

**ROMANBY PARISH COUNCIL**  
**Minutes of the ORDINARY Parish Council Meeting Held on**  
**Tuesday 9 September 2025**  
**At Romanby Parish Office**

Present: Chair: Councillor S Bradnam  
Councillors: S Adsett, P Wilkinson, A Everington, N Jones,  
B Phillips, D A Atkinson  
Clerk/RFO: A W Lambert  
Admin. Assistant: S Gannaway  
Public: None  
Police: None

Min No.		Action
<b>25 / 130</b> <b>Introductions /</b> <b>Welcome</b>	The Chair welcomed everyone to the meeting.	
<b>25 / 131</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> All Council Members at this point were asked to re-sign their declarations of business interests.	
<b>25 / 132</b> <b>Apologies</b>	<u>To Receive Any Apologies for Absence by an Elected Member</u> Councillors J Town, K G Hardisty, J Davies, D Jemson, A Deas.	
<b>25 / 133</b> <b>Open Forum</b>	<u>To Hold Open Forum</u> Nothing to report.	
<b>25 / 134</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 8 July 2025 had been circulated prior to the meeting. <b><i>Resolved: That the minutes be agreed as a correct record and signed by the Chair.</i></b>	
<b>25 / 135</b> <b>Matters Arising</b>	<u>To Consider Any Matters Arising from the Previous Meeting which have not been Signed Off</u> There were no matters arising.	
<b>25 / 136</b> <b>Clerk's Report</b>	<u>To Receive the Clerk's Report</u> <b><i>Shared: The Clerk's Report which was noted.</i></b> <b>Finance &amp; Resources</b> Councillors were asked to note the rules around the next Audit (2025/26) and the need to comply with digital and data and the need for Council-owned email addresses. It was noted that although Romanby Parish Council owned .gov.uk email addresses, these are not always used. A surgery had been set up the previous week to ensure Councillors knew how to access their Council emails and the back office for access to paperwork.  The next Finance and Resources Committee would take place on Monday 10 November 2025 (this is a change to the agreed date).	
<b>25 137</b> <b>NYC Report</b>	<u>To Receive a Report from Councillor Peter Wilkinson</u> Councillor Wilkinson reported on a meeting he had attended with the Executive Member for Highways, Councillor Malcolm Taylor. The	

	<p>Parish Clerk had joined this for part of the Village tour. The issues outlined were:</p> <ul style="list-style-type: none"> <li>➤ Mill Lane bridge footpath cleanliness and width.</li> <li>➤ The Green – parking and traffic at Romanby Bridge.</li> <li>➤ Carroll Close – parking.</li> <li>➤ Broomfield Avenue – potholes.</li> <li>➤ Normanby Road – potholes and state of roads.</li> <li>➤ St James Estate – road surface.</li> <li>➤ In addition it had been agreed to send information regarding other areas of Romanby which were becoming an issue.</li> </ul> <p>The Executive Member had informed Councillor Wilkinson that a consultation was about to go live around residents' parking, and the Parish Council and parishioners should feed into this. Councillor Wilkinson had agreed to communicate the discussion to the Executive Member so he could take this up with the Highways Authority.</p>	
<b>25 / 138 Police Report</b>	<p><u>To Consider the Police Report</u>  <b><i>Shared: The Police Reports which were noted.</i></b></p>	
<b>25 / 139 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 / 140 Governance Committee</b>	<p><u>To Receive a Report from the Governance Committee</u>  It was noted that the Governance Committee had not met. The following policies had been shared for consideration:</p> <ul style="list-style-type: none"> <li>➤ Draft IT Policy</li> <li>➤ Scheme of Publications</li> <li>➤ Biodiversity Policy</li> </ul> <p>Councillors were asked for comments by the end of the week. These policies would feed into the work to gain the Local Council Bronze Award.</p>	<b>PC</b>
<b>25 / 141 Finance &amp; Resources Committee</b>	<p><u>To Receive a Report from the Finance Committee</u>  <b><i>To Approve the Invoices Received Since the Previous Meeting Circulated: The list of invoices to be paid since the last meeting for approval.</i></b>  <b><i>Resolved: That the invoices be unanimously agreed.</i></b></p> <p><b>Bank Reconciliation</b>  The bank reconciliation for September 2025 was shared and was noted.</p> <p><b>Audit 2025-26 (Assertion 10 – Digital / Data Compliance)</b>  This had been discussed under the Clerk's report.</p>	
<b>25 / 142 Parks &amp; Recreation Committee</b>	<p><u>To Receive a Report on Parks and Recreation</u>  The Chair of the Parks and Recreation Committee gave a verbal report on the following:</p> <ul style="list-style-type: none"> <li>➤ Consideration to be given in the forthcoming budget-setting for 2026/27 the cost of a multi-play piece of equipment at Ainderby Road Leisure Park. Quotations are being sought.</li> <li>➤ Consideration to be given about replacement of the roundabout at Thistle Close play area. This item is in urgent need of attention. Quotations are being sought.</li> </ul>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>

