

**Gargrave Parish Council**  
Minutes of Parish Council Meeting  
Held on Wednesday 4<sup>th</sup> June 2025

Present:

Gregory L. Butt (GLB) Chair  
Ian Ackroyd (IA)  
Martin Banks (MB)  
Claire Cadman (CC)  
Chris Hoskin (CH)  
David Shuttleworth (DS)  
Derek Steele (DSt)  
Alan Sutcliffe (AS)  
Jayne A. Dunlop Clerk

**1. Chair's Opening Remarks.**

The Chair welcomed Jayne Dunlop, as the new Parish Clerk. She is undergoing RFO training during June to be fully established as Clerk & RFO by the July meeting.

**2. Apologies for absence.**

Karen Hunter apologised for her absence for family care reasons.

**3. Declaration of Interests.**

There were no declarations of interest.

**4. To confirm the minutes of the meeting held on 5<sup>th</sup> May 2025, as a true and accurate record.**

The minutes of the meeting of 5<sup>th</sup> May 2025 were accepted as a true record.  
Proposed by CH, seconded by CC and accepted unanimously.

**5. To confirm the minutes of the Annual Meeting of the Council held on 22<sup>nd</sup> May 2025, as a true and accurate record.**

Proposed by AS, seconded by MB and unanimously agreed, the minutes of the Annual Meeting of Council held on 22<sup>nd</sup> May 2025 were accepted as a true and accurate record and these will be published on the PC Website.

The Chair informed the meeting that the **draft minutes** of the Annual Meeting of Electors (held on the same date), will also be published on the website but will remain in **draft format** until they are accepted at the **next** Annual Meeting of Electors in 2026.

**6. Report from Invited Guests.**

**6.1 To receive a report from NYC Cllr Simon Myers.**

Cllr Myers expressed his thanks to MB for taking on the role of Acting Proper Officer and RFO and doing an excellent job and thanked GLB and the TGR Working Group for their efforts in making the TGR plan a success.

He informed the meeting that The Ministry of Communities and Local Government had praised NYC for their homelessness and rough sleeping

work and stated that the purchase of new temporary accommodation by NYC has reduced the number of families living in B&Bs.

Repair work on the Coniston Bridge is now scheduled for September 2025 with a possible three-week closure of the bridge. Cllr Myers will check details as there is widespread concern regarding appropriate diversions, HGV suitability and the impact on emergency services.

Responding to a question initially raised during the Annual Meeting of Electors regarding the high cost of school transport, Cllr Myers explained that it was largely due to the large geographical area and the number of SEN pupils.

## **7. TGR Plan for Gargrave:**

### **7.1 Summary of TGR interaction/activity.**

The Chair reported a total we saw 21 Bow tops split into six separate groups across eight days during the outbound passage of TGR through Gargrave to Appleby. While this represented just the outbound journey the results were very promising and showed that the TGR Plan has worked:

- The birds' mouth fencing and 'lego' blocks had protected the village greens. This had reduced numbers to manageable levels.
- TGR groups communicated with each other - as one group left another group arrived. As a result, the impact on residents and the fabric of the village was much better managed.
- There had been little disruption to village life with only minor issues – some of which were perpetrated by local youths but unfortunately blamed, through social media, on TGR.
- Except for the one incursion on Damside, all groups set up along Mill Lane.
- The vast majority of TGR groups arrived by Bow top with very few mechanised vehicles and no road caravans.
- Each TGR group had been met, welcome and briefed. The overwhelming majority of individuals were receptive and it was heartening to hear some say that they appreciated our efforts and that they thought our measures fair.
- PC efforts had also been positively remarked on by residents through feedback to the TGR WG.

Police support overall was good with some officers fully engaging with TGR and others providing a reassuring presence for residents. The only slight issue was that NYP support had to be chased each day and was not exactly as promised.

The Chair thanked the TGR WG for helping realise the plan and, in particular Trudi and Lyndsay for being massively supportive throughout the weekend.

GLB stated that he would be away over the weekend 20-23 June and that suitable cover from the TGR WG would be required should there be any stragglers from Appleby.

AS commented that as this was a good result the PC should prepare a press release. It was agreed that should wait until after the 26<sup>th</sup> June Public Meeting.

**7.2 Post TGR Event Public Meeting: Village Hall is scheduled for Thursday 26<sup>th</sup> June at 6:30 pm**

This has been advertised on Facebook and will be published on the PC Website and Noticeboard. DSt asked that a notice be made available to be placed in the Co-Op. CC agreed to provide a poster; DSt would coordinate with the Co-Op.

**8. Communications Policy and Plan:**

CC introduced the plan, explained the background and the work involved in producing the plan.

