

**ROMANBY PARISH COUNCIL**  
**Minutes of the ANNUAL Parish Council Meeting Held on**  
**Tuesday 12 May 2026**  
**At Romanby Parish Office**

Present: Chair: Councillor S Bradnam  
Councillors: K G Hardisty, J Davies, D A Atkinson, N Jones,  
D Jemson, J Town, A Deas, S Adsett  
Clerk/RFO: A W Lambert  
Admin. Assistant: S Gannaway  
Public: None  
Police: None

| Min No.                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Action |
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| <b>26 / 77</b><br><b>Election of Chair</b>                  | <u>Election of Chair</u><br>One nomination had been received for the role of Chair for the forthcoming year.<br><br><b><i>Resolved: That Councillor Bradnam be elected as Chair for the forthcoming year. He duly signed the declaration of office.</i></b>                                                                                                                                                                                                                                                                                                                                                  |        |
| <b>26 / 78</b><br><b>Declarations of Business Interests</b> | <u>To Note Any Declarations of Business (or other) Interests by Elected Members</u><br>There were no declarations of business interests.                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |        |
| <b>26 / 79</b><br><b>Apologies / Introductions</b>          | <u>To Receive Any Apologies for Absence by an Elected Member</u><br>Councillors P Wilkinson, B Phillips.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |        |
| <b>26 / 80</b><br><b>Appointments</b>                       | <u>To Make Appointments for the Forthcoming Year</u><br><b>Vice-Chair</b> – Angus Deas appointed.<br><b>Committees:</b><br><b>JBC:</b> Councillors S Adsett, J Davison, K G Hardisty (Chair) and P Wilkinson.<br><b>Finance &amp; Resources:</b> Councillors D A Atkinson (Chair), P Wilkinson, J Davison, K G Hardisty.<br><b>Parks &amp; Recreation:</b> Councillors N Jones (Chair), J Town, S Adsett, D Jemson, A Deas.<br><b>Projects &amp; Planning:</b> Councillors S Bradnam, D A Atkinson, N Jones, K G Hardisty, J Town, J Davison, S Adsett.<br><b>YLCA Representative:</b> Councillor S Bradnam. |        |
| <b>26 / 81</b><br><b>Open Forum</b>                         | <u>To Hold Open Forum</u><br>There were no members of the public present.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |
| <b>26 / 82</b><br><b>Minutes</b>                            | <u>To Approve and Sign the Minutes of the Previous Meeting</u><br>The minutes of the Parish Council meeting held on Tuesday 14 April 2026 had been circulated prior to the meeting.<br><b><i>Resolved: That the minutes be agreed as a correct record and signed by the Chair.</i></b>                                                                                                                                                                                                                                                                                                                       |        |
| <b>26 / 83</b><br><b>Matters Arising</b>                    | <u>To Consider Any Matters Arising from the Previous Meeting which have not been Signed Off</u><br><b>Parish Council Vacancy</b><br>Two nominations had been received from D Sargent and L White.                                                                                                                                                                                                                                                                                                                                                                                                            |        |

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|                                                              | <p><b>Resolved: Following an open vote D Sargent was elected to the vacant position on the Parish Council.</b></p> <p><b>CCLA Investment</b><br/>Work was ongoing to look at other ways to invest the Parish Council funds.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Clerk</b> |
| <b>26 / 84<br/>Policies</b>                                  | <p><u>To Agree the Standing Orders / Financial Regulations</u><br/><b>Shared: The updated Standing Orders and Financial Regulations:</b><br/><b>Resolved: That subject to final checks the Standing Orders and Financial Regulations be agreed.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |              |
| <b>26 / 85<br/>Clerk's Report</b>                            | <p><u>To Receive the Clerk's Report</u><br/><b>Shared: The Clerk's Report which was noted.</b></p> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>➤ YLCA Training – Clerks Forum on Assets and Asset Registers.</li> <li>➤ Archiving Documentation.</li> <li>➤ Key Audit.</li> </ul> <p><b>Finance &amp; Resources</b></p> <ul style="list-style-type: none"> <li>➤ Contract Renewal – complete.</li> <li>➤ Insurance Renewal – work to ensure that the renewal documentation is fit for purpose.</li> <li>➤ Mobile Telephone – work to secure up to date equipment.<br/><b>Resolved: The Clerk to purchase a new mobile telephone.</b></li> <li>➤ Grant Funding – Grand Central Railways for the Wildflower Meadow. Tesco Stronger Starts blue token collection is ongoing.</li> </ul> <p><b>Correspondence</b><br/>NYC – Parish Workshops – expressions of interest from Councillors to be sent to the Clerk.</p> | <b>Clerk</b> |
| <b>26 / 86<br/>Police Report</b>                             | <p><u>To Receive a Report from The Police</u><br/>The Police report had been received and was noted.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |              |
| <b>26 / 87<br/>North Yorkshire<br/>Council Report</b>        | <p><u>To Receive a Report from North Yorkshire Council</u><br/><b>Planning</b><br/>It was noted that no planning application had been received for the proposed care home off Oak Tree roundabout.</p> <p>Arla Site Planning – This had not yet been to the Planning Committee.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |              |
| <b>26 / 88<br/>Any other<br/>Authority</b>                   | <p><u>To Receive a Report from any other Authority</u><br/>There was no report from any other Authority.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |              |
| <b>26 / 89<br/>Governance<br/>Committee</b>                  | <p><u>To Receive a Report from the Governance Committee</u><br/>There was no report from the Governance Committee.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |              |
| <b>26 / 90<br/>Finance &amp;<br/>Resources<br/>Committee</b> | <p><u>To Receive a Report from the Finance Committee</u><br/><b>To Approve the invoices received since the Previous Meeting</b><br/><b>Circulated: The list of invoices to be paid since the last meeting for approval.</b><br/><b>Resolved: That the invoices be agreed unanimously.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |              |

