



**Minutes of the Monthly Council Meeting of Huntington Parish Council held on Wednesday 20th
 May 2026 at 7:12pm**

PRESENT:	Councillor D. Geogheghan-Breen (DB) – Chair, Councillor S. Jobling (SJ), Councillor D. Jobling (DJ), Councillor J. Willis (JW), Councillor S. Phoenix (SP), Councillor M. Cook (MC), Councillor T. Mossop (TM), Ebony Frankland (EF) Deputy Clerk and Lorraine Frankland (LF) - Parish Clerk/RFO
APOLOGIES:	Councillor K. Orrell (KO), Councillor M. Duncanson (MD) and Councillor N. Addison (NA)
CIRCULATION:	To attendees, apologies and other all members of the Parish Council
MINUTES PREPARED BY:	Lorraine Frankland
DATE (Draft):	04/06/2026 & 11/06/2026
DATE TO BE APPROVED:	17/06/26

ITEM		ACTION
26-27.13.	<u>To Note Apologies for Absence</u> Councillor K. Orrell (KO), Councillor M. Duncanson (MD)) and Councillor N. Addison (NA) offered their apologies <u>It was resolved</u> to approve all apologies and reasons for absence.	
26-27.14.	<u>To Note Declaration of Interests</u> i) <u>To Receive Declarations of Personal, Prejudicial or Disclosable Pecuniary Interests (not previously declared) on any Items of Business</u> Non received	
26-27.15.	<u>To Consider Business from Members of the Public</u> We have had two reports of overgrown hedges obstructing the pavement; - The resident from 48 Willow Glade as been in contact to inform the council that; the fence at Stratford Way wetlands area needs repairing/replacing as the posts are rotten it was Resolved to Approve this work and LF to collect three quotes - LF has discussed with HCC centre manger about the removal of the broken bench, broken table and unused green wheely bin from the rear of the building it was Resolved to have these items removed.	LF LF
26-27.16.	<u>Minutes: To Approve the Minutes of the Monthly Parish Council Meeting held 15/04/26</u> The minutes of 15/04/26 were approved as a true and accurate record of said meeting signed and dated by the Chair.	
26-27.17.	<u>Policing and Security Matters</u> i) <u>To Note NY Polices update in regards to Crime figures</u> Crime figures have been circulated	

Type of Incident	Time and Location.	Huntington Report made and action taken by NYP	Total calls for Month
ASB- Nuisance	Travelodge Ltd 5/4	Issues with a male who has been resident at hotel for 1year - council booking	
	Aldi	He has returned after being arrested earlier in the evening for theft	
	Cineworld 16/4	1 x incident	
	Vangarde	Youths causing a nuisance in the cinema	4
ASB- Personal		1 x incident	
Burglary	Broome Way 30/4	Theft of electric bicycle from shed	1
Drugs			0
Vehicle			0
Theft	Sainsbury 4/4	Theft of toiletries, 1 male arrested	
	Monks Cross	5 x incident	
	Vangarde	4 x incident	
	Tesco - Huntington Road	1 x incident	
	The Range	1 x incident	12
Violence			0
Criminal Damage			0

ii) To Consider any other security related issues

The clerk has written to the PCSO's concerns about the increase in theft and ASB within the parish and about the lack of contact with the PCSO, the PCSO has agreed to attend the July meeting and increase presence within the parish.

26-27.18.

Finance and Policy Issues:

i) To Approve Annual Governance Statement

It was **Resolved** to **Approve**

ii) To Approve Accounting Statement (Annual Return 2025-2026)

It was **Resolved** to **Approve**

iii) To Note the procedure for works to Huntington Parish Councils Community Buildings

It was **noted** that; in addition to the email *lone workers who may work from height on 18/02/2025*, about safe working practice. Councillor's **noted** that: any works undertaken by way of repairs to Huntington Parish Councils community buildings **must**:

1. Be agreed by Full Parish and a minute reference be available (*it is unlawful for Councillor's to act autonomously, with the spending of public money and to do so would be in breach of the Local Government Act 1972 section 101*)

2. If the works is over £500 three quotes should be obtained (*or where three quotes have not been obtained an explanation in the minutes for way this isn't achievable*) as per parish council policy (*the only exception to this is if an emergency repair is required, and then the Chair, Vice Chair and Clerk should all be contacted before consent to contractors for the work is given*).

