



**KILLINGHALL PARISH COUNCIL**  
**MINUTES OF EXTRAORDINARY MEETING**  
held Monday 8th January 2024 at 7.30pm in the Methodist Church, Otley Road,  
Killinghall

The Chair reminded the meeting of the Council's expectations for the audio or visual recording of this meeting.

**2024/001 To record those present, receive apologies and approve reasons for absence:**

**Present:** Cllrs A Holdsworth(Chair) J Moretta(Vice Chair), A Beal, Rev T Dixon, M Donnelly, C Dunn, NYC Cllr M Harrison, PCSO J Darby and 10 members of the public.

**Apologies:** There were none.

**2024/002 Declarations of interest**

- a) To receive any declarations of interest under council's code of conduct or members register of Disclosable Pecuniary Interests
- b) To receive, consider and decide upon any applications of dispensation.

There were no declarations of interest or dispensation received.

**2024/003 To consider approval of draft minutes of meeting held 4<sup>th</sup> December 2023.**

A correction was proposed to removal of one double entry of the word 'Clerk' in item 2023/145.

The minutes were amended for publication and approved as a correct record subject to record of amendment.

**2024/004 Report of the Chairperson**

The chair read her report – a copy is attached to these Minutes.

**Members accepted the Chairs report and congratulated her continuing the work to progress business of the Council during the absence of the Clerk.**

***This next item was deferred in favour of item 2024//005 to allow the PCSO to return to her duties prior to 8pm.***

**2024/004 Report of Cllr M Harrison of NYC**

**Had been invited to give updates on the following matters:**

In response to a query about speeding in the village, and the lack of speed data, Cllr Harrison pointed out that he used locality funding to request speed 'strips' be put down on Otley Road in 2021 and they were removed the day they were put down following complaints from adjacent residents about the noise caused by cars driving over the strips.

1. Improved access to Crag Lane/Cautley Drive

To date there had been a struggle to obtain a price to carry out the work that had been scheduled by NYC. A resident is obtaining quotes for the work, and

depending on the outcome a proposal may come forward – but there has been no promise of funding from NYC.

## 2. Closure of Killinghall Medical Centre

Contact had been made with the Business Manager of the Practice and learned they had regrettably been given notice of termination of the lease for the surgery building in Killinghall village. Efforts to secure alternative accommodation was being pursued with a number of buildings being identified as possible venues. This issue had been added to, causing a double 'wammy' by the announcement of the closure of Boots Pharmacy situated in the Coop Supermarket at Jennyfield. The Public Health Team have a role to play in the management of Pharmacies and appreciating the frustrations of the public continued efforts to find a replacement are being made.

The Chair drew attention to possibility of there being a Planning Condition on the original planning approval placed on the Medical Practice.

Cllr Harrison agreed to investigate to this suggestion.

## 3. Outcome of negotiations for improvements to Tesco Car Park Access

A Meeting has been planned 16<sup>th</sup> January to discuss improvements to the junction but this might result in the loss of the bus shelter.

## 4. Action on provision of additional litter bin

No report to up date on this proposal.

## 5. Provision of additional cycleway (Crofters Green)

This relates to the potential S106 monies that may have been obtained. No report to update on this proposal.

## 6. Drainage of flood waters

It was queried where exactly the problem had occurred: Information provided the location was on the bend near Malt Kiln Lane. It was confirmed that drains had been cleared in September and an order to jet clean had been raised.

