HUNTINGTON PARISH COUNCIL
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Minutes of the Monthly Council Meeting of Huntington Parish Council held on Wednesday 21st October 2026 at 7:00pm

PRESENT:	Councillor D. Geogheghan-Breen (DB) – Chair, Councillor S. Jobling (SJ), Councillor D. Jobling (DJ), Councillor M. Duncanson (MD), Councillor S. Phoenix (SP), Linda (FoHC), Ebony Frankland (EF) Deputy Clerk and Lorraine Frankland (LF) - Parish Clerk/RFO
APOLOGIES:	Councillor J. Willis (JW), Councillor M. Cook (MC), Councillor T. Mossop (TM) Councillor K. Orrell (KO) and Councillor N. Addison (NA)
CIRCULATION:	To attendees, apologies and other all members of the Parish Council
MINUTES PREPARED BY:	Lorraine Frankland
DATE (Draft):	15/10/26
DATE TO BE APPROVED:	21/10/26

ITEM		ACTION
26-27.**68.**	**To Note Apologies for Absence** Councillor J. Willis (JW), Councillor M. Cook (MC), Councillor T. Mossop (TM) and Councillor N. Addison (NA), offered their apologies ***It was resolved*** to approve all apologies and reasons for absence.	Meeting commenced 7:05pm
26-27.**69.**	**To Note Declaration of Interests** i) To Receive Declarations of Personal, Prejudicial or Disclosable Pecuniary Interests (not previously declared) on any Items of Business No Declarations	
26-27.**70.**	**To Consider Business from Members of the Public** LF was asked to raise two issues with the Environmental Health Team at CoYC.	**LF**
26-27.**71.**	**Minutes: To Approve the Minutes of the Monthly Parish Council Meeting held 15/09/26** The minutes of 15/09/26 were approved as a true and accurate record of said meeting signed and dated by the Chair. • Letter to friends still to be sent	**LF, NF & DB**
26-27.**72.**	**Policing and Security Matters** i) To Consider any other security related issues • Young people have been racing ponies and traps at Orchard Park, this has been reported to the Police • The Clerk was verbally abused by a man who was exercising is German Sheppard dog off lead in the park, also reported to the Police ii) To Note NY Polices update in regards to Crime figures 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	Community Stadium 4/9	Youths causing a nuisance in the area X3	
	Vangarde 12/9	2 drunk males causing issues. Police attend and stop/check males	
	Hollywood Bowl	3 x incident	
	Monks Cross	1 x incident	
	CineWorld	2 x incident	
	Stratford Way 19/9	Youths knocking on doors/windows causing a nuisance	
	Vangarde	2 x incident	13
ASB- Personal			0
Burglary	Trent Avenue 1/9	Back patio window smashed, messy search not sure if anything missing	1
Drugs			0
Vehicle			0
Theft	Monks Cross	14 x incident	
	Spar - Brockfield Park	1 x incident	
	Sainsbury	2 x incident	
	The Range	1 x incident	
	Monks Cross 16/9	3 youths caught with boxes of stock from various shops on Monks Cross. 3 males stop/checked banned from shopping centre.	
	Vangarde	2 x incident	
	Mcdonalds	1 x incident	22
Violence	Orchard Gardens 15/9	Traveller children threatening violence and to steal the bicycles of 2 girls in the park	1
Criminal Damage	New Lane 29/9	Damage to new build area, fuel taken out of container, wires ripped out, fuse board damaged. Fencing damaged to gain entry. Walls spray painted	1

26-27.73. **Finance and Policy Issues:**

i) To Note Monthly Bank Reconciliation Report

Noted

ii) To Approve Invoices Presented for Payment

HUNTINGTON PARISH COUNCIL

INVOICES PRESENTED FOR PAYMENT 21 October 2026

City of York Council	Bacs	O.Park waste Inv9002709070		132.82
JMS	Bacs	Garden Scheme Inv 1149		395.00
JMS	Bacs	Open spaces Inv 1150		966.08
Minster Alarms	Bacs	O Park alarm maintenance Inv 181120		136.80
Park Lane	Bacs	Quarterly Inspection Inv 3186		108.00
Sleightholm Landscapes	Bacs	Churchyard, Garden Scheme, Openspace Inv 1121		3108.00
Tesco Mobile	Bacs	Mobiles ref.134320957423		37.98
York City Foundation	Bacs	Session at Gala Inv YCFC2024		200.00
HMRC	Bacs	PAYE		247.55
Virgin Money	Bacs	Bank Charges Oct 2026		11.90
Staff Costs	Bacs/I	Salaries & Pensions (Inc Cemetery)		5,982.61
TOTAL EXPENDITURE				£11,326.74
INCOME:				
John Cliffe	Bacs	Cemetery gates Sept	70.92	
Naurin Fatima	Bacs	Income Tax Sept	115.40	
Cash Back	Bacs	Card Payment	1.18	
City of York Council	Bacs	2nd pt percept ref.CR02691272	98313.50	
Virgin Money	Bank	Gross Interest 08/10/26 statement 276	278.33	
			£98,779.33	

Checked and approved by: Councillor M. Duncanson

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

It was further **Resolved** to Approve the quote for £8015.28 for the VAS signs on Strensall Road

iii) To Note Current Financial Situation

Noted

iv) To Consider RBL donation

It was **Resolved** to **Approve** a donation of £200

v) To Consider the following policies: Model Councillor Code of Conduct, Data Protection and Information Security Policy, Complaints Procedure, Subject access request form and Data Breach Reporting Form

It was **Resolved** to **Adopt** the: Model Councillor Code of Conduct, Data Protection and Information Security Policy, Complaints Procedure, Subject access request form and Data Breach Reporting Form.

