

**OFFICIAL NOTICE OF A PARISH COUNCIL MEETING**  
**KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH COUNCIL**  
**15<sup>th</sup> December 2025 at 7.30pm in the annexe of the Mechanics Institute.**

**Minutes**

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

- 1. Welcome, approve any apologies for absence from Councillors** – Apologies received from Cllrs. Aksut and Heap. – Approved.
- 2. Declarations of Disclosable Pecuniary Interests, other interests or Close Association.** Consider Councillors' Declarations for items on this agenda. – dispensations previously approved for Cllrs. Manson, Hughes, Floyd regarding agenda item 9.
- 3. Approve & sign off the Minutes of the last Ordinary Meeting of the Parish Council held on the 24<sup>th</sup> November 2025.** – One item of amendment to date – amendment noted and revised minutes approved and signed.
- 4. Correspondence: any urgent items will be raised by the clerk for consideration and action**
  - a) Mayor of York and North Yorkshire – Fire and Police precept survey – correspondence noted and will be made available for completion by the public
  - b) Letter from MP Rt Hon J Smith regarding opportunities for funding men's mental health projects –published on Village hub Facebook page and notice board.
  - c) Resident email raising concern over potentially dangerous pavement adjacent to the junction of Longswales lane and Main Street. Pavement edge has sunk level to the road. **Action:** Clerk to raise issue with NY Highways.
- 5. Report from North Yorkshire Councillor** – Full Report available on PC website. Cllr Cunliffe-Lister highlighted the relevant issues to the Council under the following topics:-
  - Highways – Back Lane one-way signage.
  - Planning – lack of response re s106 sums available from Laverton Oaks development
  - Henry Jenkins
  - Community Partnership
  - Connectivity – Smart meter issues
  - NY Executive Meeting re quarterly performance monitoring reviews.
- 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) Proposed small rear extension to existing farm house. LOCATION: Syke House Sike House Track Laverton. APPLICANT: Mr William Gaunt - PLANNING PERMISSION SUBJECT TO CONDITIONS.

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

a) APPLICATION NO: 25/04046/TPO PROPOSAL: Fell 4 No Ash (T5, T6, T9 and T10) and Crown reduction of 1 no Oak (T4) by 2-3m and pruning to suitable secondary growth points to reduce end weight of Tree Preservation order 7/2018. LOCATION: Land Comprising Field At 422819 474158 Back Lane Kirkby Malzeard APPLICANT: Brierley Homes Ltd

**PC Response:** C – The Parish Council does not object to or support the application but wishes to make comments or seek the following safeguards: -

a) Due to the maturity of the trees the Parish Council would expect the developer to plant more native trees than those removed and move forward with NYC in providing the commuted sums to the community, appropriate to the scale of this development for the provision of enhanced facilities, to support the increased resident population of the village including adjacent play and recreation facilities.

**9. Planning – Notification of Appeal TOWN AND COUNTRY PLANNING ACT 1990 - APPEAL UNDER SECTION 78 APPEAL BY:** Mr Justin Claybourn The Former Henry Jenkins Inn Main Street Kirkby Malzeard. PROPOSAL: Conversion of vacant/redundant outbuildings to provide 1no. holiday cottage including external alterations and associated hardstanding. COUNCIL REF: 25/00060/NREFPP APPEAL REF: APP/U2750/W/25/3374945

**PC Response:** The Parish Council wish to reiterate the comments made in the previous application for this site – The Parish Council objects on the planning grounds:-

- a) The building is too small and unsuitable for this development
- b) The proposal has unnecessarily large hardstanding
- c) This application is a duplication of a prior application that was refused. The Parish Council consider that development of this building would harm the prospect of the Henry Jenkins site being used viably as a community facility.

**10. Planning - Commuted Sums and CIL- consider latest updates from North Yorkshire Council –** Update from Clerk re enquires made – Response from NYC 15<sup>th</sup> December – form s106 is still awaiting completion from NY Legal Services (since September)

**11. Planning Enforcement**

- a) Consider any updates received from NYC Enforcement Office – none to date
- 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 to date

**12. Neighbourhood Plan. –** No update until consultation process is collated. Consultation closed 14<sup>th</sup> December.

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

- a. To note weekly inspection reports from Cllrs – no report available to date.
- b. DTMS consider latest DTMS report – none
- c. ROSPA report – recommendations considering Cllrs inspection visits – Junior swing bolts loose – **Action:** Clerk to ask DTMS to inspect and quote to rectify
- d. Location and estimate costs for picnic table and base – **Action:** Clerk will obtain quotation for the base to compare with other quotes Cllr Heap is obtaining.

**14. Allotment Society** – Update from Cllr Hughes - an initial meeting of a small group had taken place. It is proposed that a survey will be undertaken to gauge others residents' interest.

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

- a. Bench on Laverton Road – Update on quotes for base – the clerk presented a quote making total cost of approx. £1000 including a bench – **Action:** Clerk to survey via Facebook residents' view of the cost.
- b. Annual inspection of the PC's trees - Cllr Floyd – still to be arranged
- c. Lamberts Quarry – Update from Clerk re contact with adjacent landowners re ditch clearance. – no response to date.
- d. Any other matters of concern raised by Councillors or members of the public re PC property assets - none

### **16. Highways issues.**

- a. Update on existing cases and review of recent work undertaken by N Yorkshire Highways. Noted that some potholes repaired in Dallowgill – though not the hazardous hole at Swetton cattle grid (Clerk has reported)
- b. Data logger and traffic calming – any updates available – Cllr Aksut responded in her absence that the data logger had now been taken for repair
- c. Any new highways or rights of way issues to be raised by Cllrs or members of the public:- Damaged hazardous wall outside Kirkby Malzeard School carpark on Church Bank. **Action:** Clerk to contact Headteacher regarding the loose stones adjacent to the road.

**17. Parish Councilors gov.uk emails usage and website official launch.** – Update from Cllrs email re access. – most Cllrs now on gov.uk emails. **Action:** Cllrs asked to resolve any outstanding issues with the web provider, Cllr Askut to set up direct link from community website to PC website and Clerk to advertise PC website

**18. Christmas Trees 2025** – Update from Cllr Hughes – Thanks to all involved for the trees now in place in Kirkby Malzeard and Laverton.

**19. Community Led Housing** – Update Cllr Aksut – deferred.

**20. Review the Parish Council's Code of Conduct** – Update Cllr Floyd – in progress

**21. 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 with note to follow up receipt of defibrillator pads for Laverton **Action:** Clerk
- c. Approval of payments below (including VAT where applicable) - Approved
- d. HSBC – Update on Business account review – No further update from HSBC
- e. Generic notices received from HMRC regarding outstanding file submissions – **Action:** Cllr Berry to attempt to rectify with HMRC
- f. Confirm proposed budget and Precept for 2026-2027 for submission to NYC. – Budget and Precept of £21,500 approved. **Action:** Clerk to submit the Precept application to NYC and request a confirmation of receipt.

Payee	Amount	VAT (where applicable)	Item paid for
Mechanics Institute Village Hall	£80.01		Meetings rental

**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.

- a) Late Planning application received with response date 4<sup>th</sup> January **Action:** Clerk to request an extension.

**23. Date of next meeting:** The date of the next ordinary meeting Monday 26<sup>th</sup> January 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 20<sup>th</sup> January 2026 please.

**Meeting closed at 9.10pm**

**Dated:** 16<sup>th</sup> December 2025

**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