

**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 Annex for the purpose of transacting the following business:

Present: Cllrs. Manson, Floyd, Lobley, Berry, Hughes together with the clerk and one member of the public

Minutes

1. Welcome, Apologies for absence from Councillors:

Apologies received and accepted from Cllrs. Heap, Aksut and NYC Cllr Cunliffe-Lister

2. Declarations of Disclosable Pecuniary Interests, other interests or Close Association.

Consider Councillors' Declarations for items on this agenda – None declared

3. Approve & sign off the Minutes of the last Ordinary Meeting of the Parish Council held on the 28th July 2025. – Approved and signed by the Chair

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. **Action:** Clerk to invite Nidderdale Plus to present at a future Parish Council meeting. tbc.

b) Three information letters from MP. Rt Hon. Sir Julian Smith. For public interest and consultation please contact the clerk.

5. Report from North Yorkshire Councillor – Report to be submitted and published when received.

6. Planning – Recent Applications made to North Yorkshire Council where the Parish Council Have not been consulted: - None.

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 – **Parish Council response C –**

The Parish Council does not object to or support the application but wishes to make comments or seek safeguards as follows: - This development will add traffic to the already over busy very narrow Back Lane. Vehicles regularly contravene the existing one-way system -the signage is currently inadequate. Before this planning application is approved the Parish Council ask Planning Officers to consider with NY Highways the regulation of traffic and improvements to pedestrian safety by the enhancement and re positioning of the one-way signs on the Back Lane. Consideration should also be given to speed restrictions. The Parish Council have previously written twice to NY Highways and requested a site meeting to discuss these issues - and still await a response to this request.

9. Planning – Commuted Sums and CIL – Action: Clerk to further pursue this request with NY Planning

10. Planning – Enforcement Issues.

a) Consider any updates received from NYC Enforcement Office. **Action:** Clerk to seek updates from Planning enforcement from 2 recently reported cases.

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. **Action:** Following discussion and recommended actions concerning annual tree inspections and volunteers' proformas, the updated Risk Assessments were approved.

Action: Clerk to save in records and post revised risk assessments on website

12. Neighbourhood Plan – Consider any updates available including re future NY funding – No report currently available.

13. Allotments and Charity Land – Consider any response received from KM Charity to PC's email of 3.7.2025. – The Charity's chair will inform the trustees of the request for a meeting. **Action:** Cllr Hughes to follow up this request at the next KM Charity meeting scheduled for 10th November and report back at November PC meeting.

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 - Cllrs agreed that new gov.uk email addresses for all Cllrs and Clerk will be used from 29th September (next PC

meeting). An official website launch and use of new emails will then be posted on the community website and social media.

Action: all Cllrs yet to set up gov.uk email accounts to do this by end September

15. Children's Play Area:

- a. To note weekly inspection reports from Cllrs. – not available at meeting - to be forwarded to all Cllrs
- b. DTMS: consider any latest DTMS report available - (work surfaces ordered to commence in September)
- c. ROSPA safety report– ordered for September/October – inspection date and fee agreed for the Play area and the HPFA MUGA.
- d. Update from Cllr Heap on planning group/developments including quotations for siting of new bench – None available

16. PC Property Assets.

- a) Consider any current issues including:
 - Bench on Laverton Road feedback from consultation – following feedback it was agreed to repair the bench and to confirm the surroundings are strimmed in DTMS schedule of work. **Action:** Cllr Lobley agreed to repair bench
 - Laverton defibrillator – now reset and fully functional. Invoice received for new pads and battery.
 - Lambert's Quarry knotweed – inspected and sprayed
- b) Any other matters of concern raised by Councillors or members of the public:
 1. Overhanging trees on the bridleway Lamberts quarry. **Action:** Clerk to contact adjacent land owners to review and prune
 2. Broken fencing adjacent to the road on Laverton quarry site – NY Highways previously notified. **Action:** Clerk to follow up with the lease holders NY Highways.

17. Highways issues.

- a. Update on existing cases and review of recent work undertaken by NY Highways – Cllr Floyd reported poor repair at Dallowgill Bridge. **Action:** Clerk to inform NY Highways.
- b. Data Logger and traffic calming Kirkby Malzeard – update from Cllrs Berry, Aksut and Heap. – No data available
Action: Cllr Askut to re-site logger as soon as possible. Clerk to ascertain procedures from NY for the installation of speed restriction equipment.
- c. Any new Highways or right of way issues - items to be raised by Councillors or public- Request as to how the PC reports issues and receives feedback from NY Highways on work
Action: Clerk follow up with NY Cllr.

18. Overhanging trees - Pinfold Court – issue raised by residents – understood the tree in question has now been pruned.

19. Financial Items:

- a. Bank Statements – balance, outgoing payments and income on latest available statement. – reviewed and accepted

- b. Cash Book – up to date record of payments/receipts – reviewed and accepted
- c. Approval of payments below (including VAT where applicable) – all accepted
- d. Quarterly report on spending against Budget. – clerk supplied details of the current spend as shown in the cashbook against the budget set for precept. The current format does not give a clear indication for monitoring purposes. **Action:** – new budget headings to be reviewed and set up in the new budget for 2026/27
- e. Recent email correspondence from HMRC concerning PAYE payment- update – Clerk has now set up a new PAYE direct debit to commence in September. However the previous PAYE mistakes made by HMRC have yet to be resolved.

Action: Clerk to continue to pursue

- 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. **Action:** Clerk to publish the conclusive AGAR certificate with these minutes and on the website for display until 30th September 2025.

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 st 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 29th 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 23rd September 2025 please.

Meeting closed at 9pm

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