26-27.**74.** **Huntington Cemetery Committee**

i) Update on the management of the cemetery (clerks report)

- Since 15/09/26 there have been two ashes interments and three full burials during this period.
- Someone has placed a notice to the outside of the noticeboard about fouling in the cemetery, but it appears to be wildlife which has been displaced by the Barratts development in particular deer
- The Friends have built a stumpery and fairy garden
- The grave digger has left a metal plate which he is going to collect
- There still is a problem with moles
- A tree near the cycle path has been reported to CoYC has been added to their list for inspection every four years and will be inspected next year
- The boundary trees adjacent to the cycle path belong to the cemetery
- The steering group for the cemetery extension was cancelled as not enough members could attend to be quorate; it is hoped to meet in November.

ii) To Note Current Financial Situation

HUNTINGTON PARISH COUNCIL CEMETERY acc

INVOICES PRESENTED FOR PAYMENT October 2026

Supplier	Payment type	Invoice Number	Amount
Barclays	Credit	bank charges October	8.50
Naurin Fatima	Online	Home working October	20.00
E.ON Next LTD	DD	KI-9D215894-00254	71.53
O2	DD	Mobile 45357426	12.00
Ecological Garden Services	Online	Cemetery Maintenance Inv 262	2956.80
Naurin Fatima	Online	Salary October	461.36
Huntington Parish Council	Online	Income tax Oct	115.40
Huntington Parish Council	Online	John Cliffe opening gates October	61.22
City of York Council	DD	Waste Inv 9002711864	144.00
Fielders	Online	Sorry, it should have gone Huntington Church, please can you refund this,	37.00
huntcatchkill pest control ltd	Online	Mole removal Inv 2643	120.00

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

iii) To Note Current Financial Situation

Bank reconciliation as of 30 April 2026: £225,351.15

26-27.**75.** **Asset Management**

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

a) Huntington Memorial Hall

- The Kitchen sink is sinking as the floor appears to be moving, they are getting a specialist to look at the main floor
- Parents visiting the pre-school made comments about the tatty looking flooring and toilets etc. it was agreed to redecorate
- LF has been asked to contact the Insurance to see if the issues with the floor are covered **LF**
- The intension is to remove the steel cupboard in the kitchen to investigate
- The toddle group on Fridays are stopping on 17/11/2026
- There remains circa £98k in the bank

b) Huntington Community Centre

- The NHS have paid their outstanding bill
- The room hire is to go up by £1 from January
- The caretake has been award a pay rise
- The wooden windows are going to have their sills by a specialist
- 31/10/2026 saw a celebration of 40 years of the centre being open
- The damp has been tackled the guttering and down pipes cleared and fixed
- Once dried out there will be some redecorating

- To Consider the cutting back/removal of outside vegetation

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

- Thee is circa £15,500 in the account

c) Orchard Park Community Centre

- Our last meeting was held on Mon12 October
- We are having the fire alarms & smoke detectors updated & some new ones installed at a cost of £1008. The committee proposed for this to go ahead & the work will be carried out by Judges on Thurs 29 October
- In the absence of the Treasurer, SJ advised we have £28,271 in the bank
- Marianne from the Handy Mag is updating our A4 poster as we have 2 new groups to add at a cost of £45 for the update & £34 for 20 A4 posters. The committee proposed for this to go ahead
- RW continues to update our F/B page with Community activities & SJ will approach parties a week after their event to ask if they have any photos we can use on our FB page. We now have the website username & password from the present administrators so RW can make some small changes & in the longer term an automatic booking system
- The committee agreed for the reinstatement of Wi-Fi at a cost of £32 per month + an additional charge of approximately £100 for the installation
- The new notice boards are now installed & in full use including a new Community Notice Board
- The Community event Orchard fest has now been moved to Sat 5 December, activities include jewellery making, craft activities, BOCCIA, decorating snowmen biscuits, Chair Yoga, olden day sweets tasting, Board games and a free raffle. Dynamic Band will be playing for us. As this event is being funded by the Ward Committee & not Orchard Park C.C., it has been agreed to donate any monies raised to York Special Olympics
- The repairs to the roof have still not gone ahead
- We are needing to recruit additional Trustees. Emma Coward Gibbs has been a great deal of help with this and has arranged meetings with staff from CVS to help us, It transpires that Orchard Park are not an Incorporated Charity and our Committee are open to personal liability if Orchard Park C.C. faces debts or legal claims. This new status was introduced in Jan 2013, and we need to proceed with this asap. In addition to this Orchard Park does not have any policies in place and no insurance. Getting all of the above and a new constitution will take time. Emma C-G has set up a number of meetings with CVS, and I will send everyone the details for these
- The Orchard Park Committee are unaware of this just yet, as I just found out myself yesterday. I will inform the Committee tomorrow.
- To Consider conducting a fire audit

