

**Gargrave Parish Council**  
**Minutes of the Parish Council meeting**  
**Held on 3 December 2025.**

**Present:**

Claire Cadman (Chair), Karen Hunter (Vice-Chair),  
Martin Banks (MB), Steve Coetzer (SC), David Shuttleworth (DS) Derek Steele (DSt.)  
Jayne Dunlop (Clerk)

1. Chair's opening remarks

The Chair welcomed councillors and members of the public and reminded everyone of the need to show respect and civility to each other.

Cllr Steele has decided to step down following this meeting and the Chair extended thanks on behalf of the council and members of the community for his time and dedication during his term of office.

Following this meeting there will be some refreshments provided at the Old Swan for anyone who wishes to attend.

2. Apologies for absence

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

Apologies were received from Ian Ackroyd, Chris Hoskin and Alan Sutcliffe.

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

Reasons were considered and approved.

3. Declaration of interests

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

There were no applications for dispensation.

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 5<sup>th</sup> November 2025, as a true and correct record.

Proposed by Chair and seconded by MB that the minutes of the meeting held on 5<sup>th</sup> November are a true and correct record and approved.

5. Report from invited guests

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

Cllr Myers reported that North Yorkshire Council (NYC) faces a budget cut of £16m - £31m. Savings will be planned in the budget for next year. NYC is in a better financial position than many other councils in England.

The Mayor is proposing a tourism tax which could raise £52m which Cllr Myers considers an extra burden on struggling businesses.

The locality grant is expected to continue and has been all spent for this year.

SC noted a reply from Cllr Crane via Cllr Myers about correspondence re the complaint to the ombudsman as being unsatisfactory, but it has been done now.

Cllr Myers is seeking funding to assist Gargrave Parish Council with repairs to the collapsed wall.

Cllr Myers thanked the Council for its work this year and mentioned the hard work of the former Chair Gregory Butt, and the Clerk.

6. To receive information on the following ongoing issues and decide further action where necessary:
  - 6.1. To consider Northern Power Grid (NP Grid) proposals for moving the substation to a temporary site and request for permissions.

MB, CC, IA, CH and the Clerk met with representatives from NP Grid on 27<sup>th</sup> November to hear the proposals for moving the substation to a temporary location. This will be located next to the existing substation. The pole at the substation will be moved first, to a safer location as a matter of urgency because there is a risk of the current pole falling across the river. The first stage is to secure the site and this work commenced on Monday 1<sup>st</sup> December.

    - A pole will be erected to the summer seat side of the current substation, then the temporary substation will be placed between it and the existing substation. The current substation will be decommissioned once the power has been transferred to the pole and temporary substation. When the pole and temporary substation are operational the current substation will be completely removed.
    - Railings will be removed to permit vehicles on site, two trees trimmed, two small trees will be removed for placement of the pole and the willow lying in the river will also be removed.
    - The Chair has signed the documents to give NP Grid access to carry out the work and the work will be started as soon as NP Grid has everything in place. A wayleave payment of £22.22 and peppercorn £1 will be paid after the documents have been countersigned by NP Grid.
    - Two small trees, trimming of the two large trees and removal of the willow are needed to facilitate the relocation of the pole. The arboriculturist has been notified of this. The Clerk has approved this work but needs confirmation from the parish council which was agreed.
    - This is a temporary measure which will be there for some time while the network is upgraded to enable the temporary substation to be removed. Work may be completed by February 2026.
    - There will be digging and disruption where cables need to be moved and possible road closures.
    - The long-term plans have not been finalised but will include taking the cable under the river rather than over the river and upgrading the existing network. Because they are planned works they will require all the usual approvals and permissions, whereas the emergency works will be able to progress more swiftly. Permanent work is expected to take up to two years.

#### 6.2. To consider temporary fix at river wall, revision of the JBA quote and FRAP update.

The Clerk contacted JBA about the quote for the temporary fix and more permanent repair to the collapsed wall to gain clarity about how to obtain comparable quotes. The consultant from JBA who drew up the quote was off work so Matt from JBA responded. We had a short phone conversation about my concerns with the quote then he said he would check with EA about its requirements. Following a conversation between Matt and Cameron Barker (EA), Cameron clarified that we will need a FRAP for a temporary fix as it is no longer deemed to be an emergency.

Matt was not involved in the original meeting about the wall and has assumed that NP Grid has an interest but with the substation being moved, NP Grid has no interest in replacing the wall. Council can consider moving straight to a permanent solution. NP Grid said at the meeting on 27<sup>th</sup> November that it is more cost effective to move the substation and upgrade services in Gargrave than to consider a wall repair. Following this meeting, the Clerk will contact Matt for a revised quote based on your view of his email.

The view of councillors is that we prepare for a permanent replacement.

Sam, who wrote the JBA report was invited to this evening's meeting to talk through his survey but

in light of everything else to be discussed and his being on leave until two days ago, this has been rescheduled to the January meeting.

#### 6.3. To consider update on FRAP submission for removal of the stepping stones.

The clerk submitted a request for a FRAP to enable the parish council to remove the stepping stones. The cost of the work is just under £1,000 and the fee for the permit is £1,041. Given the cost of the permit does the council wish to proceed? The FRAP payment is required as soon as possible.

The Council agreed to pay the FRAP. DS raised concerns about removing all of the stepping stones rather than those which have drifted downstream. This was noted and may be influenced by the JBA report.

#### 6.4. To consider action on trees along river banks of the greens.

No update was provided.

