



**Minutes of the Annual Meeting of Kettlewell with Starborton Parish Council
Wednesday 6 May 2026 at 7.30pm in Kettlewell Village Hall**

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

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

2627/01 To elect the Chair of the Parish Council 2026-2027

Resolved to elect Councillor Wilkinson as Chair of the Parish Council for 2026-2027

2627/02 To receive the Chair's Declaration of Acceptance of Office

Councillor Wilkinson read and signed the declaration of acceptance of office

2627/03 To elect the Deputy Chair of the Parish Council 2026-2027

Resolved to elect Councillor Lister as Deputy Chair of the Parish Council for 2026-2027.

2627/04 To receive apologies and approve the reasons for absence

Apologies had been received from Councillor Lister

2627/05 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.

Councillor Wilkinson declared an interest in item 14.a as the planning applicant.

b) To decide upon any dispensation requests from members received by the clerk in respect of this meeting.

None

2627/06 Minutes

Resolved to approve the minutes of the ordinary meeting of the Council held on Wednesday 1 April 2026

2627/07 North Yorkshire Council

a) To receive a report from North Yorkshire Council

None. North Yorkshire County Councillor Richard Foster had sent his apologies.

b) To note Parish Updates

Noted

c) To receive and note the updated Parish Charter

Received and noted

2627/08 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, Councillor Lister and Councillor Macefield
- f) Scarecrow Committee – A Councillor will be available to attend meetings, if required
- g) Roebuck Homes – Councillor Wilkinson

2627/09 To review the asset register and resolve to adopt the financial risk assessment
Resolved to approve the Asset Register and Financial Risk Assessment

2627/10 Council Policies

Resolved to approve:

- a) Standing Orders
- b) Financial Regulations
- c) Code of Conduct
- d) Scheme of Delegation
- e) Complaints Procedure
- f) IT Policy;

Resolved to amend the Scheme of Delegation to state at 3.3 Financial matters:

The Parish Clerk is authorised as follows:-

To incur expenditure up to a maximum of £250 on any item for which provision is made in the annual budget (as set in the precept meeting), provided that any action taken complies with any legislative provisions.

2627/11 To agree the calendar of meetings for 2026-2027

Resolved to agree the calendar of meetings for 2026-2027 as follows

Date and time	Comments
7:30pm on 3 June 26	
7:30pm on 1 July 26	
<i>August</i>	<i>No meeting</i>
7:30pm on 2 September 26	
7:30pm on 7 October 26	
7:30pm on 4 November 26	
7:30pm on 2 December 26	
<i>January</i>	<i>No meeting</i>
7:30pm on 3 February 27	

Date and time	Comments
7:30pm on 3 March 27	Annual Parish Meeting (not a Parish Council meeting)
7:45pm on 3 March 27	
7:30pm on 7 April 27	
7:30pm on 19 May 27	Annual Meeting of the Parish Council – delayed due to elections (LGA1972, Schedule 12, part 3.7)

2627/12 General Power of Competence

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

2627/13 Clerks report

To note the Clerk's report - noted

2627/14 Planning

a) To consider planning applications received before the meeting:

- i. C/46/40F - Householder planning permission for removal of existing porch and erection of extension to provide downstairs accessible shower room and conversion of attached garage to create additional ground floor living accommodation including ground floor bedroom; erection of external oil boiler housing to north west elevation at Croft Cottage, Far Lane, Kettlewell, Skipton, BD23 5QY

Resolved to support the application

b) To receive the YDNPA Draft Design Guide and consider if the Parish Council wishes to submit comments

Received and noted

2627/15 Playground

a) To receive an update on the playground

It was noted that the grass has been cut by the new contractor and that they have done a good job.

2627/16 Highways

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

The bridge repairs have still not been carried out. The clerk will chase this up with the Highways team and the Bridges team.

The wall by the beck requires urgent repair and will be reported to NYC Highways.

The Clerk will report issues with the stepping stones over the River Wharfe to the YDNPA.

2627/17 Street Lighting

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

The Council is awaiting quotes for new columns.

2627/18 Council Business

a) To receive information about grant funding through the War Memorials Trust

Information had been circulated to councillors with the meeting papers. Whilst the guidance suggests it is unlikely that the Kettlewell War Memorial is unlikely to qualify for a grant the council agreed to submit an application.

b) To consider obtaining and displaying signage on open access land

The Council has requested signage from the YDNPA and will ask that it be displayed at the access points to open access land in the parish.

2627/19 Financial Matters

a) To note the bank balances and receive a bank reconciliation to 24/04/2026, if available

The bank reconciliation was received and the bank balances at the 24 April 2026 were noted as:

Current Account: £100

Savings Account: £12,663.15

b) Resolved to approve the following payments:

i. C. Smith: Internal audit 2025-2026: £55

ii. Yorkshire Dales Garden Maintenance: Grass cutting April 2026: £220.90

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

d) To receive the Internal Auditors full report and consider any action required in relation to recommendations

Received and noted.

2627/20 Public Participation

Residents spoke about the repairs to the bridge, and repairs to streetlighting. An update was given on general maintenance work at the War Memorial which has been funded by a grant from the Scarecrow Committee to a group of residents.

2627/21 Exclusion of the Press and Public

Resolved that members of the press and public be excluded from item 2627/23 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)

2627/23 War Memorial maintenance quotes

a) To receive and consider quotes for war memorial repairs, if available

Two quotes had been received for the works.

b) To consider appointing a contractor and approving expenditure

This will be deferred until a future meeting when the outcome of the grant application is known

2627/24 Date of the next meeting

The next ordinary meeting of the Council will be Wednesday 3rd June 2026 at 7.30pm