



Minutes of the Ordinary Meeting of Killinghall Parish Council held at the Methodist Church, Killinghall on Monday 6th October 2025 @ 7.00pm

Abbr: AH = Cllr Anne Holdsworth (Chair), JM = Cllr John Moretta, 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

Attendees: AH = Cllr Holdsworth (Chair), CD = Cllr Dunn, JD= Cllr Davis, 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>
2025.183	Welcome by the Chairman The Chair welcomed everyone and opened the meeting at 7:06pm	✓
2025.184	Absence, Apologies, Resignations and Vacancies	
a)	To Receive Apologies There were no apologies to receive.	✓
b)	To approve the reason(s) for absence given by Councillors. n/a	✓
c)	For councillors to note the resignation of Andrea Beal from the Parish Council.	

	Ms Beale's resignation was noted by the council who were thankful for the contribution that she had made to the parish during her time as a councillor.	✓
	d) For the council to note that the vacancy for a parish councillor has been advertised and circulated. Resolved: The council noted that the vacancy had been advertised.	✓
	e) For councillors to consider appointing a Vice Chair for the Parish Council. Resolved: Cllr M Donnelly agreed to stand as Vice Chairman and was duly elected.	✓
2025.185	Dispensations & Pecuniary Interests	
	a) To receive, consider and decide upon any applications for dispensations. No applications for dispensation had been received by the clerk.	✓
	b) To receive any declarations of interest not already declared under the Councillors Code of Conduct or a members Register of Disclosable Pecuniary Interests. Declarations of a Non Pecuniary interest were made by: NS in item 2025.190 (f) and ABL in item 2025.190 (e). The Proper Officer agreed that both councillors could take part in any discussions but would be excluded from any vote made.	✓
2025.186	Minutes for approval from Previous Meetings	
	a) For the council to consider approving the minutes of the Parish Council meeting of the 1 st September 2025 Resolved: The council accepted the minutes as a true record.	✓
2025.187	Public participation Session (for the public to talk to councillors about items on the agenda) A MoP raised questions on item 2025.196 (a) which were responded to by the clerk.	✓
2025.188	To receive the County Councillor's report	
	a) For the council to receive the report from Cllr Harrison Apologies were received from MH and Appendix A was received in his absence. CD highlighted that Picking Lane should read Pycking Lane and reminded the council not all the houses on the lane are in Killinghall Village, but in Killinghall Parish.	✓
	b) For the council to receive the report from Cllr Lacey There was no report received from PL.	✓
2025.189	Councillor liaison to Local Organisations	
	a) For MD to update on the Village Hall Trust (VHT) & Defibrillator. Resolved: MD confirmed that the VH Defibrillator now had new pads fitted and a new "starter pack". The clerk confirmed that he was still awaiting a date for the rearranged training for the defib and First Aid. When a date is received, The Clerk will liaise with MD to book the hall and inform councillors.	RB/MD
	b) For CD or JD to update on Yorkshire Local Council Association (YLCA) Resolved: CD reminded the council that the next YLCA county meeting is on the 14 th October 2025 via Zoom.	✓

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|-----------------|--|----|
| c) | For NS to update on King Edwin Park Development (KEPD)
Resolved: See Appendix B | ✓ |
| d) | For RT to update the council on Killinghall CE Primary School (KPS)
Resolved: RT had nothing to report | ✓ |
| e) | For CD to update the council on Knox Valley Residents Group (KVRG)
Resolved: CD reported that KVRG is now “off the ground” and has already made representation to Planning about proposed planning applications. CD also highlighted that Oak Beck is still polluted and continues to be monitored. | ✓ |
| f) | For CD to update the council on St Thomas the Apostle Church (STAC)
Resolved: CD asked that the council considers cutting back the trees alongside the churchyard. CD was informed that where the root is, STAC has the responsibility to the welfare and maintenance of the tree and money was already available to the maintenance of the church yard through S106. | ✓ |
| g) | For the council to consider appointing a councillor to the Killinghall Community Speed Awareness Group (Please KCSWG)
Deferred: The council agreed to defer this item | RB |
| h) | For the council to consider appointing a council to manage the weekly cycle of bin emptying on The Glebe.
Resolved: The council agreed for the clerk to take over this responsibility. | RB |
| 2025.190 | To receive the Clerks report | |
| a) | For the clerk to update the council on the defib training in the Village Hall.
Resolved: See 2025.189 (a) | ✓ |
| b) | For the council to consider the clerks Strategic Business Proposal “Smart Council Framework: AI Meeting Management Integration”
Resolved: The council considered items (b), (c) & (d) together. It was agreed that the clerks current workload was only increasing and that it was time to consider a more cohesive way of working for the Parish Council as a whole and agreed for the council to proceed with the proposal to purchase the GovAssist Pro licence and to also purchase the Decisions Software immediately and include in the budget for the next financial year. The clerk thanked the council for their support. | RB |
| c) | For the council to consider the Business Plan and Quotation QH-06039-0 from Cloudy IT for the purchase of the “GovAssist Pro” Licence
Resolved: See 2025.190 (b) | ✓ |
| d) | For the council to consider the Business Plan and Quotation QH-06038-0 from Cloudy IT for the purchase of the “Decisions” Software in April 2025 (unless grant funding can be obtained)
Resolved: See 2025.190 (b) | ✓ |
| e) | For the clerk to update the council on the FoI request from the MoP regarding The Newetts Development
Resolved: The council noted the FoI request. CD highlighted that it is the Newetts Development. | ✓ |