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|                                                              | <p><b>Bank Reconciliation</b><br/>The bank reconciliation to 30 April 2026 was shared and was noted.<br/>The current balances were:</p> <ul style="list-style-type: none"> <li>➤ Community Account - £41,810.95 cr</li> <li>➤ Business Premium Account - £48,097.80 cr</li> </ul> <p><b>Year End 2025/26 (AGAR)</b><br/>It was noted that work was well underway for the year end accounts and submission of the AGAR to PKF Littlejohn.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <b>26 / 91<br/>Parks &amp;<br/>Recreation<br/>Committee</b>  | <p><u>To Receive a Report on Parks and Recreation</u><br/>Councillor Jones gave a verbal report:</p> <ul style="list-style-type: none"> <li>➤ Coyle Garden – Councillors Jones and Town had undertaken work to clear out the weeds and plant some shrubs.</li> <li>➤ Wildflower Meadow – The Chair explained the work required.</li> <li>➤ Seat on Ainderby Road – Work to find the owner of the seat on Ainderby Road had been unsuccessful.</li> </ul> <p><b><i>Resolved: To undertake a scrape of part of the land at a cost of £350 and to purchase wildflower seed at a cost of £212 per 5kg.</i></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <b>26 / 92<br/>Projects &amp;<br/>Planning<br/>Committee</b> | <p><u>To Receive a Report from the Projects &amp; Planning Committee</u><br/>Councillor Bradnam gave a verbal report:</p> <p><b>Staffing</b><br/>It was noted that the two-week consultation for the staff had finished. There would be a twelve week notice period on current contracts. The Parks and Open Spaces Supervisor could not be advertised.</p> <p><b>War Memorial Clock</b><br/>Councillor Wilkinson had offered a further £5000 of NY Locality Budget funding for the refurbishment of the War Memorial Clock.</p> <p><b>Proposed Community Hub</b><br/>The public consultation had been launched. An open session for the public to look at the building would be considered.</p> <p><b>Planning</b><br/><b><i>Shared: The list of planning applications.</i></b><br/>The planning applications were noted.</p> <p><b>Car Parking</b><br/>The Clerk had corresponded with the agencies regarding a joint meeting to look at car parking issues within Romanby. The Police had acknowledged, Network Rail had declined and no response had been received from North Yorkshire Council.</p> <p><b>Neighbourhood Planning</b><br/>Work was ongoing to seek information on drawing up a local Neighbourhood Plan.</p> |  |
| <b>26 / 93<br/>Joint Burial<br/>Committee</b>                | <p><u>To Receive a Report from the Joint Management Committee (N/A/Romanby JBC)</u><br/>No meeting had taken place. The next meeting would take place in June. The cemetery was looking tidy and work to the walls had taken place. Regarding the ownership of the cemetery, it was suggested that</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |

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|                                                 | work to lodge with the land registry should take place.                                                                                                                            |            |
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| <b>26 / 94<br/>Outside<br/>Organisations</b>    | <u>To Consider any Reports from Outside Organisations</u><br>There were no further reports.                                                                                        |            |
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| <b>26 / 95<br/>Correspond-<br/>ence</b>         | <u>To Receive Any Correspondence and Action Taken</u><br><b><i>Circulated: A list of correspondence received since the last meeting.</i></b><br>The correspondence list was noted. |            |
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| <b>26 / 96<br/>Member Reports</b>               | <u>To Receive any Member Reports</u><br>At this point thanks were expressed to Councillor Bradnam for chairing the previous year and for taking on the Chair for the next year.    |            |
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| <b>26 / 97<br/>Date of the Next<br/>Meeting</b> | <u>To Confirm the Date, Time, and Location of the Next Meeting</u><br>Tuesday 16 June 2026 at 7.00 pm.                                                                             | <b>ALL</b> |

There being no further business the meeting closed at 8.40 pm.

June 2026