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Airmyn Parish Council  
Airmyn Memorial Hall  
Woodland Way  
Airmyn DN14 8LY

The minutes of the meeting of Airmyn Parish Council held on Wednesday, 8 October 2025 at 7.00pm in Airmyn Memorial Hall, Woodland Way, Airmyn, DN14 8LY.

**PRESENT:** Councillors C Goddard, R Lowe, H Matthews, M Nundy (Chair), B Rodger, and K Staward.

Ms Y Bellwood (Interim Parish Clerk) was also in attendance.

One member of the public was also in attendance.

082/2025 **WELCOME AND INTRODUCTIONS:**

The Chair welcomed everyone and opened the meeting. **(Closed)**.

083/2025 **APOLOGIES FOR ABSENCE:** Apologies for absence had been received from Councillors P Batten and F Stones. **(Accepted and approved)**.

084/2025 **DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS AND/OR PERSONAL AND PREJUDICIAL INTERESTS.** No Declarations of Pecuniary Interests and/or Personal and Prejudicial Interests were disclosed. **(Closed)**.

085/2025 **MINUTES OF THE MEETINGS HELD ON 24 September 2025:** The minutes of the monthly meeting of Airmyn Parish Council, held on 24 September 2025 were agreed as a true record and signed by the Chair. **(Approved)**.

**Resolved: The Chair signed the minutes as a true and accurate record.**

**Proposed: Councillor Goddard; Seconded: Councillor Staward.**

086/2025 **RESIDENT PARTICIPATION TIME:** The following items were considered during resident participation time.

- a) Ms C Levitt attended the meeting and verbally presented her business proposal to create a secure dog walking business at the Bracken Hill site. Councillors felt this would be an innovative use of the space and were open to discussing the proposal further. Ms Levitt asked for permission to enter the site to enable a more detailed proposal to be produced. Councillors proposed to potentially split the site for the secure dog walk area and retain a wildlife area the local community would still be able to access.

**Resolved: Ms Levitt would prepare a proposal to be presented at a later date for consideration of the council.**

NOTE: One member of the public left the meeting at this point.

## Matters to Discuss

- 087/2025 **EAST RIDING WARD COUNCILLOR REPORT:** Councillors Fox had contacted the Interim Clerk regarding the planning consent for the Mesta Tissue Factory. Councillor Fox believed that Airmyn Parish Council had a responsibility to the community to communicate throughout the construction process and to ensure the village did not become a thoroughfare for vehicles accessing the site.  
**Resolved: The Interim Clerk would make enquiries as to when construction was likely to commence and updates would be considered at the monthly meetings moving forward.**

## Ongoing Items

- 088/2025 **PLAYING FIELD DRAINAGE PROJECT:** The Chair explained the contractor had completed the topsoil and grass seeding of the playing field, which would be monitored closely for signs of growth. It was ideal conditions for germination at the present time.

A quote for a one off cut of the playing field had been received from the grass cutting contractor which was approved at the meeting. Councillors discussed whether removal of the grass cuttings was necessary, and Councillor Goddard would speak to the contractor to ensure this could be achieved and whether it would incur further costs.

Councillors discussed the installation of the drainage system in the play area, the Chair had received assurances from the contractor that this would be commenced later this week, and the community had been informed via social media sites.

The contractor had also provided an update on the clearance of the watercourses, and the process involved with the watercourses cleared in a particular order.

**Resolved: The playing field drainage project update be received.**

- 089/2025 **FORMER AIRMYN BOWLS CLUB SITE:** Sreetons had advised the interested parties of Airmyn Parish Council's decision and removed the site from marketing until spring 2026.  
**Resolved: The Interim Clerk would contact the preferred tenant to request more detailed proposal.**

- 090/2025 **CLOCKTOWER GARDENS:** The Interim Clerk contacted East Riding of Yorkshire Council (ERYC) for a maintenance schedule for the Clocktower Gardens. A Councillor also noted the overgrown hedges on Wood View and asked whether this area was also contracted to ERYC.  
**Resolved: The Interim Clerk would add the maintenance schedule for ERYC to the shared calendar for Councillors information. Information on the riverbank cuts by the Environment Agency would also be requested and added to the calendar.**

- 091/2025 **EVENTS:** Councillor Lowe provided an update for Councillors information.

