

# KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH COUNCIL

## OFFICIAL NOTICE OF A PARISH COUNCIL MEETING

**Monday 29 April 2024 at 7.30pm in the Annex of the Mechanics Institute, Kirkby Malzeard**

The meeting commenced at 7.30pm. Present: Councillors Pippa Manson (Chair), Chris Floyd, Jane Aksut, Geoffrey Berry, Jonathan Heap and Geoff Lobleby along with the Clerk and 5 members of the public

### MINUTES

**1. Welcome. Apologies for absence from Councillors - approve reason why unable to take part.**

Apologies were received and approved from Cllr Hughes

**2. Declarations of Disclosable Pecuniary Interest, Other Interests or Close Association.**

There were no Declarations of Disclosable Pecuniary Interest or other interests or close associations for items on this agenda

**3. Approve the Minutes of the Parish Council meeting 25<sup>th</sup> March 2024** The minutes were approved and were signed as such by the Chair.

**4. Correspondence – any urgent items will be raised by the Clerk for consideration and action.**

- a) **WI** – Request to set up a recycling area in the bus shelter. The WI withdrew this request.
- b) **Resident** – Complaint regarding the number of cars parking on Main Street, Kirkby Malzeard. This item was deferred until item 16
- c) **Resident** – Issues with the road surface on Main Street. This item was deferred until item 16
- d) **Resident** – Request for update on the abandoned white van on the moors at Roman Soldier car park. The PC have not received a response to the letter sent to the estate's agents. Cllr Floyd will try and get in touch with the land owner.
- e) **NYC** – Notice of submission of the New Settlement (Maltkin) Development Plan Document. Noted.
- f) **NYC** – Commuted Sums. The Clerk will forward this information to the HPFA.
- g) **Resident** – Complaint re: tree overhanging a footpath. The Parish Council do not consider it an issue.
- h) **Resident** – Complaint re: broken stile. PC will ask for grid references of the stile and report it to highways.

**5. Report from our North Yorkshire Councillor (if available).**

- a) No update from Cllr Cunliffe-Lister was available.

**6. Planning – recent Applications made to North Yorkshire Council where the Parish Council have not been consulted: None**

**7. Planning – notification of recent Decisions made by North Yorkshire Council:**

- a) ZC24/00334/FUL - Ash Tree Farm Kirkby Malzeard, Single storey glazed oak frame structure (revised scheme). Sykes Brown. Permitted
- b) ZC24/00461/FUL - Sewage Works Ripon Road Kirkby Malzeard, Erection of one Glass Reinforced Plastic (GRP) Ferric Sulphate Dosing Kiosk. Yorkshire Water Services Ltd. Permitted
- c) ZC24/00822/FUL - Castiles Farm Grantley Ripon, Proposed extension of existing single storey side extension. Erection of single storey rear extension, access steps and decking. Nicholson. Permitted

**8. Planning - recent Applications made to North Yorkshire Council. The Parish Council will provide a response on the following cases:**

- a) ZC24/01024/FUL - Hedge Nook Farm Kirkby Malzeard, Construction of a steel portal frame building for the housing of livestock. Nicholson. **Decision A – No Objections**
- b) ZC24/00841/FUL - Grey Gables East Farm To Grey Gables Laverton, Proposed conversion of existing barn to residential use and associated external works including new tree woodland belt and native hedge planting and removal of 4 number TPO trees. Denby. **Decision A – No Objections**
- c) ZC24/01184/FUL - Sunnyside Main Street Kirkby Malzeard, Alterations to roof of single storey rear section of house to incorporate flat roof. Addition of 1no. window to rear at ground floor level and 1no. roof lights to flat roof. Burgess. **Decision A – No Objections**
- d) ZC24/01066/DVCMAJ - Land Comprising Field At 422819 474158 Back Lane Kirkby Malzeard, Variation of condition 2 of Section 73 permission 22/04925/DVCMAJ to allow for the provision of fenestration and/or internal layout changes , and an air source heat pump to all 33 dwellings originally permitted under reserved matters application 20/04874/REMMAJ, and the use of reconstituted stone on all dwellings apart from those facing Laverton Lane. For information 22/04925/DVCMAJ had varied the terms of the conditions of reserved matters application 20/04874/REMMAJ in respect of the timing of submission of specific details. That reserved matters permission had granted the appearance, landscaping layout and scale of 33 dwellings under the terms of outline permission 17/04308/OUTMAJ and together comprise the planning permission. Brierley Homes Ltd. **Decision C – Does not object or support but request assurance that all houses will be built using natural stone.**

**9. Planning - Enforcement issues.**

- a) No updates received on recent cases dealt with by Enforcement Office.
- b) No new cases.

**10. Planning – Neighbourhood Plan** – A report from the Steering Group was received with thanks. PC agreed to ask the Steering Group to look into the payment of CiL funds to other Parish Councils in the area in respect of Neighbourhood Plans.

**11. Children’s Play Area.**

- a) No issues were raised regarding the play area.
- b) The PC wishes to thank Tony Sinfield for clearing the sand from the play area.
- c) Cllr Heap had a productive meeting with Lee Jones from NYC, who provided him with details of companies that NYC have used previously for play area improvements.

**12. Allotments** – Deferred until the May meeting

**Actions: Add to May agenda**

**13. Data Logger** –Cllr Aksut will get the data logger set up in the next couple of weeks. The data logger will be placed in her front garden in the first instance.

