

Killinghall Parish Council

Chairman: Anne Holdsworth

Clerk & RFO: Robert Bareham

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Minutes of the Ordinary Meeting of Killinghall Parish Council held at the Methodist Church, Killinghall on Monday 12th May 2025 @ 7.30pm

Abbr: AH = Cllr Anne Holdsworth (Chair), JM = Cllr John Moretta, AB = Cllr Andrea Beal (Vice Chair), CD = Cllr Christopher Dunn, MD = Cllr Margaret Donnelly, ABI = 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 = Cllr Michael Harrison, PL = Cllr Peter Lacey

Key: AFSC-NY = Average and Fixed Speed Cameras – North Yorkshire, 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, 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, VHT = Village Hall Trust, W3W = What 3 Words

Attendees: AH = Cllr Holdsworth (Chairman), AB = Cllr Beal (Vice Chair), CD = Cllr Dunn, MD = Cllr Donnelly, JM = Cllr Moretta, ABI = Cllr Blackledge, NS = Cllr Saunders, AS = Cllr Saunders, RT = Cllr Thompson, JD = Cllr Davis, RB = Rob Bareham (Parish Clerk)

Members of the Public: 1

Minutes

<u>Item</u>	<u>Record</u>	<u>Action By</u>
2025.084	Welcome by the Chairman The Chair welcomed everyone and opened the meeting at 7:30pm	✓
2025.085	Absence and Apologies a) To Receive Apologies There were no apologies to receive b) To approve the reason(s) for absence given by Councillors. n/a	✓ ✓
2025.086	Dispensations & Pecuniary Interests a) To receive, consider and decide upon any applications for dispensations. Resolved: No applications for dispensations have been received.	✓

	<p>b) To receive any declarations of interest not already declared under the Councillors Code of Conduct or a members Register of Disclosable Pecuniary Interests. Resolved: No further declarations of interests received.</p>	✓
2025.087	<p>Minutes for approval from Previous Meetings</p> <p>a) To consider approving the minutes of the Parish Council meeting of the 7th April 2025 Resolved: The minutes were approved and signed as a true record</p>	✓
2025.088	<p>Public participation Session (for the public to talk to councillors about items on the agenda) Resolved: The MoP was invited to speak at item 2025.093 (a)</p>	✓
2025.089	<p>To receive the Councillor's report</p> <p>a) For the council to receive the report from Cllr Harrison Please see Appendix A Apologies were received from Cllr Harrison and his report noted.</p> <p>b) For the council to receive the report from Cllr Lacey There was no report from Cllr Lacey.</p>	✓ ✓
2025.090	<p>To receive the Clerks report</p> <p>a) For the council to note NYC's response to the fatality that resulted in the moving of the Knox Mill Lane Bus Stop. Resolved: The council noted the response from NYC.</p> <p>b) For the council to consider the MoP email regarding overgrown hedgerow on Cautley Drive and to note that the matter has been reported to NYC. Resolved: The council noted the matter and also the clerks update that he had been informed by the property owner that the hedges had now been cut.</p> <p>c) For the clerk to inform the council of the Annual Parish Meeting being held on the 27th May 7:00pm (and an explanation of its purpose and format) Resolved: The council noted the date of the AMP, and received apologies from Cllr Davis and the clerk that they will not be in attendance.</p>	✓ ✓
2025.091	<p>Correspondence Report (Items received after publication of the agenda or for items needing discussion) There were no items of correspondence to report.</p>	✓
2025.092	<p>Matters arising from previous meetings (Items requested to remain on the agenda or to be resolved)</p> <p>a) The clerk to update the council on the installation of a new bench at the top of Grainbeck Lane Ongoing: The clerk informed the council that the WI were proceeding with the installation and that if there was a shortfall with the installation costs, they were welcomed to approach the PC for a grant request.</p> <p>b) The clerk to update on Posters on the notice boards. Resolved: The clerk confirmed that the posters supplied were on all notice boards except the one on the Village Hall, as that was too small.</p> <p>c) AB to update the council on the Quarterly Newsletter Resolved: AB confirmed that the Newsletter had been circulated via the notice boards and social media. The next edition would be in the autumn with all councillors being asked to contribute.</p>	RB ✓ ✓

