

OFFICIAL NOTICE OF A PARISH COUNCIL MEETING

Monday 30th March 2026 at 7.30pm in the Mechanics Institute Annexe for the purpose of transacting the following business.

Minutes

Present: Cllrs. Manson, Floyd, Lobley, Berry, Aksut, Hughes with four members of the public and the clerk.

- 1. Welcome, approve any apologies for absence from Councillors.** – Apology for absence received from County Cllr. Cunliffe-Lister. Apology for 10 min delay in arriving -Cllr Hughes. Cllr Aksut had to leave the meeting 20.30hrs.
- 2. Declarations of Disclosable Pecuniary Interests, other interests or Close Association.**
- None
- 3. Approve & sign off the Minutes of the last Ordinary Meeting of the Parish Council held on the 23rd February 2026.** – Minutes approved and signed by the Chair
- 4. Correspondence: any urgent items will be raised by the clerk for consideration and action**
 - a) Letters and information from Julian Smith MP –National funding opportunities - published on the PC Facebook page and notice boards
 - b) Masham Community Office - re salt bin. – Clerk informed the Masham Office that the matter has been reported and now awaiting NYC response. It is unlikely that the bins will be refilled until the autumn.
 - c) Highway Asset Management – re Grass Cutting- NYC request for confirmation of the current grass cutting arrangement- **Action-** Clerk to confirm with map of grass cutting areas
 - d) Concerns from residents re new street lamps Kirkby Malzeard – No information was received from NYC regarding the new LED street-lights. Concerns regarding the locations and brightness of the lights and whether the lights will switch off after midnight. Questions also raised re any future plans for older lamps not yet replaced. **Action:** Clerk to enquire with NYC to resolve if possible.
- 5. Report from North Yorkshire Councillor** – Report received and will be published on the Parish Council Website.
- 6. Local Organisation Grants 2025-26** – short presentation from KMLD Green Team re their proposals for Lamberts Quarry and approval of deferred grant of £1,000 – Members of the Green Team gave a presentation of the work to be undertaken at Lamberts Quarry, owned by the Parish Council, as outlined in their local grant application. They intend to

improve the woodland by thinning birch trees and creating an interactive footpath. The overall cost is anticipated to be approx. £1,500 - shortfall to be sought from other grants. The Council thanked the Green Team for their work, approved the proposals, and confirmed the grant of £1,000

Action: Clerk to transfer £1,000 to Green Team

7. Emergency Planning Procedure — Cllr Berry undertook to hold a meeting for interested parties/organisations 13th May 7.30pm 2026 in the Village Hall Annexe.

Action: Clerk to book room and advertise meeting

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
– **Action** – Clerk to register for notifications as necessary .

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

a) APPLICATION NO: 26/01060/PNA PROPOSAL: Prior approval for the erection of a general purpose agricultural building.LOCATION: Wateredge Long Swales Lane Kirkby Malzeard
APPLICANT: Mr And Mrs Atkinson

Parish Council Response – B – The Parish Council Objects on the Planning Grounds set out below: -

- i) The building applied for appears to be vastly oversized for the containment of the listed ‘agricultural vehicles’. The listed vehicles don’t appear to be relevant to the premises to which they are to be sited as the site is a commercial meat processing plant not an agricultural enterprise.
- ii) Where will the water treatment plant, which was previously applied for, be sited?
- iii) The Parish Council request further information regarding the proposed “internal farm tracks” referred to in the application as a track would appear to need to cross an established right of way footpath - which must be maintained.

11. Planning - Commuted Sums and CIL- consider latest updates from North Yorkshire Council – Deferred to next meeting

12. Planning Enforcement

a) Update on Slurry Pit Carlesmoor – site coordinates forwarded to planning enforcement – response delayed due to officer on leave.

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. –

- i) Development in the field near the cemetery - NY Cllr has informed the Parish Council that this has been escalated and Legal Counsel has now been instructed due to the complexities involved.
- ii) Caravan at Bagwith – **Action.** Clerk to pursue again with Planning Enforcement.

13. Neighbourhood Plan – to consider and approve the following:

- a. Report from Steering Group Committee providing update
- b. Kirkby Malzeard, Laverton and Dallowgill Neighbourhood Plan Submission Version (prepared by the Steering Group)
- c. The Policy Maps forming part of the Neighbourhood Plan (prepared by Flexi Bubble Art)
- d. Responses and Comments to Final Consultation 2025 (prepared by the Steering Group)
- e. Consultation Statement (prepared by the Steering Group)
- f. The Basic Conditions Statement (prepared by Andrew Towlerton Associates)
- g. The Strategic Environmental Assessment and Habitats Regulations Assessment Screening Opinion (prepared by North Yorkshire Council)

The Secretary of the Neighbourhood Plan Steering Group outlined the above documents which had been previously circulated to Cllrs and requested that they be approved for submission to NYC. The Parish Council **gave approval** to all the above documents. The Council thanked the Secretary and Steering group for all their hard work in bringing it to fruition.

