



**Minutes of the Meeting of Kettlewell with Starbotton Parish Council
Wednesday 6th March 2024 at 7.45pm in Kettlewell Village Hall**

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

Councillor Richard Foster (North Yorkshire Council), Laura Jowett (Clerk) and one member of the public

2324/120 To receive apologies and approve the reasons for absence.

Apologies had been received from Councillor Close.

2324/121 Disclosures of interests and requests for dispensations

None.

2324/122 Minutes

RESOLVED that the minutes of the Meeting of the Council held on Wednesday 7th February 2024 were accepted as a true and accurate record. Councillor Lister signed the minutes.

2324/123 North Yorkshire Council

a) To receive a report from North Yorkshire Council

Councillor Foster gave a report and noted his frustration at the lack of response to highways issues which have been reported.

b) To welcome Robbie Kirkbride, Public Safety Officer

Robbie Kirkbride was unable to attend.

2324/124 Clerks report

The Clerk's report was received and noted

2324/125 Planning

c) To consider planning applications:

- i. **C/46/169C-** Householder planning permission for demolition of existing forecourt shed and erection of new shed at Toft Gate, Starbotton, Skipton, BD23 5HY

Resolved to object to the application on grounds of overdevelopment of the site and to request that this application is considered by the Planning Committee due to being on a sensitive site in the Conservation Area, and the proximity to the burial ground.

2324/126 Playground

- a) To receive an update on the playground
- b) To consider any action required

No update

2324/127 Highways

- a) To receive a report on the recent visit from a Highways Officer
- b) To consider Highways issues in the Parish
- c) To agree any action required

The Highways Officer visit has not yet taken place. Councillors noted that a road sweeper has previously been round the parish once or twice a year but not in the last several months.. The Clerk will contact North Yorkshire Council to request that this visit takes place before the tourist season begins.

2324/128 Village Hall Generator Switch

- a) To receive an update

The Council had been notified of a list of requirements from the Village Hall Committee. The Council **resolved** to agree to the requests:

All the costs of installing, maintaining and running the switch and emergency generator when in use to be met in full, now and in the future, by the Parish Council.

The Parish Council to retain ownership of the switch now and in the future. If appropriate an easement document should be entered into. This document if confirmed in principle by the Parish Council it can be drafted and signed after the switch is installed.

The Parish Council to provide an agreed document indemnifying the Village Hall from damage or use of the switch now and in the future. This document can also be prepared after the switch is installed if it is confirmed in principle before the switch installation.

The Parish Council to install the switch at a time and date that does not conflict with the Halls current users. This time and date to be agreed with the Halls events coordinator.

- b) **Resolved** to confirm that the Parish Council will employ a suitably qualified and experienced Electrician to fit the generator isolation switch, and request they provide relevant certification and leave the Village Hall in as near similar state as prior to installation.
- c) **Resolved** to confirm to the Village Hall that use of the Switch and associated attachment of a generator is intended for emergency use only and to help safeguard displaced persons. It is therefore envisaged that hopefully it will not be used except for in an emergency, and then under the supervision of an Emergency Team Member.

2324/129 Flooding Issues

- a) **River/Beck Flooding – Resolved** to contact the Environmental Agency and request an update regarding their strategy and response to flooding in the Parish
- b) **Resolved** to contact North Yorkshire Resilience Team for further advice and possible support.
- c) **River/Beck/Surface Water - To decide if it is possible find a secure and better storage point for some Council sandbags, considering both villages and different flooding needs.**

The Council agreed that the sandbags should be accessible to all residents and that the current location is acceptable. The Council recommended that owners of properties which are affected by flooding should maintain a store of sandbags at their property and that residents can request sandbags from North Yorkshire Council, by calling 0300 131 2 131.

2324/130 Defibrillators

- a) To note that the battery on the Kettlewell Defibrillator needs replacing soon.**
- b) To note that the Starbotton Defibrillator is faulty and thus has been removed from the emergency list. The case is also badly damaged but still functioning albeit with some difficulty opening. To consider repair or replacement and if grant funding would be available for a fully new one.**

The issues were noted. Information about grant funding and quotes for repair or replacement will be brought back to the next meeting.

2324/131 Council updates

- a) To receive an update on street lighting**

No update

- b) To receive an update on correspondence with the Trust Lords**

Councillor Macefield and Councillor Wilkinson will arrange to meet with the Trust Lords.

Councillor Wilkinson declared a non-disclosable interest in this item

- c) To agree any actions required**

2324/132 Yorkshire Dales National Park Authority

- a) To receive information from YDNPA regarding the election of a parish member to the Yorkshire Dales National Park Authority, and to consider making a nomination**

The Council did not wish to make a nomination

- b) To receive the Yorkshire Dales National Park Authority Strategic Housing Market Assessment Stakeholder Questionnaire, and to consider if the Parish Council wishes to submit a response**

The Council did not wish to make a response.

2324/133 Financial Matters

- a) To note the bank balances and receive a bank reconciliation to 24/02/2024**

The bank reconciliation and balances at 23rd February 2024 were received and noted

Community account - £100.00

Business account - £11,024.06

- b) Resolved** to approve payments:

- i. C Lister: Christmas trees: £110

- d) To review the effectiveness of the council's internal controls**

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

- 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 of 2023-2024 for the cost of £50.

2324/134 Public Participation

A resident asked about the Market Place. Councillor Macefield advised that this is an ongoing legal matter.

2324/135 Date of the next meeting

The next meeting of the Council will be held on Wednesday 3rd April at 7.30pm