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**Minutes of the Ordinary Meeting of  
Killinghall Parish Council  
held at the Methodist Church,  
Killinghall on Monday 1<sup>st</sup> September 2025 @ 7.00pm**

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Abbr: AH = Cllr Anne Holdsworth (Chair), JM = Cllr John Moretta, AB = Cllr Andrea Beal (Vice Chair),  
CD = Cllr Christopher Dunn, MD = Cllr Margaret Donnelly, ABL = Cllr Anne Blackledge,  
NS = Cllr Nigel Saunders, AJS = Cllr Angela Saunders, RT = Cllr Richard Thompson, JD = Cllr Jill Davis,  
RB = Rob Bareham (Parish Clerk), MH = County Cllr Michael Harrison, PL = County Cllr Peter Lacey

Key: AFSC-NY = Average and Fixed Speed Cameras – North Yorkshire, BR = Bank Reconciliation, CSWG = Community Speed Watch Group, DoI = Declaration of Interests, ETC = English Tree Care, FLS = Farm and Land Services, HA = Housing Association, IA = Internal Auditor, IAY = Internal Audit Yorkshire, KEPD= King Edwin Park Development, KPC = Killinghall Parish Council, KPS = Killinghall CE Primary School, KVRG = Knox Valley Residents Group, MoP = Member of the Public, LWG = Live Wild & Grow, NAG = Nidd Action Group, NAS = National Allotments Society, NYC = North Yorkshire Council, NYP = North Yorkshire Police, PC = Parish Council, PRoW = Public Right of Way(s), SLCC = Society of Local Council Clerks, STAC = St Thomas the Apostle Church, VHT = Village Hall Trust, W3W = What 3 Words

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Attendees: AH = Cllr Holdsworth (Chair) AB = Cllr Beal , CD = Cllr Dunn, MD = Cllr Donnelly, JM = Cllr Moretta, ABL = Cllr Blackledge, NS = Cllr N Saunders, AJS = Cllr A Saunders, RT = Cllr R Thompson, RB = Rob Bareham (Parish Clerk)

Members of the Public: 2

## Minutes

<u>Item</u>	<u>Record</u>	<u>Action By</u>
<b>2025.164</b>	<b>Welcome by the Chairman</b>	
	The Chair welcomed everyone and opened the meeting at 7:00pm	✓
<b>2025.165</b>	<b>Absence and Apologies</b>	
a)	To Receive Apologies	
	Apologies received from Cllr Davis	✓
b)	To approve the reason(s) for absence given by Councillors.	
	<b>Resolved:</b> The council accepted the reason for absence.	✓
<b>2025.166</b>	<b>Dispensations &amp; Pecuniary Interests</b>	
a)	To receive, consider and decide upon any applications for dispensations.	

	There were no requests 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. There were no declarations of interest received.	✓
<b>2025.167</b>	<b>Minutes for approval from Previous Meetings</b>	
	a) For the council to consider approving the minutes of the Parish Council meeting of the 4 <sup>th</sup> August 2025 <b>Resolved:</b> The council accepted the minutes as a true record.	✓
<b>2025.168</b>	<b>Public participation Session</b> (for the public to talk to councillors about items on the agenda) There was no public participation	✓
<b>2025.169</b>	<b>To receive the County Councillor's report</b>	
	a) For the council to receive the report from Cllr Harrison Please see Appendix A The council noted the apologies from Cllr Harrison and received his report in his absence <ul style="list-style-type: none"> <li>• The Church Lane lighting is to be on the agenda for the next meeting.</li> <li>• The council asked the clerk to request the updated lighting plan from Cllr Harrison</li> <li>• Once there is a final agreement the clerk is to inform the church</li> <li>• The council agreed that in principle, it was favourable to the proposed lighting scheme</li> </ul>	<b>RB</b>
	b) For the council to receive the report from Cllr Lacey There was no report from Cllr Lacey	✓
<b>2025.170</b>	<b>Councillor liaison to Local Organisations</b>	
	a) For MD to update on the Village Hall Trust (VHT) & Defibrillator. <b>Ongoing:</b> MD informed the council that the defib training had been cancelled. The clerk will ask the British Red Cross if they have any dates available for First Aid training in October.	<b>RB/MD</b>
	b) For CD or JD to update on Yorkshire Local Council Association (YLCA) <b>Resolved:</b> CD informed the council: <ul style="list-style-type: none"> <li>• There will be a joint AGM of YLCA on the 27<sup>th</sup> September 2025 at Walton Village Hall, Wetherby</li> <li>• The next YLCA meeting is the 14<sup>th</sup> October 2025 via ZOOM</li> <li>• For the council to note that the DCMS Memorial Grant closes on the 30<sup>th</sup> September 2025</li> </ul>	✓
	c) For NS to update on King Edwin Park Development (KEPD) See Appendix B	✓
	d) For RT to update the council on Killinghall CE Primary School (KPS) See Appendix C RT also informed the council that Mr Holmes was now the "Co-Headteacher" with Mrs Besharati	✓
	e) For CD to update the council on Knox Valley Residents Group (KVRG)	

