

KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING

on Monday 25 April 2022 at 7:20pm for a prompt 7.30pm start in the Annex, Mechanics Institute, Kirkby Malzeard

The meeting commenced at 7.30pm. Present: Councillors Pippa Manson (Chair) Peter Saxon (Vice chair), Jane Aksut (from item 10) Fiona Robertshaw, Geoffrey Berry and Geoff Lobley along with the Clerk, County Cllr Margaret Atkinson (from item 10 and for item 5 which was deferred until her arrival) and 2 members of the public.

AGENDA

- 1. Welcome. Apologies for absence from Councillors** – Apologies were received and approved from Cllr Floyd.
- 2. Declarations of Disclosable Pecuniary Interest, Other Interests or Close Association**
Cllr Berry declared a close association to item 8d and will not participate in the vote.
Cllr Lobley declared a close association to item 8d and will not participate in the vote.
- 3. Approve the Minutes of the Parish Council meeting held on 28th March 2022** The minutes were approved as a true record and were signed as such by the Chair.
- 4. Correspondence – any urgent items will be raised by the Clerk for consideration and action.**
 - a) HBC – Notification of Parish Council elections and uncontested elections. Noted
 - b) North Yorkshire County Council - WILDLIFE & COUNTRYSIDE ACT 1981 RESTRICTED BYWAYS 15.75/83, 15.70/56, 15.70/57, 15.75/84, GILLGATE ROAD AND APPLEBY LANE, KIRKBY MALZEARD AND LAVERTON MODIFICATION ORDER 202. The PC had no comments to make.
 - c) Resident – Concern regarding the cockerel shelters erected on Ringbeck Road. The Parish Council will suggest to the resident that they contact DEFRA, RSPCA and/or Environmental Health re the issues.
 - d) Yorkshire Challenge – Taking place 23rd-24th July. Noted
- 5. Urgent updates from County and District Councillors if present.**
County Cllr Atkinson informed the Parish Council that as they move towards a unitary council. NYCC are working towards centralising many aspects, this includes, waste, planning and housing.
- 6. Planning – recent Applications made to Harrogate Borough Council where the Parish Council have not consulted:**

None

7. Planning – notification of recent Decisions made by Harrogate Borough Council:

- a) 22/00284/PNA - Land Comprising Field At 419725 474481 Kirkby Malzeard, Erection of agricultural storage building. Binnington. Refused
- b) 22/00418/FUL - Apple Tree Cottage Church Street Kirkby Malzeard - Demolition of existing single storey extension & erection of replacement extension (Retrospective). Harrison. Permitted
- c) 22/00450/TPO - Coverdale Back Lane Kirkby Malzeard - Felling of 1 Sycamore (T2), 1 Poplar (T4) and 1 Prunus (T5) within TPO 34/2015 G8/G9. Anderson. Permitted
- d) 21/05516/FUL - High Pastures, Laverton Road, Kirkby Malzeard - Erection of Garage Block with Boiler Room and Pellet Store. Highside Timber. Refused

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

- a) 22/01213/FUL - Longswale Farm Main Street Kirkby Malzeard, Proposed single storey rear orangery. Bodey **Decision A – The Parish Council has no objections.**
- b) 22/00920/FUL - Mount Pleasant Farm Missies Lane Laverton, Erection of a single storey and two storey extension plus internal re-configuration of an existing dwelling. (Revised Scheme.) Robinson. **Decision A – The Parish Council has no objections.**
- c) 22/01415/FUL - Cote Cottage, 4 Brick Row, Main Street, Kirkby Malzeard, Installation of 8 velux windows, alterations to doors and fenestration, roof replacement, internal alterations and change of use. Russell. **Decision A – The Parish Council has no objections.**
- d) 22/00797/FUL - St Andrews Church, Church Street, Kirkby Malzeard, Installation of oil tank, trellis and hardstanding. Cookson **Decision A – The Parish Council has no objections.**

9. Planning – Enforcement issues.

- a) No new cases were raised.
- b) No update was available on recent cases dealt with by Enforcement Office.

10. Children’s Play Area.

- a) No issues were raised regarding the play area.
- b) The Parish Council received a quote of £395.00 + VAT from DTMS to repaint the equipment at the Play Area. The PC agreed to accept the quote. The PC will also ask DTMS to provide a quote for the repair of the slide and the wet pout under the small basket roundabout.

Action: Clerk will contact DTMS

11. Kirkby Malzeard Charitable Trust

- a) Cllr Berry and Lobley explained to the Parish Council that there has not been a meeting of the KMCT recently. The Parish Council will write to the clerk of the KMCT and request that they

organise a meeting and ask that the request for village allotments be added to the meeting agenda.

Action: Clerk to write to the Trust

- b) The PC considered referring the management of the Trust to the Charity Commission, it was decided not to pursue this at this time.

12. Jubilee celebrations – The Chair updated the Parish Council on the events planned for the Jubilee. A flyer, which will give details on the program of events over the 4 days, will be delivered to residents with the May Parish Magazine. The Parish Council will be responsible for the bonfire, the parade and the street party. The Chair has been successful in obtaining a grant of £800 plus 200m of bunting from HBC. It was agreed that the PC would provide payments for any invoices that would then be reimbursed with the money received from the grant.