	<p>f) For the council to consider the Grant Request from KEPD Neighbourhood Watch up to £283.00 to support its set up on KEPD</p> <p>Resolved: The council agreed to support the KEPD Neighbourhood Watch but as it did not have its own bank account, would purchase the items required and “gift” them to the KEPD Neighbourhood Watch Scheme.</p>	RB/NS
	<p>g) For the council to consider a donation to North Yorkshire Citizens Advice & Law Centre</p> <p>Resolved: CD proposed that the council donates £100.00, the council agreed to the donation. The clerk will inform the Citizens Advice accordingly.</p>	RB
	<p>h) For the council to note the MoP’s request(s) to retain the passing points along Crag Lane</p> <p>Ongoing: The council noted the request and that both the clerk and MH were working with NYC Highways for a positive resolution.</p>	RB/MH
	<p>i) For the council to consider nominating a councillor for election to the Executive of the Nidderdale Community Partnership and receive a short presentation from Tracey Dawson, Business Support Officer, Nidderdale Plus Community Hub</p> <p>Resolved: Apologies had been received from Tracey Dawson who would reschedule the presentation to the council. There were no nominations for election.</p>	RB
	<p>j) For the council to note the “Electoral Review of North Yorkshire Council: Further Limited Draft Recommendations” and consider any response.</p> <p>Resolved: The council noted the review and asked the clerk to make comment requesting that the distance voters must travel is kept to a minimum when the Boundary Review is finally considered.</p>	RB
2025.191	<p>Matters arising from previous meetings (Items requested to remain on the agenda or still to be resolved)</p> <p>a) For the council to consider “Project Eunomia (Website & email transfer) and consider any further actions.</p> <p>Resolved: The council received the report and agreed to the transfer of the website and emails to Mythic Beasts</p>	RB/NS/RT
	<p>b) 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</p> <p>Ongoing: The council agreed to the clerks request to defer this item</p>	RB
2025.192	<p>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)</p> <p>There were no items for discussion from the members of the public.</p>	✓
2025.193	<p>Area 6 Highways</p> <p>There was no update from Highways</p>	✓
2025.194	<p>Council Committee and Working Party Reports</p> <p>a) For the council to note the minutes of the Planning Committee from the 1st September 2025 and consider any further actions</p> <p>Resolved: The council noted the committee’s minutes.</p>	✓
2025.195	<p>The Glebe & Parish Benches</p> <p>a) For the council to receive the Visual Inspection Report dated 30th July 2025</p>	

