

**OFFICIAL NOTICE OF A PARISH COUNCIL MEETING  
KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH COUNCIL**

**Meeting of Kirkby Malzeard, Laverton and Dallowgill Parish Council on Monday 18th August 2025 at 7:20pm for a prompt 7.30pm start in the Mechanics Institute Village Hall Annexe for the purpose of transacting the following business:**

**Agenda**

- 1. Welcome, Apologies for absence from Councilors**
- 2. Declarations of Disclosable Pecuniary Interests, other interests or Close Association.**  
Consider Councillors' Declarations for items on this agenda
- 3. Approve & sign off the Minutes of the last Ordinary Meeting of the Parish Council held on the 28<sup>th</sup> July 2025.**
- 4. Correspondence: any urgent items will be raised by the clerk for consideration and action**
  - a) Nidderdale Plus – request to make a presentation re their work to PC
- 5. Report from North Yorkshire Councillor - if available.**
- 6. Planning – Recent Applications made to North Yorkshire Council where the Parish Council Have not been consulted:**
- 7. Planning – Notifications of recent decisions made by North Yorkshire Council**
  - a) Erection of first floor extension & Erection of single storey extension Springfields Quarry Top To Belford Lane Laverton – Barton-Brown. Conversion of attached garage to form additional living accommodation- permitted
  - b) Retrospective consent for erection of an agricultural workers dwelling, terrace and drystone wall. (Amended description) Stubbings Farm Dallowgill - Buckingham - permitted
  - c) Conversion of attached garage to form additional living accommodation 22A St Andrews Meadows Kirkby Malzeard - Lewis- permitted
  - d) Demolition of existing field shelter & Erection of Stables, tack, store & Borehole pumproom High Belford Belford Lane Dallowgill - Clarke- permitted
- 8. Planning – Recent Applications made to North Yorkshire Council. The Parish Council will provide a response on the following cases:**
  - a) **25/02568/FUL** Conversion and partial demolition of vacant Methodist Church to form one dwelling including installation of solar panels and formation of parking area - Methodist Church Main Street Kirkby Malzeard - Yorkshire North and East Methodist District

**9. Planning – Commuted Sums and CIL – Any updates available.**

**10. Planning – Enforcement Issues.**

- a) Consider any updates received from NYC Enforcement Office
- b) Consider any other possible breaches of planning consents, conditions or regulations currently existing within the Parish. Any matters raised by Councillors or Public will be referred to NYC Planning Enforcement Office for consideration.

**11. Parish Council Risk Assessments:** General and Financial Risk assessments register, with separate documents for Property Assets and the Play Area (deferred from Annual meeting): Consider and approve with proposed amendments.

**12. Neighbourhood Plan –** Consider any updates available including re future NY funding

**13. Allotments and Charity Land –** Consider any response received from KM Charity to PC's email of 3.7.2025

**14. New website and use of gov.uk emails:** Consider and approve only using gov.uk email addresses for all Parish Council business by Parish Councillors and Clerk

**15. Children's Play Area:**

- a. To note weekly inspection reports from Cllrs.
- b. DTMS: consider any latest DTMS report available - (work surfaces ordered to commence in September)
- c. ROSPA safety report– ordered for September/October
- d. Update Cllr Heap on planning group/developments including quotations for siting of new bench

**16. PC Property Assets.**

- a) Consider any current issues including:
  - Bench on Laverton Road -feedback from consultation
  - Laverton defibrillator
  - Lambert's Quarry knotweed
- b) Any other matters of concern raised by Councillors or members of the public:

**17. Highways issues.**

- a. Update on existing cases and review of recent work undertaken by NY Highways
- b. Data Logger and traffic calming Kirkby Malzeard – update from Cllrs Berry, Aksut and Heap.
- c. Any new Highways or right of way issues - items to be raised by Councillors or public-

**18. Overhanging trees - Pinfold Court –** issue raised by residents

## 19. Financial Items:

- a. Bank Statements – balance, outgoing payments and income on latest available statement.
- b. Cash Book – up to date record of payments/receipts
- c. Approval of payments (including VAT where applicable)
- d. Quarterly report on spending against Budget.
- e. Recent email correspondence from HMRC concerning PAYE payment.- update
- f. External Auditor's Report and Certificate 2024/25- to note external auditor's report and publication of Notice of Conclusion of Audit. Consideration of Report deferred to next meeting.

Payee	Amount	VAT	Item Paid For
Parish Online	£76.80	£12.80	Neighbourhood Plan services
Parish Clerk Salary	£386.55	N/A	Revised salary and Back pay
Back Pay to 1 <sup>st</sup> April	££91.35		from April 2025 -pay award.
Clerk PAYE	£96.64 per month	N/A	Income tax
Morgan's Estates	£677.00	N/A	Grass Cutting/verges.
PKF Littlejohn LLP	£252.00	£42.00	External Audit fee.

**20. Any Other Business:** Items not covered elsewhere on the agenda can be raised by the Councillors and members of the public for discussion and referral onto the agenda of the next Ordinary Meeting.

**21. Date of next meetings:** Date of next ordinary Meeting Monday 29<sup>th</sup> September 2025 at the Kirkby Malzeard Mechanics Institute Annexe. Any items to go on the agenda for the Council meetings should be submitted to the clerk by Tuesday 23<sup>rd</sup> September 2025 please.

**Dated: 13 August 2025**

**PARISH CLERK:** John Collins, Conifers Main Street, Kirkby Malzeard Ripon, HG4 3RS (Postal enquiries only) Tel: 07794964819 Email: [clerk.@kml-d-pc.gov.uk](mailto:clerk.@kml-d-pc.gov.uk) Agenda, along with General Privacy Notice, also available on the Parish Council website: [www.kml-d-pc.gov.uk](http://www.kml-d-pc.gov.uk) [Facebook: @kml-d-pc](#)