

## Terrington Parish Council

### Minutes of Terrington Parish Council meeting held on Monday 9 March 2026 at 7:00pm in Terrington Village Hall

*Pre-meeting public participation.* Duncan Leckie, Forestry Manager from Castle Howard gave a very interesting talk on the Castle Howard Woodland Management Plan. Phase 1 of the Woodland Creation plan began in November 2025 involving planting 62,000 woodland trees using biodegradable tree guards, covering over 34 hectares.

#### 1. Attendance and apologies.

Present: Cllr Winning (Chairman), Cllr Barber, Cllr Barlow, Cllr Kendrick, Cllr Lewis.  
Kerr Wilson (Parish Clerk), Keith Adkins (RFO).

**Apologies:** None

#### 2. Declaration of interests: None

#### 3. To confirm the minutes of the meeting of Terrington Parish Council held on 19 January 2026.

*The minutes of Terrington Parish Council meeting held on 19 January 2026 were approved as a true and accurate record.*

*Proposed Cllr Barber*

*Seconded Cllr Lewis*

#### 4. Finance

##### 4.1 To note the following payments against approved expenditure:

£10.80 for the hire of the Wimbush room for the Parish Council meeting in November 2025 (authorisation: 10-3-25 Minute 4.7.5);

~~£269.50 plus VAT for the purchase of grit for the village grit bins (authorisation: 19-1-2026 Minute 4.5)~~

**Correct entry** - £269.50 for a replacement battery for the defibrillator (authorisation: 8 September 2025 Minute 7).

£48.00 plus VAT for annual subscription to Parish Online (authorisation: by Chairman & Clerk on form 25-26/01 on 13-1-2026).

*The Council noted the above payments against approved expenditure.*

##### 4.2 To note the following receipts:

Burial fees of £190, £340 and £340.

*The Council noted the above receipts*

##### 4.3 To receive a statement of receipts and payments to date in the Financial Year 2025-26 under each budget head.

*The Council noted the statement of receipts and payments to date in the Financial Year 2025-26 under each budget head.*

- 4.4 To authorise expenditure of £32.97 plus VAT for registration of the domain name terringtonpc.co.uk with Hostinger for 3 years to 16 March 2029 to be funded from general reserves.
- 4.5 To authorise expenditure of £52.00 for Cemetery waste collection for 2026.
- 4.6 To authorise expenditure for the purchase of new pads for the defibrillator not exceeding £100 inc VAT and delivery.

*Proposed Cllr Winning                      Secoded Cllr Kendrick*

*The Council authorised expenditure for the items listed 4.4 – 4.6.*

- 4.7 To appoint an internal auditor of the accounts for the Financial Year 2025-26.

**Motion:** Cllr Winning proposed that the Council appoint Malcolm Dufton as internal auditor for FY 2025-26.

*Proposed Cllr Winning                      Secoded Cllr Kendrick*

**Resolution:** *The Council unanimously agreed to appoint Malcolm Dufton as auditor.*

- 4.8 To set the Earmarked fund for the upgrade and restoration of the cemetery to £2000.00 as agreed on 8 November 2021 Minute 4.12.

**Motion:** Cllr Winning proposed that the Earmarked fund for the upgrade and restoration of the cemetery be set to £2000.00 as agreed on 8 November 2021 Minute 4.12.

*Proposed Cllr Winning                      Secoded Cllr Kendrick*

**Resolution:** *The Council unanimously agreed that the Earmarked fund for the upgrade and restoration of the cemetery be set to £2000.00 as agreed on 8 November 2021 Minute 4.12.*

- 4.9 To approve the budget for Financial Year 2026-27.

The Council discussed and agreed that the budget allocated for Burial Fees be adjusted to £2500 and for the Neighbourhood Plan Steering Group Plan to £500, and a new entry of £60 for registration with the Information Commissioners Office.

**Motion:** Cllr Winning proposed that subject to the above amendments the Council approve the budget for the Financial Year 2026-27.

**Resolution:** *The Council unanimously agreed to approve the budget as amended for the Financial Year 2026-27.*

*Proposed Cllr Winning                      Secoded Cllr Kendrick*

- 4.10 To authorise the following items of expenditure in Financial Year 2026-27:

- 4.10.1 Clerk's salary for the Financial Year 2026-27 as agreed in the contract of September 2021.
- 4.10.2 RFO and webmaster's salary for the Financial Year 2026-27 as agreed on 11 August 2025 Minute 5.

- 4.10.3 Yorkshire Local Councils Associations membership from 1 April 2026 up to £253.70.
- 4.10.4 Village and cemetery grass cutting in 2026 at £2000.00 plus VAT.
- 4.10.5 Verge grass cutting in 2026 up to £200.00 plus VAT.
- 4.10.6 Hire of Terrington Village Hall for all Parish Council meetings and Parish meetings during Financial Year 2026-27 up to £150.00.
- 4.10.7 EON Direct Debit for defibrillator electricity for 2026-27.
- 4.10.8 Cemetery waste collection for 2027 up to £58.00.
- 4.10.9 Remuneration up to £200 for internal auditing of the 2025-26 accounts.

