



**Minutes of the Annual Meeting of Kettlewell with Starborton Parish Council
Wednesday 18th May at 7.30pm in Kettlewell Village Hall**

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

Laura Jowett (Clerk), County Councillor Richard Foster and seven members of the public

2223/01 To elect the Chairman of the Parish Council 2022-2023

Councillor Lister was proposed and seconded, and elected as Chairman of the Parish Council for 2022-2023.

2223/02 To receive Declaration of Acceptance of Office

a) To receive the Chairman's declaration of acceptance of office

Councillor Lister read and signed the declaration of acceptance of office

b) To receive Councillors declarations of acceptance of office

Councillors signed the declaration of acceptance of office

c) To resolve to permit any councillor that is unable to sign their Declaration of Acceptance of Office at this meeting, or who has not undertaken this task before this meeting, to sign their Declaration before or at the next ordinary meeting of the Council

Not required.

2223/03 To elect the Deputy Chairman of the Parish Council 2022-2023

Councillor Macefield was nominated, seconded and elected as Deputy Chairman

2223/04 To receive apologies and approve the reasons for absence

None, all were present

2223/05 Disclosures of Interest / Dispensations

To receive any disclosure of pecuniary or non-pecuniary interest from members on matters to be considered at the meeting. To decide upon any dispensation requests from members received by the clerk in respect of this meeting.

None

2223/06 Minutes

Resolved to approve the minutes of the Meeting of the Council held on Wednesday 6th April 2022

2223/07 Co-option

To receive applications for the officer of Parish Councillor and to co-opt a candidate to fill the existing vacancy

The Council had received one application for the vacancy.

Resolved to co-opt Richard Appleton to the Council. Councillor Appleton signed a declaration of acceptance of office and joined the Council.

2223/08 To receive reports from North Yorkshire County Council and Craven District Council.

Councillor Sue Metcalfe (CDC) had sent apologies. Councillor Richard Foster (NYCC) gave a brief report about County matters. and answered questions relating to the provision and emptying of bins, issues with cyclists and other highways issues.

The Council congratulated Councillor Foster on being elected.

2223/09 To confirm the Council's representatives on other bodies:

Resolved to appoint representatives as follows:

- a) Playground Committee – Councillor R Appleton and Councillor J Close
- b) Village Hall Committee – Councillor C Wilkinson
- c) NYCC Craven Area Committee – Councillor I Macefield and Councillor R Appleton, if required
- d) CDC Craven Parishes Liaison meeting - Councillor I Macefield and Councillor R Appleton, if required
- e) YLCA – None
- f) YDNP parish forum meetings – Councillor R Appleton and Councillor I Macefield
- g) Any other organisations/ committees
- h) Scarecrow Committee – Councillor Richard Appleton

2223/10 To review the asset register and resolve to adopt the financial risk assessment

Resolved to approve the Asset Register and Financial Risk Assessment

2223/11 Council Policies

Resolved to approve:

- a) Standing Orders
- b) Financial Regulations
- c) Code of Conduct
- d) Scheme of Delegation
- e) Complaints procedure

Policies will be reviewed throughout the year.

2223/12 To agree the calendar of meetings for 2022-2023

Resolved to confirm the dates of the meetings as follows

Date and time	Comments
7:30pm on 1 June	
7:30pm on 6 July	
August	No meeting
7:30pm on 7 September	
7:30pm on 5 October	
7:30pm on 2 November	
7:30pm on 7 December	
January	No meeting
7:30pm on 1 February	
7:30pm on 1 March	
7:00pm on 5 April	Annual Parish Meeting (not a Parish Council meeting)
7:30pm on 5 April	Parish Council Meeting
7:30pm on 3 May	Annual Meeting of the Parish Council

2223/13 Playground

a) To receive an update on the playground

A brief update was provided. The Council will meet with the Playground Committee in June.

b) To agree that a monthly report from the Playground Committee be included as a standing agenda item

Resolved to receive a report from the Playground Committee at each Parish Council meeting.

2223/14 Planning

a) To consider planning applications

- 1. C/46/69G Application to discharge the Section 106 Agreement attached to planning permission C/46/69E (full planning permission for conversion of barn to form a one bedroomed dwelling) at Brightwaters (previously Scabbagate Barn), Kettlewell, Skipton, BD23 5RL**

Resolved to advise that the Council was unable to make a comment due to insufficient information.

