

**Gargrave Parish Council**  
**Minutes of the Parish Council Meeting**  
**Held on Wednesday 6 August 2025**

Present:

Gregory L. Butt, Chair  
Ian Ackroyd (IA)  
Chris Hoskin (CH)  
David Shuttleworth (DS)  
Derek Steele (DSt)  
Alan Sutcliffe (AS)  
Jayne A. Dunlop, Clerk

**A G E N D A**

1. Chair's opening remarks

The Chair welcomed councillors and members of the public to the meeting. He reminded everyone that this would be his last meeting as he would be stepping down immediately following the meeting. For this reason there would be no election for Chair at this meeting but would be the first item of business on the agenda for September's meeting.

2. Apologies for absence

2.1. To receive apologies for absence and record these in the minutes.

Apologies have been received from Martin Banks, Claire Cadman and Karen Hunter.

2.2. To consider the approval of reasons for absence given by councillors.

The absence book was circulated and reasons given were approved.

3. Declaration of interests

3.1. To receive, consider and decide upon any applications for dispensation.

No applications for dispensation were received.

3.2. To receive any declarations of interest not already declared under the Council's Code of Conduct or a member's Register of Disclosable Pecuniary Interests.

No declarations of interest were received.

4. To confirm the minutes of meeting held on 2 July 2025, as a true and correct record.

AS proposed and IA seconded the minutes as a true and correct record, and these were approved.

5. Report from invited guests

5.1. To receive a report from NYC Cllr Simon Myers.

Councillor Myers thanked the Chair for his contribution to the Council and for including the community to a greater degree.

Cllr Myers reported that he has been contacted by a number of residents concerning the Ray Bridge Lane road repairs currently being carried out and the apparent lack of firm edge alongside the ditch, he reported that he had contacted Highways who assured him the work being done to improve the road would be completed correctly.

He informed the Council that plans are being drawn up for council homes to be built on the Neville House site.

Tenders had been sought by NYC for the development of land between Eshton Road and the canal for over 55 supported living accommodation, but none had been received. Cllr Myers stressed that any development would meet Gargrave's quota of eighty new homes and in his view would be better than a housing development.

Cllr Myers asked for councillors' objections to the Beckridge Farm planning application to be sent to him for discussion with the planners in order to call in the application for consideration.

## 6. TGR Plan for Gargrave update

### 6.1 To consider next steps following receipt of TGR reports from Restorative Solutions.

The Chair reported that the Restorative Solution TGR Report had been circulated. While the Report had been sent to Cllrs Myers and Philips at NYC it was agreed that the Report should be forwarded to Karl Battersby (NYC Director of Highways) along with a copy of Gargrave PC lessons learned, highlighting the need for NYC to take ownership of a NYC Strategic Plan and copied to Cllr Myers.

### 6.2 To consider arrangements for travellers after the "Appleby fair window"

The Chair reported that a small group of travellers arrived in Gargrave on 11<sup>th</sup> July and stayed for the weekend; in his absence Cllr Ackroyd dealt with them. While this single example of post fair visits was lower than in previous years, the Chair suggested that PC oversight of this type of incident, should be built into the plan for next year.

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

### 7.1 To consider crowning cherry tree adjacent to Goffa Mill to reduce branches growing over the wall.

The issue appears to be that the branches overhanging the wall need to be cut back. Councillors discussed this and approved the trimming of branches rather than crowning the tree.

### 7.2 To note tree donation and location in memory of a long-time resident of Gargrave.

The Clerk reported that this is being discussed with the GWWG with a view to planting in October.

### 7.3 To note Smithy Croft green/ parking issues and issue of ownership of green.

This is not owned by GPC, North Yorks Council or Yorkshire Housing Association. The Clerk has asked NYC to recheck but has had no reply. As Council has no authority to get involved it recommends residents discuss the use of the green amongst themselves

### 7.4 To note environment group meeting, with NYC re Kelber Hill.

The Clerk contacted Sally Boardman about rescheduling the June meeting. She requested information about a recent noise complaint that was listed in last month's correspondence and we have requested she meets the group at a point where we can view the site. She is on leave until 15<sup>th</sup> August.

7.5 To consider holding a community event on South Street triangle.

Due to the lead-in time to organise events it was agreed that this should be organised with Gargrave Events Committee for next year. IA's suggestion of a classic car event was welcomed. He also suggested a live music event.

