

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

**Monday 23<sup>rd</sup> February 2026 at 7.30pm in the Mechanics Institute Annexe for the purpose of transacting the following business:**

**Minutes**

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

- 1. Welcome, approve any apologies for absence from Councillors** – Apologies received and approved from Cllrs. Floyd and Heap.
- 2. Declarations of Disclosable Pecuniary Interests, other interests or Close Association.**  
Cllrs. Berry and Manson declared other interest with grant applications item 6 and Cllr Aksut declared a close association regarding item 19d.
- 3. Approve & sign off the Minutes of the last Ordinary Meeting of the Parish Council held on the 26<sup>th</sup> January 2025.** – Approved and signed.
- 4. Correspondence: any urgent items will be raised by the clerk for consideration and action**
  - a. Update request re salt bin from Masham Community Office and correspondence from resident. – Clerk appraised the council regarding North Yorkshire Council’s response regarding the ‘ownership’ of one of the bins on Mowbray Gardens site. **Action:** Clerk to contact the Area6 office to ascertain the current North Yorkshire policy regarding the re filling of salt bins and the cost to the PC of filling an ‘unadopted’ bin. Clerk also to enquire as to why there are no salt bins at the west end of Kirkby Malzeard.
  - b. NY Local Plan – Third Public Release of ‘Call for Sites’ Submissions - noted
  - c. NY Parish Newsletter – proposed changes to NY Council divisions - noted
  - d. Invite from Rev Cromarty to the launch of the Parish Pilgrimage walks. - noted
- 5. Report from North Yorkshire Councillor** – No Report available
- 6. Local Organisation Grants 2025-26** - Consider and approve applications received from local organisations: - Seven local organisations applied for funds totalling £9,220 from the Parish Council budget for grants of £7,000. Following discussion based upon current needs, it was agreed to allocate the following: -
  - Kirkby Malzeard Bowls Club - £1,000 towards the purchase of a refurbished aerator
  - Highside Playing Fields Assn - £3,000 towards the cost of various projects including render of the gable end of the pavilion, new external doors to the storeroom, possible wall and hut for tennis and CCTV.

- Mechanics Institute Village Hall - £1,000 towards the cost of a new sound system (already purchased)
- The Green Team - £1,000 towards improvements to Lamberts Quarry Community Woodland - **payment deferred** until plans agreed with the Parish Council (as land owner)  
**Action:** Clerk to invite the Green Team to the March meeting
- Kirkby In Bloom - £500 towards costs of village tubs and troughs, insurance, printing, weed control and wildflower meadow
- Village Outing £200 towards subsidising coach travel for those who need help to attend village outings
- KM Pre-School £300 towards cost of creating a sensory garden

**7. Emergency Planning Procedure** – consider way forward: - In the light of recent electrical improvements to the Mechanics Institute a designated ‘rest centre’ and changes of circumstance to some previously involved in the plan it was agreed to call a public meeting for those interested. **Action:** Clerk to identify a date for the meeting and circulate an invite for residents to attend/contribute.

**8. Planning – Recent Applications made to North Yorkshire Council where the Parish Council have not been consulted:** - None

**9. Planning – Notifications of recent decisions made by North Yorkshire Council** - None

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

a) APPLICATION NO: 26/00606/FUL PROPOSAL: Erection of single detached dwellinghouse LOCATION: Land to South of Parkfield Galphay Road Kirkby Malzeard HG4 3RX APPLICANT: Bria haze Village Homes

**Decision B - the Parish Council objects on the planning grounds set out below-**

The Council requests that the application be refused and plans be resubmitted for one building of two affordable semi-detached homes on this infill plot. This particular developer has so far built 12 houses on three sites in this area of Kirkby Malzeard - all are large detached homes. Because they have been built in sets of five, five and two houses this has avoided the requirement for affordable homes.

The Parish Council is also concerned about the potential height of the proposed building which will add to the overbearing nature of some of these houses and impact on views towards Kirkby Malzeard. No height measurements of the elevations of the proposal are apparent in the submitted details - we request these are made public.

**11. Planning - Commuted Sums and CIL- consider latest updates from North Yorkshire Council** – Update from Clerk re enquires made - The Clerk received a subsequent update via NY Cllr Cunliffe-Lister regarding allocations under section S106 allocations for a highway restructuring project £10,000 and that Open Space S106 payments are usually paid in

instalments according to occupancy, then made available to be spent when all instalments have been received.

## **12. Planning Enforcement**

- a) Consider any updates received from NYC Enforcement Office - Slurry pit on Carlesmoor – the Enforcement Office has requested a map reference for inspection.
- 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.  
– a cllr requested an update on process following the refused retrospective planning application for static caravans on Longswales Lane

**13. Neighbourhood Plan** – An updated report was received from the NP steering group secretary and will be made available on the Parish Council website.