- 2. C/46/157K Householder planning permission for erection of side extension to replace existing lean-to at Manor House Farm, Kettlewell, Skipton, North Yorkshire, BD23 5HX**

Resolved to support this application.

3. C/46/140F Householder planning permission for addition of glass room entrance to rear elevation at Wharfedale House, Westgate, Kettlewell, Skipton, BD23 5QU

Resolved to support this application

b) To note and ratify the decision, made under the Council's Scheme of Delegation, to submit comments objecting to planning application C/46/242C: Full planning permission for replacement of agricultural building with mixed use building for agricultural purposes and ancillary campsite facilities to be used in connection with DOE campsite at Field south of Conistone Lane, Kettlewell, Skipton, BD23 5RH

Resolved to ratify comments made under the Scheme of Delegation (2b) on the 3rd May 2022. Comments submitted were as follows:

The principal objection is that this large new Building (shed) is sited immediately adjacent to Conistone Road alone in a field and outside the periphery of Kettlewell Village. As such it cannot be adequately screened and will cause a significant negative impact on the visual landscape not only from Conistone Road, but also to long distance views across the Wharfe Valley. Alternative on-site camping facilities: it is noted that in the recently approved Lawful Development Certificate for tented camping by the Duke of Edinburgh Organisation (DoE), camping is restricted to only 60 days per annum and there is provision for "movable dwellings" for the use of the DoE. In the DoE self-declaration section Chemical Toilets are specifically mentioned.

c) To receive information about a new antennae proposed by Quicklink Planning to be sited on School Hill and consider any action required

Information was received, it was noted that the installation of a mast is permitted development. The Council were concerned about the location so agreed to try and find out more information about who best to contact, the precise location and the benefits of the scheme.

2223/15 Council matters

a. To agree attendance at Play Area Inspections training for the cost of £25.00

Resolved to approve expenditure of £25 for the clerk to attend Play Area Inspection training provided by the YLCA. The Clerk will share the information from the presentation with the Council.

b. To consider renewing the Council's subscription to Open Spaces for the cost of £45

Resolved to renew the subscription to Open Spaces for the cost of £45.

c. To consider and agree arrangements for grass cutting

The Council's grass cutting contract has now ended. The Council noted that it is too late to start a tender process at this point in the year so **resolved** to ask Sue Metcalfe to continue cutting the grass this year but on a cut by cut basis, and to review the specification and details of the contract in order to go out to tender in the autumn.

d. To confirm that the Council meets the eligibility criteria to use the General Power of Competence

The Council **resolved** that it meets the eligibility criteria to adopt and use the General Power of Competence (a qualified clerk and two thirds (4/5) of the Councillors are elected)

- e. **To note the renewal of the Council's insurance policy is due 01/08/22**

Noted

- f. **To receive information and consider nominating a councillor to sit on the Yorkshire Dales National Park Authority.**

The information was received. The Council did not wish to nominate a councillor.

2223/16 Financial Matters

- a) **To note the bank balances and receive a bank reconciliation to 22/04/2022**

The bank reconciliation and balances at 22nd April 2022 were received and noted

Community account - £100.00

Business account - £6,082.52

- b) **Resolved** to approve the following payments:

- I. CEF: Street lighting items: £25.82 (including VAT of £4.30)
- II. NYCC: Electric supply: £1526.17 (including VAT of £254.36)
- III. Pioneer Press: Printing and laminating emergency information: £85.00
- IV. Open Spaces subscription: £45
- V. Clare Smith: Internal Audit services: £50.00
- VI. Clerks expenses: IONOS web hosting: £1.20 (includes VAT of £0.20)

2223/17 Public Participation

One member of the public spoke about a recent planning application and another about parking issues throughout the parish. It was noted that a parking warden had recently been in the area.

A member of the public advised the Council consider if the removal of grass cuttings will be included in the contract and reminded the Council that any contractor would need to have relevant insurance.

2223/18 Date of the next meeting

The next ordinary meeting of the Council will be Wednesday 1st June 2022 at 7.30pm

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