- d) AB to update on the Community Speed watch Initiative
Ongoing: The first meeting of the Community Speedwatch Group was on the 13th May 2025 in the small hall and all are welcome to attend. AB will report back at the next PC meeting and agreed to be the Liaison Councillor for the group. **AB/RB**
- e) For the clerk to update the council on S106 allocations
Resolved: The clerk referred to the summary that had been circulated previously and informed the council that the movement of funding allocations would not be done without NYC submitting a "Deed of Variation" which would only ever happen in the most extreme of circumstances. ✓
- f) For the council to consider asking S106 team @ NYC for a refresher training session.
Ongoing: The council agreed this would be of benefit and the clerk would circulate a date when S106 team were available to visit the parish and deliver their training session. **RB**

2025.093

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 supporting a local parkrun group, who are seeking financial support to establish a Park Run on Killinghall Moor.
Deferred: The MoP delivered a presentation on the benefits of establishing a Killinghall Moor Park Run. The council agreed that it would like to consider the item, with more time and so the matter was deferred to the next meeting. **RB**
- b) For the council to consider a MoP's concern for the footpath from Knox Mill Lane to Killinghall Village.
Ongoing: The council asked the clerk to investigate the possibility of the Community Payback Team undertaking this project, but in the meantime the clerk will report the matter to NYC. **RB**

2025.094

Area 6 Highways

- a) The clerk to update the council on the request for an additional pedestrian crossing on the A61 (Job Ref 76630)
Ongoing: There was no update available for this item. ✓
- b) The clerk to update the council on the request for a speed limit review in Killinghall.
Ongoing: There was no update available for this item. ✓

2025.095

Planning Matters

- a) For the council to consider Planning Application 25/01241/PBR Spruisty Hall Farm Killinghall HG3 2AU (Closing 18th May 2025)
Resolved: The council agreed to the following option, with the following comment:- ✓
- C The Parish Council does not object to or support the application but wishes to make comments or seek safeguards as set out below:

The Parish Council has deep concerns that there has not been any consideration to the PROW and separating it from the main access route to the properties.

- b) For the council to consider Planning Application 23/03834/FULMAJ
Land Comprising Field At 428221 457140
Otley Road
Killinghall
(Closing 1st May 2025 – Extension requested)
Resolved: The council agreed to the following option with the following comments ✓

B The Parish Council objects on the planning grounds set out below:

1. Originally approved application was for 135 houses. This was resubmitted for 146, withdrawn and now submitted as a 'reduction' of 144. Still 11 above the approved number.
2. Affordable houses are in groups of 10,10,8,8,4 and 2. Previous recommendations from the old HBC recommended these be evenly incorporated into the layout.
3. Footpath from site leads straight onto the B6161. A 60mph road with no path at all at the exit points.
4. Statements from developers suggest walking to Killinghall and the primary school. No footpath exits and is totally impractical, especially in winter. This would result in numerous short car journeys and subsequent parking issues around the school.
5. Previous recommendations for the onsite footpath to be moved to alongside the B6161 or alternatively a contribution towards a footpath along the boundary of the site and the B6161 totally ignored.
6. All of our comments from 4/12/2024 are still valid.
7. Fully support comment letter from Councillor Harrison.

- c) For the council to consider Planning Application ZC25/00668/FUL
21 Teasel Grove
Harrogate
HG3 2XF
(Closing 4th May 2025 – Extension requested)
Resolved: The council agreed to the following option: ✓

A The Parish Council has no objections

- d) For the council to consider Planning Application ZC25/01052/PNA
Long Crag Barn
Oaker Bank
Killinghall
HG3 1SF
(Closing 3rd May 2025 – Extension requested)
Resolved: The council agreed to the following option with the following comments: ✓

C 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 would like to seek a safeguard to prevent the building from being converted into any residential building at any point in the future.

