

**Minutes of Brandesburton Parish Council meeting  
held on Monday 13<sup>th</sup> October 2025 at 7:00pm  
in the Methodist Chapel School Room**

**Attendees:**

|                                      |                          |
|--------------------------------------|--------------------------|
| Cllr Keith Bardon (Chair)            | Cllr Katherine Lakes     |
| Cllr Adrian Olsen (Vice Chair)       | Cllr Chris Richardson    |
| Mrs Victoria Chapman (Clerk & RFO)   | Cllr John Stones         |
| Cllr Stephen Atkinson                | Cllr Sam Wardle          |
| Cllr Aidan Clarke                    | Cllr Elizabeth Whitfield |
| Cllr Sandra Coates                   | Cllr Sharon Wright       |
| Ward Councillor Jonathan Bibb (Part) |                          |
| Ward Councillor Denise Howard (Part) |                          |

**24-25/59 Apologies**

None

**24-25/60 Declaration of interest both pecuniary and non-pecuniary**

Keith declared an interest in Planning application 25/02734/OUT and gave notice that he would leave the room whilst this planning application was discussed.

Adrian, Sharon and Aidan declared their interests in the Boardman Lane traffic proposal Item 24-25/68 on the agenda.

**24-25/61 Minutes of the last meeting**

Accepted as a true and accurate record.

**24-25/62 Ward Councillors Q and A**

Cllr Bibb advised the Parish Council of his plan to pay a recognisance visit to a seemingly abandoned, derelict property on Barley Garth on Tuesday 14<sup>th</sup> October. The property appears to have been broken into, and neighbours and the postman have raised concerns. If the owners cannot be traced East Riding of Yorkshire Council may need to apply for a Compulsory purchase order on the grounds of the property being a health hazard. The Parish Council advised Cllr Bibb that there is also an abandoned house on New Road which needs investigating.

The Clerk was asked to email the ERYC log number for the damaged road signs on Starcarr Hill to Cllr Bibb.

The Parish Council highlighted that a tree in one of the newer houses on Boardman Lane is obscuring the streetlight and needs to be trimmed. The Parish Council requested that ERYC send an inspector who can ask the homeowners to get the trees trimmed.

**24-25/63 Clerk's up-date report**

The Clerk confirmed that she had resubmitted the logged issue regarding grass cutting on Cross Hill as requested by ERYC Streetscene Hub. Cllr Bibb asked for the reference number to be forwarded to him for follow up.

The Clerk confirmed that she had logged the issue regarding the damaged "Brandesburton" sign on Starcarr Hill with the ERYC Highway Maintenance team.

The Clerk informed the Parish Council that a complaint had been received regarding the left side of the hedge at the allotments needing trimming. Chris offered to take a look.

The Clerk also asked the Parish Council whether it would be ok for a tenant who is giving up their allotment plot to negotiate the private sale of the assets including a greenhouse and shed on said allotment to the new tenant. The Parish Council agreed that was acceptable.

The Clerk confirmed that the Parish Council's Flexigrant application for two new bus shelters on New Road had been submitted in October with a quotation from Shelter Solutions who provided the existing two bus shelters on New Road.

Following the receipt of replacement quotations from Shelter Solutions for the broken timetable holder in the bus shelter on New Road, the Parish Council decided not to purchase a replacement but rather to remove the broken pieces and install an alternative notice directing bus users to the East Yorkshire Buses timetable.

#### **24-25/64 Assertion 10 – Digital and Data Compliance for Councils**

The Clerk circulated a price comparison spreadsheet from a few of the Government approved providers, but it is unclear exactly what is needed now and in the future by the Parish Council. It was agreed to set up a sub-committee consisting of Adrian Olsen, Aidan Clarke, Katherine Lakes and Victoria Chapman and the Clerk will arrange for a couple of the approved providers to hold a Zoom chat so that they explain the options for further consideration.

Meanwhile the Clerk has received an email from the ERYC Schools ICT Manager advising that she is looking into the possibility of negotiating a discounted purchase agreement with one of the approved providers for smaller town councils and parish councils.

#### **24-25/65 Planning Matters**

##### **25/02607/PLF**

Proposal: Erection of a single storey extension to rear/side of existing building  
Location: Moortown Cottage Farm Bridlington Road Brandesburton East Riding of Yorkshire YO25 8EP  
Applicant: Mr Phil Towell  
Application Type: Full Planning Permission  
Decision: The Parish Council agreed to support this application.

##### **Adrian took the Chair for the consideration of 25/02734/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 agreed to support this application. Stephen proposed, Sharon seconded, all in favour.

## **25/02905/TCA**

Proposal: Remove 1 no. Conifer tree (4a) due to storm damage, an unbalanced crown, and recent loosening of the root structure resulting in the tree being at imminent risk of falling  
Location: Former Brandesburton Post Office 50 Main Street Brandesburton  
Applicant: Mr Paul Raper  
Application Type: Tree Works in Conservation Areas  
Decision: The Parish Council agreed to defer to the decision of the Tree Officer.

## **24-25/66 Monthly Accounts**

Total expenditure for September 2025 of £1,554.91.  
Precept receipt of £10,000.  
Total expenditure for October 2025 predicted as £1,115.51 was approved by the Parish Council.  
Item of note: Street lighting agreement £98.84.

## **24-25/67 Correspondence**

### **Rough Sleeper Snapshot 2025**

The Council, at the Government's request, is due to undertake its annual snapshot of the number of people sleeping rough in the East Riding. In line with government guidance, the Parish Council will undertake the snapshot on the evening of Thursday 6th November 2025 into the morning of Friday 7<sup>th</sup> November 2025. Any incidence of rough sleeping outside of this specific timeframe cannot be counted.

## **24-25/68 Village issues**

Adrian gave the Parish Council an update on the Boardman Lane traffic management proposal. Sufficient leaflets (a copy of which was circulated and approved by the Parish Council) have been produced and are ready to be distributed. The leaflets will be distributed on Sunday 19<sup>th</sup> October. Parish Councillors will then be collecting the residents' responses on Sunday 2<sup>nd</sup> November (or the residents can drop their responses into the provided box at Munroe's newsagent). The Clerk will forward any email responses and comments to Adrian.

Aidan informed the Parish Council that the previous Speed Awareness exercises have raised awareness and there has been minimal negative feedback. Parking on Main Street is however still an issue.

Keith asked the Clerk to order some more of the RBL's "Tommy" lamppost signs to replace those that have been lost.

The Clerk will send a thank you letter on behalf of the Parish Council to Mr Ken Pickering as he paid for the repair of one of the village planters recently.

Elizabeth informed the Parish Council that the Parish Hall will be purchasing a mobile 6 ring range cooker for installation in the Parish Hall kitchen it will have a gas bottle attachment so that the Scouts can use it for outdoor events as well. It was agreed to add an agenda item onto the November meeting to discuss a possible grant from the Parish Council to the Parish Hall cooker fund.

The Clerk was asked to arrange a village walkabout to take place as soon as possible to identify areas of concern. The required attendees will be Terry Weaver from ERYC Streetscene, Karl Rouke from ERYC, Cllr Bibb and Adrian.

The Clerk was asked to send an email to Highways Maintenance updating the current logged issue re

bus stop line repainting informing them that all the line painting in the village needs redoing everywhere next year.

**24-25/69      Date of the next meeting:** 7.00pm on Monday 10<sup>th</sup> November 2025

Keith gave notice that he will stand down from the Parish Council at the conclusion of the November meeting.

Meeting closed at: 8.05pm

**Accepted as a true record**

**Signed by Adrian Olsen, Vice Chair of Brandesburton Parish Council**