

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

Parish Council Meeting on Monday 24th November 2024 at 7:30pm in the Mechanics Institute Annexe

Present: Cllrs. Manson (Chair), Floyd, Lobley, Heap, Berry, Aksut, Hughes and one member of the public together with the clerk

Minutes

- 1. Welcome, Apologies for absence from Councillors - None**
- 2. Declarations of Disclosable Pecuniary Interests, other interests or Close Association.**
Consider Councillors' Declarations for items on this agenda. – None
- 3. Approve & sign off the Minutes of the last Ordinary Meeting of the Parish Council held on the 20th October 2025.** – Minutes approved and signed by the Chair
- 4. Correspondence: any urgent items will be raised by the clerk for consideration and action**
 - a. Letters of complaint regarding a Parish Councillor – Update from clerk – The Clerk informed the meeting of the clerks' advisory role in matters of governance, ethical and procedural issues. Advice had been sought from YLCA and from the NYC Monitoring Officer which confirmed that the resolution made by the Council on the 20th of October (Minute item correspondence 4.2) that the matter should not be discussed at the Parish Council meeting. Further complaints received after the meeting on the 20th October were sent directly to the Monitoring Officer as instructed in their guidance. The Monitoring Office has forwarded to the clerk the NYC complaint form and guidance.
 - b. York and North Yorkshire Combined Authority Vibrant and Sustainable High Streets Fund Phase 3 – Funding opportunity for communities. The Clerk can provide details.
 - c. Letter of complaint regarding footpath restriction Dallowgill due to gun club activity. – Clerk has forwarded this complaint to the NYC Enforcement Officer for comment/action.
- 5. Report from North Yorkshire Councillor** – Report from NY Cllr Cunliffe-Lister
The full report is available on the Parish Council website.
- 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. PROPOSAL: Erection of garage with solar panel LOCATION: Pinewood Missies Farm Missies Track Laverton North Yorkshire HG4 3NX APPLICANT: Mr and Mrs Austin-Price. Permitted - noted

8. Planning – Recent applications made to North Yorkshire Council. The Parish Council will provide a response on the following cases:

a. APPLICATION NO: 25/03058/FUL PROPOSAL: Retrospective permission for change of use from agricultural to commercial land, creation of car parking area and retention of 2no. static caravans. Siting of water treatment plant and attenuation crates.

LOCATION: Wateredge Long Swales Lane Kirkby Malzeard HG4 3RJ APPLICANT: Mr R Atkinson

Parish Council Response 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 concur with Nidderdale National Landscape comments as already submitted regarding flood zones, landscaping and screening and the unsuitability of static caravans on this location adjacent to a rural footpath in an AONB area.

b. APPLICATION NO: 25/03430/FUL PROPOSAL: Proposed erection of 12 number solar panels on a galvanised framework in land to the rear of Syke House. LOCATION: Syke House Syke House Track Laverton HG4 3SZ APPLICANT: Mr William Gaunt

Parish Council Response 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 concur with the comments made by Nidderdale National Landscape on the NYC planning site.

9. Planning – Commuted Sums and CIL- consider latest updates from North Yorkshire Council - including recent email from NYC re Laverton Oaks HGTZC24/03112/DISCON, information that the open space calculations and a S106 agreement is being prepared by the legal department. **Action:** Clerk to request an update as soon as possible

10. Planning Enforcement issues.

a) Consider any updates received from NYC Enforcement Office – **Action:** Clerk to request update re actions taken regarding a) touring caravan and b) slurry store (already reported).

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. - None

11. Neighbourhood Plan. – Consider any update available – current consultation process ongoing, no further update available.

12. Children’s Play Area

a. To note weekly inspection reports from Cllrs. – Cllr Heap reported on a model inspection document that could be made publicly available via the PC website and highlighted some current issues that may require action.

b. DTMS: consider latest DTMS report – no important issues raised

c. Consider the ROSPA safety report and any actions necessary – The report was discussed including gate closure problem and shackles on an item of play equipment.

Action: All Cllrs agreed to visit playground to inform further discussion at the December meeting.

d. Consider quotes for accessible picnic table and next steps- Cllr Heap submitted details and quotes for a picnic table for the play area which will be funded via the currently unspent CIL fund. Following discussion on the quotes it was resolved that a hard standing base would also be required. **Action:** Cllr Heap to look at location and costs for the base ready for potential approval at the next meeting.