	CD informed the council that the group was still in the stages of re-erecting itself as a “Group” and was awaiting its first meeting.	✓
	f) For CD to update the council on St Thomas the Apostle Church (STAC) CD informed the council that a new vicar had been installed to the church and also asked for the PC to remind the church that their trees need trimming back as they are overhanging the footpath,	RB
	g) For AB to update the council on Killinghall Community Speed Watch Group (Please KCSWG) AB informed the council that there was no further report but updated the council that they were liaising with the police to set up a Community Speed Awareness Group with access to any data it may produce.	✓
<b>2025.171</b>	<b>To receive the Clerks report</b> a) For the clerk to remind the council that defib training will take place in the Village Hall, 18 <sup>th</sup> September 2025 7.00pm The clerk informed the council that the training had been cancelled and would be rearranged for October. The clerk will inform the council accordingly.	RB
<b>2025.172</b>	<b>Matters arising from previous meetings</b> (Items requested to remain on the agenda or still to be resolved) a) RT/NS to update the council on migration to a new website facilitator with .GOV. UK web domain and email addresses and for the council to consider any further action. (Three quotations within the supporting documents) <b>Resolved:</b> The council mandated the Clerk and Cllrs RT & NS to draft a document for the transfer of its website and emails to Mythic Beasts with a .GOV.UK domain name. Its priority should be the workability with the clerk. b) For the clerk to update on the MOP’s concern for the footpath from Knox Mill Lane to Killinghall Village. <b>Resolved:</b> The clerk confirmed that the Path had now been cleared c) For the clerk to update the council on the Greyhound Pub to become a “Community Asset” and for the council to consider any further action <b>Ongoing:</b> The clerk will send out the guidance notes from NYC on requesting a building to become a Community Asset.	RB/RT/NS       RB
<b>2025.173</b>	<b>Items for discussion from Councillors or a member of the public.</b> (These are new items that have been requested to be included in the agenda) a) For the council to consider increasing the membership of the Planning Committee from 4 to 5 and to appoint an additional councillor to the committee <b>Resolved:</b> The council agreed to increasing the Planning Committee membership to 5 and elected Cllr Davis to fill the new vacancy. b) For the council to consider approving the revised Terms of Reference of the Planning Committee (see also 2025.179 (l)) <b>Resolved:</b> The council agreed to the revised ToR for the Planning Committee	       ✓   ✓
<b>2025.174</b>	<b>Area 6 Highways</b> a) The clerk to update the council on the request for an additional pedestrian crossing on the A61 (Job Ref 76630) <b>Deferred:</b> There was no further update on this item	  RB