### Additional items reported on by Cllr Harrison:

a. The NYC Cllr had placed his own observations to NYC Planning Office on the plans for 146 houses on Otley Road currently awaiting planning consent – requesting reassurance outline planning approval for the ridge line to be identified as being below visibility from Killinghall Village and he also requested provision of a footpath from the development to Lund Lane and introduction of reduced speed limit.

b. Monies were being made available to fund 'siding' out of path to Lund Lane from the School.

c. Monies from Cllr Harrison's Locality Budget could be made available if a quote can be made for works on the Glebe and or proposed new path/gate on to Crag Lane from Cautley Drive. It was noted: submission for funds to be made prior to 31<sup>st</sup> January 2024 or funds are lost.

c. Photographs of the poor road surface on Grainbeck Lane had been taken and 'jobs' raised are being investigated.

d. The long awaited outcome of a wish for the Grainbeck Lane to be made one way has been discounted by Highways due to the need for adequate space to provide a turning point for eastbound vehicles.

e. Crag Lane issues: Highways had appreciated that the road surface was in need of being regularly inspected for cleaning and need for poor surface to be addressed. The request by residents for suggested passing points and pedestrian refuge would need landowner approval; movement of large vehicles are in need of traffic management arrangements as two-way traffic movement is impossible; but to provide improvements agreement from landowners for

summary work on a temporary basis with reinstatement at the end of the contract would be required.

*Proposed and agreed the meeting adjourn to allow public participation on the topic of Crag Lane and current works by Yorkshire Water:*

Adjourned: 20.22

Meeting resumed: 20.48pm

Members sought the assistance of Cllr Harrison and NYC Officers to the points that were raised. Those expressed included: Transport via a single track road; serious damage to the lane road surface and verges; delivery of excavators and heavy plant; deliveries by heavy goods vehicles; increased staff/workers car usage; lack of transport and site management; assurance had been given for under 8 wheeled vehicles only to be utilised; failure to conduct consultation with residents; full planning has yet to be submitted and full traffic management plan should be included; the contractors were identified as Bentleys.

## **2024/005 Report of Police**

Crime Stats were reported: 23 road traffic incidents, 34 non crime domestic related issues; 112 reported crimes; 2 reports on anti social behaviour. Mobile cameras had been in operation and PCSO had undertaken recent training on dealing with speeding vehicles on which feed back would be given in due course.

A question on community speed watch was posed and any suggestions welcome for improving and providing communications with public.

It was reported that 'shop lifting' seemed to be an issue for staff to experience at Tesco; reported that drivers were parking on the pavement and entering premises to collect a coffee and then leaving without payment.

A Traffic survey had been taken on Otley Road but complaints had been received from residents concerning noise when vehicles passed over the recording 'strip' placed on the tarmac. The survey was subsequently withdrawn. It was reported that data can be obtained on line from 2 years ago.

Additional information was available from the NYP Traffic Team.

A member reported he was due to have a meeting with a 'speed police officer' and to look at/discuss highways issues.

Reference was also made to one way access only on 2 roads - Crag Lane and Grainbeck Lane with no resolution to date.

Members concluded that road safety and speeding was an issue and the public want evidence of speeding records to be made available.

Members were advised that this information can be obtained on the Traffic Bureau data base.

The PCSO was thanked by the Chair for her attendance and she left the meeting to continue her duties.

## **2024/006 Financial Matters**

1. Costs for Installation of new Defibrillator purchased – accounts are awaited £1402.74 + costs of installation.

Cllr Beal advised the account had been received by the outgoing Clerk and she herself had sourced the account which was in need of payment and would forward to the Chair for payment.

2. Ongoing contractual payments settled (See appendix 1)

Payments noted.

3. Proposed amended budget/Precept for 2024-2025

The Chair explained that since the decision on the Precept funds for 2024-25 were discussed at the meeting in December 2023; it had proved that due to unforeseen circumstances there was a need to amend the amount to be requested; a recommended amount of funding of £40,000.00 was **agreed** by members and that a claim be submitted as soon as possible to NYC.

**2024/007 Planning Applications for Consideration**

*Non received at the time of preparation of Agenda.*

**2024/008 Planning Application Decisions Received**

PROPOSAL: Fell 1no. Ash tree (T5) and re-plant with Oak, fell 1no. Sycamore (T6) and re-plant with Sycamore within Tree Preservation Order 26/2018., fell 1no. Beech tree (T1) and re-plant with Hornbeam, fell 1no. Sycamore (T2) and re-plant with Sycamore within G3 of Tree Preservation Order 26/2018.