7.6 To consider cleaning of War Memorial & fly the Union flag for Remembrance Day.

DSt confirmed that the memorial needs to be cleaned along with the flagstones, a couple of which are loose. The Clerk was asked to progress this.

7.7 To note that Old Church School forecourt is common land owned by the resident.

The owner of the land has accepted that it is common land and will bear this in mind when proposing to develop the site.

7.8 To note River Aire update

The Clerk has contacted one firm for advice on progressing the river issues as part of an holistic plan. An estimate has been requested, of the cost of a scoping survey of the river to enable us to formulate a plan for the work that needs to be done. Once we have a better idea of this first step we can proceed with obtaining tenders in order to create a plan of action.

The Clerk emailed Highways July 22<sup>nd</sup> re the gabions (unaware that Highways have previously denied ownership) and these are to be inspected, there has been no update since. The Clerk was asked to chase Highways for a response.

The Clerk emailed Yorkshire Water on July 22<sup>nd</sup> for an update. Councillor Ackroyd spoke to the workmen who inspected the gabions and exposed pipe on 29<sup>th</sup> July. The workmen did not inspect the pipe that crosses the river at the stepping stones. They said that they intend to install surveillance equipment to monitor the river levels. An email was received from Yorkshire Water, following the visit which stated that "We re-visited our assets on 29th July and carried out CCTV on our network adjacent, upstream and downstream of the affected banking. I can confirm there were no issues identified with our network."

The Clerk was asked to send an email to enquire about the pipe which was not inspected.

The Clerk investigated the proposed wall repair. Northern Power might have an interest in this as there is a substation close to the wall. The Clerk will contact Northern Powergrid.

Stepping stones and other debris from river subject to permit. An estimate was received from Chris Cowgill, which exceeds £1000 so the clerk has requested another estimate. A member of the public in attendance, also offered to provide an estimate and this has been noted.

8 Emergency plan

8.1 To consider updating the emergency plan, last updated 2023.

The Clerk recommended that the emergency plan should be reviewed to check that all information is correct as some of the lead contacts have changed. Also it does not appear on the Parish website, and she noted that other councils have published their plan with some redactions. Cllrs asked for a copy of the plan to be circulated and approved that it should be updated.

9 Matters requested by councillors

None

10 To receive and consider for decision any recommendations from the Council's Committees:

None

## 11 Public Participation

A representative of the junior football club reported that new goal posts have been obtained for the football pitch. The Council gave its approval to the replacement of the old goal posts.

The issue of lighting at the train station and a path was raised. Cllr Taylor from North Yorkshire Council had agreed to visit but nothing has been arranged. The Clerk will email him for an update.

More information was requested by a resident about the noise complaint which was listed in correspondence at the July meeting. The Clerk read the relevant minute from the July meeting in response.

## 12 Planning Applications

To consider and decide upon the following [planning applications](#):

- 1) ZA25/26968/LBC windows 70 High Street  
The Council supports the comments and objection of the Conservation officer
- 2) ZA25/26916/LBC roof light 66 High Street  
The Council supports the comments and objection of the Conservation Officer
- 3) ZA25/27086/REM Rural dwelling Beckridge Farm Coniston Cold  
Two comments were received from councillors. AS said that this should be objected to on grounds of the process whereby outline planning was given for 24957/OUT but not for this application, yet this application is being linked to the earlier outline planning application. In his opinion this is not correct procedure. It was agreed that comments received from KH would not be mentioned in our objection as this technical issue needs to be rectified first.
- 4) ZA25/27142/TCA Tree felling Marton Road, Comments  
It was reported by CH that a decision has been made following the issue of a TPO, to refuse the application.
- 5) ZA25/27144/HH 3 Knowles House Stonework and Shed/Summerhouse  
Council has no objection.
- 6) ZA15/27022/HH 28 Church street Gargrave, re-render, access gates and partial demolition  
Council has no objection
- 7) ZA25/27023/LBC 28 Church Street Gargrave Listed building consent for external works  
Council has no objection

## 13 Planning Decisions

To receive and note the following planning decisions/information:  
None received

## 14 Financial matters:

- 14.1 To receive and approve the schedule of cheque payments and receipts as tabled.

