Gargrave Parish Council
Minutes of the Parish Council Meeting
Held on Wednesday 1st October 2025

Present:
Claire Cadman, Chair (CC) Ian Ackroyd (IA), Martin Banks (MB), Chris Hoskin (CH), Karen Hunter (KH)
David Shuttleworth (DS) to 7.45pm, Derek Steele (DS) from 7.40pm,
Alan Sutcliffe (AS), Steve Coetzer (SC) following co-option
Jayne Dunlop (Clerk)

1. Election of Chair

   Following a query the Clerk sought advice from YLCA, which supported the original outcome but suggested that it be revisited by suspending standing order 8 and reviewing the election process.

   1. 1 To suspend Standing Order 8 regarding previous resolutions, to allow the Council to re-open this item of business and make a fresh decision if so resolved.
   The suspension of this standing order was proposed by CC, seconded by CH, and agreed.

   1.2 To scrutinise the process that the Council undertook on 3rd September to elect a Chair, taking into account the correct decision-making process as advised by YLCA, and to decide a way forward.
   There was discussion about the process with the main concern being that there was no vote taken against the nomination.

   1.3 To vote on the way forward as agreed from the scrutiny exercise undertaken at item [1.2] above.
   Councillors were offered the opportunity to rerun the vote for Chair. DS proposed that there should be no revote and this was seconded by MB and agreed.

2. Chair's opening remarks

   The Chair welcomed all councillors and members of the public to the meeting and stressed the importance of their attendance as the Parish Council discussed important matters for our community.
   The Chair aims to uphold the standards set by Greg Butt and listed some guidance for councillors and members of the public as follows:
   - All attendees are expected to demonstrate respect toward one another.
   - The Chair acknowledges and upholds the responsibilities entrusted to her by the Parish Council in her role as Chair.
   - All contributions should be made via the Chair.
   - Cross or side conversations are not permitted.
   - The Chair aims to ensure all voices are heard.
   - Disturbances and disruptions are not permitted.
   - Members of the public may leave the meeting at any time.
   - In accordance with the Communications Plan approved earlier this year, our first coffee morning will be held on November 15th at the Neville Road community room. Further details will be circulated in the coming weeks. All councillors are encouraged to attend.

3. Apologies for absence

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

An apology was received on behalf of DSt, who was subsequently able to attend.

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

Reason for absence was considered and approved.

4. Declaration of interests

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

There were no applications for dispensation

4.2 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.

5. To confirm the minutes of meeting held on 3rd September 2025, as a true and correct record.

The minutes of 3rd September 2025 were proposed by CC as a true and correct record, seconded by AS, and approved.

6. Report from invited guests

6.1 To receive a report from NYC Cllr Simon Myers.

Cllr Myers was unable to attend but submitted a short report as follows:
Not a lot of news, save that I'm still chasing the Bridge repairs at Coniston. Have got the Director of Highways on to it and they are trying to get a contractor to do it without putting scaffolding in the river.

The flags will be taken down by Highways and again I have been trying to get a date. I suppose NY is jolly big and there are a lot of flags to remove. I know people think it is a simple question of someone shinning up a ladder but unfortunately it isn't- particularly on the A65.

I don't know if anyone has noticed, but the wall below the pavement by the A65 where the green railing is dropping out. I have raised it with Highways as I think this is probably their responsibility, as it is the retaining wall for the road.

7. Co-option of councillor

7.1 To consider presentations from applicants to fill the vacant position of councillor and to co-opt a new councillor

Two candidates spoke for several minutes each.

The Chair proposed and CH seconded that the public should leave the room to enable councillors to discuss the candidates. This was agreed. Following discussion members of the public returned and a vote was taken.

Steve Coetzer received seven votes and was thereby elected and invited to join the Council for the rest of the meeting.

8. TGR Update

8.1 To consider dates for TGR meetings including organisation of a meeting between Karl Battersby and Drew Fussey re common approach to travellers within North Yorkshire council area in preparation for next year.

CC proposed and KH seconded that the TGR WG arranges this meeting and also sets a schedule of meetings, perhaps monthly. CH agreed to organise dates.

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

9.1 To note update on cleaning of War Memorial & preparations for Remembrance Day.

The Clerk reported on the quotes that had been received for cleaning the memorial, £675, £1.700 and a third much higher quote. MB proposed and IA seconded that the lowest quote should be accepted.

Chris Cowgill has agreed to clean the flagstones, Yorkshire Gas has been contacted about tidying the hedges but no response received yet, to be followed up by the Clerk. A local resident looks after the planters and will deal with those.

KH reported that she is meeting the Vicar to check arrangements, she noted that a PA system is required. Council will purchase a poppy wreath.

9.2 To note River Aire scoping survey update.

The Clerk reported that JBA has started the survey, walked round and report is to be ready by October 10th. CH raised a concern that this was the company which advised the factory about the weir removal and queried a possible conflict of interest. CH proposed, DSt seconded and it was agreed that the Clerk should write to JBA asking if there is a conflict of interest.

