



**DRAFT Minutes of the Annual Meeting of Kettlewell with Starbottan Parish Council
Wednesday 7 May 2025 at 7.30pm in Kettlewell Village Hall**

Present: Councillor Lister (Chair), Councillor Wilkinson (Deputy Chair), Councillor Appleton and Councillor Macefield.

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

2526/01 To elect the Chair of the Parish Council 2025-2026

Resolved to elect Councillor Lister as Chair of the Parish Council for 2025-2026.

2526/02 To receive the Chair's Declaration of Acceptance of Office

Councillor Lister read and signed the declaration of acceptance of office

2526/03 To elect the Deputy Chair of the Parish Council 2025-2026

Resolved to elect Councillor Wilkinson as Chair of the Parish Council for 2025-2026.

2526/04 To receive apologies and approve the reasons for absence

Apologies had been received from Councillor Close.

2526/05 Disclosures of Interest / Dispensations

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

None

2526/06 Minutes

Resolved to approve the minutes of the meeting of the Council held on Wednesday 2nd April 2025

2526/07 North Yorkshire Council

- a) To receive a report from North Yorkshire Council

Councillor Foster was not present and had sent apologies.

- b) To receive information on the North Yorkshire Boundary Review Draft Recommendations and consider any comments the Council wishes to submit

Received and noted. Residents are encouraged to respond on line.

- c) To receive information regarding changes affecting the Mobile Library Service which currently visits Kettlewell, and to agree any action required

Received and noted. The online survey will be publicised on the Council website and social media.

- d) To receive an update from the Resilience and Emergencies Team

Received and noted. The home visit service will be publicised on the Council website and social media.

2526/08 To confirm the Council's representatives on other bodies:

- a) Playground Committee – Councillor Appleton and Councillor Close
- b) Village Hall Committee – Councillor will attend on a rota
- c) NYC Craven Area Committee –Councillor Macefield and Councillor Wilkinson
- d) YLCA – The Clerk
- e) YDNP parish forum meetings – Councillor Appleton and Councillor Macefield
- f) Scarecrow Committee – A Councillor will be available to attend meetings, if required
- g) Roebuck Homes – Councillor Wilkinson

2526/09 To review the asset register and resolve to adopt the financial risk assessment

Amendments to the format of the Asset Register were noted.

Resolved to approve the Asset Register and Financial Risk Assessment

2526/10 Council Policies

The Council considered amendments to Standing Orders to reflect changes to procurement processes

Resolved to approve:

- a) Updated Standing Orders, in line with NALC model standing orders April 2025
- b) Financial Regulations
- c) Code of Conduct
- d) Scheme of Delegation
- e) Complaints procedure

2526/11 To agree the calendar of meetings for 2025-2026

Resolved to agree the calendar of meetings for 2024-2025 as follows

Date and time	Comments
7:30pm on 4 June 25	
7:30pm on 9 July 25	2 nd Wednesday
<i>August</i>	<i>No meeting</i>
7:30pm on 3 September 25	
7:30pm on 1 October 25	
7:30pm on 5 November 25	
7:30pm on 3 December 25	
<i>January</i>	<i>No meeting</i>
7:30pm on 4 February 26	
7:30pm on 4 March 26	Annual Parish Meeting (not a Parish Council meeting)

Date and time	Comments
7:45pm on 4 March 26	
7:30pm on 1 April 26	
7:30pm on 6 May 26	Annual Meeting of the Parish Council

2526/12 General Power of Competence

Resolved to reaffirm that the Council meets the eligibility to use the General Power of Competence

2526/13 Clerks report

None

2526/14 Planning

a) To consider planning applications received before the meeting

- i. **C/46/223B - Householder planning permission and relevant demolition in a conservation area in respect of removal of existing shop window frontage and recessed shop/cafe entrance door and replacement with new timber bay window at Market House, Middle Lane, Kettlewell, SKIPTON, BD23 5QX**

Resolved to submit comments objecting to the application on grounds of it being not in keeping with the locality and the style of the building.

- ii. **C/46/218B - Application to modify the Section 106 Legal Agreement attached to planning permission C/46/218, to accord with the latest version, to include self-employment, child in school and, after 12 weeks of unsuccessful marketing, opening up to the whole of North Yorkshire at Foundry Cottage, Kettlewell, Skipton, BD23 5RB**

Noted

2526/15 Playground

a) To receive an update on the playground

A member of the Playground Committee gave an update. Graffiti has been removed and the Committee will send a letter to the Council regarding the transfer of ownership of the new play equipment.

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

Noted

2526/16 Highways

a) To receive information about any highways issues in the parish and to agree any action required

It was noted that the Highways Authority have attended the parish recently and marked up a number of potholes.

b) To compile a list of issues to provide to the Highways Officer to facilitate a site visit

The Clerk was instructed to respond to the email from the Highways Officer advising a list will be provided once a date for a meeting has been agreed. The Council has provided this information previously, and this is a time consuming task if the visit is not arranged.

2526/17 Street Lighting

a) To receive an update on street lighting and to agree any action required

Issues were identified with four street lights, two are out and two are on when they are not required. The Clerk will report this to the contractor to attend.

2526/18 Financial Matters

a) To note the bank balances and receive a bank reconciliation to 24/04/2025

The bank reconciliation and balances at 24 April 2025 were received and noted

Community account - £100.00

Business account - £13,668.10

b) Resolved to approve the following payments:

- i. Walker Foster Solicitors: Professional costs associated with registering the Playground lease : £507.00 (including £77 VAT)
- ii. Steven Claxton: Installation of defibrillator in Starbottom: £87.00
- iii. Steven Claxton: Street lighting maintenance 2024-2025: £342.75
- iv. C. Smith: Internal audit 2024-2025: £50
- v. North Yorkshire Council: Street lighting electricity 2024-25: £1610.82 (including VAT of £268.47)

c) To receive a draft copy of the accounts for consideration ahead of approving the Annual Governance and Accountability Return at the June meeting.

Received and noted

2526/19 Public Participation

The Council thanked those involved with the VE Day 80 display at the War Memorial.

A resident advised that the Jubilee Bridge is wobbly and that the low wall is crumbling. These issues will be reported to NYC Highways asap.

2526/20 Exclusion of the Press and Public

Resolved that members of the press and public be excluded from item 2526/21 only under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1(2)) during consideration of items of a confidential nature. (Commercially sensitive information)

2526/21 Shed quotes

a) To consider requirements and to receive quotes

Three quotes had been received and were considered.

b) To consider approving expenditure for a storage shed

Resolved to approve expenditure of £364 for a storage shed from B&Q

2526/22 Date of the next meeting

The next ordinary meeting of the Council will be Wednesday 4th June 2025 at 7.30pm