LOCATION: 4 Glebe Court Killinghall Harrogate North Yorkshire HG3 2DQ

APPLICANT: Glebe Farm (Killinghall) Management Limited North Yorkshire Council being the Local Planning Authority for the purposes of the application received on 23 October 2023 for consent to carryout tree works, as described above, have resolved to

**GRANT CONSENT SUBJECT TO CONDITIONS.**

This item was noted.

**2024/009**

**Planning Issues Raised with NYC**

*Non received at the time of preparation of Agenda.*

**2024/010 New Matters and Deferrals from last meeting:**

1. Consider appointment of Acting Clerk and RFO

After discussion and explanation for the need to appoint an Acting Clerk and RFO in order to progress Council Business the Chair was nominated to serve. It was **agreed** the appointment of Chair to serve as Acting Clerk and RFO until a new appointment of a Clerk/RFO could be arranged.

A reminder was made to the meeting that notices and queries etc can be made via the KPC Website contact page until amendments are made to alternative online communications ie Face book Page.

2. Consider recruitment to fill 4 vacancies on Council

Discussion on this topic covered a number of issues including ability to encourage the interest of members of the public and methods of publication would continue to be investigated.

3. Consider terms of reference for proposed Staffing Committee

A draft Terms of Reference document had been submitted for members.

The document was **agreed** with the proviso that should amendments be required in future they can be submitted via Staffing Committee Members to full council for consideration.

4. To consider approval of amendment to Standing Orders per following:

The following amendment was considered and **agreed** for inclusion in KPC Standing Orders:

**AMENDMENT TO STANDING ORDERS**

**Item 12.**

a (1) The draft minutes of the previous meeting are to be provided to councillors within 10 working days of that meeting.

a(2) After the draft minutes have been served on councillors and prior to receiving the agenda to attend the next meeting, any suggestions to correct an inaccuracy in the draft minutes must be received in writing to the clerk or acting clerk prior to the forthcoming meeting. Any additional suggestions proposed at the meeting will not be considered.

5. Repair costs of Glebe equipment

Unfortunately a quotation for work to be carried out had not been received from either of two nominated companies due to failure to supply information and make the necessary request. This would now be undertaken by Cllr Moretta as soon as possible.

Cllr Dunn explained the design of chains in use and their safety requirements: He announced that those in use on the Glebe met with the standards required.

Survey by Tree surgeon was queried: **agreed** the Acting Clerk check whether a request to carry out this work had been enacted as previously instructed.

6. Proposed visit by commuted sums officer

Members **agreed** that the Commuted Sums Officer be invited to attend our February meeting to provide an up to date position in relation to funds available and their terms for utilisation.

7. Provision of notice boards x 2 sites

This subject was in need of further investigation as to the location for them to be installed and to seek approval from NYC before placing an order for their purchase and installation.

8. Claim for damaged seat following traffic accident

It was **agreed** that the documents available to the KPC be submitted to their insurers for advice and subsequent processing.

9. Report of status of damage caused by HGVs on Crag Lane and ensuing dangers for pedestrians.

This item was also discussed with Cllr Harrison and members of the public. (See 2025/004)

10. Lack of availability of documents under due Governance

A previous complaint of availability of outstanding documents under due Governance; these would be published in due course on the Web site and problems of availability of FBook pages are still to be resolved.

11. Pedestrian difficulties crossing on A61 near bus stops

Highways were giving attention to the difficulties on A61 which have arisen due to increased numbers of pedestrians/passengers.

The Chair **agreed** to draw the attention of Highways to this issue.

12. Amended Schedule of Meetings (Appendix 2)

The schedule was noted and attached to the agenda when circulated. A copy will appear on the Website and Noticeboards.

**2024/011**      **Agenda Items for meeting due to be held Monday 5<sup>th</sup> February 2024**  
A call for additional footpath at Grainbeck Lane.

**2024/012**      **Public Participation.**  
Concerns expressed re lack of footpath on Grainbeck Lane for safety of Pedestrians.

