

Killinghall Parish Council

Chairman: Anne Holdsworth

Clerk & RFO: Robert Bareham

Email: clerk@killinghallparishcouncil.org.uk

Tel: 07935 378544



Minutes of the Parish Council Meeting of
Killinghall Parish Council
held at the Methodist Church, Killinghall
on **Monday 3rd June 2024 7.30pm**

Attendees: AH = Cllr Anne Holdsworth (Chair), AB = Cllr Andrea Beal (Vice Chair), CD = Cllr Christopher Dunn, MD = Cllr Margaret Donnelly, TD = Cllr Trevor Dixon, JM = Cllr John Moretta, RB = Rob Bareham (Parish Clerk)

Members of the Public = 8

Guests: County Councillor MH = NYC Cllr M Harrison (Present)
Mark Rudolph (Teak Developments Ltd)

Key: FB = Facebook, HA = Housing Association, IA = Internal Auditor, IAY = Internal Audit Yorkshire, KPC = Killinghall Parish Council, MoP = Member of the Public, NAG = Nidd Action Group, NYC = North Yorkshire Council, NYP = North Yorkshire Police, PC = Parish Council, SLCC = Society of Local Council Clerks, VHT = Village Hall Trust, W3W = What 3 Words.

Minutes

<u>Item</u>	<u>Record</u>	<u>Action By</u>
2024.084	Welcome by the Chairman The Chair opened the meeting at 7.31pm welcomed everyone and reminded the public that this is a "meeting held in public and not a public meeting".	
2024.085	Absence and Apologies a) To Receive Apologies None received b) To approve the reason(s) for absence given by Councillors. None approved	
2024.086	Dispensations & Pecuniary Interests a) To receive, consider and decide upon any applications for dispensations. None received b) To receive any declarations of interest not already declared under the Councillors Code of Conduct or a member Register of Disclosable Pecuniary Interests. CD declared an interest in items 2024.092(h), 2024.049(e) and 2024.097(a). JM declared an interest in item 2024.097(a)	

2024.087

Minutes for approval from Previous Meetings

- a) To consider approving the Minutes of the Annual Meeting of the Parish Council of the 13th May 2024
Resolved: The minutes were signed as a true record.
- b) To consider approving the Minutes of the Ordinary meeting of the 13th May 2024
Resolved: The minutes were signed as a true record.

2024.094

- e) Presentation of the development at Harrogate West Business Park, Phase II, from Teakwood Developments Ltd (developer).
Mark Rudolph (Director of Teak Developments Ltd) gave a brief presentation of the development highlighting the following: -
- Phase I completed
 - Phase II applied for and offers local employment
 - Reduced “cross commuting” across Harrogate
 - Small units are the same height as existing small units
 - Large units are the same height as the existing large units
 - Every attempt is being made to mitigate any problems with its neighbours
 - Phase II includes more landscaping to reduce the visual impact of the development
 - And Phase II will create up to 200 new jobs.

Q. JM asked what changes had been made to the original application?

A. There had been improvements as requested by NYC and no deliveries between 2200hrs & 0700hrs

Q. AH asked if companies had already been identified for the new phase?

A. “Yes” the developers are aware of the clients they wish to attract.

Q. JM asked if there was to be public bus service?

A. There is 1 public bus service per day now and the developers are currently talking to another operator to expand its coverage to take in the development

Q. AH asked if there were plans for defibrillators?

A. Currently there are no plans for a “public” defibrillator but agreed to ask the developer to consider this inclusion in the development.

The chair thanked Mr Rudolph for his presentation.

2024.088

Public participation Session (for the public to talk to councillors about items on the agenda)

A MoP reported that: -

- 41 Ripon Road was again the centre of disturbance
- There was evidence of drug abuse
- There had been a heavy police presence the previous day to resolve an incident
- Excessively loud music being played causing a disturbance

2024.090

- c) Cllr Beal to update the council on communications with the Police & HA.
AB updated the council: -
- Our PCO had sent her apologies for not attending the meeting
 - AB had been in contact with Sgt Price who she felt was doing as much as they can do to deal with the situation(s) and matters were being taken seriously.
 - The possible explanation for the police not attending the incident of drug abuse was that as the offender had moved on, it was not deemed an immediate threat to the public.
 - AB had been in contact with the housing association and their response was disappointing.