3. Contractors must have;

- **Public Liability:** £5m minimum (preferably £10m if affordable)
 - **Employers' Liability:** £10m if they employ staff or labourers
- and documentary evidence **must** be sent to the Parish Clerk for our records

4. All contractor work on buildings must be begun only after a method statement and risk assessment have been undertaken and **must** be sent to the Parish Clerk for agreement and kept for our records

5. Absolutely no working from height on Parish Council buildings must be undertaken without a Risk Assessment (*even if this is necessary for contractors to undertake before providing a quote a risk assessment should be provided*)

iv) To Approve Payment of Invoice from Orchard Park £2905.00

It was **Resolved** to **Approve**

v) To Note Monthly Bank Reconciliation Report

Noted

vi) To Approve Invoices Presented for Payment

INVOICES PRESENTED FOR PAYMENT 20 May 2026				
City of York Council	Bacs	Orchard Park waste Inv 9002651364		132.82
Elkerlodge Ltd	Bacs	Internal Audir 25-26 Inv 1346		720.00
JMS	Bacs	Garden Scheme Inv 1082		395.00
JMS	Bacs	Open spaces Inv 1083		1449.12
Microsoft	DD	Software package Inv 6391348499458845710		104.99
Park Lane	Bacs	April Inspections Inv 3133		108.00
Park Lane	Bacs	Replace Goal Posts orchard Park Inv 3134		2232.00
Premier Windows	Bacs	Clean Bus Shelter Inv 3618		300.00
Ralph Carter	Bacs	Repairs to Orchard Park Centre		2905.00
Scribe	Bacs	Accounts software Inv 17829		1483.20
SLCC	Bacs	Inv MEM258178-1		200.00
Sleightholm Landscapes	Bacs	Churchyard, Garden Scheme, Openspace		4524.00
Tesco Mobile	DD	May		37.98
Foss Drainage Board	DD	Drainage 2026-27		4.42
Welmed	Bacs	Inv £295451 rep. pads £56.30 agreed April balance		8.40
HMRC	Bacs	PAYE		278.31
Yorkshire Bank	Bacs	Bank Charges Mar 2026		11.70
Yorkshire Bank	Bacs	Bank Charges Apr 2027		13.10
Staff Costs	Bacs/l	Salaries & Pensions		4,950.60
TOTAL EXPENDITURE				£19,858.64
INCOME:				
John Cliffe	Bacs	Cemetery gates Feb,Mar	118.56	
Naurin Fatima	Bacs	Income Tax Feb,Mar	223.20	
Ebony Frankland	Bacs	Cover of Cemetery Clerk Feb	128.45	
John Cliffe	Bacs	Cemetery gates Apr	59.28	
Naurin Fatima	Bacs	Income Tax Apr	111.60	
HMRC	Bacs	VAT return	8263.22	
Cashback	Bacs	Card Payment	0.30	
CoYC	Bacs	Precept first payment 26-27	98313.50	
Virgin Money	Bank	Gross Interest 08/05/26 statement 271	237.44	
				£107,455.55

Checked and approved by: Councillor J. Willis

It was **Resolved** to **Approve**

vii) To Note Current Financial Situation

Noted

viii) To Approve the Internal Auditors Report

It was **Resolved** to **Approve**

ix) To Agree a meeting date to Consider implementation of the Internal Auditors report recommendations

It was **Resolved** to consider these recommendation at an appended meeting to be held on 09/06/26 at 6pm.

26-27.19.

