



**Minutes of the Meeting of Kettlewell with Starbottan Parish Council
Wednesday 1st February 2023 at 7.30pm in Kettlewell Village Hall**

Present: Councillor Lister (Chair), Councillor Macefield (Vice-Chair), Councillor Appleton, Councillor Close and Councillor Wilkinson

Laura Jowett (Clerk), and four members of the public

Councillor Lister opened the meeting by acknowledging the passing of a Kettlewell resident, Verina Bishop. Councillors and residents spoke of Mrs Bishop's contribution to the council and the parish and remarked that she would be remembered, appreciated and sadly missed.

2223/122 To receive apologies and approve the reasons for absence.

None, all Parish Councillors were present.

2223/123 Disclosures of interests and requests for dispensations

None.

2223/124 Minutes of the previous meeting

RESOLVED that the minutes of the Meeting of the Council held on Wednesday 7th December 2022 were accepted as a true and accurate record. Councillor Lister signed the minutes.

2223/125 To receive reports from North Yorkshire County Council and Craven District Council.

Councillor Foster and Councillor Metcalfe had sent apologies.

2223/126 Clerks report

a) To receive the clerk's report

Received and noted

2223/127 Planning

a) To consider planning applications:

- 1. C/46/277 Householder planning permission for erection of 2-car timber carport at Plover Cottage, Middle Lane, Kettlewell, Skipton, North Yorkshire, BD23 5RB**

Resolved to submit comments advising that the Parish Council does not support or object to the application but that it notes that this is an unusual structure in a prominent location and would be visible to neighbours from all sides.

2223/128 Playground

a) To receive an update on the playground

Councillor Close advised that the mini play system has now been removed and that there has been a delay in having the swings installed due to the weather. The Playground Committee will hold its AGM on the 23rd February 2023.

b) To note that the solicitors have been instructed to register the lease (Min 2223/50 July 2022)

Noted

2223/129 Policies and Procedures

a) To receive and approve updated Standing Orders

Resolved to approve amendments and adopt Standing Orders

b) To receive and approve updated Financial Regulations

Resolved to approve amendments and adopt Financial Regulations

c) To receive and approve the Model Publication Scheme

Resolved to approve the Publication Scheme

2223/130 Website

a) To receive an update and agree any action required

The website has been built, the clerk will attend training on the 8th February and will then upload documents and add information to the pages.

Some text will be required for the home page and to put in the 'Community' pages, including information about the history of the parish. There are pages for information about community groups and organisations.

b) To approve an accessibility statement

Resolved to approve the accessibility statement.

2223/131 Updates

a) To receive an update on highways issues and agree any action required

An update was provided. Gullies have been cleared recently. Councillor Wilkinson and Councillor Macefield had compiled a list of highways issues in the parish and this had been sent to Area 5. The response from Area 5 had been circulated ahead of the meeting.

The clerk will request that the 'Slow' signs be repainted on the B6160 approaching and going through Kettlewell (road at the Knipe and by the school).

Councillor Lister raised an issue with roadside verges being worn away and suggested that this be considered at a future meeting.

The Council agreed to invite a Highways Officer to attend a future meeting.

- b) To receive an update on street lighting and to consider information from YLCA regarding their partnership with Clear Utility Solutions**

The clerk will contact Clear Utility Solutions to request a quote.

2223/132 Correspondence

- a) To receive an invitation from Richard Flinton (Chief Executive of North Yorkshire County Council) to take part in the draft Parish Charter consultation and to agree the Council's response, by the closing date of the 12th April.**

Received and noted. The Parish Council will ask Councillor Foster to provide further information at the next meeting.

- b) To receive and consider a request from NYnet to install a LoRaWAN gateway on a lamp post in Starbotton**

The Parish Council considered the request and agreed that the preference would be for the equipment to be installed at the previously suggested location, and for that post to be replaced.

Resolved to write back to NYnet to request further information on the dimensions of the equipment, and supporting photographs, and explaining the Council's preference regarding the location.

Resolved to delegate the response to this request to the clerk, who will consult with councillors by email in order to progress this matter.

2223/133 Financial Matters

- a) To note the bank balances and receive a bank reconciliation to 24/01/2023**

The bank reconciliation and balances at 24th January 2023 were received and noted

Community account - £100.00

Business account - £6979.09

- b) Resolved** to ratify payments made between meetings:

- i. Aubergine 262 Ltd: Website set up and year one hosting: £598.80 (including VAT of £99.80)
- ii. Aubergine 262 Ltd: Domain name, annual cost: £36.00 (including VAT of £6.00)

- c) Resolved** to approve payments:

- i. Kettlewell Village Hall: Room hire for meetings in October, November and December 2023: £33.75
- ii. Colin Lister: Christmas trees and batteries for lights: £100.00

- d) To review the council's internal controls and to agree to carry out, and record regular checks**

The Council reviewed its internal controls (eg two cheque signatories, reports on accounts to each meeting, monthly bank reconciliations reported to council) and agreed that these are proportionate and effective.

Resolved to adopt an internal controls checklist which will be completed quarterly by different councillors.

e) To review the effectiveness of internal audit

The Council's current internal auditor carries out the necessary checks to enable her to complete the internal audit report in the Annual Governance and Accountability Return.

These checks are proportionate and relevant. The internal auditor is competent and independent. The Council agreed that the internal audit is effective.

f) To agree to appoint an internal auditor

Resolved to appoint Clare Smith to carry out the internal audit for 2022-2023 for the cost of £50.

2223/134 Public Participation

An issue with a pot hole was raised. Councillors will inspect this before reporting to Area 5 if necessary.

Councillor Macefield advised that a previous resident wanted to pass on her thanks to Councillor Lister for installing a memorial bench. Councillor Macefield advised that he has received some large maps of the parish and that the Emergency Plan had been submitted to North Yorkshire Council for approval by the Emergency team. It will be circulated to the Council at the next meeting after final check by Cllrs Close and Wilkinson.

2223/135 Date of the next meeting

The next ordinary meeting of the Council will be Wednesday 1st March 2023 at 7.30pm

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

The meeting closed at 8.41pm