## **14. Children's Play Area**

- a. To note weekly inspection reports from Cllrs –. Cllr Heap sent an updated inspection report in his absence – agreed **Action:** Cllr Heap to purchase a replacement padlock
- b. DTMS consider latest DTMS report – accepted
- c. ROSPA report – work to Junior swings quote from DTMS awaited. **Action:** Clerk to follow up the request for a quote from DTMS.
- d. Location and estimate costs for picnic table and base – consider available quotes - In his absence it was decided that a meeting of the action group and interested Cllrs should be convened by Cllr Heap to discuss the quotes received make a recommendation to the PC for next meeting. **Action:** Cllr Heap

## **15. PC Property Assets.**

- a. Bench on Laverton Road – Update from Clerk – Thanks to Cllr Lobley for the repair, although further work may be necessary.
- b. Annual inspection of the PC's trees - Cllr Floyd - deferred to next Meeting
- c. Lamberts Quarry – Update from Clerk **Action:** clerk to follow up request for work to ditches with land owner in early autumn.
- d. Any other matters re PC property assets – Pinfold rent review – It was agreed that the clerk should give notice to the current lease holder of a % increase in line with inflation for the forthcoming lease period. Current lease £145 per annum to be increased to £175 for the following five-year lease period. **Action:** Clerk to give notice of increase to the current leaseholder and ask his intention for the forthcoming lease period

## **16. Highways issues.**

- a. Update on existing cases and review of recent work undertaken by N Yorkshire Highways. – update on reported issues and requests. – Cllr Lobley asked that the clerk follow up the previous inquiry to North Yorkshire Highways re responsibility for repairs on Carlesmoor Lane.

- b. Data logger and traffic calming – any updates available – Cllr Aksut updated the meeting regarding the current contract issue with the logger provider. The PC agreed she should contact North Yorkshire Highways who recommended the contractor.
- c. Grass cutting contract 2026 – update from Chair – the 3.5% uplift on the contract price for the forthcoming year was noted and accepted.
- d. Relocation of waste bin currently near Methodist chapel Kirkby Malzeard - Clerk to follow up and report to the next meeting.
- e. Responsibility for Salt bin near Mowbray Crescent - previously discussed under correspondence.
- f. Disability parking outside the Mechanics Institute village Hall - Clerk has made request and awaiting response from NY Highways.
- g. Any new highways or rights of way issues to be raised by Cllrs or members of the public – Concern with Flooding on Kirkby Road making road conditions dangerous. Although the area is possibly just outside of the KMLDPC boundary, the Clerk will inform NY Highways via the website portal.

**17. Parish Councilors gov.uk emails** – Update on Cllrs progress with web provider. – only two Cllrs now to complete the transition. **Action:** Clerk will continue to add just these two old email addresses to group emails.

**18. Review the Parish Council's Code of Conduct** – defer to March meeting

**19. Financial Items.**

- a. Bank Statements – balance of outgoing payments and income on latest available statement - accepted
- b. Cash Book – up to date record of payments and receipts. - accepted
- c. Approval of payments below (including VAT where applicable) - accepted
- d. Consideration of future payments for the 'Community Hub' Website. – In light of the success of the new Parish Council website it was proposed that future web-maintenance payments to the 'Community hub' site should cease at an appropriate time. The service provider Visiosoft has offered to manage the site at their own expense. This could be acceptable if links to and from the Parish Council site will still be maintained. **Action:** Clerk to draft email to Visiosoft manager to clarify the arrangement – for consideration at next meeting.
- e. Generic notices received from HMRC regarding outstanding file submissions – Update from Cllr Berry – Links with HMRC still not complete – Clerk raised concerns over the lack of PAYE payments which have been outstanding since April 2024 and the implications for the forthcoming audits.  
**ACTION:** Clerk to attempt to clarify Arrangement with HMRC by next meeting.
- f. Update from Clerk re appointment of Auditor – contract signed

<b>Payee</b>	<b>Amount</b>	<b>VAT (where applicable)</b>	<b>Item paid for</b>
DTMS inv. SI 122931	£1560.00	£260.00	Soft Surface playground repairs
Visiosoft inv. 20260106-4	£360.00	Not registered	Annual 'Community website' hosting and support.
Flexibubble Art	£209.79		N Plan Mapping

**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:**

a) The date of the next ordinary meeting Monday 30<sup>th</sup> March 2026 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 24<sup>th</sup> March 2026 please.

b) Future date amendment – Annual Meeting Tuesday 5<sup>th</sup> May (due to bank holiday) Ordinary Meeting Monday 18<sup>th</sup> May.

**Dated:** 24<sup>th</sup> February 2026

**PARISH CLERK:** John Collins, The Bothy, Back Lane, Kirkby Malzeard Ripon, HG4 3SH (Postal enquiries only) Tel: 07794964819 Email: [clerk.kmld-pc@gov.uk](mailto:clerk.kmld-pc@gov.uk) . Agenda, along with General Privacy Notice, also available on the Parish Council website: [www.kmld-pc.gov.uk](http://www.kmld-pc.gov.uk) [Facebook: @kmldpc](#)