	<p>b) The clerk to update the council on the request for a speed limit review in Killinghall.</p> <p><b>Deferred:</b> There was no further update on this item</p>	<b>RB</b>
<b>2025.175</b>	<p><b>Council Committee and Working Party Reports</b></p> <p>a) For the council to receive the report of the Glebe Refurbishing Working Party from the 14<sup>th</sup> July 2025</p> <p><b>Ongoing:</b> The clerk updated the council that the Working Party:</p> <ul style="list-style-type: none"> <li>• The clerk will arrange for 3 quotes to replace the existing play equipment</li> <li>• Local companies will be approached</li> </ul> <p>b) For the council to note the minutes of the Planning Committee from the 4<sup>th</sup> August 2025 and consider any further actions</p> <p><b>Resolved:</b> The council noted the minutes from the 4<sup>th</sup> August 2025. JM also informed the council that Bellamy Homes will be making a brief presentation at October's Planning Committee meeting.</p>	<b>RB</b>
<b>2025.176</b>	<p><b>The Glebe &amp; Parish Benches</b></p> <p>a) For the council to receive the Visual Inspection Report dated 30<sup>th</sup> July 2025</p> <p><b>Deferred:</b> The clerk requested to defer this item as the reports were not included in the supporting papers.</p> <p>b) For the council to receive the Visual Inspection Report dated 27<sup>th</sup> August 2025</p> <p><b>Deferred:</b> The clerk requested to defer this item as the reports were not included in the supporting papers.</p>	<b>RB</b>
<b>2025.177</b>	<p><b>Killinghall Moor Allotments &amp; King Edwin Park</b></p> <p>a) For the council to consider the Update Report from the Clerk</p> <p><b>Deferred:</b> Th clerk requested to defer this item as a report from the solicitors was pending and would issue this to councillors as soon as received.</p> <p>b) For the council to receive the soil sample reports from Gro Environmental for the Killinghall Moor Allotments</p> <p>See 2025.177 (a)</p> <p>c) To receive the report from Wilson Browne Solicitors for the acquisition of the Killinghall Moor Allotments</p> <p>See 2025.177 (a)</p> <p>d) For the council to receive the "Snagging List" report from the Clerk</p> <p>See 2025.177 (a)</p> <p>e) For the council to consider approving the signing of both the contract of sale and the transfer deed by the Chair and Vice Chair.</p> <p>See 2025.177 (a)</p> <p>f) For the clerk to update the council on the Proposed Community Facility on KEPD</p> <p>See 2025.177 (a)</p>	<b>RB</b>
<b>2025.178</b>	<p><b>Budget, Banking and Audit Matters.</b></p> <p>a) For the council to note the Bank Reconciliation for August 2025</p> <p><b>Resolved:</b> The council noted the Bank Reconciliation</p>	<b>RB</b>

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|----|---|--------|
| b) | For the council to note the Budget Report dated 27th August 2025<br><b>Resolved:</b> The council noted the Budget Report  | ✓      |
| c) | For the clerk to update the council on the migration to Virgin Money and setting up of signatories. And the setting up of the savings accounts<br><b>Resolved:</b> The clerk confirmed that in addition to the clerk dual authoriser's were Cllrs JM, AJS, ABL. | ✓      |
| d) | For the council to note the feedback & questions from PKF Little John and to note that the clerk/RFO is responding.<br><b>Resolved:</b> The council noted the comments from PKF Littlejohn.   | ✓      |
| e) | For the council in consider appointing a councillor to conduct the Internal Audit (See 2025.179 (m) for policy).<br><b>Ongoing:</b> The council agreed Cllr ABL would conduct the review in time for October's meeting.   | RB/ABL |

## 2025.179

### Policy & Staffing Matters

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|----|---|----|
| a) | For the council to consider adopting the Index Register of Policies (September 2025)<br><b>Deferred:</b> The clerk requested that the policies for adoption (other than 2025.173 (b) and 2025.178 (m) where they were approved with the considerations), are deferred to allow checking that all policies cross reference to each other correctly.  | RB |
| b) | For the council to consider adopting the Draft Contracts and Procurements Policy (September 2025)<br><b>Deferred:</b> See 2025.179 (a)  | RB |
| c) | For the council to consider adopting the Draft Councillor Code of Conduct Policy (September 2025)<br><b>Deferred:</b> See 2025.179 (a)  | RB |
| d) | For the council to consider adopting the Draft Financial Regulations Policy (September 2025) and note the embedding of reserves governance into Financial Regulations (§1.37A–1.37E), and to retire the standalone Reserves Policy (adopted 18 November 2024) as now redundant.<br><b>Deferred:</b> See 2025.179 (a)  | RB |
| e) | For the council to consider adopting the Draft Freedom of Information Policy and Guide (September 2025)<br><b>Deferred:</b> See 2025.179 (a)  | RB |
| f) | For the council to consider adopting the Draft Media Policy (September 2025)<br><b>Deferred:</b> See 2025.179 (a)   | RB |
| g) | For the council to consider adopting the Draft Council Standing Orders Policy (September 2025) and for the council to note the retirement of the standalone Recording Policy following the embedding of its statutory and procedural content into Standing Orders §3(m)–§3(o), in alignment with the Openness of Local Government Bodies Regulations 2014 and the Council's harmonised governance suite.<br><b>Deferred:</b> See 2025.179 (a) | RB |