*The Council agreed to authorise the items of expenditure listed above 4.10.1 – 4.10.9.*

*Proposed Cllr Winning*

*Seconded Cllr Kendrick*

## **5. New Assertion 10 and GDPR compliance requirements**

From 2025/26 all Parish Councils need to formally confirm, in the AGAR, that it meets certain standards around digital and data compliance. At the Council meeting on 19 January the Council confirmed that it was compliant in respect to i) Domain name, ii) Email addresses, iii) Website accessibility, iv) Website content, v) draft Information Technology Policy.

**5.1 Information Technology Policy** – The Council discussed a draft Information Technology Policy (IT) tabled by the RFO/Webmaster. It was pointed out that as Terrington Parish Council business is conducted on personal devices the IT policy needs to address the relevant issues connected with these devices.

**Motion:** That the Council approve and adopt the above tabled Information Technology Policy in compliance with Assertion 10.

*Proposed Cllr Winning*

*Seconded Cllr Barlow*

**Resolution:** *The Council unanimously agreed to adopt the Information Technology Policy.*

**Note:** For the avoidance of doubt the earlier draft IT policy (19 January 2026, Min 8.6) is rescinded.

**5.2 Website Accessibility Statement** – The Council discussed the Website Accessibility Statement tabled by the Webmaster.

**Motion:** That the Council approve and adopt the above Website Accessibility Statement Information in compliance with Assertion 10.

*Proposed Cllr Winning*

*Seconded Cllr Barber*

**Resolution:** *The Council unanimously agreed to adopt the Website Accessibility Statement Information.*

**5.3 Data Protection Policy.** The Council discussed a draft Data Protection Policy. It was suggested that that some paragraphs should be deleted or amended and that there should be a separate Privacy Notice. The RFO/Webmaster and Clerk agreed to work on a revised version of the Data Protection Policy and Privacy Notice, to be submitted to the Council for formal approval.

**5.4 Registration with the Information Commissioners Office.** It is mandatory that an organisation that holds personal data is registered with the Information Commissioner's Office (ICO) to ensure it is compliant with data protection laws.

**Motion:** That the Council register with the Information Commissioners Office.

Proposed Cllr Winning

Seconded Cllr Kendrick

**Resolution:** *The Council unanimously agreed that it apply to be registered with the Information Commissioners Office (ICO).*

**5.5 Staff and councillor data protection training.** The Council discussed what training might be required to ensure all Councillors and staff, being data handlers, understand their responsibilities. Cllr Winning suggested that a data protection training programme be put together and a training meeting be arranged for Councillors and Staff.

## **6. Notice of Vacancy for Parish Councillor.**

An advert for a Councillor was posted on Monday 2 March 2026. The Chairman has received one expression of interest which the Council welcomed. The Chairman said he will follow this up.

## **7. Terrington Parish Neighbourhood Plan.**

Cllr Kendrick reported that the Examiner has produced his final report of the examination of the Terrington Neighbourhood Plan and it is now with North Yorkshire Council (NYC) who have 5 weeks to issue a decision statement. NYC have explained that this timetable is unachievable and have asked the Council to agree to extend the time for NYC to issue a decision statement.

**Motion:** That the Council agree to extend the timeline for NYC to issue a decision statement beyond the 5 week period.

Proposed Cllr Kendrick

Seconded Cllr Winning

**Resolution:** *The Council was unanimous in agreeing to extend the timeline beyond the 5 week period.*

## **Neighbourhood Plan - Referendum version**

Cllr Kendrick mentioned that the Council will have to print off copies of the Neighbourhood Plan to be made available for the referendum at a cost of about

£500 for making the amendments and printing. The 2026-27 budget has been increased by £500 to meet this cost - approved in Min 4.9).

**8. Flooding at Little Terrington – Cllrs Winning and Barlow meet the NYC Maintenance Manager for a site-meeting to discuss the road flooding at Little Terrington on 3<sup>rd</sup> March 2026**

1) Cllr Winning reported that they discussed options to reduce flooding with the Maintenance Manager. They thought that the gully flows to a soakaway in the verge and that if the area was opened up and grips were dug across the verge it would improve the situation. It was also suggested that if the pipe running under the road to the north side and the gully is unblocked and the silt removed from the sump then the drain should flow.

2) It was pointed out that the white centre line at the brow of the hill in the road at Little Terrington has not been renewed. The Manager's view is that it is inappropriate to repaint the line as the road narrows just over the blind brow.

3) Cllr Winning mentioned the badly worn footpath surface on Mowthorpe Lane between the South Back Lane junction and the Village Hall. The intended works, to include a new kerb, could not be undertaken due to the presence of a shallow dug electricity cable. However, it was pointed out that the surface on the path has worsened and is hazardous for the many people who walk on it daily. NYC will consider resurfacing the path.

**9. Planning applications – None**

**10. Terrington Annual Litter Picking –** The Council agreed to set Saturday 28<sup>th</sup> March as the Terrington annual littering picking day.

**11. Matters for inclusion on next agenda.**

**12. Date of next meeting – 11 May 2026 - Annual Parish Meeting followed by Annual Parish Council Meeting.**

Closed at 20.55 h