13. Property Assets.

- a) The following issues were raised

- Pinfold - Cllr Aksut requested that Cllr Lobley look at the pointing.
- Lamberts Quarry - Overgrown hedges which are the responsibility of adjoining landowners were noted.
- Lamberts Quarry – A perforated plastic pipe was reported to have been seen, potentially leaking water. Cllr Lobley to look into this.
- Lamberts Quarry – Nettles: Cllr Aksut will be arranging a group to cut these down to allow people to walk through the trees.

- b) Latest information re a defibrillator at the Dallowgill Outdoor Centre was not available.

Action: Cllr Floyd to update the PC at the May meeting

- c) Cllr Berry updated the Parish Council on the renovations to the bus shelter. New window frames have been made and are ready to be fitted along with 10mm toughened glass. The roof has been repaired. The sides will be sanded and painted to match the new frames. The expected cost of completion is around £620.00. The PC thanked Cllr Berry for all of his work on this.

14. Data Logger – Cllr Aksut confirmed that the purchase of the data logger will be going ahead as planned.

15. Highways issues.

- a) No updates on existing cases was available.
- b) The Clerk will contact NYCC highways and request the removal of build-up of sludge in the Drain gulley boxes, from the Dairy down the road to Creet's Bridge.
- c) Creet's Bridge – the land owner provided an update on the stone post that was knocked down. They are currently looking at quotes for the repair.
- d) New items to be raised by Councillors or public.

- Hole in the ground on grass verge on Main Street, has water coming up.

Action: Cllr Aksut to report via the Parish Portal

- Church Bank – work has still not started.

Action: Cllr Aksut to contact HBC

- A number of pot holes on Back Lane North
- Pot holes on Missies Lane
- Drainage Holes in the bridge near Grantley are blocked

Action: Clerk to report to NYCC

16. Finance Documents 2021-22. The following documents on which the Accountability Return is based were all considered and approved;

- Receipts
- Payments
- Bank Reconciliation
- Cash Book
- Asset and Investment Register as at 31 March 2022

17. Annual Governance and Accountability Return 2021-22

- The Annual Internal Audit Report (Page 3 of AGAR) provided by Account-Ant was received. The Parish Council noted the additional best practice guidance notes. **Action: Clerk to send the document to the external auditor.**
- Annual Governance Statement (Page 4 of AGAR) was considered and approved. Statement signed by Chair and Clerk. **Action: Clerk to send the document to the external auditor.**
- The Accounting Statements 2021-22 (Page 5 of AGAR) were considered and approved. Statement signed by Chair and RFO. **Action: Clerk to send the document to the external auditor.**
- 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. **Action: Clerk to arrange for publication of documents within the deadline period.**
- The auditor's recommendations to back up the clerk's laptop using cloud storage rather than a USB drive was agreed to be a sensible idea. The Clerk will look into this.
Action: Add to May agenda
- The payment of invoice for Auditors fee payable to Account-Ant of £108.00 was approved.
- Cllr Berry would like to know the criteria for an auditor to be recommended by YLCA. The clerk will ask YLCA.

18. Financial Items:

- The Bank statement showed a balance of £19,358.06

- b) Cash Book. Reconciliation with bank statement noted by Council.
- c) The following payments (including VAT where applicable) were approved.

Payee	Amount	Item Paid For
Account-Ant	£108.00	Audit
Mechanics Institute	£65.00	Hall Hire - March
Andrew Towleron	£1920.00	NP – Consultancy Support
Methodist Church	£60.00	NP Hall Hire
Groundworks UK	£3878.00	Repayment of unspent NP grant

19. 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.

- Neighbourhood Plan Steering Group may require new PC representatives as Cllr Saxon will be leaving the Parish Council.
- Facebook – The PC page will need taking over by the new Parish Council

Action: Add to May agenda

20. Parish Council – the PC noted the Parish Council election in Kirkby Malzeard on 5 May 2022, and the uncontested election of Councillors in Laverton and Dallowgill. Thanks were expressed to Cllr Saxon and Cllr Robertshaw, who are standing down, for their contribution to the Council.

21. Date of next meetings:

- a) Parish Council Annual Meeting be held on 23rd May 2022 at 7:20pm Main Hall, Mechanics Institute, Main Street, Kirkby Malzeard.
- b) Date of Next ordinary meeting Monday 30th May 2022 at 7.20pm in the Annexe, Mechanics Institute, Main Street, Kirkby Malzeard. Any items to go on the Agenda for the Council meeting should be submitted to the Clerk by 24th May 2022 please.

Meeting Ended at: 21:13

Dated 26/04/2022

PARISH CLERK: Victoria Preston, 17 Cypress Gardens, Ripon, HG4 2LT (Postal enquiries only) Tel: 07725801675 Email: clerk.kmldpc@outlook.com Agenda, along with General Privacy Notice, also available on the Parish Council website: www.kirkbymalzeardarea.org.uk Facebook: @kmldpc

