

**Gargrave Parish Council
Draft Minutes of the Parish Council Meeting
Held on Wednesday 3rd September 2025**

Present:

Claire Cadman, Chair
Karen Hunter, Vice-chair
Ian Ackroyd (IA), Martin Banks (MB), Chris Hoskin (CH), David Shuttletworth (DS)
Derek Steele (DSt), Alan Sutcliffe (AS)
Jayne A. Dunlop, Clerk

1. Election of Chair

The vice-chair presided over this part of the meeting.

There was one nomination, Claire Cadman was proposed by KH and seconded by DS

A vote was taken and Claire Cadman was duly elected. The Vice-Chair handed over to the new Chair who conducted the rest of the meeting.

As regards filling the vacancy created by the previous Chair's resignation, the Clerk stated that the co-option process can now be put in motion, as per the update from NYC.

2. Apologies for absence

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

No apologies were received

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

All councillors were present

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 6th August 2025, as a true and correct record.

Proposed by AS and seconded by CH and minutes were confirmed as a true and correct record.

5. Report from invited guests

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

Cllr Myers reported that repairs to Coniston Bridge have stalled due to the lack of a contractor. There are complicated reasons for this including the short list of contractors, the fact that the bridge is listed and the need to keep the bridge open to traffic during the day.

The trend to decorate streets with Union flags and St George's cross is being treated with a 'light touch' in Skipton. Items will be removed if there is damage to street furniture or if the graffiti/ flags are deemed dangerous on highways.

In relation to current concerns about migration, there are two hotels in Yorkshire which house migrants, neither is near Gargrave. One, which currently houses families, may have a change of use to males. NYC is contacting the Home Office with its view that this is a planning breach.

Decisions about which hotels to use for immigrants are made by the Home Office not the Council. The number of migrants in North Yorkshire Council is fewer than 300.

NYC's leisure investment strategy will result in an investment of £9.8m to be given to Craven leisure.

Boundary Commission proposals to redraw the council divisions will take in Broughton, Thornton in Craven, Wigglesworth, Halton West and the Marton's.

The locality budget is nearly all spent. If there are any small items, perhaps from Gargrave events committee, he should be contacted as soon as possible.

6. TGR Update

6.1 To consider response from Karl Batterbsy to the letter requesting a strategic view by NYC regarding TGR visits.

The clerk wrote to Kark Battersby following the August meeting to request the creation of a more strategic plan by NYC for future TGR visits. He wrote back as follows,

"Drew Fussey now leads on unauthorised encampments for the County and I know he has brought together all the various inherited approaches into a common policy.

It's probably worth us pulling together a meeting with Drew to go through the recommendations and it may well be that he is on with some of this work."

This should be arranged with members of the TGR Working Group

6.2 TGR working group membership

To consider adding Ian Ackroyd as a member of the working group.

A vacancy in the TGR WG has arisen following the departure of Cllr Butt. Cllr Ackroyd has been assisting very effectively with TGR visits so Council may wish to formalise his role by adding him to the working group.

DS proposed and CH seconded that IA joins the working group.

IA raised the issue of an incursion on Middle Green on Saturday 30th August. He approached a group of travellers to request they leave the Green. They were aggressive and for his own safety, he walked away from them. They left thirty minutes later. The community police officer was phoned but did not respond before the group departed, a voice message was left, no incident number was obtained. There was some discussion around how to deal with travellers who arrive outside the Appleby Fair window. It was mentioned at the last meeting that the TGR WG should formulate a plan for visitors outside Appleby fair time and it is recommended that this should be considered by the TGR Working group asap.

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

7.1 Note environment group meeting, with NYC re Kelber Hill. Meeting.

This has had to be postponed due to members of the group not being available.

7.2 To note update on cleaning of War Memorial & fly the Union flag for Remembrance Day.

Following instruction from the August meeting, the Clerk obtained a quote for cleaning the memorial by a memorial mason in Leeds who has experience in cleaning war memorials. A site visit was carried out yesterday and his findings are in the papers circulated this evening. The quote exceeds £1,000, thus another estimate is required. Please note his comments on the condition of the memorial and the fact that simply power washing it would not be suitable as it may cause damage.

The flagstones are not included in his quote and the Clerk recommended that those are done as a separate job by a local handyman.

7.3 To note River Aire update.

The clerk has checked with the Environment Agency and confirmed that we need a Flood Risk Assessment Permit for removal of the stepping stones. The clerk is in the process of applying for the FRAP however the EA states work cannot take place between 1st October and 15th June and an application can take up to two months to process. So it is probable that the work might not be undertaken this year.

There is tree work that can be done as surveyed in-house earlier but again needs to be approved by EA and may require a FRAP depending on the location such as the removal of any tree within 8 meters of the river. More information is needed on every tree mentioned on the list, their locations and work proposed in order to progress this.

Following the last meeting the Clerk contacted National Powergrid re the wall at the substation, Highways re the gabions and Yorkshire Water re the pipe across the river near the stepping stones. Responses have not been received so the Clerk will write again.

There is progress with the scoping survey and three quotes have now been received. It is recommended that the lowest quote is accepted.

The quotes were: JBA £4,000, CBEC £4,770, WSP £10,000

The Chair proposed and KH seconded that the lowest tender be accepted and JBA appointed to provide the scoping study. This was approved.

7.4 Pedestrian access to Gargrave Station.

The Clerk contacted Cllr Taylor about his proposed visit to look at the pedestrian access to the railway station. Cllr Taylor has discussed this with Cllr Myers but his diary is booked up and he is working his way through requests” and... unable to confirm a date at the current time.”

David Shuttleworth reported that there is a possibility of a donation to the council by a donor who is interested in access to the train station, this might assist with any work. Safety on the road at the station continues to be a concern in regards to speed and pedestrian access.