	Deferred: The clerk requested the item to be deferred as the reports had not been circulated.	RB
	b) For the council to receive the Visual Inspection Report dated 27 th August 2025 Deferred: The clerk requested the item to be deferred as the reports had not been circulated.	RB
2025.196	Killinghall Moor Allotments & King Edwin Park	
	a) For the council to consider the “Killinghall Moor Allotments – Strategic Briefing and Recommendation” Report from the Clerk Resolved: The council considered and accepted the Killinghall Moor Allotments – Strategic Briefing and agreed to its recommendations	✓
	b) For the council to accept the soil sample reports from Gro Environmental for the Killinghall Moor Allotments Resolved: The council agreed to accept the soil sample reports.	✓
	c) To receive the report from Wilson Browne Solicitors for the acquisition of the Killinghall Moor Allotments Resolved: The council received the report from Wilson Brown Solicitors and had no further actions to take	✓
	d) For the council to consider approving the signing of both the contract of sale and the transfer deed by the Chair and Vice Chair. Resolved: The council agreed to the signing of the Contract of Sale, Transfer Deeds and the Deed of Covenant. The council approved for Cllr Holdsworth and Cllr Davis to sign the documents on behalf of the council.	AH/JD/RB
	e) For the clerk to update the council on the Proposed Community Facility on KEPD Ongoing: The clerk informed the council that Persimmons Homes were imminently starting on the project, and the council had expressed an interest in its adoption	RB
2025.197	Budget, Banking and Audit Matters.	
	a) For the council to note the Bank Reconciliation for September 2025 Resolved: The council noted the Bank Reconciliation	✓
	b) For the council to note the Budget Report dated 30th September 2025 Resolved: The council noted the Budget Report	✓
	c) For the council to note receipt of the Precept Pt 2 (£22500.00) Resolved: The council noted the receipt of the Precept Pt2	✓
	d) For the council to receive the closing letter from PKF Littlejohn for the External Audit and note the publication of the “Notice of Conclusion of Audit” in a “conspicuous place” and on the web site, by the 30 th September 2025. Resolved: The council noted the closing letter from PKF Littlejohn.	✓
	e) For the council to receive the “External Auditor’s Report and Certificate 2024/25” and consider any further actions. Ongoing: The council received the report without further action at this moment.	RB

Policy & Staffing Matters

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|----|--|-----------|
| a) | For the council to consider adopting the Index Register of Policies (October 2025)
Ongoing: The council received the Index Register noting that this was a “living document” and would be brought to the council every time a policy is amended or adopted. | RB |
| b) | For the council to consider adopting the Contracts and Procurements Policy (October 2025)
Resolved: The council agreed to adopt the policy. | ✓ |
| c) | For the council to consider adopting the Draft Councillor Code of Conduct Policy (October 2025)
Resolved: CD requested an amendment to 7.9.1.1 of the policy, to remove the Proper Officer from the reporting process. This was rejected by the council 8 votes to 1 vote and recorded as requested. The Policy was then adopted unanimously by the council. | ✓ |
| d) | For the council to consider adopting the Draft Financial Regulations Policy (October 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.
Resolved: The council agreed to adopt the policy. | ✓ |
| e) | For the council to consider adopting the Draft Freedom of Information Policy and Guide (October 2025)
Deferred: The council agreed to the clerks request to defer this item as the policy was not finalised for consideration by the council. | RB |
| f) | For the council to consider adopting the Draft Media Policy (October 2025)
Deferred: The council agreed to the clerks request to defer this item as the policy was not finalised for consideration by the council. | RB |
| g) | For the council to consider adopting the Draft Council Standing Orders Policy (October 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.
Deferred: The council agreed to the clerks request to defer this item as the policy was not finalised for consideration by the council. | RB |
| h) | For the council to consider adopting the Draft Training and Development Policy (October 2025)
Deferred: The council agreed to the clerks request to defer this item as the policy was not finalised for consideration by the council. | RB |
| i) | For the council to consider adopting the Draft Working from Home Policy (October 2025)
Deferred: The council agreed to the clerks request to defer this item as the policy was not finalised for consideration by the council. | RB |
| j) | For the council to consider adopting the Draft Information and Data Protection Policy (October 2025) | |

	Deferred: The council agreed to the clerks request to defer this item as the policy was not finalised for consideration by the council.	RB
k)	For the council to consider adopting the Draft Social Medial Policy (October 2025) Deferred: The council agreed to the clerks request to defer this item as the policy was not finalised for consideration by the council.	RB
l)	For the council to consider adopting the Draft Planning Committee Terms of Reference (October 2025) Deferred: The council agreed to the clerks request to defer this item as the policy was not finalised for consideration by the council.	RB
m)	For councillors to consider the clerk drafting a “Continuity Plan” For the council in accordance with NALC Advice Note 31 Deferred: The council agreed to the clerks request to defer this item as the policy was not finalised for consideration by the council.	RB
n)	For the council to consider the clerks additional 19 hours for August 2025 Resolved: The council agreed to the clerk’s additional hours noting that the clerk’s Performance Review would be taking place before the next parish council meeting.	RB/JM
2025.199	Financial Matters	
a)	For the council to consider the clerks salary for September 2025 (£1434.95) Resolved: The council approved the payment	✓
b)	For the council to consider payment to HMRC Month 6 (£655.89) Resolved: The council approved the payment	✓
c)	For the council to consider payment to LWG Inv-3245 (£560.00 + £112.00 Vat) Resolved: The council approved the payment	✓
d)	For the council to consider payment to The National Allotment Society for its Annual Membership. No S23765 (£70.00 + £14.00 Vat) Resolved: The council approved the payment	✓
e)	For the council to consider payment to PKF Littlejohn Inv-SB20251877 (£315.00 + £63.00 Vat) Resolved: The council approved the payment	✓
f)	For the council to consider payment to NALC for the Clerks Planning Training Inv-00874 (35.00 + £7.00 Vat) Resolved: The council approved the payment	✓
g)	For the council to ratify payment to Lovell Johns Ltd for a Parish Map Inv-23458 (£145.00 + £7.00 Vat) Resolved: The council approved the payment	✓
h)	For the council to ratify payment to Defib Warehouse for new pads Inv-172267 (£74.94 + £14.99 Vat) Resolved: The council approved the payment	✓
i)	For the council to ratify payment to RBL for the wreath Order 12002266517 (£20.42 + £4.08 Vat)	