13. Kirkby Malzeard Consolidated Charities Trust - update from the Parish Council representatives on the Trust’s recent meeting - including the Trust’s views on allotments. Cllrs Hughes and Lobley reported on the outcome of the last meeting of the Charities Trust including that the Charity might in future consider a longer- term lease on their Main Street site and that an informal planning application for allotments could be made. The Parish council agreed that a re-assessment of support for allotments in Kirkby site needs to be made and that if there is support an allotment society would be an appropriate organization to take matters forward. Once formed an allotment society could apply as a voluntary organization to the Parish Council for financial support. **Action:** Cllr Hughes to seek support for an allotment society and report back to the Council.

14. Parish Council Local Organisation Grants- - to note the progress reports received from organisations in receipt of 2024/2025 grants – Reports circulated to Cllrs were noted.

15. PC Property Assets.

a. Bench on Laverton Road – quotes for replacement – Clerk reported on a range of prices / materials for the bench replacement. **Action:** Clerk to get quotes for installing a hard standing base for a recycled plastic bench.

b. Annual inspection of the PC’s trees - **Action:** Cllr Floyd will progress.

c. Any matters of concern raised by Councillors or members of the public re PC property assets – Cllr Lobley reported on the progress made on the footpath at Lamberts quarry **Action:** Clerk to contact appropriate landowners adjacent to the bridleway regarding overhanging trees and ditch clearance.

16. Highways issues.

a. Update on existing cases and review of recent work undertaken by N Yorkshire Highways. – Cllr. Lobley raised the issue the condition of the bridleway at Carlesmoor.

Action: Clerk to follow up with NY Highways

b. Data logger and traffic calming – any updates available – awaiting replacement parts for the Data logger.

c. Any new highways or rights of way issues to be raised by Cllrs or members of the public:-

1. Street lights missing at the following locations – Church Street, outside KM Surgery, and in Laverton

Action: Cllrs to report lamppost numbers to the clerk for reporting to NY Highways.

2. Drain blocked on the corner of the Green KM, in Laverton near defib and on the S bend Laverton Road.

Action: Clerk to report all to NY Highways

17. Parish Councilors gov.uk emails usage and website official launch. – Action: All Cllrs

to resolve any gov.uk email issues via the software provider before the next meeting and to please inform the Clerk once they can receive gov.uk emails.

18. Christmas Trees 2025 - proposals and estimated costs. Noted the trees are the responsibility of PC – PC risk assessment and insurance **Action:** Cllr Hughes to liaise with those involved to arrange installation of the trees as in previous years

19. Community Led Housing – Update Cllr Aksut. – Cllr Aksut had to leave the meeting early. This item deferred to the next meeting

20. Advice from YLCA to update the Parish Council's Code of Conduct – Following advice from YLCA (Yorkshire Local Councils Association) noted there is a need to review the PC's Code of Conduct currently in use. **Action:** Cllr. Floyd agreed to review/revise the PC's Code of Conduct to Local Government Association's latest recommendations .

21. Financial Items.

a. Bank Statements – balance of outgoing payments and income on latest available statement – noted and accepted

b. Cash Book – up to date record of payments and receipts. – noted and accepted

c. Approval of payments below (including VAT where applicable) - accepted

d. HSBC – request for ID documents from three Cllrs. – Cllrs. Submitted documents for the Clerk to forward to HSBC Business Review agent as requested.

e. Generic notices received from HMRC regarding outstanding file submissions –

Action: Cllr Berry to pursue this issue as the PAYE agent for the Parish Council

f. Consideration of draft budget and precept request for 2026-2027 - Clerk submitted the proposed budget for the forthcoming financial year and a proposed precept submission to NYC. which would result in a 3.6% Council tax increase. (£1.32 increase in line with inflation for a band D property) . Accepted for final approval December meeting.

Action: clerk to check dates for lease reviews for all PC leased properties

Payee	Amount	VAT (where applicable)	Item paid for
Fenn Design and print	£75.00		Printing Draft N. Plan

22.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.

23.Date of next meeting: The date of the next ordinary meeting Monday 15th December 2025 at the Kirkby Malzeard Mechanics Institute Village Hall Annexe. Any items to go on the agenda for the Council meeting should be submitted to the clerk by Tuesday 9th December 2025 please.

Meeting closed – 9.15pm.

PARISH CLERK: John Collins, The Bothy, Back Lane, Kirkby Malzeard Ripon, HG4 3SH (Postal enquiries only) Tel: 07794964819

Email: clerk.kmld-pc@gov.uk

Agenda, along with General Privacy Notice, also available on the Parish Council website: www.kmld-pc.gov.uk [Facebook:](#) @kmldpc