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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 1<sup>st</sup> September 2025 @ 7:00pm**

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.

As per our Standing Orders all motions will require a proposer, seconder and a show of hands.

*Rob Bareham*

**Parish Clerk  
Killinghall Parish Council  
27<sup>th</sup> August 2025**

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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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## Agenda

<u>Item</u>	<u>Record</u>	<u>Action By</u>
2025.164	Welcome by the Chairman	
2025.165	Absence and Apologies	

- a) To Receive Apologies
- b) To approve the reason(s) for absence given by Councillors.

**2025.166          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.

**2025.167          Minutes for approval from Previous Meetings**

- a) For the council to consider approving the minutes of the Parish Council meeting of the 4<sup>th</sup> August 2025

**2025.168          Public participation Session** (for the public to talk to councillors about items on the agenda)

**2025.169          To receive the County Councillor's report**

- a) For the council to receive the report from Cllr Harrison  
Please see Appendix A
- b) For the council to receive the report from Cllr Lacey

**2025.170          Councillor liaison to Local Organisations**

- a) For MD to update on the Village Hall Trust (VHT) & Defibrillator.
- b) For CD or JD to update on Yorkshire Local Council Association (YLCA)
- 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)
- e) For CD to update the council on Knox Valley Residents Group (KVRG)
- f) For CD to update the council on St Thomas the Apostle Church (STAC)
- g) For AB to update the council on Killinghall Community Speed Watch Group (Please KCSWG)

**2025.171          To receive the Clerks report**

- 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

**2025.172          Matters arising from previous meetings** (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) For the clerk to update on the MOP's concern for the footpath from Knox Mill Lane to Killinghall Village.
- 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

- 2025.173**      **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) 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) For the council to consider approving the revised Terms of Reference of the Planning Committee (see also 2025.179 (l))
- 2025.174**      **Area 6 Highways**
- a) The clerk to update the council on the request for an additional pedestrian crossing on the A61 (Job Ref 76630)
  - b) The clerk to update the council on the request for a speed limit review in Killinghall.
- 2025.175**      **Council Committee and Working Party Reports**
- a) For the council to receive the report of the Glebe Refurbishing Working Party from the 14<sup>th</sup> July 2025
  - 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
- 2025.176**      **The Glebe & Parish Benches**
- a) For the council to receive the Visual Inspection Report dated 30<sup>th</sup> July 2025
  - b) For the council to receive the Visual Inspection Report dated 27<sup>th</sup> August 2025
- 2025.177**      **Killinghall Moor Allotments & King Edwin Park**
- a) For the council to consider the Update Report from the Clerk
  - b) For the council to receive the soil sample reports from Gro Environmental for the Killinghall Moor Allotments
  - c) To receive the report from Wilson Browne Solicitors for the acquisition of the Killinghall Moor Allotments
  - d) For the council to receive the “Snagging List” report from the Clerk
  - 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.
  - f) For the clerk to update the council on the Proposed Community Facility on KEPD
- 2025.178**      **Budget, Banking and Audit Matters.**
- a) For the council to note the Bank Reconciliation for August 2025
  - b) For the council to note the Budget Report dated 27<sup>th</sup> August 2025
  - 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

- d) For the council to note the feedback & questions from PKF Little John and to note that the clerk/RFO is responding.
- e) For the council in consider appointing a councillor to conduct the Internal Audit (See 2025.179 (m) for policy).

**2025.179 Policy & Staffing Matters**

- a) For the council to consider adopting the Index Register of Policies (September 2025)
- b) For the council to consider adopting the Draft Contracts and Procurements Policy (September 2025)
- c) For the council to consider adopting the Draft Councillor Code of Conduct Policy (September 2025)
- 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.
- e) For the council to consider adopting the Draft Freedom of Information Policy and Guide (September 2025)
- f) For the council to consider adopting the Draft Media Policy (September 2025)
- 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.
- h) For the council to consider adopting the Draft Training and Development Policy (September 2025)
- i) For the council to consider adopting the Draft Working from Home Policy (September 2025)
- j) For the council to consider adopting the Draft Information and Data Protection Policy (September 2025)
- k) For the council to consider adopting the Draft Social Medial Policy (September 2025)
- l) For the council to consider adopting the Draft Planning Committee Terms of Reference (September 2025)
- m) For the council to consider adopting the Draft Internal Audit Policy (September 2025)
- n) For the council to consider the clerks additional hours of 30hrs for July 2025
- o) For the council to consider the clerks additional hours of 29 for August 2025

**2025.180****Financial Matters**

- a) For the council to consider the clerks salary for August 2025 (£905.68)
- b) For the council to consider payment to HMRC Month 5 (£330.07)
- c) For the council to consider the Farm and Land Services for July & August Inv6984 (£556.00 + £111.20 Vat)
- d) For the council to consider payment to Live Wild & Grow for August Inv3195 (£560.00 + 112.00 Vat)
- e) For the council to consider payment to Live Wild & Grow for balance of Inv3110 (£48.00 Vat)
- f) For the council to note payment to NYC for the Playground Inspection Inv? (£68.00 + £13.60 Vat)
- g) For the council to note the NYC Remittance for grass cutting (£2142.46)
- h) For the council to note the price increase of SALC (payroll provider)
- i) For the council to consider the clerks expenses (£11.24 + £2.25 Vat)

**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

**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)*

**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)*

## **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.