

# Topcliffe Parish Council

Minutes of an Ordinary Meeting of Topcliffe Parish Council  
held on Thursday 23rd October at 19:00 in Topcliffe Village Hall

**Present:** Cllr J Moores, Chairman; Cllr R Beckwith; Cllr C Bumby; Cllr B Collard and Cllr A Eckersley.

**Also Present:** 12 members of the public; Cllr D Sladden, North Yorkshire Council (NYC) and Alexandra Robson, Clerk.

## **25/029 Members of the public to raise any items of importance**

- An update was requested on speed cameras and this is covered in 25/035
- Councillors were asked why this was the first meeting since July. It was advised that there had been no items for decision therefore no meeting had been necessary. It was reiterated that meeting minutes would be posted on the website after the meeting at which they were approved.
- An Annual Accounts statement was on the website and ongoing expenditure was updated after each meeting at which it was approved.
- Grass cutting on Back Lane was discussed, this is being done by the current contractor up to 3 times per year at the council's request.
- A hedge at the side of the road, past the mill, is overgrown and the Clerk will report this.

## **25/030 To receive and consider apologies for absence**

All councillors were present.

## **25/031 To note any Declarations of Interest**

No Declarations of Interest.

## **25/032 To consider if it is necessary to resolve to exclude members of the press and public**

by virtue of the Public (Admission to Meetings) Act 1960, due to the confidential nature of any items

**It was resolved that it was not necessary to exclude members of the press and public**

## **25/033 To receive a report from the NYC Ward Councillor**

- A boundary review is taking place and it is likely that Topcliffe will be in a new division with Dishforth.
- Cllr Sladden advised that a project reviewing speeding on Long Street reported an average of 24.5 mph.
- A bus stop has been requested by a number of residents and Cllr Sladden will look at suitable locations with Cllr Moores.

## **25/034 To approve and sign the minutes of the Ordinary Meeting held on the 7th July 2025**

**It was resolved that the minutes of the Ordinary Meeting held on the 7th July 2025 be approved**

## **25/035 To receive a verbal update on matters progressed since the last meeting**

- HGV monitoring is still ongoing. Over the course of a year nine companies have been prosecuted, as a direct result of the Chairman's efforts. This outcome supports the need for 24hr monitoring, but NYC has not responded to the council's requests for confirmation of the position of cameras. Cllr Sladden will support the Chairman in getting a response from NYC Highways officers.
- Outdoor Space Maintenance was noted at the previous meeting, benches in need of refurbishment will be repainted throughout the winter.
- General hedge and shrub maintenance will be undertaken as soon as the contractor is available and the estimated cost of this is £525.

## **25/036 To receive a short update on the progress of the Old Tolbooth group and agree support as required**

- Lengthy discussion took place regarding the possible options for the building and whether a plan is in place for future use.
- Members noted the importance of establishing a clear understanding of the long-term funding implications for the village in relation to the Old Tolbooth.
- Representatives of the Old Tolbooth Group had identified a suitably qualified building conservation and historic assets surveyor, with proven experience of working on high-profile heritage projects. The purpose of the survey is to further establish the current condition of the building, including issues relating to dampness and to assess which areas are usable and habitable. Cllr Collard and Mr Storie will review the existing report

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and identify the key areas this additional survey needs to provide. Following this, the Clerk will liaise with the surveyor to arrange a convenient time for it to take place.

- Members agreed that, upon receipt of the survey, all parties would be better placed to determine a financial forecast. Following consideration of the survey findings, a plan of action will be produced, including a broad outline of anticipated costs for the forthcoming 12 months.

**It was resolved that the survey will be arranged and up to £2,000 be made available for this and acceptance of terms delegated to the Clerk**

25/037 To note the ROSPA Play Area report and agree next steps

A report had been received from ROSPA with a number of recommendations for improvements required to the play equipment.

**It was resolved that the Clerk will review these and bring back a summary of work and costs to a future meeting**

25/038 To consider issues with non residents long term parking in the village

Discussion took place regarding persons parking for days, or even long term visits, on the roadways around the village causing pinch points in the road and preventing residents from parking at their own properties.

Consideration was given to some additional signage, as this is a combined issue with general parking matters. Advice will be taken from NYC about the best actions to be taken.

25/039 To review the current grass cutting arrangements and agree requirements for the 2026 cutting year

Three local providers, including the current contractor, will be asked to quote for the work using the map being used by the current provider. These quotes will be sent directly to the Chairman.

**It was resolved that three quotes be sought and considered at the next meeting**

25/040 Finance

1. To approve payments
2. To note receipts

Appendix i

**It was resolved that payments be approved**

3. To consider and approve a quote for an ANPR Camera

**It was resolved that this quote be accepted and these cameras ordered as soon as NYC approval given**

4. To consider council priorities for 2026/2027 to inform preparation of a budget by the Clerk, for agreement at the next meeting.

Future priorities may include the Old Tolbooth and some replacement play equipment.

**It was resolved that the Clerk will prepare a budget for the next meeting**

25/041 Planning

ZB25/01706/FUL Application within a Conservation area for Garden structures and installation of solar panels on existing garage within the curtilage. Hall Farm Front Street Topcliffe Thirsk North Yorkshire YO7 3RJ

**It was resolved that the PC has no objections to this application**

ZB25/01877/FUL Demolition of existing conservatory and porch and replacement with new single storey rear extensions and rear canopy. Columba Cottage 35 - 36 Church Street Topcliffe

**It was resolved that the PC has no objections to this application**

ZB25/00098/FUL Construction of a new industrial building Dalton 49

Cllr Moores gave a verbal update for information only, as this application had been deferred.

25/042 To note correspondence received

No correspondence received.

25/043 To agree the date and time of the next meeting

**It was resolved that the date and time of the next meeting is 18th December at 19:00**

The meeting closed at 20:00