

# Killinghall Parish Council

Chairman: Anne Holdsworth

Clerk & RFO: Robert Bareham

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## Minutes of the Parish Council Meeting of Killinghall Parish Council held at the Methodist Church, Killinghall on **Monday 1<sup>st</sup> July 2024 7.30pm**

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

Members of the Public = 13

Guests: County Councillor MH = NYC Cllr M Harrison (Present)

Key: BR = Bank Reconciliation, ETC = English Tree Care, FLS = Farm and Land Services, 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

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### Minutes

| <u>Item</u>     | <u>Record</u>   | <u>Action By</u> |
|-----------------|---|------------------|
| <b>2024.105</b> | <b>Welcome by the Chairman</b><br>The chair opened the meeting at 7.30pm and welcomed everyone.   |                  |
| <b>2024.106</b> | <b>Absence and Apologies</b><br>a) To Receive Apologies<br>Apologies received from Cllr Moretta due to holiday commitments.<br><br>b) To approve the reason(s) for absence given by Councillors.<br>The council approved the reason for absence   |                  |
| <b>2024.107</b> | <b>Dispensations &amp; Pecuniary Interests</b><br>a) To receive, consider and decide upon any applications for dispensations.<br>None Received<br><br>b) To receive any declarations of interest not already declared under the Councillors Code of Conduct or a members Register of Disclosable Pecuniary Interests.<br>CD declared interests in 2024.118(a), 2024.116(a) & (b)<br>CD then requested dispensations for 2024.116(a) & (b) to discuss these items. The clerk reminded CD that dispensation requests should be submitted in writing prior to the meeting in accordance with the councils Standing Orders. |                  |

After consideration the clerk approved the dispensations for 2024.116(a) & (b) for the duration of this meeting only.

**2024.108 Minutes for approval from Previous Meetings**

- a) To consider approving the minutes of the Ordinary Parish Council meeting of the 3<sup>rd</sup> June 2024

**Resolved:** The minutes were signed as a true record.

**2024.109 Public participation Session** (for the public to talk to councillors about items on the agenda)


- a) In relation to 2024.116 (b), a MoP presented to the council the conflict between the “management” company for Glebe Court and the residents and asked the council for any help or support.

The clerk confirmed the matter had been passed to Cllr Harrison for guidance.

Cllr Harrison confirmed he was awaiting some legal guidance on the matter and once received would liaise with the PC and resident on any support that it may be able to offer.

**MH/RB**

- b) In relation to 2024.118 (e), a MoP brought to the attention of the council their objection to the planning application as the extension exceeded the front boundary line and the extension would not be in keeping with the surrounding area.

-  **2024.116** 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.

**Ongoing:** Killinghall Nomads JFC were represented by Chris Dixon and Simon Walker who explained the problems with drainage on Killinghall Moor which prohibited football being played from October 2023 until April 2024. They are currently seeking funding support from various channels including S106.

In response the council invited them back once they had conducted the Feasibility Study and aware of what monies were needed.

The council joined with CD in thanking the Nomads for their recent tournament which was extremely popular and well supported.

**RB**

**2024.110 To receive the Councillor’s report**

- a) Report from Cllr M Harrison (See Appendix B)  
In addition to his report Cllr Harrison confirmed that was waiting for confirmation from Highways 6 why there were surface repairs to the B6161. CD asked the clerk to correct the grammatical error, by adding an apostrophe, in the item title and to also invite a report from the parish’s other “County” Councillor, Cllr Lacey.  
The clerk confirmed that he would correct the grammar and contact Cllr Lacey in time for the next meeting.

**RB**

**2024.111 To receive the report from the Police and Housing Association**

- a) Report from PC Harby  
There was no Police report
- b) Report from the Housing Association  
There was no report from the HA

- c) AB to update the council on the meeting with the housing association of the 14<sup>th</sup> of June 2024  
**Resolved:** AB confirmed that the meeting with the HA was very informative and highlighted the problems that the Foundation has when locating and relocating parolees. The Foundation did confirm that consideration was given to the persons background when finding them a home and the parolee was expected to sign and maintain an agreement with the landlords. AB stressed that in any event of an emergency, 999 should be the first call. For more minor issues, AB is happy to act as a conduit between residents and the HA to try and resolve any issues and keep the dialogue open.