**Close Meeting at 10.15pm.**

## **APPENDIX 1**

|                               |          |
|-------------------------------|----------|
| Staffing Costs (Nov)          | 1,309.09 |
| Live Wild and Grow            | 576.00   |
| Farm & Land Services (2 invs) | 712.80   |
| PD Solutions                  | 360.00   |
| YLCA Training                 | 192.00   |
| Staffing Costs (Dec)          | 876.04   |
|                               |          |
| Total Expenditure Dec 2023    | 4025.13  |
|                               |          |

## **KILLINGHALL PARISH COUCIL**

[chair@killinghallparishcouncil.org.uk](mailto:chair@killinghallparishcouncil.org.uk)

*The Gables Ripon Road Killinghall HG3 2DG*

### **Schedule of Meetings 2024**

| <b>Day</b> | <b>Date</b> | <b>Month</b> | <b>Description</b>            |
|------------|-------------|--------------|-------------------------------|
| Monday     | 8th         | January      | Public                        |
| Tuesday    | 16th        | January      | Members Training              |
| Monday     | 5th         | February     | Public                        |
| Monday     | 4th         | March        | Public                        |
| Monday     | 8th         | April        | Public/Annual Assembly        |
| Monday     | 13th        | May          | Public/Members Annual Meeting |
| Monday     | 3rd         | June         | Public                        |
| Monday     | 1st         | July         | Public                        |
| Monday     | ****        | August       | NO MEETING                    |
| Monday     | 2nd         | September    | Public                        |
| Monday     | 7th         | October      | Public                        |
| Monday     | 4th         | November     | Public                        |
| Monday     | 2nd         | December     | Public                        |

***Additional Meeting Information or amendments to the Schedule will be notified via the Web Page ([www.killinghallparishcouncil.org.uk](http://www.killinghallparishcouncil.org.uk)) and/or Facebook***

## **Chairs report – KPC Meeting 08.01.24**

Happy New Year to everyone.

I have to report that since our last meeting the Ms S Reid - Clerk left our employment on 31st December 2023. Arrangements and terms for the appointment a new Clerk are still to be agreed by Council members and its Staffing Committee.

Communications with the Chair have included queries regarding:

1. This meeting has being labelled as an Extraordinary Meeting
2. Under the terms of procedure the Chair is entitled to prepare an Agenda entitled this way in the absence of a Clerk/Proper Officer to carry out the task until such time as a Clerk or an Acting Clerk has been appointed.
3. Concerns have been reported regarding the difficulties being experienced on Crag Lane due to major and longstanding works being carried out at the Killinghall Sewerage Works. An open meeting/forum/display has been arranged for anyone interested to attend at the Village Hall on 25<sup>th</sup> January 2024 between 4pm and 7pm. Representatives of the project will be able to explain the work to be carried out and/or proposals to alleviate concerns of the residents of Crag Lane and pedestrians alike. Hopefully there will be a good attendance to take advantage of the opportunity.
4. A replacement Defibrillator has been purchased with financial assistance from our NYC Councillor – the remainder to be met by KPC. Arrangements for its early placement have been made.
5. Sadly, there have been a number of traffic accidents/incidents identified within our Parish. The increase of road users and residents, all added visits to the much appreciated mini market, increase in new accesses of which some are out with peed limited areas and others within limited areas on our three major routes. Communications with interested parties are continuing to make efforts to resolve these issues.
6. An error on tonight’s agenda at **item 2024/010 no.4** has omitted to include the wording of the amendment to Standing Orders which will be read to the meeting and included in the Draft Minutes of meeting.

### **“PROPOSED AMENDMENT TO STANDING ORDERS Item 12. re Draft minutes.**

a (1) The draft minutes of the previous meeting are to be provided to councillors within 10 working days of that meeting.

a(2) After the draft minutes have been served on councillors and prior to receiving the agenda to attend the next meeting, any suggestions to correct an inaccuracy in the draft minutes must be received in writing to the clerk or acting clerk prior to the forthcoming meeting. Any additional suggestions proposed at the meeting will not be considered.”