- However, HA assured her that communications with the police had been improved.
- AB was awaiting an update from the HA for a meeting to discuss the concerns of the parishioners

CD asked the Clerk to clarify why the “Public Participation Session” only allowed “for the public to talk to councillors about items on the agenda”? The clerk informed CD that the structure of the agenda was consistent with the last meeting’s agenda and is “standard recommended practice” (Standing Orders 3(e)) and will continue in the future unless the Standing Orders are amended by the council

2024.089 To receive the Councillors report

- a) Report from Cllr M Harrison
(Please see Appendix A)
In addition, MH informed the councillors that the dates on the Public Notices on Crag Lane regarding planning, had 2023 on them because it was an application that was “old” but still valid and planning had felt it only fair for the public to be reminded and given the opportunity it raise new comments.

In response to questions on the Parish Boundaries, MH confirmed that it was unusual for the parish to have 3 wards with a crossover for Ward Councillors and there were no plans for any “realignment”.

2024.090 To receive the report from the Police and Housing Association

- a) Report from a police representative
Apologies were received from PC Harby
(Also see 2024.088 (c))
- b) Report from the Housing Association
The HA were without representation
(See also 2024.088 (c))

2024.091 Councillor Vacancies

- a) RB to update on the vacancies.
Ongoing: RB confirmed there were still 4 vacancies and no enquiries or applications received.
- b) For the council to consider ways to advertise the councillor vacancies.
Ongoing: RB will place vacancy posters on the notice boards and there will be something advertised on the PC’s Facebook page.

RB

2024.092 To receive the Clerk's report (Items received after the publication of the agenda or for items needing discussion)

- a) For the clerk to update on the Facebook page.
Ongoing: RB informed the council that the FB page was up and running but void of content. AB will help with that side and let RB know how to set her up as an “Administrator”. RB would also pass to the Chair the password in a sealed envelope for use in an emergency.
- b) For the clerk to update on the council’s website.
Resolved: RB updated the council that the website was running and being updated.

RB/AB

- c) For the council to consider purchasing a replacement printer as the Brother printer is no longer printing
https://www.currys.co.uk/on/demandware.store/Sites-curryspcworlduk-Site/en_GB/Compare-Show?pid1=10259013&pid2=10242958&pid3=10258309&pdpCheck=false&copied=true&showDifference=false&cgid=all-printers-printers-scanners-and-ink-computing)

Ongoing: The council noted the printer had failed and agreed to the clerk buying a new printer upto £280.00.

RB

- d) To note the launch of YLCA's "Yorkshire Parish Council Websites"

Resolved: The council noted YLCA's new website.

- e) For the clerk to update the council on Parish Council Training of the 21st May 6.30pm regarding "Accessibility" & having a ".GOV.UK" domain.

Resolved: RB briefed the council on the training reminding the council that the website should only provide information and should continue to be compliant with its "Accessibility Policy". Vision ICT will "MOT" the website to ensure its compliance for a fee of "145.00 if required. The council felt this was not necessary at this time.

- f) To consider supporting the MoP's complaint either in full, part or not at all and to consider the clerk raising the matters with Area 6 Highways (see also 2024.096(a)). (noting that the PC does not have powers in instigate the required process).

Ongoing: The council agreed for the clerk to discuss the MoP's "complaint" with Highways 6.

RB

- g) To update the council on establishing contact with the developers of King Edwin Park

Ongoing: The clerk informed the council that NYC were raising this with the developer for contact with the Parish Council and will also mention to them the provision of a Notice Board and defibrillator.

RB

- h) To note the MoP's correspondence regarding Commercial Waste on Land at Hollins Farm

Resolved: The council noted the complaint and the letter from NYC enforcement, that no further action was being taken.

2024.093

Correspondence Report (Items received after publication of the agenda or for items needing discussion)

- a) MD to update of the free Defibrillator Training.

Resolved: MD updated the council that training was now due to take place on the 19th September 2024 @ 7.00pm at the Methodist Church.

- b) For councillors to note the S106 training at the Methodist Church given by NYC.

Resolved: The council noted the S106 meeting on the 5th June 2024 at the Methodist Church.

2024.094

Matters arising from previous meetings (Items requested to remain on the agenda or to be resolved)

- a) For the clerk to update the council on the "Northern Powergrid Foundation" grant offer.

Resolved: The clerk informed the council that the grant offer had closed for 2024 but would inform the council when it reopened.

- b) For the clerk to update the council on the offer of community initiatives from JN Bentley

Ongoing: The clerk was still awaiting a reply from JN Bentley and would continue to chase.

