

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 2nd September 2024 7.30pm

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

Members of the Public: 5

Key: BR = Bank Reconciliation, DoI = Declaration of Interests, 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, PRoW = Public Right of Way(s), 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>
2024.141	Welcome by the Chairman The meeting opened at 7.30pm and the Chair welcomed everyone.	
2024.142	Absence and Apologies a) To Receive Apologies Apologies received from Cllr Harrison b) To approve the reason(s) for absence given by Councillors. n/a (Cllr Dixon not in attendance. No apologies received.)	
2024.143	Dispensations & Pecuniary Interests a) To receive, consider and decide upon any applications for dispensations. The clerk confirmed that Cllr Dunn had submitted in writing request for dispensations from 2024.151 (d) and 2024.153 (a). However, the clerk was unable to consider these as both the dispensation length of time and reason and not been included. JM then interjected requesting CD be allowed to participate in 2024.151 (d) as JM proposed to change the motion and felt CD's input may be useful as an engineer.	

The clerk accepted JM's proposal and CD would stay and participate in item 2024.151 (d).

- b) To receive any declarations of interest not already declared under the Councillors Code of Conduct or a members Register of Disclosable Pecuniary Interests.
None received.

2024.144 Minutes for approval from Previous Meetings

- a) To consider approving the minutes of the Extraordinary Parish Council meeting of the 29th July 2024

Resolved: The minutes were signed as a true record.

 **2024.151**

- e) For the council to receive a short (5min maximum) presentation from Persimmon Homes, on adopting the allotment area in King Edwin Park and to consider any further action

Ongoing: Persimmon were represented by James Parkin and Beth Yeadon who informed the council

RB

- The layout of the allotments was distributed as a plan (See Appendix A).
- that they anticipate the allotments would be ready to “hand over” end of March 2025
- The allotments varied in size
- They were already receiving interest for the allotments
- Persimmon would cover the legal expenses incurred through the transfer of ownership
- It is intended that the allotments are “permanent” and therefore subject to the Allotments Act 1950
- Persimmons are willing to install a Parish Council Notice Board to help the council promote their involvement in King Edwin Park

The chair thanked James & Beth for their attending and their presentation. Time would be taken, and the clerk will investigate the “pro’s & con’s” of adopting the allotments, contacting the National Allotments Society and NYC for any assistance they can give.

2024.145 Public participation Session (for the public to talk to councillors about items on the agenda)

- a) A member of the public was keen to see a resolution to 2024.151 (d) as this had been in discussion for over eighteen months!

2024.146 To receive the Councillor’s report

- a) Report from Cllr M Harrison
No report was received
- b) Report from Cllr Lacey
No report was received

2024.147 Councillor Vacancies

- a) RB to update on the vacancies.
Ongoing: There was no further interest in the current vacancies
- b) For the council to consider ways to advertise the councillor vacancies.
Ongoing: The clerk confirmed that they would design a poster for the Parish’s Facebook page

RB

RB/AB

2024.148

To receive the Clerks report

- a) To note that the clerk has asked the Community Payback Team to ask if they can assist with the tidying up of Church Lane
Resolved: The council noted the item. (CD advised caution before proceeding as he believed Church Lane was the responsibility of NYC)
- b) To receive the clerk's report on the Teams meeting on "Boundary Commissions Parish Sector Briefing" 29th August 2024
Resolved: The updated the council that Boundary Review was only at its first consultation stage. The accompanying presentation had been distributed to councillors by the clerk.
- c) To note that the clerk has asked FLS to cut back the PC's responsible verges along Lund Lane in response to a parishioner's "complaint".
Resolved: The council noted the item.
- d) To note the clerk has asked FLS to cut back the verges at the junction of Grainbeck Lane and the B6161
Resolved: The council noted the item.

2024.149

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

- a) For the council to note YLCA's recommendation to "transfer" emails to a ".GOV.UK" domain name
Resolved: The council noted the item.
- b) For the council to consider the quotation from Vision ICT for setting up and transferring emails addresses to a ".GOV.UK" domain
Deferred: The clerk requested the item was deferred as the quotation had not been distributed to councillors.

RB

2024.150

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
Deferred: The clerk believed all items had been dealt with but would check for October's meeting.