GARGRAVE PARISH COUNCIL			
Invoice Review: 6th August 2025			
DATE	ITEM DESCRIPTION	INCOME	PAYMENTS
27/07/2025	IONOS Cloud Ltd		8.40
30/07/2025	Chris Cowgill July maintenance		1,434.70
31/07/2025	NatWest bank charges		6.30
NAT WEST as at: 31 July 2025 £36,994		-----	-----
		0.00	1,449.40

The payments were proposed by IA and seconded by DS, and agreed.

14.2 To consider a resolution for a new bank signatory:

Resolution: that Gargrave Parish Council bank account details should be amended by the addition of the Vice Chair, Karen Hunter, as a signatory to the Skipton Building Society and NatWest accounts.

It was agreed that Council would defer the approval of another new signatory until after the new Chair is elected and to consider the new Chair as a signatory.

The Clerk reported that her application to become a signatory has been held pending approval of the minutes of the July meeting.

15 Staffing

15.1 To consider a staffing committee.

Resolution: that Gargrave Parish Council resolves to set up a staffing committee to handle all matters relating to staffing issues as per the current contract.

This was proposed by GLB and seconded by AS and Council agreed this in principle with the setting up of the committee to be overseen by the new Chair.

15.2 To note an overtime payment for July.

The Clerk worked 14 hours overtime, including finance training, meetings and keeping on top of issues. Council approved the overtime payment.

15.3 To consider the Clerk's probation period.

The Clerk and members of the public left the room while councillors discussed the Clerk's probation. Council approved the successful completion of the Clerk's probation period.

16 Correspondence received: To receive information on the following new correspondence and decide further action where necessary.

- Old Swan Corner/Hellifield Road corner, pedestrian safety.  
An anonymous letter was received. The comments were included in a letter sent to the MP about speeding. The writer sent a copy of his/her letter to Highways. The Chair expressed his disapproval of anonymous letters. Councillors agreed and the Clerk stated that she had included two anonymous on the agenda so that replies can be made available, however it would be better if contact details were supplied so that full responses may be sent to the correspondents. Any request for anonymity will be respected by the Clerk.
- Speeding letter response from MP  
The Clerk wrote to Sir Julian Smith as requested in the July meeting. He has noted our concerns but this is a matter for NYC and NY Police. He said "I do however also note the police's recent review of this issue, and North Yorkshire Police's Chief Constable Tim Forbe's recent comments. In this context, I have sent a copy of your letter, together with one

of my own, to the Chief Constable, to pass your points on to him. I will write to you again as soon as a response is received.”

- Himalayan Balsam, on the river bank

Letter about this invasive species growing near the river bank, and the writer has removed some herself but states that volunteers are needed to pull this up before it seeds.

The Clerk contacted GWWG who are aware and emphasised that care needs to be taken with this plant. We can remove it and leave in piles on the river bank but it must not be put in the brown bins or added to compost. GWWG volunteers have training in removing the plant so anyone wishing to assist should contact GWWG. GWWG volunteers have been pulling up the plants but do not have sufficient volunteers to pull up all the plants this year. Some is present on the High Green side of the river and Council should consider dealing with this. It is a bit late this year but this could be dealt with in future.

- Road resurfacing, Mark House Lane and Ray Bridge

Details of resurfacing have been circulated.

- ROSPA annual inspection of playgrounds. This has been booked and no date for inspection will be provided,

- [UK Community Tree Planting Grant — International Tree Foundation](#) grant

Emailed to GWWG for information

- Roofing tiles on a property in Gargrave

This was an anonymous comment and is not something the Parish Council can comment on. Perhaps North Yorkshire Council Planning department can assist.

- Community Risk Management Plan 2025-2029 Fire and Rescue Service consultation <https://www.northyorksfire.gov.uk/news/consultations/community-risk-management-plan-2025-2029/> This has been circulated to councillors, added to the GPC website and publicised on FB for residents to have the opportunity to comment. The deadline for comments is 7<sup>th</sup> September.

- Request to move a street light on Neville Road

The Clerk was asked to confirm the details of the planning application. She reported that Steve Claxton is going to view the property and will be able to advise on the process.

- Goal post update

An email was received confirming that new goalposts have arrived and are due to be delivered this week. Council's approval for replacing the goalposts was requested and given during the public participation part of the meeting.

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

- DSt request for 40mph sign for a distance before the 30mph signs into the village, to reduce accidents.
- DS request to discuss parking on Church Street opposite the Mason's Arms which obstructs farm vehicles turning left into the village from Marton Road.

18 To confirm the date of the next meeting as Wednesday 3 September 2025.

Meeting ended at 8.45pm