Not discussed

- To Consider the agreement of the roof repairs via written procedure

It was **Resolved** to **Agree** to go with the quote from Future Roof for £2,000 plus VAT **LF**

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

a) Huntington Sports and Social Club

- Next meeting is on 02/21/26
- To Consider the quote for strimming of the perimeter of the sports field and the area to the side of the building

It was **Resolved** to **Approve** the quote from Sleightholms for £320

b) River Foss Society

- No report as TM away

c) Yorkshire L.C.A.

- NA attending Off to a Flying Start

iii) To Receive Ward Update

No update received.

26-27.76. **Planning and Green Belt Issues**

i) To Consider any further Planning and Green Belt issues

None – raised.

ii) Management of Green Spaces

None - raised.

26-27.77. **To receive the Parish Clerks report**

LF informed Councillors that; the Clerks had been very busy trying to acquire quotes:

- From Future Roof, Phil Summerbell, LE Pickles and Son, Taal Roofing & JDL Roofing for Orchard Park.
- From Stoneplan, Sleightholms, Westfield Fencing & Noel Winteringham for the Stratford Way fencing
- From H Gill, J Rennisons & Lewis Trees for the dead tree at Stratford Way
- LF chasing the church commissioners about the central grass footpath at the allotments
- It was **Resolved** to **Approve** the emergency repair of the fence at Vesper Walk by Sleightholms
- It was **Resolved** to **Approve** the purchase the latest 14th edition of Arnold Baker at £144
- The Clerks have sorted through five double full height filling cabinets and are in the process of archiving four boxes of files to Explore York

26-27.78. **Amenities**

i) To Consider recommendations from Amenities Meeting

It was **Resolved** to **Approve** the purchase of two replacement metal signs for Stratford Way

ii) To Note any issues with regard to Street Cleaning

None-raised

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

None-raised

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

Noted

v) To consider changing the date of the next Amenities meeting to 10th November

It was **Resolved** to **Agree** to change the date to 08/12/2026

26-27.79. **Fair 2027**

i) To Consider the budget for the Fair

It was **Resolved** to **Approve** the increase of the budget to £8,000

ii) To Consider ideas and suggestions from all councillor's for activities and entertainment

It was Agreed to call the event a 'Summer Fair'

26-27.80. **Parish Council Administration Issues**

i) Dates for Diary: Planning Meeting 11/11/2026 Amenities Meeting 10/11/26, Finance & Policy 07/12/26 and Cemetery Meeting 01/12/26

ii) Training to consider councillors requests for training

Considered

26-27.81. **To Confirm Date, Time and Venue of Next Meeting**

Monthly meeting of Huntington Parish Council to be held Wednesday 18th November 2026 commencing at 7.00pm in Huntington Community Centre, Strensall Road, Huntington.

Meeting closed at 8:42pm

Elkerlodge Services Ltd Internal Audit Service Checklist for Year Ending 31 March 2026			
	Officer	Action	Date
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 on going**			
C. This authority assessed the significant …	**NO**	*The Finance & Policy meeting that sets the precept did not seem to have cemetery budget forecast for the 26/27 year*	
	NF	NF to arrange a meeting to set the cemetery budget before the parish F & P meeting on 07/12/26	
5. 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 undertakes this action by: **06/12/2026**			
C. This authority assessed the significant ..	**NO**	*There doesn't appear to be any financial planning for the planned extension works, i.e. capital building, cost of works or time scales.*	
	NF	NF to arrange a meeting to consider the development of the cemetery and the formation of a business plan	
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 undertakes this action by: **31/12/2026**			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	**NO**	*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)*	
	NF	NF to add this to a cemetery committee meeting agenda (this needs reviewing annually)	
7. Huntington Parish Council **Resolved** to undertakes this action by: **30/09/2026**			

	Officer	Action	Date
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.		*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*	
	LF	LF to add this to a F & P committee meeting agenda when setting budget/precept in December	
8. Huntington Parish Council **Resolved** to undertakes this action by:**08/012/2026**			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.		*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*	
	LF	LF to add this to a F & P committee meeting agenda when setting budget/precept in December	
9. Huntington Parish Council **Resolved** to undertakes this action by:**08/12/2026**			
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	**NO**	*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.*	
	NF & Cemetery Committee	Given that the Cemetery Hold a lot of personal data this should be checked quarterly and documented	
10. Huntington Parish Council **Resolved** to undertakes this action by:**30/11/2026**			

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