RB

2024.151

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) AB to inform the council on the War Memorial Planters and for the council to consider any further action.
Ongoing: AB agreed to clear the War Memorial planters and replant with more attractive plants working with Daleside Nurseries Ltd.
- b) AB to inform the council on the condition of the War Memorial and for the council consider its maintenance.
Ongoing: The clerk will check if the War Memorial is listed and seek advise from there. They will also contact War Graves Commission for their advice on and procedures that should be take.
CD will clear the memorial of old wreathes in time for Remembrance Sunday.
- c) AB to inform the council on Christmas celebrations and for the council to consider providing a Christmas Tree and sponsoring an event to remember lost ones.
Deferrred: JM will investigate any possible location(s) to site the Christmas Tree.

AB

RB/CD

JM

- d) JM to update the council on the PROW across 1 Church Lane and to consider any further action
Ongoing: JM showed the council a sample of plastic grid that is designed to go under the stones retaining them in place and could be a possible solution to the “moving” stones along the footpath
 This does however, raise further question:
- Approval of both No 1 & No 2 will be needed as they share access
 - Who will pay for the project?
 - Can the Council fund work on private land?
 - Will the lineage of the footpath be affected?
 - Does NYC have any responsibility for Church Lane (see 2024.148 (a))
 - NYC have previously advised that the PRoW is “fit for purpose”.
- f) CD to update the council on the upheld appeal of the Bilton Development (20/01333/FULMAJ) and access to the development via Knox Mill Lane and Knox Lane.
Resolved: The item was withdrawn as it was not requested by CD to on the agenda.
- g) MD to update the council on Defib training
Resolved: MD informed the council that due to the election earlier in the year, the Defibrillator training had been rescheduled to the 19th September 2024 at 7.00pm at the small hall of the Village Hall. Posters to be displayed in the notice boards.

RB

2024.152

Area 6 Highways

- a) To report on the recent meeting with Area 6 Highways
Ongoing: There was no update since the last meeting.
 CD asked that it be brought to Highways attention
- Myers Green Lane – collapsing edges to the road.
 - Any reason why the footpath from the Newick Development does not extend fully around the corner.

RB


2024.153

Planning Matters

(As Cllr Dunn had no dispensation for his DoI, he left the room at 2053hrs)

- a) For the council to consider Planning Application ZC24/02308/PBR
 Land Comprising Field At 427321 454903
 Oaker Bank
 Killinghall
 North Yorkshire
 Closing date 2nd September 2024
Resolved: The council agreed to neither support nor object to the application but wished to seek safeguards as follows:
- The council asked that it was ensured the Public Right of Way was retained.
 - That and move to the Public Right of Way is given the councils full attention
 - The gate across the Public Right of Way is kept unlocked at all times

(Cllr Dunn returned to the room at 2108hrs)

- b) For the council to consider Planning Application ZC24/02513/FUL
Unit A Moorlands Farm
Otley Road
Killinghall
Harrogate
North Yorkshire
HG3 2AS
Closing Date 3rd September 2024
Resolved: The Parish Council does not object to or support the application but wishes to make comments or seek safeguards as set out below:
- The council felt that the height of the development would impact the view of the property
 - There needs to be careful segregation of pedestrian access to and from the site and not using the same vehicular access
- c) For the council to note Planning Decision ZC24/01788/FUL
Crag Hill Cottage
Crag Hill Lane
Killinghall
Harrogate
North Yorkshire
HG3 2BB
Resolved: The Council noted the planning decision
- d) For the council to note Planning Decision ZC24/02046/FUL
27 Cautley Drive
Killinghall
Harrogate
North Yorkshire
HG3 2DJ
Resolved: The Council noted the planning decision
- e) For the council to note Planning Decision ZC24/02063/FUL
82 Cautley Drive
Killinghall
Harrogate
North Yorkshire
HG3 2DJ
Resolved: The Council noted the planning decision
- f) For the council to note Planning Decision ZC24/02097/FUL
Dunholme
11 Stonecrop Avenue
Killinghall
Harrogate
North Yorkshire
HG3 2WS
Resolved: The Council noted the planning decision
- g) For the council to note Planning Enforcement 24/00248/BRPC15