- e) For the council to consider Planning Application ZC25/01067/DVCON
Dunholme
11 Stonecrop Avenue
Killinghall
HG3 2WS
(Closing 2nd May 2025 – Extension requested)
Resolved: The council agreed to the following option: ✓
- A The Parish Council has no objections.
- f) For the council to note Planning Decision ZC25/00183/DVCON
Pott Bridge Farm
Beckwithshaw
HG3 1SF
(Permission Refused)
Resolved: The Council noted the Planning Decision. ✓
- g) For the council to note Planning Enforcement 25/00101/PR15
Resolved: The council noted the planning enforcement. ✓
- h) For the council to note Planning Enforcement 25/00102/PR15
Resolved: The council noted the planning enforcement. ✓
- i) For the council to note Planning Enforcement 25/00130/PR15
Resolved: The council noted the planning enforcement. ✓
- j) For the council to note Planning Enforcement 25/00133/BRPC15
Resolved: The council noted the planning enforcement. ✓
- k) For the council to consider establishing a Planning Committee
Ongoing: The council resolved to establish a Planning Committee due to the increasing volume of applications. **RB**
Cllr Davis objected to Cllr Dunn's remark claiming that only himself and another had any interest in Planning, deeming it presumptuous and misleading.
Cllr Davis requested that the objection be formally recorded in the minutes.
- l) For the council to consider adopting a Terms of Reference for the Planning Committee
Resolved: The council formally adopted the Terms of Reference. **RB**
Cllrs Dunn, Moretta, Thompson, and N Saunders were elected to the Planning Committee.
It was agreed that the Planning Committee will convene prior to the full council meeting, at a time set by the clerk in accordance with the business to be considered.
The June meeting will be dedicated to the election of a Chair and Vice Chair. For this meeting only, any Planning Considerations will be addressed by the full council.
- 2025.096 The Glebe & Parish Benches**
- a) The council to consider any further action in response to the possible covenant on The Glebe regarding the installation of lighting on Church Lane and/or The Glebe.
Deferred: The item was deferred until Cllr Harrison was present. **RB**
- b) The council to note the Playground Inspection dated 6th May 2025
Resolved: The council noted the Playground Inspection Report. ✓

- c) For the council to note the next Working Party Meeting of The Glebe Furniture 19th May 2025 (Apologies received from Cllr Davis)
Ongoing: The council noted the date of the Working Party Meeting. Apologies from Cllr Davis and the Clerk were given. **RB**
- d) For the council to note that Zurich Insurance have been contacted in connection to claiming for the bench at the top of Grainbeck Lane.
Ongoing: The council noted the item. **RB**

2025.097 Killinghall Moor Allotments & King Edwin Park

- a) For the clerk to update the council on the progress with acquisition of the allotments and for the council to consider any further actions.
Ongoing: **RB**
- The Clerk informed the Council that legal proceedings are progressing well, with Persimmons agreeing to cover the costs of the legal searches on the land.
 - Difficulties have arisen in sourcing a company to conduct soil sampling, as many firms are already retained or have existing agreements with Persimmons. The Clerk continues efforts to secure a suitable provider.
 - The Council approved the Clerk's arrangement of a site visit for councillors.
 - The Council requested that the Clerk engage with the Developer regarding a more secure entrance gate, as concerns were raised that a five-bar gate would not provide sufficient protection against theft or vandalism.
 - The Clerk will liaise with the Developer and provide an update on both the gate and the scheduled site visit.