**Actions: Add to May agenda**

**14. Emergency Generator for the Mechanics** to support the Community Emergency Plan – Quotes for a generator have been received and the grants that are available to fund it are currently been explored. MI are not prepared to purchase a generator and feel that it should be the PC’s responsibility. The PC will defer making a decision on this until they receive an update from the MI regarding the possibility of solar panels being installed.

**15. Property Assets.**

- a) No issues of concern noted by Councillors or members of the public

**16. Highways issues.** – a) Update from Cllr Heap on NYC’s consideration of road safety concerns and damage to properties from vibrations in Kirkby Malzeard. Cllr Heap recently met with a representative from Highways:

- It was explained to Cllr Heap that all capital budget for this year has already been allocated.
- However, Cllr Heap was told that it was feasible that funds might be available to re-surface/re-dress Main Street. The dip in the road on Main Street will be closely observed. Highways will carry out an inspection regarding the road condition.
- A detailed survey will take place regarding the drainage issues within the village.
- Unfortunately, it is not feasible for a one-way system to be implemented around Back Lane/Church Bank.
- Cllr Heap will liaise with Highways and North Yorkshire police about speed management protocol and a speed survey.

- Cllr Heap will raise with Highways the possibility of replacing the white line edging the road on Church Bank
- Cllr Heap will look into collaborating with Grewelthorpe in regard to the speed camera and building data to support North Yorkshire Police.

b) No Updates on existing cases and review of recent work undertaken by NYCC Highways

c) No new Highways items to be raised by Councillors or public.

**17. Financial Items:**

a) The Bank statement showed a balance of £21,303.29

b) Cash Book reconciliation with bank statement was noted.

c) The Internal Audit Report was considered.

d) The following payments (including VAT where applicable) were approved. Approval of the Kempston Parkes invoice will be deferred until the May meeting when the feasibility study has been received.

**Action: Add invoice to May agenda**

<b>Payee</b>	<b>Amount</b>	<b>Item Paid For</b>
V Preston	£416.00	Underpayment of homeworkers allowance April 20 – April 24
YLCA	£15.00	Clerk advert
YLCA	£454.00	Subscription fees
Account-ant	£120.00	Audit Fee
Andrew Towleron	£600.00	Consultancy fees – Neighbourhood Plan
Groundworks	£2370.00	Repayment of unspent grant
Mechanics Institute	£190.01	Hall hire
Kempston Parkes	£1518.33	Feasibility study Methodist Chapel- <b>payment deferred</b>

**18. Finance Document 2023-24. Consider and approve the following documents on which the Accountability Return is based:**

a) Receipts was considered and approved.

b) Payments was considered and approved.

c) Bank Reconciliation was considered and approved.

d) Cash Book was considered and approved.

e) Asset and Investment Register as at 31 March 2024 was considered and approved.

**19. Annual Governance and Accountability Return 2023-24 – Exemption and Auditors Report - The Annual Internal Audit Report (Page 3 of AGAR) provided by Account-Ant was considered and approved. Council to note the additional best practice guidance notes provided.**

**Actions: Submit to external auditor**

**20.** Annual Governance and Accountability Return 2023-24 – Governance –The Annual Governance Statement (Page 4 of AGAR) was considered and approved and signed by the chair and the clerk.

**Actions: Submit to external auditor**

**21.** Annual Governance and Accountability Return 2023-24 – Finance. - The Accounting Statements 2023-24 (Page 5 of AGAR) was considered and approved and signed by the chair and the clerk.

**Actions: Submit to external auditor**

**22.** Annual Governance and Accountability Return 2023-24 – Publication. - The publication of the AGAR documents on website and noticeboard in accordance with the requirements of Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities, to include the Notice of the period for the Exercise of Public Rights was approved.

**Actions: Publish all financial document on the website**

**23. Appointment of new Parish Clerk** – The appointment of Mr. John Collins from May 01, 2024 at National Joint Council SCP Scale point 7 (£5,254.08) with a homeworking allowance of £26 per month was approved. The Parish Council expressed their grateful thanks to Vicki Preston for her excellent work as Parish Clerk since 2019 and gave her their best wishes for the future.

**24. Any Other Business:** Items not covered elsewhere on the Agenda can be raised by Councillors and Members of the Public for discussion and referral onto Agenda of next ordinary meeting.

- **Nidd Plus offer support residents in the digital handover of the telephone system.**
- **Nidd Plus have mental health support available.**

**25. Date of next meetings:**

Date of Next ordinary meeting **Monday May 20 2024** at 7.30pm in the Annex of the Mechanics Institute, Kirkby Malzeard. Any items to go on the Agenda for the Council meeting should be submitted to the Clerk by 14th May 2024 please. The Annual Meeting of the Parish Council to also be held on Monday 20 May, at 6pm, prior to the ordinary meeting commencing 7.30pm

Meeting Ended at: 21:00

Dated 20/04/2024

**PARISH CLERK:** Mr John Collins, Conifers, Main St, Kirkby Malzeard HG4 3RS (postal enquiries only)  
Email: [clerk.kmldpc@outlook.com](mailto:clerk.kmldpc@outlook.com) Agenda, along with General Privacy Notice, also available on  
the Parish Council website: [www.kirkbymalzeardarea.org.uk](http://www.kirkbymalzeardarea.org.uk) Facebook: @kmldpc