RB

- c) JM to update the council on the ongoing repairs to the Glebe Play Equipment (deferred from item 2024.052(1))

Ongoing: See Appendix B

Cllr Dunn informed the council that the “Rocking Log” had “failed” and was not rocking 45 degrees each way.

The clerk would take this up with Park Lane Services.

RB

- d) Update on Anti-Social Behaviour on the Glebe (ongoing from item 2024.052(3))

Resolved: JM updated the council that behaviour seems to have improved and noted that the PCSO had been seen patrolling the Glebe.

2024.095

Items for discussion from Councillors or a member of the public.

(These are new items that have been requested to be included in the agenda)

Resolved: There were no new items to discussed

(Cllr M Donnelly left the meeting)

2024.096

Area 6 Highways

- a) For the council to note that a Zoom call has been set up with Area 6 Highways for the 11th June 2024

Ongoing: The council noted that the meeting had been set up and looked forward to the feedback.

RB

2024.097

Planning Matters

- a) To consider Planning Consultation ZC24/01411/FUL
Land Comprising Field At 427883 457064

Otley Road

Killinghall

North Yorkshire

Closing Date.....

Resolved: The council had no objection to the application

- b) To note Planning Decision ZC24/00010/OUT

The Cedars

45 Ripon Road

Killinghall

Harrogate

North Yorkshire

HG3 2DG

Resolved: The council noted the Planning Decision.

- c) To note Planning Decision ZC24/00415/OUT

Land Comprising Garden South Of Warren Bank Top

Ripon Road

Killinghall

North Yorkshire

Resolved: The council noted the Planning Decision.

- d) To note Planning Decision ZC24/00595/FUL

Rowan Garth

Ripon Road

Killinghall

Harrogate

North Yorkshire

Resolved: The council noted the Planning Decision.

- e) To note Planning Enforcement 24/00159/BRPC15



Resolved: The council noted the Planning Enforcement notice.

- f) To note Planning Decision ZC23/01546/FUL
Killinghall Stone Quarry
Ripley
North Yorkshire

Resolved: The council noted the Planning Decision.

CD asked why Planning Decisions were to note only as he felt they should be discussed as it was in his opinion, the Parish Council's along with the public's responsibility to monitor and report to Planning any deviation from the S106 agreement.

The clerk informed CD that the S106 agreements are available as public documents via the NYC Planning Portal and it was NYC who were equipped with Enforcement Officers for this reason. So, there was no need to do anything apart from "note" the decisions as MoP's can and do report concerns direct to the Enforcement Officers.

2024.098 End of Year 2023/2024

- a) For the council to consider approving the 2023 -2024 accounts

Resolved: The council agreed to the 2023 – 2024 accounts.

- b) For the council to discuss the Annual Internal Overview Report from Internal Audit Yorkshire

Ongoing: The council discussed the report, and the clerk will put on next month's agenda an action plan for the Council to consider.

RB

- c) For the council to note the Annual Internal Audit Report (page 3 AGAR)

Resolved: The council noted the Annual Internal Audit Report.

- d) For the council to consider approving The Annual Governance Statement (Section 1)

Resolved: The Council approved the Annual Governance Statement (Section 1)

- e) For the council to consider approving The Accounting Statements (Section 2)

Resolved: The Council approved the Accounting Statement (Section 2)

- f) For the Chairman and RFO to sign the Annual Governance Statement (Section1) and for the Chairman to sign the Accounting Statements (Section 2)

Resolved: Annual Governance Statement (Section 1) and the Accounting Statements (Section 2) were signed by the Chairman and RFO.

- g) For the council to consider the RFO's recommendation of setting the commencement date for the Exercise of Public Rights as Monday the 1st of July to Friday the 6th of August 2024

Resolved: The council Approved the RFO's recommendation for the Exercise of Public Rights.