9.3 To consider actions as result of River wall collapse

The Clerk received an email the day before this meeting from Northern Powergrid (NPg) informing her of a meeting between NPg and the Environment Agency (EA) happening earlier today and invited a representative of the parish council to attend. There were 3 representatives from NPg, two from EA and 3 councillors plus the Clerk in attendance.

NPg expressed great concern about the proximity of both the pole and the substation to the river and that the ideal solution will be to move both further away from the river. Safety and maintaining power to residents are their main concerns. There was much discussion around the responsibility for repairing the wall with the parish council being riparian owner and NPg leasing the land, apparently from Gargrave Parish Council

A temporary solution is needed to protect the site for example gabions, seals and sandbags.

NPg and EA are to talk to managers and take legal advice. NPg will determine what is needed for the network and contact the design team, EA will ask if any resource is available.

A temporary fix is to be agreed by all three parties and EA confirmed it will not require a FRAP as this is considered an emergency.

A response is expected from each within the next few days.

Yorkshire Water confirmed that the pipe across river, next to the fallen stepping stones, is mains and inspected regularly. There is a contingency plan in case it is damaged. An inspection is to be carried out following the collapse of the wall at the substation.

9.4 To consider action on trees along the river bank

The Clerk reported that she needs precise locations (grid references) and details of works proposed for each tree in order to apply for a FRAP. A list of trees needing action is needed so she can progress this.

River Aire working group to report back on the trees which need urgent action, with grid references and details of works required.

9.5 To consider gate/post options for access to Middle Green.

The Clerk stated there are various removable bollards available at prices round £153 or £163 depending on height also the Rhino heavy duty RTR8 post at £427. The Rhino post goes into ground and has stones inside towards the bottom for drainage but will need to be set in concrete. A video had been circulated to councillors for consideration.

Various sizes and configurations of gates were discussed with a 12ft gate and 4ft pedestrian access beside it being a possible solution to giving pedestrian access while restricting vehicular access. IA offered to obtain quotes from a business in Skipton and this was approved. Quotes obtained by IA should be sent to the Clerk.

9.6 Resolution that GP Council adopts the IT policy as circulated with agenda [amended agenda number].

It was proposed by CC and seconded by MB, that Gargrave Parish Council adopts the IT policy as circulated with an amendment that point 16 contact should read 'Gargrave Parish Council.' This was approved.

9.7 To consider moving email and website to gov.uk domain [amended agenda number]

The Clerk attended a webinar hosted by Parish Online which is a non-profit making domain provider and mentioned some of the benefits of moving to a .gov.uk account.

- Parish Online can provide email addresses for all councillors at £260 pa, and for £300-£800 (depending on size of council) the emails plus a website can be provided and maintained by Parish Online.
- The gov.uk email address and website provided are audit compliant.
- The gov.uk address is approved by the domain provider and not something that anyone can set up rather this is done by approved providers. There are thirty recommended companies out of a possible list of two hundred.
- An account such as Yahoo account it is a service we use and we do not own the data.
- Emails sent to Yahoo can be redirected to the new email addresses and also our current web provider should be able to change our website address at a cost, if we wish to stay with it.
- Parish Online uses Zoho technology and a version of Word Press for the website.
- The use of personal email addresses is an issue with FOI requests and some councillors have had to offer their personal emails for FOI requests.
- The Clerk asked if Councillors wanted her to look at other domain providers and SC offered to assist the Clerk to check alternatives.

10. To note Emergency plan update

The Clerk intends to meet with the Church and Village Hall representatives to confirm details and get this published on the website as soon as possible so that it is accessible to residents.

11. To consider playground inspection report

A report has been circulated to Councillors and is lengthy. The Clerk recommended that a small group CC, MB and the Clerk list the actions, prioritise these and as the report is too lengthy to deal with at a meeting. CC proposed and MB seconded this suggestion and it was agreed.

There was a request for a bin inside the playground but because this is trade waste and the bin needs to be outside the playground for collection, it was felt that this is not necessary.

12. Matters requested by councillors

12.1 Discuss and agree plan for use of social media in the absence of the Communications Officer.

The Chair stated that as per the Parish Council's Communication Policy, the Chair and Clerk are permitted to post on social media. In the event that neither of these is available the media post can wait until either becomes available.

12.2 Discuss and agree protocol for immediate/urgent actions being taken without prior full Council approval.

The Chair noted that as per the standing orders and code of conduct all actions must go through the Clerk. If the Clerk is not available a minimum of two councillors can call for an extraordinary meeting following the regular calling notice period of three clear days. The only time when this can be suspended is in the event of an emergency when the emergency plan must be followed. There was discussion around emergencies and it was noted that the emergency services are usually the first point of contact if something is an emergency.

13. To receive and consider for decision any recommendations from the Council's Committees

None

14. Public Participation

A resident asked why a FRAP was needed for tree removal when in some cases a FRAP is not required. The Clerk responded that a FRAP is needed for works in the river except when something is deemed an emergency by the Environment Agency, such as the wall collapse.

An update was requested on the proposed visit of Cllr Taylor re the footpath to the train station. There has been no further information so the Clerk will contact Cllr Taylor again.

It was suggested that the school could be contacted regarding playground litter. The Chair volunteered to liaise with the school and to investigate signage for the litter bin.

