



**Minutes of the Meeting of Catcliffe Parish Council  
Thursday 12<sup>th</sup> June 2025  
Catcliffe Memorial Hall Meeting Room, 6.30pm**

**Present:** Cllr Bayliss (Chair), Cllr Pashley (Vice Chair), Cllr Green, J Huddleston (Clerk), T Wright,

**35. To receive apologies and approve reasons for absence**

Cllr Marsh, Cllr McKiernan. Reasons noted.

**36. To receive declarations of interest**

Cllr Pashley said item 42 may relate to a relative but no financial interest.

**37. To consider exclusion of the press and public by virtue of Public (Admission to Meetings) act 1960 due to the confidential nature of the business to be discussed**

N/A

**38. Fifteen-minute public discussion period**

None

**39. Co-Option of councillor**

**RESOLVED:** That T Wright is co-opted onto the council. Cllr Wright and the Clerk signed acceptance of office forms.

**40. To approve the minutes of the Parish Council meeting held on 8<sup>th</sup> May 2025**

**RESOLVED:** That the minutes are a true and accurate record of the meeting, with the change to Cllr Wright's name.

**41. To note matters arising from the minutes, not on the agenda and approve any action to be taken**

None.

**42. To discuss matters relating to the parish and assign ownership**

**a. Items raised by Cllrs**

**i. Key safe**

The Chair asked about having a key safe on the side of the hall. The Clerk said this had also been raised by the flood action group in case of emergency. She said she would ensure there was a safe process so anyone couldn't just get into the hall.

**ii. Walk and talk group idea**

Cllr Bayliss said he was interested in setting up a men's mental health support walk and talk group. Cllrs discussed the benefits of this and the Clerk said she would ask the Activities and Hall Coordinator to get in touch re getting this up and running

**iii. Cllr Green said she had experienced issues getting through on the council mobile. The clerk explained this was a very old mobile and a new one had just been ordered that day as she had been having problems with messages coming through, and calling out. While staff will have mobiles, they will only be used during their working hours, and the Clerk said she would let Cllrs know once they were set up.**

**iv. Cllr Pashley said a resident had asked how to book the hall. They were advised to email [admin@catcliffepc.com](mailto:admin@catcliffepc.com) and that all hall bookings do need to be done via email.**

**v. Cllr Green mentioned the public access path next to Whitby's is closed due to building works but the notice has not been renewed. She said she would chase with RMBC.**

**vi. Cllr Pashley raised the issue of cars left on land. Cllr Wright said he would contact RMBC about this and the Clerk said she would speak to the Neighbourhood Coordinator when she saw her next week.**

**43. Finance:**

**a. To approve the monthly budget monitoring, bank reconciliation and bank statements for May**

**RESOLVED:** That the budget monitoring and bank reconciliation and bank statements are approved.

- b. To approve June payments  
**RESOLVED:** That the June payments are approved
- c. To consider and approve the Internal Audit and approve the AGAR documents  
The Clerk gave cllrs the internal audit report noting recommendations for the coming year, and AGAR documents were looked through and completed.  
**RESOLVED:** That the AGAR documents are approved. The Clerk said she would advertise the period for exercise of public rights and send the documents off to the external auditor. It was agreed that FH Accountancy would be appointed to carry out the internal audit for this financial year.

**44. To discuss ongoing matters and approve any action to be taken**

- a. **Reaching Communities Memorial Hall Project**  
The Clerk updated Cllrs on the project and what is planned for the next 6 months.
- b. **Summer Fayre**  
Cllrs discussed the summer fayre. It was agreed that the event was a success, especially with the amount of volunteers helping out, and could be built on further next year. Ideas of a joint village event involving the cone and St Mary's Church were discussed. The Clerk said she would get plans started on this as it would need a lot of people involved.
- c. **Community Walk/Quiz**  
The Chair said he had some pics of the river and wildlife in and around it for this. Other contributors had not had chance to add to this yet.

**45. To discuss updates from any meetings attended by Council members and Clerk**

Cllr Green said she was still contacting RMBC (as a resident) about the floor outside the Plough.

**46. To consider and approve the Standing Orders**

The Clerk gave Cllrs copies of the updated standing orders, explaining which parts had been changed.  
**RESOLVED:** That the Standing Orders are approved.

**47. To discuss matters relating to the recreation ground and approve any action to be taken**

- a. **Wild area**  
The Clerk gave a quote/recommendations from RMBC on planting from the wild area. Cllrs agreed this would be too expensive and should be carried out in house as Cllr Green had spoken to a local nursery who could supply the trees at £21 each.
- b. **Pavilion use and costs**  
Cllr Pashley explained he had asked for costs of the pavilion and grounds maintenance to look at what this was costing the Parish Council. The Clerk talked through income and costs over the last 3 financial years. It was agreed that the increased costs of pitch hire should help cover the pavilion costs, and the recreation ground was a community asset.

**48. Planning:**

- a. To review and discuss new applications:
- b. To review planning determinations:
- c. To discuss other planning matters: Costa application to be open 24 hours - Noted

**49. To note all correspondence received and approve any necessary action**

None.

**50. To approve items for the next agenda**

Litter.

**51. To approve the date of the next meeting**

**RESOLVED:** That the meeting dates for the rest of the year are: 10<sup>th</sup> July, 11<sup>th</sup> September, 9<sup>th</sup> October, 13<sup>th</sup> November, 11<sup>th</sup> December, 8<sup>th</sup> January, 12<sup>th</sup> February, 12<sup>th</sup> March.

**Meeting Closed 8.45pm**

**Signed.....**