

**Draft Minutes of Brandesburton Parish Council meeting  
held on Monday 14<sup>th</sup> July 2025 at 7:00pm  
in the Methodist Chapel School Room**

**Attendees:**

Cllr Keith Bardon (Chair)	Cllr Katherine Lakes
Cllr Adrian Olsen (Vice Chair)	Cllr Sam Wardle
Mrs Victoria Chapman (Clerk & RFO)	Cllr Elizabeth Whitfield
Cllr Stephen Atkinson	Cllr Sharon Wright
Cllr Aidan Clarke	Ward Cllr Denise Howard (part)
Cllr Sandra Coates	Ward Cllr Jonathan Bibb (part)

**24-25/35      Apologies**

Received from Cllr Chris Richardson and Cllr John Stones

**24-25/36      Declaration of interest both pecuniary and non-pecuniary**

The Chairman declared a direct interest in a planning application to be considered.

**24-25/37      Minutes of the last meeting**

Accepted as a true and accurate record.

**24-25/38      Ward Councillors Q and A**

Cllr Bibb reported that at the last Full East Riding of Yorkshire Council meeting, Councillors were informed that to speed up the planning application process going forward the government has decided that all smaller planning applications will be delegated. The proposal put forward is that any comments will go to the Planning Officer and smaller applications will not go to a Planning Committee.

Full Council has objected as it believes people should be allowed to have a say on planning applications regardless of size. For example, 10 new build houses in a village would have a greater impact on the community than those same 10 houses being built in a town.

The vast majority of ERYC believe extending delegated powers is wrong and takes away people's input which removes an important part of local democracy. ERYC will therefore be writing to the government to express its concerns.

Cllrs Howard and Bibb agreed to attend a village walkabout with Adrian (Vice Chair) around the village to highlight any outstanding issues which need to be addressed by ERYC. Karl Rourke, Service Manager Street Lighting, Traffic Signals and CCTV, East Riding of Yorkshire Council also agreed to accompany them to address any traffic issues which are highlighted.

**24-25/39      Play Park CCTV Monitoring**

Karl Rourke from ERYC updated the Parish Council regarding the CCTV cameras which have been installed at the village Play Park and are now fully functional. The CCTV cameras record locally and broadcast to the CCTV control room in Bridlington. ERYC provide a monitoring service for Parish Councils. The control room actually monitors approximately 150 CCTV cameras in the area for 18.5 hours a day, 365 days a year.

The Parish Council unanimously agreed to the setting up of an annual ERYC CCTV Level 2 Service Monitoring Agreement at a cost of £50 per camera per month. There are three CCTV cameras installed

at the Play Park. The agreement was signed at the end of the meeting by the Chair and Mr Rourke. The cameras record on a rolling 30-day period and any maintenance, cleaning or camera replacement if required is undertaken by ERYC under the terms of the agreement. The ERYC CCTV monitoring service has GDPR responsibility.

Should there be an incident, the operatives review the footage, pull out the relevant footage and forward it to Humberside Police to be used as evidence. It was agreed that any of the Parish Councillors along with Humberside Police will have responsibility for notifying the CCTV monitoring control room about any incidents and the Police also have the power to go into the control room and view the recorded images for themselves.

It was agreed that the Parish Councillors will get the word out to the residents about the CCTV monitoring at the Play Park and the Clerk will promote the CCTV on Facebook so that residents know we have listened to their concerns and taken action.

#### **24-25/40 Clerk's up-date report**

As stated earlier, the installation of the CCTV at the Play Park has been completed and the cameras are up and running and being monitored. The Clerk will again chase the invoice from ERYC for the contribution which the Parish Council agreed to make to the cost of that project when the grant application was submitted.

It was agreed that the Clerk will contact Beaver Borders who advertise their odd job services for domestic and commercial customers. The Clerk will ascertain whether they are interested in doing ad hoc jobs for the Parish Council around the village, if so, the costs involved, check they have insurance and carry out risk assessments.

ERYC Planning Enforcement Team reported that as requested by the Parish Council an officer has visited the property on Main Street which is in the conservation area and which has recently undergone a change of use from a Chinese take away to a Pizza takeaway and now possibly a hairdresser/barber as well. The Planning Enforcement Officer has been trying to get in contact with the owner with no success to date. They revisited the site w/c 14<sup>th</sup> July, and the building appeared to be open, but no one responded when they called out. The Planning Enforcement Team will request the land registry details and update the Parish Council further in due course.