**2024.112 Councillor Vacancies**

- a) RB to update on the vacancies.  
**Ongoing:** The clerk confirmed there was still 4 vacancies and no enquiries had been received. **RB**
- b) For the council to consider ways to advertise the councillor vacancies.  
**Ongoing:** The clerk is to design a poster for the notice boards and Facebook page and apologised for not having done this already. **RB**  
 CD asked the clerk to forward the details of what wards are represented and by whom.

**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.  
**Ongoing:** The clerk informed the council that contact had been made with Arrietty Heath, the Volunteers Co-Ordinator at NYC. The council asked the clerk to enquire if they would help with “reclaiming” path widths on the main roads. **RB**

**2024.114 Correspondence Report** (Items received after publication of the agenda or for items needing discussion)  
 No further correspondence had been received.


**2024.115 Matters arising from previous meetings** (Items requested to remain on the agenda or to be resolved)  
**Ongoing:** The council agreed to discuss any matter arising from June’s meeting, at September’s PC meeting. **RB**

**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)  
 b) For the council to note the correspondence on Glebe Court and to also note the matter has been escalated to the Ward Councillor.  
**Ongoing:** See 2024.109 (a) **MH/RB**

**2024.117 Area 6 Highways**

- a) To report on the recent meeting with Area 6 Highways  
**Ongoing:** The clerk confirmed that the initial ZOOM meeting was Highways was useful and the items agreed at PC meeting of the 3<sup>rd</sup> of June were passed on and hopefully will have updates at the next meeting on the 10<sup>th</sup> July @ 3pm. **RB**  
 CD advised that provisions were made with the development on Thomas Drive for crossing – This would be asked at the next meeting.  
 MD asked if it was possible for advance notice for roadworks could include the PC? – This will also be asked at the next meeting.

**2024.118****Planning Matters**

- a) For the council to consider Planning Application ZC24/01683/FUL  
Spruisty Hall Farm  
Killinghall  
North Yorkshire  
HG3 2AU  
(CD left the room while this item was discussed)  
**Resolved:** The council had no objections to this application  
(CD returned to the room)
- b) For the council to consider Planning Application ZC24/02063/FUL  
82 Cautley Drive,  
Killinghall  
Harrogate  
North Yorkshire  
HG3 2DJ  
**Resolved:** The council objected to this application as the as it would infringe the building line at the front and considered the “restrictive covenant” of the neighbouring property. **RB**
- c) For the council to note Planning Decision ZC24/01411/FUL  
Land Comprising Field  
At 427883 457064  
Otley Road  
Killinghall  
North Yorkshire  
**Resolved:** The Council noted the Planning Decision
- d) For the council to note Planning Appeal ZC23/02133/TPO  
  
**Resolved:** The Council noted the Planning Appeal.
- e) For the council to consider Planning Application ZC24/02046/FUL  
27 Cautley Drive  
Killinghall  
Harrogate  
North Yorkshire  
HG3 2DJ  
**Resolved:** The council objected to this application as the as it would infringe the “building line” at the front of the property and considered the restrictive covenant on the property. **RB**

**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  
**Resolved:** The clerk offered to inspect the Glebe on a weekly basis. The council were in favour of this proposal and agreed for the clerk to carry out the checks. **RB**