- h) For the council to consider approving the end-of-year reconciliation
Resolved: The council approved the end-of-year reconciliation
- i) For the council to consider approving the explanation of variances
Resolved: The council approved the explanation of variances.
CD asked that if the document was put on the website, does it breach GDPR?
The clerk assured the council that he would check and ensure the council is compliant.
- j) To inform the council that the approved documentation will be uploaded to the website, placed on the noticeboards and emailed to the External Auditor by Thursday 27th of June 2024 at the latest.
Resolved: The council noted the date of submission

2024.099

Policy Matters

- a) For the council to consider adopting the Standing Orders dated 3rd June 2024
Resolved: The council adopted the Standing Orders
- b) For the council to consider adopting the Councillor Code of Conduct dated 3rd June 2024.
Resolved: The council adopted the Councillor Code of Conduct
- c) For the council to consider adopting the Financial Regulations dated 3rd June 2024.
Resolved: The council adopted the Financial Regulations
- d) For the council to consider adopting the Staff Data Protection Policy dated 3rd June 2024.
Resolved: The council adopted the Staff Data Protection Policy

CD asked the council why the parish map was not on the website and that he had requested this many times before.
The clerk advised Cllr Dunn that there is a link from the home page to a parish map with the wards indicated and has been available for the past three weeks or longer.

2024.100

Financial Matters

- a) To note payment to Park Lane Playgrounds (Inv 2856) £80.00 + £16.00 Vat (See also 2024.101 (a))
Resolved: The Council noted the payment.
- b) To note payment to Park Lane Playgrounds (Inv 2855) £2850.00 + 570.00 Vat (See also 2024.101 (b))
Resolved: The Council noted the payment.
- c) To consider the Clerks salary for April 2024 £412.82 (See also 2024.101 (c))
Resolved: The council approved the clerk's salary for April
- d) To consider the Clerks salary for May 2024 £536.36 (See also 2024.101 (d))
Resolved: The council approved the clerk's salary for May
- e) To consider the payment to HMRC for Apr 2024 £103.00 (See also 2024.101 (e))
Resolved: The council approved the payment to HMRC

- f) To consider the payment to HMRC for May 2024 £536.36 (See also 2024.101 (f))
Resolved: The council approved the payment to HMRC
- g) To note receipt of part 1 of the precept £20000.00
Resolved: The council noted the receipt of the precept.
- h) To note receipt of £3000.00 towards repair to the play equipment on the Glebe from Cllr Harrison's locality Budget.
Resolved: The council noted the receipt of funds towards the repair of the play equipment and thanked Cllr Harrison for his contribution from his Locality Budget.
- i) To consider the bank reconciliation dated 30th April 2024
Resolved: The council approved the bank reconciliation dated the 30th April 2024.
- j) To note that SALC has been set as the payroll provider for Killinghall Parish Council
Resolved: The council noted the appointment of SALC as payroll providers.
- k) To consider the clerks expenses of £94.49 (see also 2024.101 (k))
Resolved: The council approved the clerk's expenses
- l) To note payment to Live Wild & Grow Ltd of their monthly invoice of £480.00 + £96.00 Vat
Resolved: The council noted the payment to LWG of their monthly grass cutting fee.
- m) To consider payment to Park Lane Playgrounds (Inv 2863) for £867.00 + £173.00 Vat (See also 2024.101 (m))
Ongoing: The council asked for the payment to be held pending a satisfactory conclusion to item 2024.094 (c).

RB

2024.101

Payments to consider:

	Chq	Payment to	Amount
a)	1649	Park Lane Playgrounds Inv 2856	£96.00
b)	1649	Park Lane Playgrounds Inv 2855	£3420.00
c)	1650	Clerks Salary for April 2024	£412.82
d)	1652	Clerks Salary for May 2024	£536.36
e)	1653	HMRC for Apr 2024	£103.00
f)	1654	HMRC for May 2024	£134.20
k)	1655	Clerk Expenses	£94.49
l)	1651	Live Wild & Grow Ltd	£576.00
m)	1656	Park Lane Playgrounds Inv 2863	£1040.00
Total			<u>£6412.87</u>

All payments except (m) were approved.

2024.102

To confirm the date of the next Council meeting(s):

Ordinary Meeting of the Parish Council 1st July 2024 @ 1930hrs

(The cut-off date for agenda items 24th June 2024 please)

Resolved: The council noted the date of the next meeting.

2024.103

Temporary exclusion of press and public: Pursuant to the Public Bodies (Admission at meetings) Act 1960. (The Public and Press be excluded from the meeting due to the confidential nature of the business to be discussed)

<http://www.killinghallparishcouncil.org.uk/>

(Cllr Dixon left the meeting.)

2024.104 Employment Matters

- a) To consider payment of the clerk's additional 55.5 hours worked (8/4/24–26/5/24)

Resolved: The council approved the additional hours of the clerk.

- b) For the council to note that the clerk does not wish to make pension contributions at this time and will give the council notice should this change.

Resolved: The council noted the wishes of the clerk.