2025.098 Budget Updates, Banking Matters & 2025 Financial Year

- a) For the council to note the Bank Reconciliation for March 2025
Resolved: The council noted the Bank Reconciliation. ✓
- b) For the council to consider the Budget Report for April 2025
Resolved: The council noted the Budget Report. ✓
- c) For the council to consider appointing Heelis & Lodge as the internal auditor for the 2025-2026 internal audit (£285.00)
Resolved: The council agreed to retain Heelis & Lodge as the internal auditor for 2025-2026. The clerk will notify them accordingly. **RB**
- d) For the clerk to update the council of the migration of the banking from NatWest to Virgin Money.
Ongoing: The clerk informed the council that it was anticipated the NatWest accounts will be closed within the next 72hrs, and monies transferred to Virgin Money account. The clerk will keep the council informed of the progress. **RB**

2025.099 2024 – 2025 Year End Matters

- a) For the council to note the VAT Reclaim for 2024-2025 has been submitted for £2294.80.
Resolved: The council noted the VAT Reclaim had been submitted. ✓
- b) For the council to note "Page 3" or the AGAR - The Annual Internal Audit Report 2024-2025.
Resolved: The council noted Page 3 of the AGAR Report. ✓
- c) For the council to consider the Internal Auditors Report for 2024-2025

Resolved: The council considered and approved the Internal Auditors Report for 2024-2025 ✓

- d) For the council to consider the Action Plan in response to the Internal Audit Report for 2024-2025

Resolved: The council agreed to the Action Plan drawn up by the clerk. RB

- e) For The council to consider approving the PKF Littlejohn Bank Reconciliation 2024-2025

Resolved: The council approved the PKF Bank Reconciliation for 2024-2025 ✓

- f) For the council to consider approving the Explanation of Variances 2024-2025

Resolved: The council approved the Explanation of Variances 2024-2025 in principle but asked the clerk to take advice on the matter referred to under “Staffing Matters” to avoid it breaching any GDPR Information. The clerk will seek advise from YLCA and inform the council accordingly. RB

- g) For the council to consider approving Section 1 of the Annual Governance Statement 2024-2025

Resolved: The council approved Section 1 of the Annual Governance Statement 2024-2025. The Chairman and RFO signed the document ✓

- h) For the council to consider approving Section 2 of the Annual Governance Statement 2024-2025

Resolved: The council approved Section 2 of the Annual Governance Statement 2024-2025. The RFO signed the document before being presented to the authority for approval and the Chairman signed the document at the PC meeting. ✓

- i) For the council to consider approving the Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return 2024-2025 from Monday 30th June 2025 – Monday 11th of August 2025

Resolved: The council approved the Notice of Public Rights noting the correct date commences on Tuesday 1st July 2025 and ends on Monday 11th August 2025. ✓

- j) For the council to note under the Accounts & Audit Regulations 2015, that the accounts information will be published on the notice boards, on the website and emailed to the external auditor before the 1st of July 2025

Resolved: The council noted the publication of the accounts information as advised. ✓

2025.100

Financial Matters

- a) For the council to consider the Clerks salary for April 2025 (£745.74)

Resolved: The council approved the clerks salary for April. ✓

- b) For the council to consider the HMRC Payment for Month 1 (£253.17)

Resolved: The council approved the payment to HMRC for month 1. ✓

- c) For the council to consider payment to LWG Inv-3008 (£480.00 + £96.00 Vat)

Resolved: The council approved the payment to LWG of Inv3008 ✓

- d) For the council to consider payment to Elkerlodge Services Ltd Inv-0468 (£265.00 + £53.00 Vat)

- Resolved:** The council approved the payment to Elkerlodge Services Ltd for Inv-0468 ✓
- e) For the council to consider payment to Vision ICT Ltd Inv-20082 (£46.68 + £9.34 Vat)
Resolved: The council approved the payment to Vision ICT for Inv 20082 ✓
- f) For the council to consider payment to YLCA Inv-3268 (£10.00)
Resolved: The council approved the payment to YLCA for Inv-3268 ✓
- g) For the council to consider payment to YLCA Inv-3904 (£30.00)
Resolved: The council approved the payment to YLCA for Inv-3904 ✓
- h) For the council to consider payment to YLCA Inv-3928 (£24.00)
Resolved: The council approved the payment to YLCA for Inv-3928 ✓
- i) For the council to consider payment to YLCA Inv-3975 (£73.00)
Resolved: The council approved the payment to YLCA for Inv-3975 ✓
- j) For the council to consider renewing its insurance with Zurich for 2025-26 Policy No YLL-2720439583 With a discounted "long Term Agreement" (LTA) (£851.92 per year, for 3 years)
Resolved: The council tentatively agreed to the 3yr agreement but ask the clerk to "check the market" to ensure the premium was competitive and for it to be discussed next year. RB
- k) For the council to consider the clerks expenses for April 2025 (£96.05)
Resolved: The council approved the clerk's expenses for April 2025 ✓
- l) For the council to consider the clerk to have Delegated Authority to book appropriate training sessions for councillors and clerk up to the limit of the training budget
Resolved: The council agreed to delegating power to the clerk to book appropriate training courses for councillors and the clerk up to the limit of the training budget. ✓