- b) For the council to adopt the proposed Glebe Playground Inspection Report (see Appendix A)  
**Resolved:** The council agreed to the use of the model document in Appendix A. **RB**  
 CD challenged the form claiming the clerk was not “qualified” to make a Pass/Fail judgement on pieces of equipment. The council agreed that a “common sense” approach was needed and that the document could be adjusted in time.  
 The clerk highlighted the fact that having any document completed was far better than having no document completed as it is now and in the past.
- c) AB to update the council on the “Glebe Bin rota” and for the council to consider any further action.  
**Resolved:** AB confirmed that the current organiser wished to step down from the role of organising. **AB**  
 AB agreed to contact previous volunteers and organise a rota of bin emptying on the Glebe.  
 The Council thanked the school for the “litter pick” that it conducted when using The Glebe.
- d) For the council to consider the clerk obtaining quotations to replace the Rubbish Bins on the Glebe  
**Ongoing:** The council agreed for the clerk to obtain quotes to replace the bins on The Glebe. **RB**
- e) For the council to note the follow up report from English Tree Care dated 10<sup>th</sup> June 2024  
**Resolved:** The council noted the report from ETC.
- f) For the council to consider any further actions to the report in consideration of the quotation from English Tree Care  
**Ongoing:** The council agreed for ETC to complete the work at £1500 + Vat. **RB**  
 The clerk to ask for ETC for a definitive quote to x-ray trees T2 & T6.  
 The clerk is also, in the meantime, to submit a planning application to fell trees T2 & T6.
- g) For the council to consider a MoP’s request to purchase a parcel of land on the Glebe, as a “Garden of Remembrance”.  
**Resolved:** The council agreed not to sell any parcels of land from The Glebe. The clerk will respond to the enquiry. **RB**
- h) For the council to consider a MoP’s request to make the gravel path on Church Lane accessible to prams.  
**Ongoing:** MH is in discussions with the resident to resolve this matter which is complicated as it is a “public right of way” across private land. **RB**  
 CD highlighted the fact that the “definitive guide” of footpaths, clearly shows a 3ft wide path running across the driveway from 2 x field gates.  
 If MH is not successful, then the clerk is to write to the landowner to open a dialogue to seek a resolution. The clerk will also write to the Rights of Way team at NYC for help/guidance.

## 2024.120

### Policy Matters

- a) For the council to consider adopting the “Media Policy dated 1<sup>st</sup> July 2024  
**Resolved:** The council adopted the Media Policy
- b) For the council to consider adopting the “GDPR General Privacy Notice” dated 1<sup>st</sup> July 2024  
**Resolved:** The council adopted the GDPR General Privacy Notice.

- c) For the council to consider adopting the “Freedom of Information Policy” dated 1<sup>st</sup> July 2024

**Resolved:** The council adopted the Freedom of Information Policy.

- 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)

**Resolved:** The council voted to the nominated Glebe Inspector (see item 2024.119 (a)) having a DBS check.

**RB**

- 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)

**Resolved:** The council noted the item.

- f) For the council to consider adopting the Asset Register dated 1<sup>st</sup> July 2024

**Resolved:** The Council adopted the Asset Register dated 1<sup>st</sup> July 2024.

- g) For the council to consider updating the asset register (including replacement values) with Zurich insurance

**Resolved:** The council agreed for the insurance policy to be updated with the details from the “new” Asset Register.

**RB**

#### **2024.121 Financial Matters**

- a) For the council to consider the Bank Reconciliation dated 31<sup>st</sup> May 2024

**Resolved:** The council agreed to the BR dated 31<sup>st</sup> May 2024

- b) For councillors to consider the clerks salary dated 30<sup>th</sup> June 2024 (£1196.87)

**Resolved:** The council agreed to the clerk’s salary.

- c) For councillors to consider payment to HMRC (£415.96)

**Resolved:** The council agreed to the payment to HMRC

- d) For the council to note payment to LWG of £480.00 + £96.00 for maintenance to the Glebe

**Resolved:** The council noted the payment

- 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.

**Resolved:** The council agreed to the 3 payments to LWG on the 23<sup>rd</sup> of each month of July, August, September. 2024.

- f) To note Vat reclaim for 2023 – 2024 has been completed (£2340.66)

**Resolved:** The council noted the reclaim

- 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.