Concerns were raised regarding some duplication and a potential conflict with PC Standing Orders. A vote was taken on the Resolution: To adopt the Gargrave Parish Council Communication Policy and Plan – circulated with the Calling Notice and presented to the meeting. This was proposed by IA and seconded by DS. This was agreed by a majority of councillors with two abstaining and the plan will be added to the Parish Council website.

The chair extended his thanks to members of the Working Group for their efforts.

**9. Councillor VAS Responsibility**

This Item had been deferred from the Annual Meeting of the Council. IA volunteered to take on the responsibility and will work with MB with a view to deploying the VAR system as soon as possible, on the sites already allocated in the current project.

**10. To receive information on the following ongoing issues and decide further action where necessary:**

**10.1 Neighbourhood Plan: Draft Maladministration Complaint to Ombudsman.**

The Chair explained that the complaint to the Ombudsman would need to conform to the portal complaint format.

Resolution: That the draft Maladministration Complaint, circulated with the Calling Notice, and presented to the meeting, be agreed as the basis for the complaint to be lodged with the Ombudsman.

This was proposed by MB, seconded by CH and agreed unanimously.

**10.2 Environment WG: Meeting with NYC Officers on Thursday 12 Jun 2025.**

This meeting was cancelled at short notice due to the principal officer needing time off work. The Clerk will contact the officer's deputy to rearrange and ensure that the NYC remains engaged.

**10.3 River Aire:**

**10.3.1 Interim River Aire WG update for Jul 2025 PC Meeting**

A question had been asked at the Annual Meeting of Electors regarding the erosion to the banks of the River Aire. The Chair's response to that meeting had been that while the PC had established

a River Aire WG that the WG would not be reporting until October 2025. However, in light of the question the WG was tasked with providing an update for the July meeting.

#### 10.3.2 Gabions Collapse Update: Yorkshire Water response.

The PC has received a reply from the Corporate Affairs Manager at Yorkshire Water, Sarah Robinson, in which she stated that engineers had attended the site and that there were no immediate safety concerns regarding the sewer but that they would continue working with relevant stakeholders to agree a way forward for the repair of the collapsed gabions on the bank of the river, so to protect the asset moving forward.

Following discussion it was agreed that there should be a conversation between the Chair, Clerk and WG before Yorkshire Water was further engaged.

#### 10.3.3 Stepping Stones Update: Local initiatives.

As result of a request at the last meeting for a local solution to the replacement of the Stepping Stones, DS had spoken to a local contractor who has subsequently provided an outline plan.

The Chair emphasised that any decision would be impossible unless we had a firm idea of cost, which we are obligated to test through the tendering process. He proposed that the PC tenders for the replacement (or reuse) of the stepping stones and brings the results to the next meeting in order to make an informed decision to bring this matter to a conclusion.

AS seconded the proposal and it was passed unanimously.

### 11. **Public Participation:**

The need for a footpath to the railway station was raised by a resident. Cllr K. Duncan was written to by the resident and acknowledged the letter but with no meaningful commitment to do anything about it. He has been contacted again with no information forthcoming. The Yorkshire Post has given details of work being carried out at Thirsk to provide a safe footpath for pedestrians and cyclists in line with the North Yorkshire Local Cycling and infrastructure plan of June 2020. ([Local Cycling and Walking Infrastructure Plan - Skipton Phase 1 report](#)).

This issue was raised by Cllr Myers at the time but there has been no information about plans for a footpath in Gargrave.

It was agreed that Council write to North Yorkshire Council to enquire about any plans to provide a footpath to the railway station in Gargrave

### 12. **To receive, note and consider the following planning notifications, decisions or information**

12.1 ZA25/26633/FUL; Approved with Conditions by NYC Planning. Conversion of agricultural building to form self-build and custom dwelling (Class C3) including alterations and extension, formation of access and car parking, erection of boundary enclosures and ancillary treatment plan infrastructure

12.2 ZA25/26985/TCA: Works to trees in Gargrave conservation area. Removal of lowest 2 branches to 1 No. Silver Birch, Fell 1 No. Ash and 1 No. Conifer hedge

The NYC Arboriculture Officer has recommended the following:  
The trees are partially visible from the main road but only a small section. They provide amenity to the backs of the immediate houses and co-op car park. The Conifers are of poor quality and are clearly damaging the boundary wall. The Ash has minor signs of ash dieback but not extensive. The tree will however grow into the boundary walls in the future and cause damage. The Birch is of reasonable quality. Removal of the two branches wouldn't be of detriment to visual amenity or the trees structure and health. I therefore recommend allowing the work as per notification.

