

Killinghall Parish Council

Chairman: Anne Holdsworth

Clerk & RFO: Robert Bareham

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Dear Councillor,

YOU ARE HEREBY SUMMONED TO ATTEND AN ORDINARY MEETING OF
KILLINGHALL PARISH COUNCIL
to be held at the Methodist Church, Killinghall

on Monday 01st July 2024 @ 7.30pm

Members of the public and press are invited to attend and may address members of the Council during the item set aside for public participation – Public Participation shall not exceed 15 minutes and any member of the public shall not speak for more than 3 minutes (please see the councils Standing Orders Part 3 Item (e) onwards).

Protocol on audio/visual recording and photography at meetings: Recording is allowed at Parish Council Meetings; subject to compliance with the Council's protocol on audio/visual recording and photography at meetings.

The business to be transacted at this meeting is shown below.

Rob Bareham

Parish Clerk
Killinghall Parish Council
26th June 2024

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

Key: HA = Housing Association, IA = Internal Auditor, IAY = Internal Audit Yorkshire, KPC = Killinghall Parish Council, MoP = Member of the Public, LWG = Live Wild & Grow, 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

Agenda

<u>Item</u>	<u>Record</u>	<u>Action By</u>
2024.105	Welcome by the Chairman	
2024.106	Absence and Apologies	
	a) To Receive Apologies	
	b) To approve the reason(s) for absence given by Councillors.	
2024.107	Dispensations & Pecuniary Interests	
	a) To receive, consider and decide upon any applications for dispensations.	
	b) To receive any declarations of interest not already declared under the Councillors Code of Conduct or a members Register of Disclosable Pecuniary Interests.	

- 2024.108 Minutes for approval from Previous Meetings**
a) To consider approving the minutes of the Ordinary Parish Council meeting of the 3rd June 2024
- 2024.109 Public participation Session** (for the public to talk to councillors about items on the agenda)
- 2024.110 To receive the Councillors report**
a) Report from Cllr M Harrison
- 2024.111 To receive the report from the Police and Housing Association**
a) Report from PC Harby
b) Report from the Housing Association
c) AB to update the council on the meeting with the housing association of the 14th June 2024
- 2024.112 Councillor Vacancies**
a) RB to update on the vacancies.
b) For the council to consider ways to advertise the councillor vacancies.
- 2024.113 To receive the Clerks report**
a) The clerk to update the council on working with the “Community Payback Service” in the parish and for the council to consider any possible project.
- 2024.114 Correspondence Report** (Items received after publication of the agenda or for items needing discussion)
If applicable
- 2024.115 Matters arising from previous meetings** (Items requested to remain on the agenda or to be resolved)
a) To be discussed at September’s 2024 PC meeting
- 2024.116 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)
a) To receive a representative of Killinghall Nomads JFC and consider a funding request to contribute to improving drainage on the football pitches on Killinghall Moor.
b) For the council to note the correspondence on Glebe Court and to also note the matter has been escalated to the Ward Councillor.
- 2024.117 Area 6 Highways**
a) To report on the recent meeting with Area 6 Highways
- 2024.118 Planning Matters**
a) For the council to consider Planning Application ZC24/01683/FUL
Spruisty Hall Farm
Killinghall
North Yorkshire
HG3 2AU
b) For the council to consider Planning Application ZC24/02063/FUL
82 Cautley Drive,
Killinghall
Harrogate
North Yorkshire
HG3 2DJ

- c) For the council to note Planning Decision ZC24/01411/FUL
Land Comprising Field
At 427883 457064
Otley Road
Killinghall
North Yorkshire

- d) For the council to note Planning Appeal ZC23/02133/TPO



- e) For the council to note Planning Decision ZC24/02046/FUL
27 Cautley Drive
Killinghall
Harrogate
North Yorkshire
HG3 2DJ

2024.119 The Glebe

- a) For the council to consider nominating someone to inspect the Glebe playground equipment and surrounding play areas on a fortnightly basis and report back to both the clerk immediately of any issues of Health & Safety
- b) For the council to adopt the proposed Glebe Playground Inspection Report (see Appendix A)
- c) AB to update the council on the “Glebe Bin rota” and for the council to consider any further action.
- d) For the council to consider the clerk obtaining quotations to replace the Rubbish Bins on the Glebe
- e) For the council to note the follow up report from English Tree Care dated 10th June 2024
- f) For the council to consider any further actions to the report in consideration of the quotation from English Tree Care
- g) For the council to consider a MoP’s request to purchase a parcel of land on the Glebe, as a “Garden of Remembrance”.
- h) For the council to consider a MoP’s request to make the gravel path on Church Lane accessible to prams.