The Clerk informed the Parish Council that the SAPP guidelines state that every authority must now have a generic email account hosted on an authority owned domain for example [clerk@brandesburtonparishcouncil.gov.uk](mailto:clerk@brandesburtonparishcouncil.gov.uk) by the end of this financial year. The Clerk will contact "Parish Helper" and NALC for guidance and costings and report back to the Parish Council in September.

#### **24-25/41 Planning Matters**

##### **25/01596/PLF**

Proposal: Sub-division of 1 no. dwelling to form 2 no. dwellings, erection of 1.2 metre high boundary fence to front and rear, and alterations to windows

Location: The Beeches, Frodingham Road, Brandesburton YO25 8QY

Applicant: Mr Tim Rood

Application Type: Full Planning Permission

Decision: The Parish Council support this application.

### **25/01637/STPLFE**

Proposal: Erection of 4 replacement poultry units and associated infrastructure following demolition of existing poultry units  
Location: Grange Farm New Road Brandesburton Moor East Riding of Yorkshire  
Applicant: Catfoss Airfield Ltd  
Application Type: Strategic - Full Planning with EIA  
Decision: The Parish Council support this application.

### **25/01651/PLF**

Proposal: Erection of single storey extension to rear and construction of an extension to the existing rear dormer  
Location: 13 Elmfield Drive Brandesburton East Riding of Yorkshire YO25 8RR  
Applicant: Mr L Pottage  
Application Type: Full Planning Permission  
Decision: The Parish Council support this application.

Due to the declared interest, the Chair vacated the room and Adrian (Vice-Chair) stepped into the Chair to oversee consideration of the following planning application:

### **25/01337/OUT**

Proposal: OUTLINE - Erection of a dwelling (access and layout to be considered)  
Location: Land South of Brandesburton House Starcarr Lane Brandesburton YO25 8RT Applicant: Mr and Mrs Bardon  
Application Type: Outline Planning Permission  
Decision: The Parish Council support this application.

### **24-25/42 Updated Standing Orders**

The Parish Council voted unanimously to adopt the updated 2025 Standing Orders which were presented by the Clerk at this meeting.

### **24-25/43 Updated Financial Regulations**

The Parish Council voted unanimously to adopt the updated 2025 Financial Regulations which were presented by the Clerk at this meeting.

### **24-25/44 Monthly Accounts**

Total expenditure for July 2025 of £1,226.02 was approved by the Parish Council.  
Item of note: Play Park Annual Inspection Invoice £180 inc. VAT.

### **24-25/45 Correspondence**

The Clerk reported that:

1. A fee of £50 has been debited from the Parish Council bank account for the Unity Trust Chargecard and it is hoped the actual card will arrive soon.
2. The necessary forms and ID required for Stephen Atkinson to be set up as a 3<sup>rd</sup> signatory for bank transactions had been signed and posted.
3. The external auditors have reported that the file for the Parish Council 2025 audit will now be completed and passed to an engagement lead for review and sign off.

## **24-25/46      Village issues**

Aidan updated the Parish Council regarding the first Community Speedwatch events which took place on 11<sup>th</sup> July.

Volunteers from the village were joined by the Humberside Police Speedwatch Coordinator and senior figures from the Community Safety Unit. There was a lunch time session on Main Street on the green monitoring traffic coming into the village, and an evening session on New Road monitoring vehicles coming from the roundabout on the dual carriageway. A total of 170 vehicles were checked across both sites. 9 Vehicles were recorded over the speed that trigger a notification. The sessions appeared to be very well received by passing pedestrians and most drivers.

Elizabeth updated the Parish Council regarding the recent Parish Hall meeting where ideas for fundraising events were discussed. The recent planning application submitted by the football club has been withdrawn and the football club have initiated discussions about converting an area of the Parish Hall into showers. It was noted that there are representatives of the football club on the Parish Hall Committee.

The Chair advised the Parish Council that he had communicated with Charlie Dewhurst MP regarding Newlay Asphalt's expression of interest in investing in the village. The Parish Council feel that Newlay Asphalt should consider setting up a grant scheme similar to the one established by Lissett Wind Farm. This would enable appropriate groups in the village to apply for grant aid from the fund. The Chair agreed to feedback with the proposal.

Adrian asked the Clerk to request that the Parking Enforcement visits the village as soon as possible to address parking issues during the busy summer holidays.

**24-25/47      Date of the next meeting: 7.00pm on Monday 8<sup>th</sup> September 2025.**

Meeting closed at:    8.20pm

**Accepted as a true record**

**Signed by Keith Bardon, Chair of Brandesburton Parish Council**