Huntington Cemetery Committeei) Update on the management of the cemetery (clerks report)

- Six ashes interments and three full burials took place during this period.
 - Shears have been purchased for the Friends of Huntington Cemetery.
 - The Clerk has contacted Barratts again regarding the leaking tap.
 - The Clerk has contacted the grave digger concerning unfinished graves following burials.
 - Cemetery maintenance has resumed, and the Chair has contacted the contractor to request that edging work is also undertaken.
 - There was a mole issue, which has been resolved for the time being.
1. DB raised the points that; turfing was to be replaced after undertakers had left a grave looking untidy and that if stimming/edging was to be undertaken that this would come at an additional cost to charge already levied

2. DB raised the point that whilst the FoHC are doing an excellent job, and they keep a watch full eye on issues at the cemetery it most be conveyed that they cannot act autonomously and they must seek permission before they undertake any work within the cemetery.
3. In response to this point EF enquired whether consent had been sought for the planting of new trees, EF's concerns being that it was resolved by the committee in November 2025 that this would be the case going forward, and as this was not referred to in the cemetery clerks report, she had concerns about the siting of the trees in close proximity to existing burial plots and whether once established they may damage the site drainage. DB informed the meeting that MD and DB had agreed to location of the trees and the purchase of tree guards to protect against deer damage.
4. LF expressed that there should be a written record of the consent and the purchase of the guards for audit purposes and to ensure decisions are lawful.

ii) To Note Current Financial Situation

- Bank reconciliation as at 30 April 2026: £224,152.76.

26-27.20.

Asset Management

i) Open Agenda Item for Community Centres/Halls to present a report

a) Huntington Memorial Hall

- The hall has had PAT testing and Gas testing undertaken
- Some of the windows are shot
- They are producing an Emergency Plan for the hall
- The Air Con in the small hall has been serviced
- There remains £97,611.49 in the accounts

b) Huntington Community Centre

- They have not had a meeting

c) Orchard Park Community Centre

- They have a new member of the committee, who is organising a community day with help from the Community Officer
- Repairs to the flashing need completing when nesting season is over
- There have been issues with ants in the building
- LF was tasked with contacting the solicitor about the damaged to the wall from the Russian vine (*Fallopia baldschuanica*) which is encroaching from 46 Alexander Avenue
- Balance in the bank circa £24k

LF

ii) To Receive Reports from those Councillors who have nomination rights to Outside Bodies:

a) Huntington Sports and Social Club

- They are going to be open from 2-4pm on Saturday's and 10-12noon on Sundays and also for any christenings they will try to keep the road as free as possible from parked cars, however drivers have parked on the North Lane verge even when there is car parking available at the club, as an aside note; the football season has now finished
- The flat roof materials are purchased HSSC is awaiting quotes for repair
- HSSC is looking to install a ramp for egress when leaving the building
- Takings are up
- The electricity bills have risen as a result of the air-conditioning, however the club is looking to install solar panels to address this

b) River Foss Society

- TM has not had a response from the group

c) Yorkshire L.C.A.

- The next meeting is at Rufforth DB cannot attend and asked for Cllr's to consider attending

iii) To Receive Ward Update

- KO mentioned the demolition of 78 Strensall Road and the proposed development and also the application to make 9 Vesper Walk an Airbnb

- There has been no report as yet on match day parking, CoYC can't install residents parking without polling residents, a previous poll voted against such measures
- The Ward funding system has changed, and applications need to be sent to Tim Waudby by 30th May, after that applications will not be considered until August.

26-27.21. **Planning and Green Belt Issues**

i) To Consider Minutes of Planning Committee Meeting held 29/04/25

Noted

ii) To Consider any further Planning and Green Belt issues

Non - raised

iii) Management of Green Spaces

It was noted that; the water was knocked off by Barratts

There has been a wake around with Barratts and they are considering giving a grant of £1,000, perhaps this could be used on the gateway planting.

26-27.22. **Amenities**

i) To Consider the minutes of Amenities Meeting 31/03/26, 05/05/2026

Considered

ii) To Consider recommendations from Amenities Meeting 13/05/25

- It was noted concern for the advertising boards on the A 1237 islands obscuring the lines of sight for drivers
- It was noted KO is unable to obtain emails to his huntington-pc.gov.uk email address

LF

iii) To Note any issues with regard to Street Cleaning

- There is an issue at Belly Busters JC doesn't believe that they have renewed their commercial waste licence and as a result there is always a large amount of take away waste blowing up and down the street, it was **Agreed** LF to report to CoYC
- There is an issue with dog fouling at Orchard Park, this was noted and JC asked to monitor

LF

iv) To Discuss any other Issues relating to General Maintenance of Huntington Parish

None - raised.