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| h)              | For the council to consider adopting the Draft Training and Development Policy (September 2025)<br><b>Deferred:</b> See 2025.179 (a)                           | RB |
| i)              | For the council to consider adopting the Draft Working from Home Policy (September 2025)<br><b>Deferred:</b> See 2025.179 (a)                                  | RB |
| j)              | For the council to consider adopting the Draft Information and Data Protection Policy (September 2025)<br><b>Deferred:</b> See 2025.179 (a)                    | RB |
| k)              | For the council to consider adopting the Draft Social Media Policy (September 2025)<br><b>Deferred:</b> See 2025.179 (a)                                       | RB |
| l)              | For the council to consider adopting the Draft Planning Committee Terms of Reference (September 2025)<br><b>Resolved:</b> approved under item 2025.173 (b)     | ✓  |
| m)              | For the council to consider adopting the Draft Internal Audit Policy (September 2025)<br><b>Resolved:</b> approved under item 2025.178 (b)                     | ✓  |
| n)              | For the council to consider the clerks additional hours of 30hrs for July 2025<br><b>Resolved:</b> The council approved the clerk's additional hours for July  | ✓  |
| o)              | For the council to consider the clerks additional hours of 29 for August 2025<br><b>Resolved:</b> The council approved the clerk's additional hours for August | ✓  |
| <b>2025.180</b> | <b>Financial Matters</b>   |    |
| a)              | For the council to consider the clerks salary for August 2025 (£905.68)<br><b>Resolved:</b> The council approved the item                                      | ✓  |
| b)              | For the council to consider payment to HMRC Month 5 (£330.07)<br><b>Resolved:</b> The council approved the item  | ✓  |
| c)              | For the council to consider the Farm and Land Services for July & August Inv6984 (£556.00 + £111.20 Vat)<br><b>Resolved:</b> The council approved the item     | ✓  |
| d)              | For the council to consider payment to Live Wild & Grow for August Inv3195 (£560.00 + 112.00 Vat)<br><b>Resolved:</b> The council approved the item            | ✓  |
| e)              | For the council to consider payment to Live Wild & Grow for balance of Inv3110 (£48.00 Vat)<br><b>Resolved:</b> The council approved the item                  | ✓  |
| f)              | For the council to note payment to NYC for the Playground Inspection Inv? (£68.00 + £13.60 Vat)<br><b>Resolved:</b> The council noted the item                 | ✓  |
| g)              | For the council to note the NYC Remittance for grass cutting (£2142.46)<br><b>Resolved:</b> The council noted the item   | ✓  |

- h) For the council to note the price increase of SALC (payroll provider)  
**Resolved:** The council noted the item ✓
- i) For the council to consider the clerks expenses (£11.24 + £2.25 Vat)  
**Resolved:** The council approved the item ✓

**2025.181**

**Payments to consider:**

<b>Payment to</b>	<b>Amount</b>
a) R Bareham (August Salary)	£905.68
b) HMRC (Month 5)	£330.07
c) Farm and Land Services (Inv6984)	£667.20
d) Live Wild & Grow (Inv 3195)	£672.00
e) Live Wild & Grow (Inv3110 balance)	£48.00
f) NYC Playground Inspection (Inv-?)	£81.60
i) Clerks Expenses (August 2025)	£13.49
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	£2718.04

**Resolved:** The council approved the payments as recorded. ✓

**2025.182**

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

**Ordinary Meeting of the Parish Council 6<sup>th</sup> October 2025 @ 7:00pm**

*(Cut-off date for agenda items 30<sup>th</sup> September 2025 please)*

**Resolved:** The council noted the date of the October meeting. ✓

**Ordinary Meeting of the Parish Council 3<sup>rd</sup> November 2025 @ 7:00pm**

*(Cut-off date for agenda items 28<sup>th</sup> October 2025)*

**Resolved:** The council noted the date of the November meeting. ✓

**The Chair closed the meeting at 8:28pm**

**Signed.....**

**Dated.....**

## **Appendix A**

### **Tesco Works Diversion**

Members will no doubt be aware of plans to install temporary traffic lights on the B6161/A61 junction to cope with displaced traffic from the A59 closure. I am surprised by how well the traffic is flowing, and the traffic lights have not been needed. Please do feed back if the situation changes, particularly as there will be more traffic as people return to work from holidays this week.

Whilst I have been pleasantly surprised by the level of disruption so far, I remain unconvinced of the plan to switch traffic the other way as the work progresses, with the right hand turn from the B6161 on to the A61 likely to cause considerable problems. I will continue a dialogue with NYC highways officers.