- Remembrance Sunday: Sunday 9 November 2025. Interim Clerk to prepare the poppies in readiness to be displayed on lamp posts and the "Lest we Forget" flag to be flown on the flagpole.
- Christmas Fayre: Friday 28 and Saturday 29 November 2025. Update given on stalls sold and items booked. A discussion was held on ideas that

could also be implemented, snow machine, children's rides. Councillor Lowe asked for information to be forwarded to her.

- Christmas Tree: The Interim Clerk would apply for the Festive Lights permit from Saturday 6 December 2025 to Saturday 3 January 2026 and order the Christmas Tree.
- St Davids Church – 350 Year Anniversary: Saturday 20 August 2026.

**Resolved: Councillors noted the information provided for community events.**

092/2025 **PLAY AREA MONTHLY AUDIT**: The Interim Clerk would get quotes to replace the stepping stones that were showing signs of wear and tear to present at the next Airmyn Parish Council meeting.

**Resolved: The monthly play audit was received.**

### **New Items**

093/2025 **INSURANCE RENEWAL**: Arthur J Gallagher Insurance Brokers £1252.06. The Interim Clerk explained that equipment in the machinery shed had been included on the quote but no buildings.

**Resolved: The Interim Clerk would contact the broker to clarify what was included on the policy renewal.**

094/2025 **POLICIES FOR APPROVAL**

- a) Anti Bullying and Harassment Policy;
- b) Data Protection and Privacy Policy;
- c) Disciplinary Policy;
- d) Drugs and Alcohol Policy;
- e) Email and Internet Usage Policy;
- f) Equality and Diversity Policy;
- g) Flexible Working Policy;
- h) Grievance Policy;
- i) Home Working Policy;
- j) Lone Working Policy;
- k) Maternity Leave and Pay Policy;
- l) Paternity Leave and Pay Policy;
- m) Performance Improvement Policy and Procedure;
- n) Sickness Absence Policy;
- o) Social Media Policy;
- p) Whistleblowing Policy.

**Resolved: Councillors discussed the policies listed above and proposed the Interim Clerk would collate the policies and present at the next meeting where all Councillors can sign to say they have read and approved the policies.**

093/2025 **FINANCE**

- a) Financial Report; deferred to next meeting;
- b) Staff Salaries;
- c) Direct Debit due before the next meeting;

d) Payments to be made:

Payee	Invoice No	Detail	Cost
HAD-Copy Ltd		Photocopier Charges	£1.98
		Total	£1.98

**Resolved: The Interim Clerk be authorised to make the payments on behalf of Airmyn Parish Council, a full report would be submitted for consideration at the next meeting.**

**Proposed: Councillor Nundy; Seconded: Councillor Rodger.**

094/2025 **PLANNING:**

**Resolved: There was no planning application received to be considered.**

095/2025 **EXCLUSION OF PRESS AND PUBLIC:** Under the Public Bodies (Admission to Meetings) Act 1960 it is advisable in the public interest that the press and public be excluded, and they be advised to withdraw in view of the confidential nature of the business on staffing about to be transacted. Councillors agreed to vote by a show of hands.

**Resolved: Councillors voted unanimously for press and public to be excluded from the meeting.**

096/2025 **STAFFING UPDATE:**

Parish Clerk Recruitment: The Interim Clerk had provided information on the recruitment process, job description and person specification for the role of Parish Clerk for consideration.

Councillors discussed the role and believed they would be in a position to advertise the vacancy in early November 2025, with a view for the preferred candidate commencing in their role from January 2026.

**Resolved: The vacancy for Parish Clerk would be advertised in early November 2025.**

**Date of Next Meeting: Wednesday, 12 November 2025 at 7.00pm.**

The Chair thanked everyone for their attendance and closed the meeting at 9.15pm.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_