

CRAYKE PARISH COUNCIL

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Minutes of the Annual Meeting of Crayke Parish Council held on Tuesday 12th May 2026

26.1 Present

Councillors: L Hartley (Chair), C Merritt, J Jefferson, S Featherstone, J Porter

NYC: 0

Public: 1

26.2 Election of Chair

Councillor Hartley was elected as Chair and signed the Acceptance of Office.

26.3 Election of Vice-Chair

Councillor Merritt was elected as Vice-Chair.

26.4 Apologies for absence

T Moverley, N Jackson

26.5 Declarations of interest

None

26.6 Councillor Appointments

RESOLVED: To approve the following appointments:

1. Audit Panel - Cllrs Hartley, Moverley and Jefferson with the remit to fulfil the Audit Plan and maintain the employment policies.
2. Representatives to the Crayke Parochial Charities - Cllrs Featherstone and Moverley.
3. School Governing Board – Not required.
4. Yorkshire Local Councils Association - Councillor Hartley, as Chair, is the lead representative, Councillor Merritt was appointed as second Council representative
5. Other village bodies – Not required.
6. Sustainable Crayke Project – Cllr Porter to coordinate the project.
7. Defibrillator – Cllr Porter to coordinate the project.

26.7 Previous Minutes

RESOLVED: To approve the minutes of the meeting of the Council held on Tuesday 11th March 2025 as a true record.

26.8 Open Forum

No matters were raised.

26.9 Community and County Matters

The Chair advised that NYC had reopened the call for sites.

26.10 Matters in hand

1. Traffic Matters - Vehicle Activated Sign: The maximum speed recorded on Crayke Lane in

the last period was 55mph and the average was 27mph.

2. Village Green

- a. Cllrs discussed a bench offer from HHNL. Clerk to contact HHNL to arrange an on-site meeting. Action Clerk
 - b. Cllrs discussed the Yorkshire Dales Millennium Trust (YDMT) Village Green Initiative. It was agreed that it was not suitable for Crayke.
 - c. Cllrs discussed the issues on Church Hill and the drainage. Highways have made some amendments to the cobblestones to redirect the water. Drain issues which were looked at by Cllrs were inconclusive.
 - d. Cllrs discussed the option of having another salt bin at the entrance to the track at the top of Church Hill, Cllr Merriit to contact Highways. Action CM
 - e. Cllrs confirmed that the post outside Church steps has been fixed.
3. Sustainable Crayke - Cllr Porter discussed the Welcome Pack which the Church PCC hands around to new residents of the village. Cllrs discussed if this should be put on the website for all residents to see. Clerk to discuss with F Warriner. Action Clerk
4. Dark Skies - Due to the weather no events have taken place this year. Hopefully will be able to restart once the nights get darker again.
5. HHNL - The Chair gave an update on matters from the HHNL.
6. Local Parish Forum Meeting - The Chair gave an update following the meeting on 25th March 2026. The Chair showed a Household Emergency Plan leaflet from the meeting and it was agreed that these would be useful. Clerk to contact the council to see if these can be provided. Action Clerk
7. Update from Historic England regarding Crayke Castle - Email from Historic England was read out and a discussion took place.
RESOLVED: The clerk would respond advising that the PC have no access to the Castle and that they have only been approached by residents regarding their concerns of the exterior of the property. Action Clerk

26.11 Verbal Reports from Clerk and Councillors

1. RESOLVED: Cllrs discussed and approved the grass cutting quote from Gerard Sheperd for extra cuts at £52.00, 3-4 times a year which all approved.
2. RESOLVED: Cllrs discussed and approved the purchase of a signage cleaner for the village which all approved.
3. RESOLVED: Cllrs discussed and approved the purchase of Hammerite paint up to the value of £100.00 for the dog bins on the asset register which all approved.