v) To Note any Footpaths, Highways and/or Traffic Issues

None – raised

vi) To Consider opportunities for a group volunteering day within the community by Barratt David Wilson Homes

Noted

26-27.23. **Gala 2025**

i) To Note Gala updates

- ICE is attending the gala
- SJ booked into talk with DB

26-27.24. **Parish Council Administration Issues**

i) To receive the Parish Clerks report

ii) Dates for Diary: Planning Meeting 20/05/26, 17/06/26 Amenities Meeting 07/07/26, Finance & Policy 08/06/26 and Cemetery Meeting 09/06/26

26-27.25. **To Confirm Date, Time and Venue of Next Meeting**

Monthly meeting of Huntington Parish Council to be held Wednesday 17th June 2026 commencing at 7.00pm in Huntington Community Centre, Strensall Road, Huntington.

Meeting closed at 8:23pm

Appended meeting held on Tuesday 9th June 2026 at 6:00pm

PRESENT:	Councillor D. Geogheghan-Breen (DB) – Chair, Councillor S. Jobling (SJ), Councillor D. Jobling (DJ), Councillor M. Duncanson (MD), Councillor T. Mossop (TM), Councillor N. Addison (NA), Ebony Frankland (EF) Deputy Clerk and Lorraine Frankland (LF) - Parish Clerk/RFO
APOLOGIES:	Councillor K. Orrell (KO), Councillor S. Phoenix (SP), and Councillor M. Cook (MC)

ITEM	ACTION
26-27.26.	<u>To Note Apologies for Absence</u> Councillor K. Orrell (KO), Councillor S. Phoenix (SP), and Councillor M. Cook (MC) offered their apologies <u>It was resolved</u> to approve all apologies and reasons for absence.
26-27.27.	<u>To Note Declaration of Interests</u> ii) <u>To Receive Declarations of Personal, Prejudicial or Disclosable Pecuniary Interests (not previously declared) on any Items of Business</u> Non received
26-27.18.	<u>Finance and Policy Issues: (continued from 20/05/26)</u> ix) <u>To Consider implementation of the Internal Auditors report recommendations</u>

Elkerlodge Services Ltd Internal Audit Service Checklist for Year Ending 31 March 2026

	Officer	Action	Date
Review of minutes		Annual Parish Council Meeting (APCM) - 21/5/2025	
		Annual Parish Meeting (APM) - should go as draft within 30 days	
	LF	Place on website	
1. Huntington Parish Council Resolved to undertakes this action by: 30/06/2026			
A. Appropriate accounting records have been properly kept throughout the year.		The council need to consider the accounting side of Scribe for both the council and cemetery being managed by one person especially as you move to income and expenditure	
	NF/LF	Make Bank all accounts accessible to the RFO	
2. Huntington Parish Council Resolved to undertakes this action by: 31/07/2026			
A. Appropriate accounting records have been properly kept throughout the year.		Purchase order need to be used for creditor for the Cemetery to be consistent	
	NF	To ensure no payment is processed without a purchase order being raised first	
3. Huntington Parish Council Resolved to undertakes this action on going from: 01/04/2026			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	NO	Fidelity £150k this doesn't cover the cash reserves	
	LF	At Auditors suggestion increase to £300K	
4. Huntington Parish Council Resolved to undertakes this action by: 30/06/2026			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	NO	The cemetery accounts are 231k are with the same banking institution / FSC only covers 120k this needs urgent rectification	
	NF	NF to arrange the transfer of Funds to two higher interest fund both with different financial institutions	
5. Councillors should consider how much needs to remain in the day-to-day operating account and then agree how much should be invested in the two other accounts/bonds/gilts and for what length of time, Huntington Parish Council Resolved to undertakes this action by: 30/09/2026			