### **Church Lane Footpath Lighting**

The lighting officer has suggested the possibility of low level lighting for Church Lane, that would address the concerns from some residents of light pollution from the proposed scheme, but would also address the concerns that the more limited scheme would be ineffective. I have asked for costings to be obtained, but would be interested in the parish council's views. Link to an example of what the officer is suggesting: [Litehouse Elite Bollard Root Mounted, Galvanised Steel - ASD Lighting PLC](#)

Michael

Councillor Michael Harrison  
Killinghall, Hampsthwaite & Saltergate Division  
Executive Member for Health & Adult Services





## **Appendix B**

### **King Edwin Park Development (KEPD) – Liaison Councillor's report**

#### **Unusual goings on – one**

A weird thing happened on 21<sup>st</sup> August around 9.00 p.m. on Whernside Close and Ribblehead Road. A man wearing shorts, hooded anorak and open-back sandals was seen photographing smart meters. He was not dressed as an official meter reader would be. He would unlock the cabinet door, take a photo, then go to another house to do the same. Residents posted on Facebook that he would miss some homes or turn around on a driveway if there were security cameras. As residents of the estate, we reported this by telephone to the police. PCSO Helen Williams arrived promptly and drove around the estate, but it seems he had gone. She came to our house for a chat about it. Everyone is completely baffled by this strange activity.

#### **Unusual goings on – two**

A resident reported that someone had rifled through their household waste bin and taken a bag of rubbish. There were theories and concern on the estate's Facebook page; for example, whether identity theft was being attempted. However, it turned out that a kindly neighbour had spotted that the lid would not close and, because she had room for the bag, put it in her own bin.

#### **Neighbourhood Watch**

A resident is trying to set up a Neighbourhood Watch scheme for the estate. There has been a lot of initial interest in this endeavour.

## Appendix C



### Governors' Summer Term Newsletter

As we head towards the end of the school year and a much deserved break for our children and staff, the Governors' would like to wish our year 6 children goodbye and good luck as they look forward to their senior school adventures.

Myself and the governors would also like to acknowledge and say thank you to all of the teachers and staff at the school for their hard work and support to make Killinghall such a great primary school. The dedication of Mrs Besharati and her team is evident in all that they do and I am sure we hope they have a fabulous summer break.

#### Who are the Governors?

As we finish our first year as the Governing Board, just a reminder of who we are and our roles on the board. The board is made up of 10 governors including the Headteacher, one staff governor, 2 parent Governors, 1 Local Authority Governor, 2 Foundation Governors and 3 Co-opted Governors. Our governors come from a wide range of backgrounds, and all bring different experiences and skills to the Governing Board.

Rachel Joyce – Chair of Governors (SEN lead)

Ella Besharati – Headteacher

Rebecca White – Staff Governor (Training)

Bill Surtees – Parent Governor (Health & Safety)

Paul Morrison – Parent Governor and Vice-Chair (Whistle-blowing)

Scott Philips – Foundation Governor

Laura Kidd – Foundation Governor (Attendance)

Jessica Roy – Local Authority Governor (Safeguarding)

Paul Foster – Co-opted Governor (Pupil Premium)

Justin Waters – Co-opted Governor (Buildings & Premises)

The Governing Board is not responsible for the day-to-day running of the school; this is the responsibility of the Headteacher.

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We have now agreed our Governance Strategic Development plan for the next three years which we will post on the school website. Our five key priorities will be:

1. To ensure the sound, proper and effective use of the schools financial resources.
2. To support the school effectively in setting and maintain its vision and ethos
3. To ensure quality of education and outcomes for all pupils and monitor and hold school leaders to account in fulfilling their educational responsibilities
4. To ensure the board is as effective as possible in carrying out its responsibilities
5. To ensure the school buildings and grounds are fit for purpose and support educational and broader school outcomes.

We have received a positive governor health check report, but what really matters is that we are making a positive difference to the school and that all of the children are achieving their goals.

One of our key priorities next year will be determining a long-term plan for the school building and grounds. We can focus on this as we have now been told that the drainage works has finally been approved and will be carried out next academic year, which is very exciting!

[For more information](#)

Please visit the school website [www.killinghall.n-yorks.sch.uk](http://www.killinghall.n-yorks.sch.uk)

All that remains is for us to wish you a lovely summer break and we look forward to the seeing you next year.

Rachel Joyce

Chair of Governors

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