2024.120 Policy Matters

- a) For the council to consider adopting the “Media Policy dated 1st July 2024
- b) For the council to consider adopting the “GDPR General Privacy Notice” dated 1st July 2024
- c) For the council to consider adopting the “Freedom of Information Policy” dated 1st July 2024

- d) For the council to consider if DBS background checks are required for insurance purposes on anyone conducting safety inspections on the Glebe playground equipment (See supporting document)
- e) To note the guidance of the Proper Officer that Regulated Inspection of the Glebe should satisfy the insurance requirements of the policy held with Zurich (See supporting document)
- f) For the council to consider adopting the Asset Register dated 1st July 2024
- g) For the council to consider updating the asset register (including replacement values) with Zurich insurance

2024.121 Financial Matters

- a) For the council to consider the Bank Reconciliation dated 31st May 2024
- b) For councillors to consider the clerks salary dated 30th June 2024 (£1196.87)
- c) For councillors to consider payment to HMRC (£415.96)
- d) For the council to note payment to LWG of £480.00 + £96.00 for maintenance to the Glebe
- e) For councillors to consider future payments to Live Wild & Grow Ltd on the 23/7/2024, 23/8/2024, 23/9/2024 of £480.00 + £96.00 Vat in support of the agreement made between the chair and LWG.
- f) To note Vat reclaim for 2023 – 2024 has been completed (£2340.66)
- g) For the council to note that the invoice to NYC for Parish Grass Cutting for 2024 – 2025, has been raised (£2142.46) for PO43449.
- h) *(For the council to consider suspending Financial Regulations for this item)*
For the council to consider approving the retention of Farm & Land Services to cut as per last year's agreement, in accordance with his quotation and for next season the grass cutting will be subject to the "Tender Process" as detailed in the councils Financial Regulations.
- i) To note the purchase on a new HP OfficeJet Pro 9120e (£117.32 + £23.47 Vat)
- j) To consider the clerks expenses (£156.63 + £30.38 Vat) (see also 2024.122 (j))
- k) To note reimbursement to the clerk for insurance payment under emergency powers (£651.62)
- l) For the council to ratify the cheque payment 001658 to Internal Audit Yorkshire £475.00

2024.122	Payments to consider:		
	Cheque	Payment to	Amount
	l) 1658	Internal Audit Yorkshire	£475.00
	b) 1659	Clerks Salary for June 2024	£1196.87
	c) 1660	HMRC for June 2024	£415.96
	d) 1661	Live Wild and Grow for June 2024	£576.00
	j) 1662	Clerk Expenses for June 2024	£187.01
	k) 1657	Re-imburement for Insurance payment	£651.62
		Total	<u>£3502.46</u>

2024.123 **To confirm the date of the next Council meeting(s):**
Ordinary Meeting of the Parish Council 2nd September 2024 @ 1930hrs
(Cut-off date for agenda items 26th August 2024 please)

2024.124 **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)**

2024.125 **Employment Matters**
a) To consider the clerks additional hours from Week 8 – Week 12 of 33.5hrs

Appendix A

Killinghall Parish Council Council							
PLAYGROUND EQUIPMENT INSPECTION FORM							
(Routine Visual Inspection)							
Play Area:	The Glebe			Frequency: Fortnightly		Inspection Date: xxxxxxxxx	
Play Equipment	QTY	Pass	Fail	Fail - Reported to the Parish Clerk	Fail - Action taken to make safe before leaving site	Additional Action Required	Approx Year of Install
	1						
	1						
	1						
	1						
	1						
	1						
	1						
	1						
	1						
	1						
	1						
	1						
	1						
	3						
Litter Picked							
Glass Cleared							
Weeds Sprayed (State Date)							
Strimming Completed (State Date)							
Any Issues with Safety Surface (wetpour & safamat)							
Signature:				Date & Time left site:			