AB

AB will provide the dates to ensure the council offer's membership of the pension scheme again within the legally required timeframe.

- c) To note the Clerks holiday from August 5th 2024 to August 16th 2024

Resolved: The council noted the clerk's holiday.

The Meeting was closed at 2145hrs

Signed: *A Holdsworth*

Dated: 1st July 2024

Item: 2024.108 (a)

Appendix A

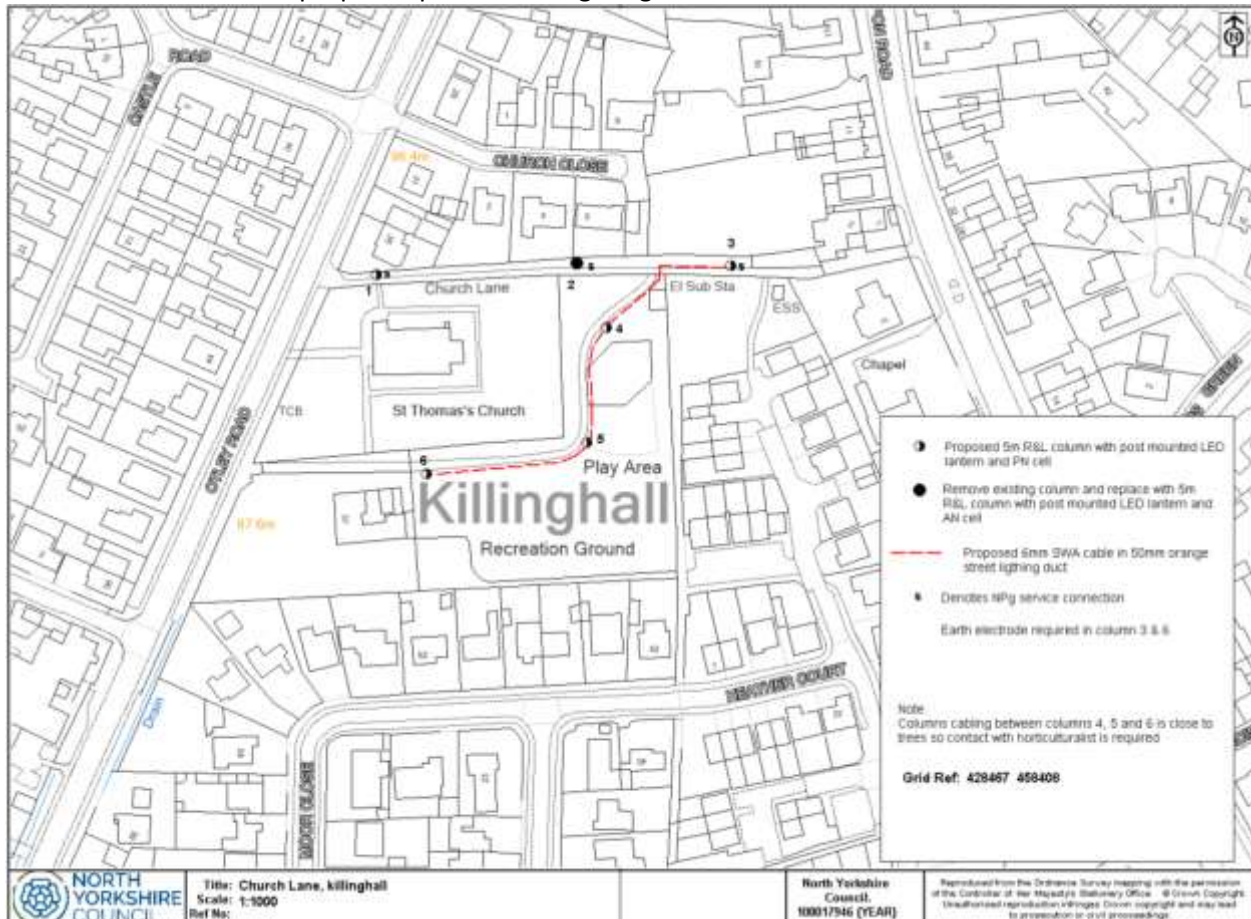
June 2024 Report

B6161/A61 junction

I met with highways officers last week to confirm that they are scheduling re-lining of the junction in this financial year, and they confirmed they are. They are also aware that the surface will need to be looked at first.