2025.101

Payments to consider:

	Cheque	Payment to	Amount
a)		R Bareham (April 2025)	£745.74
b)		HMRC (Month 1)	£253.17
c)		LWG (Inv-3008)	£576.00
d)		Elkerlodge Services Ltd (Inv-0468)	£318.00
e)		Vision ICT Ltd (Inv-20082)	£56.02
f)		YLCA (Inv-3268)	£10.00
g)		YLCA (Inv-3904)	£30.00
h)		YLCA (Inv-3928)	£24.00
i)		YLCA (Inv-3975)	£73.00
j)		Zurich Insurance (Policy YLL2720439583)	£851.92
k)		Rob Bareham (April Expenses)	£96.05
			<u>£3033.90</u>

Resolved: The payments were approved. ✓

2025.102

Staffing and Employment Matters

- a) For the council to consider the clerks additional 15 hours for March 2025
Resolved: The council approved the clerk's additional hours for March 2025 ✓
- b) For the council to consider the clerks additional 24 hours for April 2025
Resolved: The council approved the clerk's additional hours for April 2025 ✓
- c) For the council to note the clerk purchased the Local Council Administration 13th Edn and The Law of Allotments books Cheque No 1496 (£222.69)
Resolved: The council note the purchase of the books by the clerk. ✓
- d) For the council to note the clerk's holiday for 26th May 2025 – 2nd June 2025 (please note the earlier cut off for June's agenda is the 17th May 2025)
Resolved: The council noted the clerk's holiday and the earlier cut off for the agenda's. ✓

2025.103

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

Annual Meeting of the Parish 27th May 2025 @ 7.00pm

Resolved: The council noted the date of the AMP. ✓

**Ordinary Meeting of the Parish 2nd June 2025 @ 7.00pm
Council**

(Cut-off date for agenda items 17th May 2025 please to allow for clerk's holiday)

Resolved: The council noted the date of the next Ordinary Meeting of the Parish Council. ✓

The Chair closed the meeting at 9:50pm

Signed.....

Dated.....

Appendix A

Rob, firstly, please accept my apologies for the meeting tonight.
Secondly, my apologies for the lateness of a report:

Planning Matters

The next stage in the development of the county-wide local plan is the consultation on the 'Issues and Options'. The Issues and Option Consultation is intended to start a conversation about what the places and spaces across the North Yorkshire Local Plan area will be like in the future (up to the year 2045) and how the new local plan can influence that. It does not contain any future policy wording or propose site allocations as these will be developed and set out in subsequent drafts of the local plan. Feedback from this consultation will help in preparing the growth strategy for the area, together with local plan policies and sites to deliver it. Consultation will take place for a period of eight weeks between 19 May 2025 and 15 July 2025.

Church Lane lighting

I am waiting a requote for the scheme, and will also distribute details of the specification when I have it.

Road signage

I have checked progress on the replacement of the 30mph signs on the entrance(s) to the village. They are going to be replaced with yellow backed fluorescent signs as below.



A61/B6161 Junction

Road markings are going to be renewed on the A61 this year. (It is actually going to be done from the Little Wonder roundabout right through to Bedlam). I have shared concerns with the highways team about the condition of the road surface at the junction as this will need to be rectified before the yellow hatch markings are redone.

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