26.12 Financial Matters

1. RESOLVED: The council received and noted the bank reconciliation, this was checked against the bank statement by the Chair during the meeting.
2. RESOLVED: To receive and approve the financial report for the year 2025/26.
3. RESOLVED: To receive and approve the reports on:
 - a. The financial position at 30th April 2026 showing the balance of the following accounts
 - Virgin Bank £2,654.07
 - Savings Account £5,949.48
 - b. The current budget position.
4. RESOLVED: To approve the continued use of bank transfers for payments to creditors.
5. RESOLVED: To approve that Clerk has been paid in accordance with the contract of employment for 2025/2026.
6. The following receipts and previously approved charges or payments made since the last meeting were noted:

Receipts:

a. Precept (30/04/2026)	£2,588.50
b. Cashback (7/4/2026)	£0.15
c. From savings account (27/04/2026)	£100.00

Payments:

a. Clerk, Salary (March and April 2026)	
b. Cartridge Discount	£44.09
Inc. VAT £7.38 (Invoice 2557288 21/03/2026)	
c. The DefibPad	£71.40
Inc. VAT £11.90 (Invoice 1861395 27/03/2026)	

7. RESOLVED: To approve the following payments:

a. Zurich Municipal, Insurance for year commencing 1/6/26	£241.00
inc. VAT £0.00 (1/6/26)	
b. The DefibPad	£ 71.40
inc. VAT £11.90 (Invoice 1861395 27/03/2026)	

8. Additional items circulated at the meeting

- a. RESOLVED: To approve the receipts and withdrawals from the Savings Account.

Receipts:

Interest (29/11/2025)	£ 49.48
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Withdrawals:

Outgoing (27/04/2026)	£100.00
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26.13 Planning

1. New applications
None

2. Updates to applications

- ZB25/02268/FUL application for Retrospective Application For Retention of Agricultural Track Surfacing and Associated Drainage Improvements at Crayke Manor, Crayke. Decision – Refused.
- ZB25/02219/FUL application for a conversion of existing outbuilding to form gym/office and installation of Solar/PV panels to existing cottage roof at Gelder Cottage Church Hill, Crayke. Decision – Granted.
- ZB25/02220/LBC application for Listed Building Consent for a conversion of existing outbuilding to form gym/office and installation of Solar/PV panels to existing cottage at Gelder Cottage Church Hill, Crayke, York. Decision – Granted.

26.14 New items and correspondence to note or for decision

- RESOLVED: The Chair made Cllrs aware of the new YLCA email regarding an update on holding funds and donations for Community Group. A discussion took place and it was agreed that Crayke PC are up to date on this.
- RESOLVED: To receive and accept the Internal Auditor's report.
- RESOLVED: To receive and approve the report from the Audit Panel meeting held on 12th May and to accept the Panel's recommendations that Council:
 - review the Standing Orders, Financial Regulations yearly
 - review the Privacy Policy, Publication Scheme and Website Accessibility at the July meeting.
 - review General Reserves, Internal Financial Controls, FoI/SAR policies at the July meeting and agree a timetable for reviewing all policy and governance documents.
 - approves updates and adds the Risk Register to the website.

- e. approves the Audit Plan for 2026/27.
 - f. approves a Certificate of Exemption for 2025/26.
 - g. affirms the statements in the Annual Governance Statement for 2025/26.
 - h. approves the draft Accounting Statement for 2025/26.
4. Annual Governance and Accounting Return (AGAR)
- a. RESOLVED: to submit a Certificate of Exemption from an External Audit review.
 - b. RESOLVED: to receive and accept the Internal Auditor's report.
 - c. RESOLVED: to approve the Internal Auditor's report for the AGAR.
 - d. RESOLVED: to resolved to approve the completed Statement. Each of the statements on the Annual Governance Statement was considered and affirmed.
 - e. RESOLVED: to receive, approve and complete the Annual Accounting Statement as recommended by the Audit Panel.
 - f. RESOLVED: to receive and approve the year-end financial statements presented by the Clerk.
 - g. RESOLVED: to approve the publication, on 3rd June, of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities.
 - h. RESOLVED: For updated Asset Register to be published on the website along with a map.

26.15 Items for the next agenda and for the Parish News:

- 1. Next Agenda
 - a) Update and review the relevant policies.

26.16 Next Meeting

It was confirmed that the next meeting of the Council will be on Tuesday 22nd July 2025 starting at 19:30 in the Sports Club.

The next Annual Parish Meeting will be held on Tuesday 11th May 2026.