Church Lane

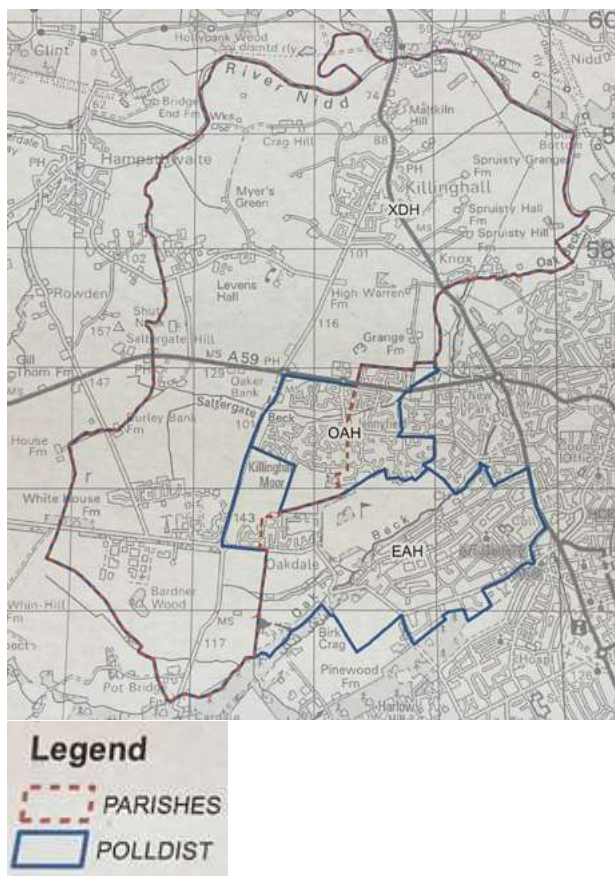
Please find attached the proposed plan for the lighting scheme on Church Lane.



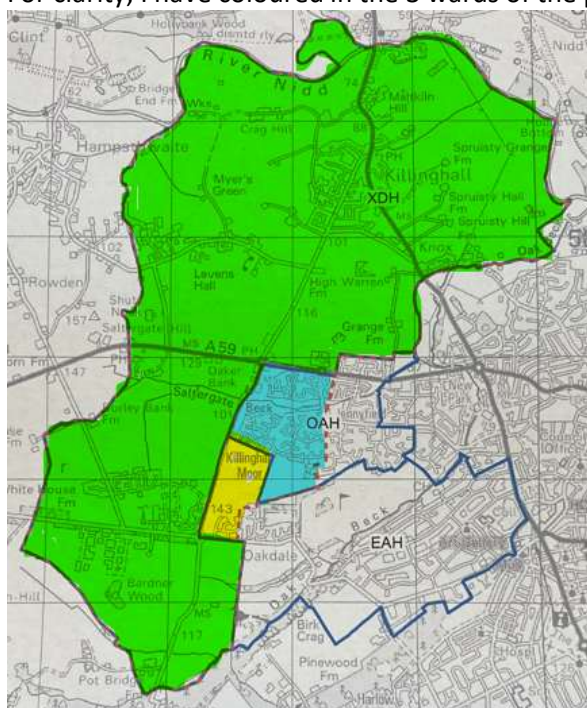
I have not approached any of the residents of Church Close, or Otle Road yet, as I want to be absolutely sure that the PC are happy to proceed, and utilise commuted sums allocated to Church Lane. NYC will pick up the ongoing electricity charge for the lights.

King Edwin Park

Following last month's meeting when Cllr Lacey presented plans for the community facilities, I have fed back to the planners that the developer may need to offer the facility to a much wider geography – such as a community group within the wider Harrogate town. I also understand that there is a query about the status of the Oakdale ward of the parish, and I am more than happy to explain the background to the creation of this parish ward if members want me to.



For clarity, I have coloured in the 3 wards of the parish:



Appendix B

Glebe repairs.

Parish meeting March 2024.

item 2024/034 finance (4) agreed by council.

Contractor:

Park Lane Services, Knaresborough.

The repair works agreed by KPC to the swing unit, birds nest swing, adventure trail and rocking log replacement all appear to have been completed and are being very well used by the community. During the repair process, it was noted that the shackles on the birds nest swing were worn and it was agreed to replace these at the same time.

Whilst I am not a qualified engineer, this work appears to have been completed to an acceptable standard and it is worth noting that during the repair process great care was taken to isolate faulty equipment to prevent injury to the public.

I am of the opinion that this company are worth considering for any future playground repairs.