Action: Secretary of the Neighbourhood Plan Steering Group to submit plan to NYC

14. Children’s Play Area

- a. To note weekly inspection reports from Cllrs – including concerns re. entry gate – No report available from Cllr.

Action : Clerk to request from Cllr Heap and circulate

- b. DTMS - consider latest DTMS report – no report this month.
- c. ROSPA report – work to Junior swings quote from DTMS awaited. – Update from clerk – Clerk had spoken to DTMS manager who suggested that due to the nature of the work (corrosion of shackles and bolts) it would be difficult to give an accurate quotation for the work. Would the Council agree to the work being carried out on an ‘hourly rate’ (based on current caretaker rate) + Parts. The Council agreed to these terms with a provisor that if the costs were becoming disproportionate to the asset, (i.e. swing) the Council (via the clerk) should be informed before continuing.

Action Clerk to inform DTMS

- d. Location and estimate costs for picnic table and base – consider available quotes – update Cllr Heap. – deferred to next meeting

15. PC Property Assets.

- a. Annual inspection of the PC's trees – **Action:** Cllr Floyd to confer with tree contractor
- b. Pinfold - current tenant wishes to continue at new rent. PC site visit to be arranged and tenancy agreement to be signed.- **Action: Chair to arrange.**
- c. 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 NY Highways. – update on reported issues and requests: - Cllr reported that the drain cover at the Queen's PH junction of Church Street had been covered with tarmac. – Clerk to query with Highways/YWater.
- b. NY Highways have a proposed review of one-way signage on Back Lane South – awaiting report on details
- c. Update on the previous inquiry to Highways regarding responsibility for repairs on Carlesmoor Lane. – awaiting response from Highways
- d. Data logger and traffic calming – any updates available. Speed loggers noted on Ripon Road. – Update details previously circulated to Cllrs via Cllr. Aksut
- e. Relocation of waste bin currently near Methodist chapel Kirkby Malzeard – **Action:** Clerk to request the move to NY waste collection.
- f. Responsibility for Salt bin near Mowbray Crescent – Update – as noted in item 4b
- g. Disability parking outside the Mechanics Institute village Hall – response awaited
- h. Any new highways or rights of way issues to be raised by Cllrs or members of the public - none

17. Parish Council's Code of Conduct – to consider and approve the revised version prepared by Cllr Floyd – **Approved & adopted.** – **Action:** Clerk to update records and website details.

18. Community hub website – update from Clerk re response from Visiosoft –item deferred pending response from software supplier.

19. Financial Items.

- a. Bank Statements – balance of outgoing payments and income on latest available statement - accepted & approved
- b. Cash Book – up to date record of payments and receipts. – accepted & approved
- c. Approval of payments below (including VAT where applicable) – accepted & approved including overdue payment to DTMS
- d. Generic notices received from HMRC regarding outstanding file submissions and outstanding PAYE payments – Recommendation from Clerk following YLCA enquiry response. –

Due to the ongoing complications of third-party management of the clerk's income tax payments. Information was received from YLCA, regarding the clerk's mechanism and authority to manage PAYE payment. The Clerk requested that this action be agreed by the Parish Council, with the necessary safeguards, and implemented for the management by the Clerk of PAYE. **Proposal approved** with clerk to revise Standing Orders as necessary for approval at next annual meeting

Payee	Amount	VAT (where applicable)	Item paid for
Flexibubble Art	£924.00	N/A	N Plan Mapping
HMRC PAYE	£793.68	N/A	Clerk PAYE payments
John Collins	£286.00	N/A	Clerk homeworkers allowance
YLCA Training	£10.00	N/A	Webinar on website security/maintenance.
DTMS Inv.SI-122907	£163.20	£27.20	Village Caretaker Overdue payment

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 27th April 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 21st April 2026 please.
- b) Future date amendment – Annual Meeting Tuesday 5th May (due to bank holiday) Ordinary Meeting Monday 18th May.
- c) The Laverton and Dallowgill Parish Meeting will take place on 20th April at 7.30pm at the Greygarth Chapel. – Clerk to produce agenda and publicise.

Meeting ended 9.15pm

Dated: 1st April 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 . Agenda, along with General Privacy Notice, also available on the Parish Council website: www.kmld-pc.gov.uk