	<ul style="list-style-type: none"> <li>➤ Consideration to be given about the quotation to have the outdoor toilets at the Pavilion deep cleaned and re-painted.</li> <li>➤ Bird spikes had now been installed on the swings – this would be monitored.</li> <li>➤ Quotations for painting at other parks to be sought.</li> </ul> <p>It was noted that the next Parks and Recreation meeting would take place on Thursday 18 September 2025 at 2.30 pm</p>	
<b>25 / 143 Projects &amp; Planning Committee</b>	<p><u>To Receive a Report from the Projects &amp; Planning Committee</u> <b>Planning</b></p> <p>The planning application list was noted. It was also noted at this point that correspondence had been received from Lovells regarding the proposed allotments. This had been acknowledged, and they had been informed that until a formal planning application had been submitted further consideration could not be undertaken.</p> <p><b>War Memorial Clock</b></p> <p>Work continues to receive updated quotations for the work to the War Memorial Clock. Work to draw up grant funding application would take place.</p> <p><b>Local Council Award Scheme</b></p> <p>Work continues on the Local Council Bronze Award Scheme.</p> <p><b>Community Resilience Plan</b> <b><i>Shared: The draft Community Resilience Plan.</i></b></p> <p>It was noted that a huge amount of work has been undertaken to draw up an updated Emergency Plan. The Clerk and Admin. Assistant had met with the North Yorkshire Council Emergency Officer, the WI, and Northallerton Town Football Club. The final pieces of the jigsaw were awaited and then this can be submitted to the Local Authority for approval.</p> <p>Two proposals were considered:</p> <ul style="list-style-type: none"> <li>➤ To purchase 2-way radios.</li> <li>➤ To draw up a Parish Volunteer List to be included in the Emergency Plan.</li> </ul> <p><b>Resolved:</b></p> <p><b><i>a) To consider the purchase of the 2-way radios at the next meeting.</i></b></p> <p><b><i>b) To use social media to request volunteers for the CRP.</i></b></p>	<p><b>SB</b></p> <p><b>PC Clerk</b></p>
<b>25 / 144 Joint Burial Committee</b>	<p><u>To Receive a Report from the Joint Management Committee (N/A/Romanby JBC)</u> <b><i>Shared: The JBC minutes of the June and September meetings.</i></b></p> <p>Councillor Wilkinson reported that the condition of the cemetery was good, and the staff were on top of maintenance. It was also noted that there would be no increase in the precept for 2026/27.</p>	
<b>25 / 145 Outside Organisations</b>	<p><u>To Consider any Reports from Outside Organisations</u> <b>Travel Plan</b> <b><i>Shared: A report from Councillor Town on the meeting with Northallerton Town Council and Brompton Town Council.</i></b></p> <p>The report was noted.</p>	

	<p><b>Martyn's Law</b> The Chair would be attending a conference on 26 September 2025 at the Pavilions, Harrogate facilitated by North Yorkshire Council.</p> <p><b>Restoring Nature Conference</b> Councillor Jones and the Administrative Assistant would be attending the above Conference at Kirby Misperton on Friday 12 September 2025.</p> <p><b>Resolved: Although the event was free, a donation of £20.00 be offered.</b></p>	
<b>25 / 146 Correspondence</b>	<p><u>To Receive Any Correspondence and Action Taken</u> <b>Circulated: A list of correspondence received since the last meeting.</b> The correspondence list was noted.</p> <p><b>Citizens Advice Bureau Correspondence</b> <b>At this point Councillor Wilkinson declared an interest.</b> Correspondence had been received asking for a donation towards the work of the CAB.</p> <p><b>Resolved: Not to donate at this time due to budget constraints.</b></p>	
<b>25 / 147 Member Reports</b>	<p><u>To Receive any Member Reports</u> <b>Harewood Chase</b> Concern was expressed about the hedge cutting at Harewood Chase as shrubbery was growing over the footpath. The Clerk would contact the contractor to resolve.</p> <p><b>Good Councillor Guide</b> An electronic copy of the above publication would be circulated to Parish Councillors.</p> <p><b>Street Bins</b> Following issues across Hambleton over the summer regarding overflowing bins. The Chair had written to the Leader of North Yorkshire Council expressing concerns. A response had been received explaining that this is due to staffing issues and changes to rotas including moving to a four-day week.</p> <p><b>Remembrance Sunday</b> It was noted that arrangements were in hand for Remembrance Sunday. The poppy wreath had been ordered.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
<b>25 / 148 Date of the Next Meeting</b>	<p><u>To Confirm the Date, Time, and Location of the Next Meeting</u> Tuesday 14 October 2025 commencing at 7.00 pm. 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 8.45 pm.

September 2025