

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 20th October 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.

Minutes

Present: Cllrs. Manson (Chair), Floyd, Berry, Aksut, Hughes, Lobley, Heap together with Cllr Cunliffe-Lister (until item 5), two members of the public and the clerk.

1. **Welcome, Apologies for absence from Councillors:** - No apologies.
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 29th September 2025.** – Approved and signed by the Chair
4. **Correspondence: any urgent items will be raised by the clerk for consideration and action**
 1. Letter from Rt Hon J Smith MP promoting local surgeries- for publication.
 2. Letters of complaint regarding the conduct of a Parish Council member at a meeting away from the parish. – Resolved that a letter of reply to be sent to the complainants stating that the issue was not considered to be relevant to this Parish Council as the Councillor in question was acting in his private/business capacity outside this parish.
5. **Report from North Yorkshire Councillor** – NY Councillor Cunliffe-Lister attended the meeting and spoke briefly regarding 3 NYC issues/updates. –Details available on PC website – www.kmld-pc.gov.uk
 1. Garden waste collections
 2. Libraries issues
 3. Recycling centres/ commercial waste.Cllr Berry asked NY Cunliffe-Lister about any progress being made regarding the use of the KM dairy sites' use for business units. Cllr Lobley raised a question regarding the regular recycling collections along Carlesmoor Lane, Dallowgill.
6. **Parish Council Local Organisation Grants** – Half Year progress reports – Clerk has received reports from 5 of the 7 recipient organisations. **Action:** Clerk will compile a table/document for circulation to Cllrs. when the outstanding reports have been received

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

8. Planning – Notifications of recent decisions made by North Yorkshire Council – None

9. Planning – Recent Applications made to North Yorkshire Council. The Parish Council will provide a response on the following cases: - 1 application recently received

Action: Clerk to request an extension for a response at the next Parish Council meeting.

10. Planning – Commuted Sums and CIL - still awaiting response from NY. – Clerk awaiting replies from NYC regarding the Laverton Oaks development.

11. Planning – Enforcement Issues.

a) Consider any updates received from NYC Enforcement Office – confirmation of receipt of photo evidence regarding solar panels on the site near cemetery.

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. **Action:** Clerk to follow up apparent breach of planning regarding a slurry store previously notified.

12. Neighbourhood Plan

a) Approve permission for publishing rights on Parish Council website for the Secretary of the steering group for the duration of the NP consultation period. Approved.

13. New website and use of gov.uk emails: - Update on progress. – The Chair reminded all Cllrs of the resolution agreed at the August PC meeting for launch from 29th September of the new website and new Cllr gov.uk emails. **Action:** All Cllrs to resolve this issue with their I.T. software urgently. Website to be launched via social media platforms asap. Cllr Aksut to update the Community website with a direct weblink to the new site.

14. Children's Play Area:

a. To note weekly inspection reports from Cllrs – Cllr Heap emailed his record of inspections on the condition of the play area – to be resent to cllrs

b. DTMS: consider any latest DTMS report available – report received

c. ROSPA safety report –ROSPA Portal access to the report received with Invoice for payment. **Action:** Invoice to be paid when password access problem is resolved and the report circulated to Cllrs. Update to be considered next meeting

d. Update from Cllr Heap on planning group/developments – Proposals for bench circulated for approval at next meeting

15. PC Property Assets.

Any matters of concern raised by Councillors or members of the public:

a. Bench on Laverton rd. temporary repair undertaken. - Replacement costs.

Action: resolved to replace bench. Clerk to seek quotes for a replacement.

b. Trees: **Action:** Cllr Floyd to organise the annual inspection of the PC's trees

16. Highways issues.

- a) Update on existing cases and review of recent work undertaken by NY – Castiles Cattle grid pothole reported to highways.
- b) Data Logger and traffic calming Kirkby Malzeard. – Cllr Aksut update on repairs – currently pursuing hardware supplier re technical issues.
- c) Any new Highways or rights of way issues –
 1. Church Street adjacent to the Queens Public House apparently sinking again – Clerk to report to NY Highways and Yorkshire Water.
 2. Carlesmoor Road is now designated a bridleway and is in need of repair – Clerk to seek guidance from Highways regarding repairs.

18. Financial Items:

- a. Bank Statements – balance, outgoing payments and income on latest available statement. – noted and approved
- b. Cash Book – up to date record of payments/receipts. – Noted and approved
- c. Approval of payments below (including VAT where applicable) both approved pending ROSPA report password issue
- d. Second Quarter current budget update against set Budget. – clerk gave a % comparison against the set budget and the current budget spend.
- e. Generic notices received from HMRC. – regarding non notification of salaries paid –
Action: Cllr Berry to seek clarification from HMRC regarding payments notice.

Payee	Amount	VAT	Item Paid For
ROSPA Play safety	£201.60	£33.60	Play Areas Inspection reports
Morgans Estates	£970.50		Grass Cutting inv.#781

17. 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.

1. Xmas Tree – for agenda at the next ordinary meeting
2. Community led housing presentation to the Council – Cllr Aksut to arrange for next meeting.

18. Date of next meetings: Date of next ordinary Meeting Monday 24th November 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 18th November 2025 please.

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