



**Minutes of the Ordinary Parish Council Meeting  
Wednesday 19<sup>th</sup> May 2021 at 8.30pm in Kettlewell Village Hall**

Present: Councillor C Lister (Chair), Councillor I Macefield (Vice – Chair), Councillor R Appleton, Councillor J Close and Councillor C Wilkinson

Ms Laura Jowett (Clerk)

Councillor S Metcalfe (CDC) and five members of the public

**2122/10 Item 1 – To receive apologies and approve the reasons for absence.**

None.

**2021/11 Item 2 – Disclosures of interests and requests for dispensations**

No interests declared and no requests for dispensations were received by the Clerk in respect of this meeting.

**2021/12 Item 3 – Minutes of the previous meeting**

**RESOLVED** that the minutes of the meeting held on Wednesday 7<sup>th</sup> April 2021 were accepted as a true and accurate record.

**2021/13 Item 4 – Public Participation**

Members of the public raised issues with street lighting at Far Lane Farm and the Old Bank. The Clerk will report the rotten box.

**2021/14 Item 5 – Reports from County and District Councillors**

Councillor S Metcalfe advised that she has a Locality Grant which parish councils can apply to and suggested that Kettlewell with Starbotton Parish Council may wish to consider any projects which might require additional funding.

**2021/15 Item 6 – Planning Applications.**

- a) **C/46/169B Full Planning permission for siting of a 1 no. Shepherds Hut for use as holiday accommodation at Toft Gate, Starbotton, BD23 5HY.**

The Council had objected to a previous application at this property and agreed that the objections still apply to the amended application. **Resolved** to object to this application on the grounds previously stated.

- b) **C/46/81D Householder planning permission for setting back of the garage door to allow off street parking in front of the garage and installation of conservation rooflights to the south and north roofslope of the dwelling (one per side) at Prospect House, Far Lane, Kettlewell, Skipton, BD23 5QY**

**Resolved** to submit comments advising that the parish council has no objections to the application but has concerns that the increased accommodation may result in a need for additional parking and that if the property is to be used commercially that the owner should be responsible for providing appropriate parking provision.

Councillor Macefield noted that an application had been received between meetings with a limited time period for comments. The application concerned a change of use at Market House, to residential, and the Council agreed, by email, to make no comment on the application.

## 2122/16 **Item 7 – Playground**

- a) **To receive an update on the playground**

A member of the public gave an update on the situation at the playground. Much of the equipment requires repairs or replacing and the playground committee have received a quote for £12,000. The lease is due to expire on the 31<sup>st</sup> October 2023 and the committee would like to know if this will be renewed before investing in replacement equipment.

- b) **To consider any next steps**

**Resolved** to write to the land agent explaining the situation and requesting that the lease be renewed, if possible, in advance of the previous lease expiring.

## 2122/17 **Item 8 – Lighting Matters**

- a) **To receive any updates**

- b) **To consider how the council will manage the street lighting it owns**

**Resolved** that councillors meet to draw up a list of street lighting issues, including the removal of one light. Once a list has been compiled the council will consider obtaining quotes for the work if necessary.

## 2122/18 **Item 9 – Financial Matters**

- a) **To confirm the Bank Account balance**

The bank balances at 23<sup>rd</sup> April 2021 were received and noted

Community account - £38.85

Business account - £8413.55

- b) **To receive the bank reconciliation to 31<sup>st</sup> March 2021**

The bank reconciliation to 31<sup>st</sup> March 2021 was received and noted

- c) **To appoint Councillors to act as bank signatories and agree to update the bank mandate**

**Resolved** to appoint Councillor Appleton, Councillor Lister and Councillor Macefield as signatories, to remove previous signatories and to update the mandate accordingly.

**d) Resolved to approve the following payments:**

- i. £1,424.14 (including VAT of £237.36) to NYCC for the supply of street lighting electricity**
- ii. £50 to Clare Smith for Internal Audit services**

The council instructed the clerk to ask NYCC about the use of LED light bulbs and impact this should have on the charge for electricity

**e) To consider purchasing copies of the Good Councillors Guide and the Good Councillors Guide to Finance and Transparency for £3.49 per copy**

**Resolved** to purchase five copies of The Good Councillors Guide for £17.45.

**2122/19 Item 10 – Annual Governance and Accountability Return 2020-2021**

**a) To receive the internal auditor's report**

The internal auditors report was received.

**b) To review the effectiveness of internal financial control (eg two cheque signatories, reports on accounts to each meeting etc)**

The Council's internal controls were reviewed and agreed to be effective.

**c) To certify the council as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015**

**Resolved** to certify the council as exempt from a limited assurance review due to gross income and expenditure being less than £25,000.

**d) To approve and sign the Annual Governance Statements**

The Chair read through each of the assertions of the Annual Governance Statement.

**Resolved** to approve and sign the Annual Governance statement

**e) To approve and sign the Accounting Statements**

**Resolved** to approve and sign the Accounting Statements

**f) To set the period for the exercise of public rights**

The period for the exercise of public rights was agreed as Monday 7<sup>th</sup> June to Friday 16<sup>th</sup> July 2021.

**2122/20 Item 11 – Environment Agency**

The flood warden scheme will be an item for a future agenda. The Emergency Plan may require a review. It was noted that the stock of sandbags is down from 150 to 30. The clerk will ask Craven District Council if these can be replenished.

**2122/21 Item 12 - Highways**

There are some highways issues outstanding. The clerk will draw up a list for review at a future meeting.

**2122/22 Item 13 – Date of the next meeting.**

The next ordinary meeting of the Parish Council will be held on Wednesday 2<sup>nd</sup> June 2021

No further business was discussed the meeting closed at 9.35pm

***Notification of business for future agendas should be 7 clear days of the next meeting***