

MELMERBY PARISH COUNCIL

Email: melmerbypc@gmail.com

You are hereby summoned to attend the Ordinary Parish Council Meeting of Melmerby Parish Council which will be held at Melmerby Village Hall, on **Wednesday 26th November 2025 at 7.30pm.**

Claire Rankin
Parish Clerk
20th November 2025

AGENDA

1. **Apologies for Absence** -To receive and accept apologies and note the reasons for absence.
2. **Declarations of Interest** – To receive all declarations of interest from members of the Council in respect of items on this agenda.
3. **Minutes** - To authorise the Chair to sign the minutes of the Ordinary Parish Council Meeting held on 24th September 2025.
4. **Exclusion of Press and Public (Public bodies Admission to Meetings Act 1960)** – To decide whether there any agenda items which require consideration for the exclusion of the press and public.
5. **Public Participation** - The Chair will adjourn the meeting to allow members of the public an opportunity to speak.
6. **Westmorland and Furness Council Report** - To receive relevant updates from Westmorland and Furness Council.

All parish council meetings are open to the public.

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7. **Playground Project** – To approve the preferred contactor to carry out the BNG (Biodiversity Net Gain) survey required for the planning permission.

Following on from the Sept meeting we have made contact with 3 companies offering BNG surveys – details on screen. As well as being significantly cheaper, Envirotech were easy to engage with and most sympathetic to our situation. Their quote is reduced in recognition of a community project. We have subsequently spoken with the planning dept who confirmed Envirotech's credentials and quoted that most of their BNG surveys come from them. I therefore propose we commission Envirotech to do our survey work.

8. **Budget 2026/27 and Precept 2026/27** – To approve the budget for 2026/27 and agree the precept request for submission to WaFC.

Last year WaFC shared their tax base formula with us that allowed us to calculate exactly how much a Band D property would pay on the precept proposed. This was calculated by dividing the precept by 105.6 (the tax base). This year they have not shared the tax base and have not replied to our requests. So whilst it is incomplete data, if we use last year's formula we will get a rough indication for this year.

£5800. ÷ 105.6. =. £54.92 (last year)

£6000. ÷ 105.6. =. £56.81 (+3.5%)

£6200. ÷ 105.6. =. £58.71 (+6.9%)

£6250. ÷ 105.6. =. £59.18 (+7.7%)

£6500. ÷ 105.6. =. £61.55

9. **Empty property within grounds of Ravenstone Manor** – To give an update on discussions with WaFC and approve contact being made with the housing department.

Planning dept confirmed that this is not an issue for them and suggested we might want to contact housing dept. However, word has it that an agreement has been reached between the owners of both properties

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10. **Community Governance Review** – To provide an update on the Community Governance Review.
11. **Police Community Priority Survey** – To provide an update on the Police Community Priority Survey.
12. **CALC Internal Audit proposal** - To report on the proposal by CALC to develop an internal audit service.
13. **Assertion 10 regulations** – To report on the requirements needed to comply with the assertion 10 regulations.
14. **Police report** – To note the issues raised by the Police.
15. **Highways** – To consider any matters related to Highways.
16. **Progress list** - To review the ongoing projects.
17. **Finance** – To approve payments as detailed in the RFO report and to consider the proposal to transfer £500 from the reserve account to the playground account as a contribution from the Parish Council in 2025/26.
18. **Correspondence** -- To acknowledge correspondence received as listed in the correspondence register.
19. **Date and Time of Next Meeting** – The next meeting will take place on 28th January 2025, 7.30 p.m. at Melmerby Village Hall.