Resolved: The Council noted the planning Enforcement Notice

- h) For the council to note Planning Enforcement 24/00256/PR15



Resolved: The Council noted the planning Enforcement Notice

2024.154 **Item Not Used**

2024.155 **The Glebe**

- a) For the council to note the deferral of updating the Public Spaces Protection Order for The Glebe, until NYC have created their model document

Resolved: The council noted the item

- b) For the council to note the clerks DBS check has been completed

Resolved: The council noted the item

- c) For the council to note the Glebe inspection report of the 23/7/2024

Resolved: The council noted the item

- d) For the council to note that the replacement parts for the fitness equipment are on order

Ongoing: The council noted the item (The clerk offered to remove this item as it should have read "to consider". However, the council agreed (barring 1) that the parts were of importance and should be ordered)

RB

- e) For the council to note the removal of the signpost on The Glebe

Resolved: The council noted the item

- f) For the Council to consider replacement of the benches on The Glebe

Deferred: The council asked to defer this item to allow for the picnic tables to be included in the quotation and for the item to be given fair consideration.

RB

- g) For the council to approve submission of the Project Initiation Document to NYC to apply for S106 funding

Deferred: Pending 2024.155 (f)

RB

2024.156 **Policy Matters**

- a) For the council to consider adopting the Staffing Committee Terms of Reference

Deferred: The council wish to defer until the next meeting and agenda the appointments to the Staffing Committee. It was also proposed that the quorum be set at 2 for the Staffing Committee.

RB

2024.157 **Financial Matters**

- a) For the council to note payment to Live Wild & Grow for £480.00 + £96.00 Vat (Inv 2637)

Resolved: The council noted payment to LWG for inv 2637

RB

- b) For the council to consider payment to Farm & Land Services for £176.00 + £35.20 Vat (Inv 6736)

Resolved: The council agreed to the payment to FLS for inv 6736

RB

- c) For the council to consider the clerks salary of £783.96 for August

Resolved: The council agreed to the clerks salary

RB

- d) For the council to consider the payment to HMRC of £216.49 for August
Resolved: The council agreed to the payment to HMRC **RB**
- e) For the council to note that the VAT reclaim for 2020 – 2021 has been submitted (£2587.82)
Resolved: The council noted the item and thanked the clerk for their dilligence **RB**
- f) For the council to note that the Zurich Insurance has been revised to include the new Asset Register
Resolved: The council noted the update to the insurance policy.
- g) For the council to consider payment to Zurich Insurance of £150.76 (Inv 536539902) for the revised policy.
Resolved: The council agreed to the additional payment to Zurich for Inv 536539902 **RB**
- h) For the council to note that the banking signatories have now been updated.
Resolved: The council noted the item and agreed to add CD to the signatory list as originally planned. **RB**
- i) For the council to consider moving to “online” banking with a dual approval process (Natwest = £10.00 per month to upgrade, Unity Bank = £6.00 per month for T1)
Deferred: The council requested his item be deferred until the next meeting **RB**
- j) For the council to consider the bank reconciliation dated 31st July 2024
Resolved: The council noted the bank reconciliation.
- k) For the council to consider the clerks Expenses of £118.08 + £11.00 Vat
Resolved: The council agreed to the clerk’s expenses **RB**

2024.158

Payments to consider:

	Cheque	Payment to	Amount
a)	1668	LWG (Inv 2637)	£576.00
b)	1669	FLS (Inv 6736)	£211.20
c)	1670	R Bareham (August Salary)	783.96
d)	1671	HMRC (Month 5)	£216.49
g)	1672	Zurich Ins (Inv 536539902)	£150.76
k)	1672	Clerk Expenses (August)	129.08
Total			<u>£2067.49</u>

Resolved: The council agreed to all payments

2024.159

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

Ordinary Meeting of the Parish Council 7th October 2024 @ 1930hrs

(Cut-off date for agenda items 30th September 2024 please)

Resolved: The council noted the next date of the meeting

2024.160

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 the exclusion of the press and MoP’s.

2024.161 Employment Matters

- a) To consider the clerks additional hours from Week 17 – Week 20 of 14hrs
Resolved: The council agreed to the clerks additional 14hrs.

The Chair closed the meeting at 2150hrs

Signed: *A Holdsworth*

Dated: 7th October 2024

Item: 2024.165 (a)

Appendix A