15. Planning Applications

To consider and decide upon the following planning applications:

No objections were raised to any of the following:

TPO/026/2025/CRA temporary TPO Morello Marton Road 1 Beech and 1 Sycamore.

ZA25/27302/TPO The Barn Home Farm, Mark House Lane works to trees the subject of a tree preservation order, Fell 2 conifers and 2 sycamores.

ZA25/27271/FU East Street double storey extension to dental practice.

There was some discussion around the suitability of this extension and possible overdevelopment on the plot. However following a proposal by CH, seconded by AS it was agreed not to raise an objection.

ZA25/27342/HH 1 Riversway sun room

16. Planning Decisions

To receive and note the following planning decisions/information:

ZA25/26968/LBC refusal

ZA25/27191/HH granted

ZA25/26987/VARLBC granted

17. Financial matters Clerk/RFO

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

It was proposed by CC and seconded by IA that the table of payments and receipts is approved and this was agreed.

GARGRAVE PARISH COUNCIL			
Invoice Review: 1st October 2025			
DATE	**ITEM DESCRIPTION**	**INCOME**	**PAYMENTS**
12/09/2025	IONOS CLOUD LTD		8.40
15/09/2025	VILLAGE HALL		216.67
15/09/2025	KASPERSKY ANTI VIRUS SOFTWARE LICENCE		19.99
30/09/2025	NAT WEST BANK CHARGES		1.75
	CLERK SALARY		752.13
	PFK LITTLEJOHN EXTERNAL AUDIT FEE		378.00
	J C COWGILL SEPTEMBER GREENS MAINTENANCE		1,434.70
	M BANKS REFUND FOR COMPUTER MOUSE		8.99
	STEVE CLAXTON STREET LIGHTS		268.00
	PLAYSAFETY ROSPA PLAYGROUND INSPECTION		211.20
	CRAVEN STATIONERY		64.42
	CEF		167.20
	SEPTEMBER PRECEPT	27,000.00	
NAT WEST as at: 30 SEPTEMBER 2025 £60,789.08		-----------	-----------
		27,000.00	3,531.45

The 6th August table was revised and submitted to the meeting, following several omissions from the original version. It was proposed by CC and seconded by MB that the updated version should be approved and this was agreed

GARGRAVE PARISH COUNCIL			
Invoice Review: 6th August 2025 Revised			
DATE	**ITEM DESCRIPTION**	**INCOME**	**PAYMENTS**
07/07/2025	Land Registry		14.00
15/07/2025	PAYE		275.33
15/07/2025	Clerk salary May/June		772.84
15/07/2025	Village Hall		216.67
27/07/2025	IONOS Cloud Ltd		8.40
31/07/2025	NatWest bank charges		6.30
01/08/2025	HMRC Vat repayment	3,878.64	
04/08/2025	Clerk salary July		694.24
11/08/2025	Public Works Loans		2,211.14
	Chris Cowgill July maintenance		1,434.70
NAT WEST as at: 31 July 2025 £36,994.79		-----------	-----------
		3,878.64	5,633.62

17.2 To receive bank reconciliation

This was not available as the figures were not received from the bank in time.

17.3 Resolution to add the Chair as signatory to the bank accounts

Resolution that the Chair (Claire Cadman) is added as a signatory to the Nat West bank accounts and Skipton Building Society Accounts. This was proposed by KH, seconded by MB and agreed.

17.4 Training for new councillors, Chair and Clerk

Councillors should note that they can book onto relevant training that is circulated to them. New councillors are urged to take the relevant course for new councillors.

18. Staffing

18.1 To consider membership of the staffing committee.

A staffing committee was agreed at the September meeting but members are needed. The Chair proposed herself, KH and MB should be members of this committee and, DSt seconded this. The Council approved these members join the committee.

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

- To grant access to Middle Green for a vehicle for landscaping of a garden at Goffa Mill

  This was proposed by CH and seconded by IA on the understanding that any damage to the green is made good.

- Several emails expressing concern about erection of England flags on village lampposts

  These were noted and North Yorkshire has plans to remove the flags. It is not the flag that is an issue but the illegal addition of flags to lampposts which correspondents objected to.

- Request for money for Junior Football Club

  Proposed by MB and seconded by CC and approved that the Council pays if an invoice is submitted to the Clerk.

- Book Swap at the summer seat

  The Council would like more information about where this might be positioned, size, how it might be affixed but did not object to the suggestion. Gargrave Parish Council would have no responsibility for it.

- 33 Neville Road lamppost.

  An email was received from Steve Claxton outlining the cost of the move of this, which is to be paid by the resident. Council approved this as long as carried out parish approved contractor, ie Steve Claxton with appropriate insurance and costs are paid by the applicant.

  AS proposed, CC seconded and Council agreed permission is given for this move as long as all costs are paid for by the resident.

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

The Chair expressed her intention to address working group composition at the next meeting.

The Clerk stated that some issues which should have been on this agenda have been postponed to the next due to the length of this agenda.

21. To confirm the date of the next meeting as Wednesday 5 November 2025.
The meeting closed at 9.10pm