Resolved: The council approved the payment under S137

✓

- j) For the council to consider payment to CloudyIT for GovAssist Quot QH-06039-0 (£549.00 + £109.80 Vat) – Also see Item 2025.190 (c2)

Resolved: The council approved this payment and also the payment to Cloudy IT for the Decisions software of £2062.50 + £412.50VAT)

✓

- k) For the council to consider payment to SALC for payroll Services Inv 30540 (£45.00 + £9.00 Vat)

Resolved: The council approved the payment

✓

- l) For the council to consider the clerks expenses for August 2025 (£5.41 + £1.08 Vat)

Resolved: The council approved the payment

✓

2025.200

Payments:

Payment to Consider:

Amount

a) R Bareham (September Salary)	£1434.95
b) HMRC (Month 5)	£655.89
c) LWG (Inv-3245)	£672.00
d) NAS (Membership S23765)	£84.00
e) PKF (SB20251877)	£378.00
f) NALC (Inv-00874)	£42.00
J) CloudyIT (Quote QH-06039-0)	£658.80
J) Cloudy IT (Quote QH-06038-0)	£2475.00
k) SALC (Inv 30540)	54.00
l) Clerk Expenses (August 2025)	£6.49

Sub Total (a) £6461.13

Payments to Note:

Amount

g) Lovell Johns Ltd (Inv-23458)	£152.00
h) Defib Warehouse (Inv-172267)	£89.93
i) RBLL (Order No 12002266517)	£24.50

Sub Total (b) £266.43

Grand Total (a + b) £6727.56

Resolved: The council approved the payments

✓

2025.201

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

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

(Cut-off date for agenda items 28th October 2025 please)

Resolved: The council noted the date of the next meeting and the cut off dates.

✓

**Ordinary Meeting of the Parish 24th November 2025 @ 7:00pm
Council (Finance)**

Resolved: The council noted the date of the Finance Meeting and the cut off dates.

✓

**Ordinary Meeting of the Parish 1st December 2025 @ 7:00pm
Council**

(Cut-off date for agenda items 25th November 2025 please)

Resolved: The council noted the date of the December meeting and the cut off dates.

✓

The Meeting Closed at 9:00pm

Signed.....

Dated.....

Appendix A

Development Proposals

I just wanted to reiterate the position relating to the various developer consultations that have been circulating around the village. **None** of the sites currently being advertised by developers are in the adopted local plan, which went through a democratic process, an independent inspection, and was declared sound. Having an adopted plan with at least a 5 year supply of housing permissions makes it relatively easy for councils to resist development proposals outside of their local plan.

In late 2024 the government doubled the county's housing target, applied it retrospectively, and as a result there is insufficient land allocated in the adopted local plan to meet these new housing targets. This will significantly weaken the councils ability to control development in a plan-led manner – with the 'presumption in favour of sustainable development' applying - requiring applications to be approved unless: (i) policies in the NPPF that protect areas or assets of particular importance provides a strong reason for refusing the proposal; OR (ii) any adverse impacts of doing so would significantly and demonstrably outweigh the benefits as the planning framework.

I believe this to be undemocratic, and is an attempt by government to overturn locally determined development plans. That said, whilst the council has no choice but to determine applications in accordance with these principles, if the adverse impacts are so great that they outweigh the benefits (of providing the housing) then applications can be refused.

I have over recent weeks delivered surveys to properties in the village encouraging residents to share their views. Developer consultations will eventually become actual planning applications, and as this happens it is important that residents respond to any formal consultation that the council undertakes, of which the parish council is a statutory consultee.

