am instead of 14 March 2025.  <b>Parks and Recreation</b> It was noted that the first operational inspection would take place in March with Councillor Jones accompanying the inspector.	Staffing Comm.

	<p>The next Parks and Recreation Committee meeting would take place towards the end of March. This meeting would focus on drawing up a Parks and Recreation Action Plan.</p> <p><b>Projects</b> An updated Projects Action Plan had been drawn up and shared.</p>	<b>P&amp;R Comm.</b>
<b>25 / 44 Police Report</b>	<p><u>To Consider the Police Report</u> It was noted that no police report had been received.</p>	
<b>25 / 45 Any other Authority</b>	<p><u>To Receive a Report from any other Authority</u> There was no report from any other Authority.</p>	
<b>25 / 46 Governance Committee</b>	<p><u>To Receive a Verbal Report from the Governance Committee</u> It was noted that the Governance Committee had not met.</p>	
<b>25 / 47 Finance &amp; Resources Committee</b>	<p><u>To Receive a Report from the Finance Committee</u> <b>To Approve the Invoices Received Since the Previous Meeting Circulated: The list of invoices to be paid since the last meeting for approval.</b> <b>Resolved: That the invoices be unanimously agreed.</b></p> <p><b>Bank Reconciliation</b> The bank reconciliation for March 2025 was noted.</p> <p><b>Finance Checks</b> It was noted that the next and final finance check for the financial year would take place at the end of March.</p>	
<b>25 / 48 Parks &amp; Recreation Committee</b>	<p><u>To Receive a Report on Parks and Recreation</u> Councillor Jones reported on the placement of a new bench on The Green purchased by a parishioner in memory of his mother. The old bench would be refurbished and used elsewhere.</p> <p>It was noted that the plaque had now been placed at the tree at Oak Tree Drive to commemorate the Queen's Diamond Jubilee.</p>	
<b>25 / 49 Projects &amp; Planning Committee</b>	<p><u>To Receive a Report from the Projects &amp; Planning Committee</u> <b>Planning</b> The planning application list was noted.</p> <p><b>War Memorial Clock</b> It was noted that information relating to the next part of the refurbishment was awaited. At this point Councillor Wilkinson was thanked for his locality funding and that an application for up to £5,000 had been submitted to Grand Central Railway to be used on the Clock Tower.</p> <p><b>Staffing Review</b> <b>Shared:</b></p> <ul style="list-style-type: none"> <li>➤ <b>The minutes of the Staffing Committee held on Friday 14 February 2025.</b></li> <li>➤ <b>The current staffing structure.</b></li> </ul>	

	<p>➤ <b><i>The proposed staffing structure – V1.</i></b></p> <p>➤ <b><i>The final staffing structure put forward for agreement by the Parish Council.</i></b></p> <p>The Chair explained the discussions held at the Staffing Committee and asked the Parish Council to consider the proposed staffing structure.</p> <p><b><i>Resolved: To agree the additional post of administrative assistant and to go out to consultation on the proposed roles of Caretaker/Gatekeeper and Open Spaces Supervisor.</i></b></p>	
<b>25 / 50 Joint Burial Committee</b>	<p><u>To Receive a Report from the Joint Management Committee (N/A/Romanby JBC)</u></p> <p><b><i>Shared:</i></b></p> <p>➤ <b><i>The agenda for the JBC meeting held on Tuesday 4 March 2025.</i></b></p> <p>➤ <b><i>The minutes of the previous JBC meeting held on Tuesday 3 December 2024.</i></b></p> <p>➤ <b><i>The draft minutes of the JBC meeting held on Tuesday 4 March 2025.</i></b></p> <p>It was noted that work had been undertaken at the cemetery to commemorate the still born babies with the planting of a tree and a plaque. The cemetery was looking tidy and the Assistant Caretaker had resumed his duties.</p>	
<b>25 / 51 Outside Organisations</b>	<p><u>To Consider any Reports from Outside Organisations</u></p> <p>There were no reports.</p>	
<b>25 / 52 Correspondence</b>	<p><u>To Receive Any Correspondence and Action Taken</u></p> <p><b><i>Circulated: A list of correspondence received since the last meeting.</i></b></p> <p>The correspondence list was noted.</p>	
<b>25 / 53 Member Reports</b>	<p><u>To Receive any Member Reports</u></p> <p>➤ It was noted that the blocked gully near the entrance to the station car park had been resolved.</p> <p>➤ The footpath under Mill Lane bridge would be reinstated in the new financial year.</p> <p>➤ It was noted that the Willow Tree at Pack Horse Bridge had been cut back by the Highways Authority.</p> <p>➤ The Thompson Wood project was underway with 4,000 trees planted the previous week.</p> <p>➤ Arrangements to commemorate VE Day on 8 May 2025 were underway. The beacon would be lit at 9.30 pm.</p>	
<b>25 / 54 Date of the Next Meeting</b>	<p><u>To Confirm the Date, Time and Location of the Next Meeting</u></p> <p>Tuesday 8 April 2025 commencing at 7.00 pm. The Annual Parish Meeting would commence prior to the full Parish Council meeting. Apologies received from: Councillors D A Atkinson, A Everington and D Jemson.</p> <p>All meetings to commence at 7.00 pm at the Parish Office.</p>	<b>ALL</b>

There being no further business the meeting closed at 8.00 pm.

March 2025