	Officer	Action	Date
<i>C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</i>	NO	<i>The Finance & Policy meeting that sets the precept did not seem to have cemetery budget forecast for the 26/27 year</i>	
	NF	NF to arrange a meeting to set the cemetery budget before the parish F & P meeting on 07/12/26	
6. Councillors should consider how much needs to remain in the day-to-day operating account and then agree how much should be raised to contribute towards the proposed extension works, Huntington Parish Council Resolved to undertake this action by: 06/12/2026			
<i>C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</i>	NO	<i>There doesn't appear to be any financial planning for the planned extension works, i.e. capital building, cost of works or time scales.</i>	
	NF	NF to arrange a meeting to consider the development of the cemetery and the formation of a business plan	
7. Councillors should consider how much needs to remain in the day-to-day operating account and then agree how much should be raised to contribute towards the proposed extension works, Huntington Parish Council Resolved to undertake this action by: 31/12/2026			
<i>C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</i>	NO	<i>The council need to ensure that the cemetery is able to operate to meet the needs of the parish. (clearly space is running out at the cemetery and consideration as to whether there needs to be additional parameters in place about eligibility)</i>	
	NF	NF to add this to a cemetery committee meeting agenda (this needs reviewing annually)	
8. Huntington Parish Council Resolved to undertake this action by: 30/09/2026			
<i>D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</i>		<i>Reserves - The Council operating reserve without Cemetery Reserves £55215 is low (The Auditor recommended circa six months operating cost which were:£103,715.00 allow for increase of 3% would equate to: £106827.00) this would mean adding £51,610.00 to the 27-28 precept</i>	
	LF	LF to add this to a F & P committee meeting agenda when setting budget/precept in December	
9. Huntington Parish Council Resolved to undertake this action by: 08/012/2026			
<i>D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</i>		<i>Orchard Park / Memorial Hall / Community Centre - Noted that they are managed by management committees, but there is no reserve to cover structural repairs (This could mean building up a reserved of say £20k per building) this would mean adding £60,000.00 to the precept over an agreed period of time</i>	
	LF	LF to add this to a F & P committee meeting agenda when setting budget/precept in December	
10. Huntington Parish Council Resolved to undertake this action by: 08/12/2026			

	Officer	Action	Date
<i>L. The authority publishes information on a free to access website / web page, up to date at the time of the internal audit in accordance with any relevant transparency code requirements.</i>	NO	<i>Accounts from 2015 are not the Web - 2015- 2019 missing remaining years not complete</i>	
	NF	NF Must post the cemetery Accounts from 2015 on the website	
11. Huntington Parish Council Resolved to undertakes this action by: 28/02/2027			
<i>L. The authority publishes information on a free to access website / web page, up to date at the time of the internal audit in accordance with any relevant transparency code requirements.</i>	NO	<i>Cemetery minutes from 2015 must go on the web</i>	
	NF	NF Must post the cemetery Minutes from 2015 and Agendas on the website	
12. Huntington Parish Council Resolved to undertakes this action by: 28/07/2027			
<i>O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.</i>	NO	<i>No Evidence of - Check when the authority last completed a data audit. A data audit is a systematic evaluation of an organisation's data assets to assess their accuracy, security, and compliance with regulations. It maps out what data a business holds, where it is stored, who has access to it, and how it is used.</i>	
	NF & Cemetery Committee	Given that the Cemetery Hold a lot of personal data this should be checked quarterly and documented	
13. Huntington Parish Council Resolved to undertakes this action by: 30/11/2026			
<i>O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.</i>	NO	<i>In Place - Ensure the authority has prepared and formally adopted a data protection policy that is reviewed at least once annually.</i>	
	LF	LF to present the revised policy to the Parish Council for approval	
14. Huntington Parish Council Resolved to undertakes this action by: 17/06/2026			
<i>O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.</i>	NO	<i>Not In Place - Ensure the authority has an up-to-date IT policy in place.</i>	
	LF	LF to present the policy to the Parish Council for approval	
15. Huntington Parish Council Resolved to undertakes this action by: 17/06/2026			
<i>Policies</i>		<i>Standing Orders- This requires updating to the new version The updates are: Model Standing Order 14 & 18 & The language in the document has been changed so it uses gender-neutral terms.</i>	
	LF	HPC Standing Orders already has gender-neutral terms, therefore the really only remains the change of policy version to meet this note	
16. Huntington Parish Council Resolved to undertakes this action by: 17/06/2026			

17. Huntington Parish Council **Resolved** that; Policies be brought before Full Parish until all are reviewed.

18. Huntington Parish Council **Resolved** that; the Cemetery Clerk sends a copy of Invoices for approval to full parish every month in the same way that the clerk does.

Meeting closed at 6:50pm