At this stage, an application for 55 homes at Picking Croft Lane is the only current application (25/03104/OUTMAJ), and I would urge people to respond to it. There was an application for a screening opinion for Grainbeck Lane to determine if an Environmental Impact Assessment was required to accompany an expected application for 130 homes, which the council said was required, but as yet there is not an application to consider at present.

Traffic Diversions/Tesco's New Park

The negative impact of the traffic diversion route for the Tesco development at New Park (which is diverting Westbound A59/Skipton Road traffic up the A61 to Killinghall village and along the B6161 towards the Curious Cow) has not been as significant as expected. I suspect this is because traffic is dispersing around the wider network as well as following the diversion route. For instance, the A61 between the New Park roundabout and Jennyfield Drive has been heavily congested, and there is a significant increase in traffic on Grainbeck Lane, Jenny Field Drive, Crowberry Drive and Harewood Road. The roadworks were scheduled to reverse the direction of travel in the latter weeks of the works, which would have resulted in Eastbound A59 traffic being diverted towards Killinghall along the B6161 to turn right at the junction with the A61. I think the impact of this would have been unacceptable, and have persuaded highways officers and the Tesco developers to maintain the existing one-way traffic routing through the roadworks by switching the Eastbound A59 traffic to the opposite/Westbound carriageway as the works 'move' across to the other side of the road. The works are set to continue until the end of November.

Michael

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



Appendix B

Roads

Work has begun to tarmac:

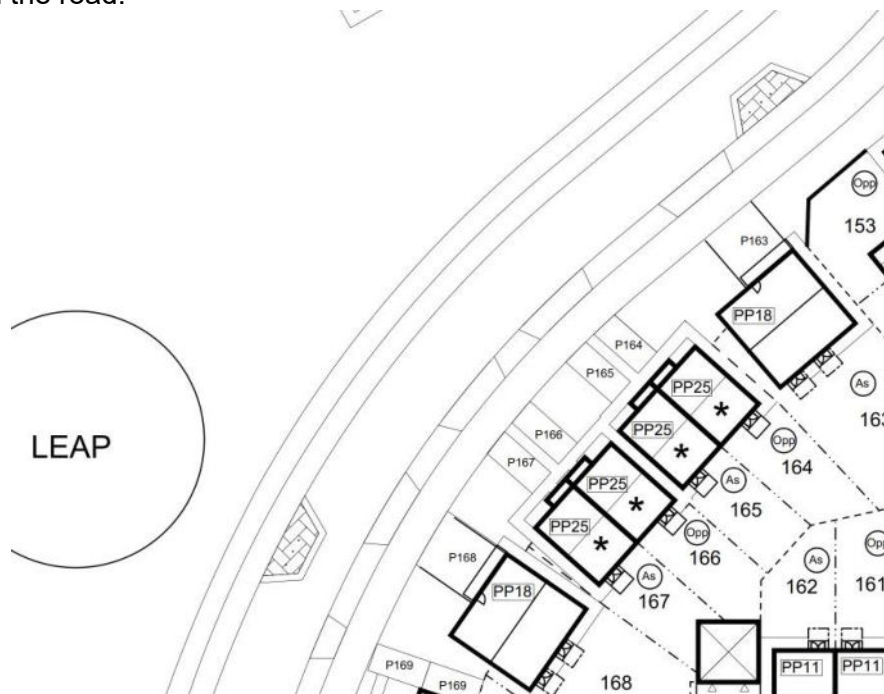
- Whernside Close (complete)
- Ingleborough Drive

Some residents on Whernside Close say that they were not informed of work starting that day and were inconvenienced.

Ingleborough Drive is the only vehicular access into the estate, with a 30 mph speed limit. Two traffic calming measures are shown on the plan:

- on the opposite side of the road to number 24 (plot 168), adjacent to the Local Equipped Area for Play (LEAP)
- adjacent to number 36 (plot 153)

There seems to be confusion as to whether the contractors (Til-ex), site office and Highways are aware of these two areas on the road.



Bus access route

Persimmon's planning application (HGTZC25/01014/DVCMAJ) to replace a planned Bus Link with a Pedestrian/Cycle Route has been successful. This link was to connect KEPD to the Jenny Fields Estate to the north via Orchid Way. It was a requirement of Condition 8 of planning consent 18/01028/DVCMAJ and Clause 5.2.1 of the S.106 Agreement requiring a bus link to be provided and operational before the 342nd dwelling is occupied. The estate will therefore only be provided with the hourly number 4 service (and not the number 3) which does not run on Sundays. Access to the number 3 can be gained by walking to the top of Jenny Field Drive.