8 Emergency plan circulated to councillors

The current plan was circulated to councillors as requested and no comments were submitted to the Clerk. With a new Chair in place the Clerk will proceed with updating the plan.

9 Matters requested by councillors

- i. To consider request for 40mph sign for a distance before the 30mph signs into the village in order to reduce accidents

DSt expressed his concern about the possibility of accidents particularly at the entrance to Mativ, road junctions and field entrances. This had been requested previously but no action was taken. Neighbouring villages such as Hellifield have 50 and 40 mph signs before the 30 mph sign, so it seems reasonable for Gargrave to have them. DSt proposed and DS seconded that Highways is contacted to request signs for these main roads into the village, this was approved.

- ii. To consider parking issues on Church Street opposite the Mason's Arms which obstructs farm vehicles turning left into the village from Marton Road.

DS reported difficulties experienced by farm vehicles when cars are parked close to the junction. On occasion parking has blocked the path of farm vehicles and drivers have had to be found to move their cars. This could be particularly serious if emergency vehicles were unable to drive along Marton Road. It was proposed by DS and seconded by MB and agreed that the Clerk would write to Highways to request double yellow lines.

- iii. To consider new signage on the greens which covers barbeques (CH) also dog signage [on the plantation] and general updating and cleaning of signs.

CH reported recent incursions on Middle Green including the lighting of a BBQ. The current signage does not include a BBQ symbol and suggested a clearer sign without the detailed list of bye laws.

Other signs are dirty and it was suggested volunteers could clean them and also look at foliage which may be covering signs. The Clerk was instructed to investigate alternative signage.

- iv. To consider installation of a new post to prevent vehicular access to Middle Green by to prevent unauthorised parking on Middle Green (CH) Need a sturdy one, perhaps DS can advise
A gate was added at the weekend by some councillors after a group of travellers camped on Middle Green. The gate is fastened with chains with secured with combination locks, the numbers of which the Chair requested be made available for access in case of emergency. A post that drops into the ground was suggested at this location and the clerk will look for something suitable c£600 and report back to the October meeting.

- 10 To receive and consider for decision any recommendations from the Council's Committees:
No committees have met since the last Council meeting.

11 Public Participation

The issue of parking on Neville Road was raised. Some vehicles are parked on the pavement obstructing prams and forcing pedestrians to walk on the road. The clerk will report this to NYC.

12 Planning Applications

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

ZA25/27191/HH 31 Park Croft Ground floor rear extension

ZA25/27225/HH The Barn, Home Farm. Works to internal fenestrations

No objections were raised for either planning application.

13 Planning Decisions

To receive and note the following planning decisions/information:

ZA25/27086/REM Rural dwelling Beckridge Farm Coniston Cold, approved

ZA25/27144/HH 3 Knowles House Stonework and Shed/Summerhouse permission granted

14 Financial matters:

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

GARGRAVE PARISH COUNCIL			
Invoice Review: 3rd September 2025			
DATE	ITEM DESCRIPTION	INCOME	PAYMENTS
13/08/2025	IONOS CLOUD LTD		8.40
15/08/2025	VILLAGE HALL		216.67
29/08/2025	NAT WEST BANK CHARGES		2.10
02/09/2025	CLERK SALARY (August)		575.80
02/09/2025	COMPUTER MONITOR SCREEN		139.99
	J C COWGILL AUGUST MAINTENANCE		1,402.50
	TWIN LOCKS PLANTER FLOWERS		152.00
NAT WEST as at: 31 AUG 25 £36,306.18		-----	-----
		0.00	2,497.46

Proposed by KH, seconded by CC and approved.

14.2 To consider Audit and related IT policy

The Clerk raised this as a matter of information, with a view to fuller discussion at the October meeting. She has received the practitioners' guide 2025 in preparation for next year's AGAR (annual governance and accountability return). It contains a new assertion 10 on digital and data compliance. This has been circulated to members, but in summary it gives guidance, recommending that all small parish councils should adopt an authority owned e-mail account, with emails such as clerk@gargraveparishcouncil.gov.uk rather than gargravepc@yahoo.com. While this is not a statutory requirement, compliance is strongly recommended to avoid potential complaints to the auditor, which would incur costs to parish councils.

MB commented that he was aware of this being on the horizon and that it is not a straightforward change and will itself have an impact on our website and also will be an additional ongoing cost.

The Clerk stated that another requirement is for Council to adopt an IT policy. The Clerk will circulate the template, adapted for Gargrave Parish Council, for adoption at October's meeting.

15 Staffing

To note overtime payment

An extra 4 hours were worked in August and approved by the RFO. The Clerk requested councillors note that there have been some delays in her taking over the RFO position due to the procedure involved in becoming a bank signatory.

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

- Old Swan Corner, pedestrian safety
A resident expressed concern about large lorries mounting the pavement on the opposite side of the road to the Old Swan. Clerk to respond to the resident that previous concerns have not resulted in any action.
- Speeding letter, response from MP for noting
- Request for memorial plaque on bench on High Green
After discussion Council agreed that a plaque could only be used when a memorial bench is provided. Such benches are to be maintained by the donor.
- Himalayan Balsam Update
A letter has been received from a resident urging Council to contact the EA to request it to remove the Himalayan Balsam. This has been done but the answer was that it was not the highest priority of the invasive non-native species and that money was unavailable to assist.
- Co-option
NYC confirmed that the Parish Council may now proceed with co-option.

17 To notify the Clerk of matters for inclusion on the agenda of the next meeting. DSt announced is intention to resign in December 2025.

18 To confirm the date of the next meeting as Wednesday 1 October 2025.

The meeting ended at 8.35pm