**Resolved:** The council noted the item.

- 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.  
(Financial Regulations were suspended for this item only)

**Resolved:** The council agreed to retain FLS for the 2024 season.

- i) To note the purchase on a new HP OfficeJet Pro 9120e (£117.32 + £23.47 Vat)

**Resolved:** The council note the acquisition of the new printer.

- j) To consider the clerks expenses (£156.63 + £30.38 Vat) (see also 2024.122 (j))

**Resolved:** The council agreed to the Clerk's expense.

- k) To note reimbursement to the clerk for insurance payment under emergency powers (£651.62)

**Resolved:** The council noted the item.

- l) For the council to ratify the cheque payment 001658 to Internal Audit Yorkshire £475.00

**Resolved:** The council noted the payment to the auditor.

**024.122**

**Payments to consider:**

|       | <b>Cheque</b> | <b>Payment to</b>                   | <b>Amount</b>   |
|-------|---------------|-------------------------------------|-----------------|
| i)    | 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> |

**Resolved:** The council approved all payments.

**2024.123**

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

**Ordinary Meeting of the Parish Council 2<sup>nd</sup> September 2024 @ 1930hrs**  
(Cut-off date for agenda items 26<sup>th</sup> August 2024 please)

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

**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)**

**Resolved:** The council agreed to exclude MoP's and the press

**2024.125**

**Employment Matters**

- a) To consider the clerks additional hours from Week 8 – Week 12 of 33.5hrs

**Resolved:** The council agreed to the Clerk's additional hours of 33.5hrs

The Chair closed the meeting at 2144hrs

Signed: *A Holdsworth*

Dated: 29<sup>th</sup> July 2024

Item: 2024.129 (a)

## Appendix A

| Killinghall Parish Council Council                 |           |      |      |                                     |  |                             |                        |
|--|-----------|------|------|-------------------------------------|--|-----------------------------|------------------------|
| PLAYGROUND EQUIPMENT INSPECTION FORM               |           |      |      |                                     |  |                             |                        |
| (Routine Visual Inspection)                        |           |      |      |                                     |  |                             |                        |
| Play Area:   | The Glebe |      |      | Frequency: Fortnightly              |  | Inspection Date: xxxxxxxxxx |                        |
| 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         |      |      |                                     |  |                             |                        |
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|  | 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:              |  |                             |                        |



## **Appendix B**

### **Killinghall Moor Streetlights**

A programme of works is underway to replace some of the streetlight columns in Killinghall Moor. The columns are the original ones from the late 1970's/1980's and originally had a lifespan of 25 years, so they are now at the point of risk of failure due to corrosion. The lighting units on top of the columns are the newer LED lights that were installed in the last 5 years, and these are being reused – it is just the columns that are being replaced.

### **Boundary Review**

As a result of local government reorganisation, the Local Government Boundary Commission for England will be undertaking a Boundary Review. This review will identify the number of councillors to be elected and the geographies of the Divisions they represent for the next local government elections in 2027. The first stage of this is for the Council to submit a proposed number of Councillors and prediction of the number of electors in each polling district in 2030. The council will shortly be submitting their suggested proposals. (The current arrangement of 90 councillors across 89 divisions was always viewed as a temporary position for the new unitary council, pending a more formal 'full' review. At some point, a public consultation will be run by the Boundary Commission, to gather views on draft and then final proposed division patterns (i.e. the areas each council member will represent following the next election). There are no proposed changes to parish boundaries as part of this review.

### **Double Devolution**

NYC has been working with a number of parish and town councils who expressed an interest in taking on services run by NYC, following local government reorganisation. These are: Filey, Knaresborough, Malton, Northallerton, Ripon, Selby, Skipton & Whitby. A decision on what services will be devolved in this first pilot round of devolution will be made later in the summer.

### **A59 Kex Gill**

Members of the parish council will no doubt be aware that the A59 at Kex Gill reopened last week, following works to make the road safe after the latest landslip, at a cost of c£1.8m. Works to permanently divert the road continue, with these expected to be completed in early 2026.