DS had already produced a comments about these trees and the council agreed that they should be documented and submitted to the Planning Office

12.3 ZA25/26984/TCA Works to trees in Gargrave conservation area Fell 1no. T1 – Cherry. The NYC Arboriculture Officer has recommended the following:

The tree is of poor quality showing signs of decay and decline. It doesn't have high future potential and therefore I recommend allowing the work as per notification.

No objection from PC

12.4 ZA25/26766/HH Approved with conditions by NYC Planning. Rear extension, including single-storey ancillary living accommodation incorporating existing outbuilding; alterations to existing kitchen.

12.5 ZA25/26767/LBC Approved with conditions by NYC Planning. Listed building consent for rear extension, including single-storey ancillary living accommodation incorporating existing outbuilding; alterations to existing kitchen.

12.6 ZA25/26886/HH: Approved with conditions by NYC Planning. Householder permission for a proposed 2-storey side extension

12.7 ZA24/26556/FUL

Change of use of private garden ground to allow siting of 2.no holiday accommodation (pods) including formation of hardstanding, footpath and ancillary car parking area and screen fencing.

PC to object referring to its previous objection and adding that

- i. This represents overdevelopment in the Conservation Area
- ii. Conditions 4 introduced previously state that the development "shall not be occupied, sold or disposed of or otherwise let as a separate dwelling"

- iii. The applicant implies that the dwellings may be occupied (sometime in the future) by an aging relative. This was not mentioned previously.

**13. Financial Matters:** To receive and approve the schedule of cheque payments and receipts as tabled.

GARGRAVE PARISH COUNCIL			
Invoice Review: 4th JUNE 2025			
DATE	ITEM DESCRIPTION	INCOME	PAYMENTS
14/05/2025	VAT REBATE	1,797.02	
14/05/2025	IONOS CLOUD LTD		8.40
15/05/2025	VILLAGE HALL		216.67
30/05/2025	NAT WEST BANK CHARGES		3.85
	GALLAGHER INSURANCE		2,923.87
	J C COWGILL - MAY MOWING		1,434.71
	J C COWGILL - FENCING MATERIALS FOR GABION BASKETS (no labour charges)		76.50
	VILLAGE HALL BOOKING 2nd MAY		90.00
	ACCOUNT-ANT INTERNAL AUDIT		576.00
	CRAVEN STATIONERY OFFICE SUPPLIES		110.10
NAT WEST as at: 31 MAY 25 £39,082.83		-----	-----
		1,797.02	5,440.10

Schedule approval proposed by CC and seconded by DS.

Some discussion arose around grass cutting, this will be added to the agenda of the July meeting.

It was noted that the gabion signs have since been removed, and this needs to be addressed.

- 13.1 Annual Internal Audit Report received and noted.
- 13.2 Section 1 Annual Governance Statement 2024/25. Resolution to approve the Section 1 statement. Approved and signed by Chair and Clerk
- 13.3 Section 2 Accounting Statements 2024/25. Resolution to approve the Section 2 statement. Approved and signed by RFO and Chair.

#### **14. Correspondence:**

##### **Parking Smithy Croft**

Proposal from two residents: "As you will know the council has been renovating the pathway and verges on Smithy Croft Road. This is really beginning to take shape and will make a massive improvement to the look and accessibility for residents. Could I please ask that the Parish Council enforces a 'no parking' rule on the green once the work has been completed as there should now be ample parking for residents."

There was discussion around ownership of the land possibly North Yorkshire Council land. Parish Council to establish ownership before taking any further action.

##### **Tree roots on Goffa Mill**

A resident has reported severe damage caused by the roots of an aged cherry tree which is planted in very close proximity to the flats in Goffa Mill. The roots have been pushing up through the drive surface and have started to crack the wall of the flats. The resident informed the Acting Proper Officer that as part of investigations carried out by workmen into these problems, that the roots are wrapped around a mains pipe. The resident has confirmation from the NYC Arboriculture officer that the cherry tree is an ornamental tree and thus not "protected" under current regulations so it can be removed.

The Acting Proper Officer recommended that the PC should raise a planning application to have the tree removed, however after discussion it was agreed that CH and DSt would visit the site and report back to council.

##### **New Tree donation**

The council has received an application to have a tree planted on the green in memory of a long-time resident of Gargrave who passed away recently. Preferably on the village green by the river Aire where the family had a lot of happy memories of paddling and feeding the ducks. The applicant's family thought a type of cherry tree would be nice, something that isn't too large and looks beautiful in the spring.

The council agreed that this would be a fitting addition to the green but members were unsure of the best spot, possibly the woodland walk. Further discussion is required.

**15. To notify the Clerk of matters for inclusion on the agenda for the next meeting.**

**16. To confirm the date of the next meeting as Wednesday 2<sup>nd</sup> July 2025.**

**Meeting closed 8.50pm**