### 7. Matters requested by councillors

#### 7.1 Marton Road/Church street parking, request for a site meeting of councillors.

It was decided that this should be organised next year, maybe February and not on a Thursday morning (as requested by DS).

#### 8. Public Participation

A resident raised concerns about possible flooding at South Street if the river rises to the top of the wall and was concerned that a temporary fix to the wall is not being considered an emergency. DSt pointed out that even if the river rose over to the wall top there was still a further rise in the green to overcome.

A suggestion was made by another resident that the remaining wall is surveyed.

Marton Road/Church Street parking is becoming increasingly difficult for residents and there are concerns about speeding along Church Street. VAS was requested but SC reported that there are no suitable poles with power to which the VAS sign could be connected.

Concerns were raised about tree removal at the substation. The trees being removed are small and NYC's arboriculturist has been notified by NP Grid. The two big trees will be trimmed and the NP Grid tree officer is committed to ensuring there is no damage to them.

#### 9. Playground rota and records of visits

The rota for 2026 has been circulated. If any changes are required please inform the Clerk.

The visit forms have not been updated recently so the Clerk is unaware of any issues. A new form is being devised for next year and will be circulated.

The Clerk is in the process of contacting playground providers to deal with issues on the ROSPA report which require investigation from the manufacturer or parts to be obtained and volunteers will be able to clean some of the equipment.

#### 10. Planning Applications

ZA25/27449/HH 10 Marton Close, single story extension and solar panel installation. The Council has no objection.

ZA25/27486/TPO 9 Meadowcroft, works to tree subject to a TPO, fell 1 sycamore Council objected to felling of the tree but had no objection to trimming and maintenance.

ZA25/27465/FUL St Andrew's Church, full planning for installation of 24 solar PC panels on South Nave roof. Council has no objection.

ZA/25/27430/LBC Coniston Bridge, rebuilding of collapsed arches, deadline was 28 November. An extension was not requested and the Clerk had informed the councillors of this.

## 11. Planning Decisions

To receive and note the following planning decisions/information:

ZA25/27342/HH 1 Riversway. Householder permission for the construction of sun room and detached garage with workshop. Granted

ZA25/27023/LBC Church Close, 28 Church Street. Listed building consent for external works Granted

ZA25/27023/LBC Church Close, 28 Church Street. Householder planning application for re-rendering and erection of access gates Granted

## 12. To consider draft Terms of Reference for working groups and set date of next meeting for working groups.

The Council will set a meeting date of the TGR working group for January, at the next meeting. It was noted that there is no leader of the TGR working group and this will be addressed by the working group.

Draft terms of reference for the working groups will be circulated by the Chair.

## 13. Financial matters:

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

This was proposed by DS and the Chair and approved with the addition of the FRAP payment of £1041.

GARGRAVE PARISH COUNCIL			
Invoice Review: 3rd December 2025			
DATE	ITEM DESCRIPTION	INCOME	PAYMENTS
12/11/2025	IONOS CLOUD LTD		8.40
17/11/2025	VILLAGE HALL		216.67
28/11/2025	NAT WEST BANK CHARGES		5.60
04/11/2025	VAT REFUND	772.41	
	CEF STREETLIGHTS/XMAS LIGHTS		331.28
	J C COWGILL MEMORIAL FLAGSTONES REPAIR		657.23
	J C COWGILL OCTOBER GREENS MAINTENANCE		1,434.70
	C CADMAN REFUND FOR LOCKAND CHAIN PURCHASE		44.29
	CEF XMAS LIGHTS		106.18
	CLERK SALARY		693.15
NAT WEST as at: 30 NOVEMBER 2025 - £54,285.38		-----	-----
		772.41	3,497.50

### 13.2 To receive bank reconciliation.

The latest bank figure was received today by MB.

### 13.3 To receive and consider for decision any recommendations from the Finance Meeting of 26 November and set the budget for 2026/2027.

There are some unknowns in the budget due to the work to be carried out as a result of the wall collapse. Following a short discussion the budget was proposed by SC, seconded by the Chair and approved.

13.4 To consider Clerk pension requirement.

The Clerk requested outsourcing of the pension work as it is complicated. The Chair offered to find a contact. This is purely to meet legal requirements for enrolment, after which the Clerk intends to opt out of the pension. The Clerk also raised the issue of being in charge of payroll for her salary and wondered if this should be outsourced for audit purposes. MB thought it was a simple process with one employee and that outsourcing is not necessary as there are appropriate checks in place to ensure that the payments are correct.

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

- Progressive speed limits entering the village

A response to the Council's request for an update on this, was received from NYCC Highways on the 6th November and circulated:

"Currently, there are no plans to introduce any form of graduated speed reduction into Gargrave from either approach. However, the Council [NYCC] will be undertaking a countywide speed limit review exercise over the next few years and changes may be made as part of this process." The Clerk has asked to be kept in the loop. DSt asked the Clerk to respond to Highways and ask how many times the Holme Bridge on Skipton road has been repaired in the past five years due to accidents.

- Response from Cllr Taylor re footpath to railway station. He has said he will check his diary and get back the Clerk who replied that she looked forward to hearing from him soon. The Clerk will follow this up. It was noted that a resident has also written to the MP Julian Smith about this issue.
- JBA update following conversation with Environment Agency attached.

- Gabions ownership

An email was received from Highways stating that "as already stated in that absent of any evidence otherwise, the gabions are not considered to be a highway asset, or to be supporting a highway maintained at public expense. They are situated on private land in which the Council has no interest, and without wishing to be unhelpful, any repair or replacement is a matter for the landowner. We do not have any evidence of the facts surrounding any works which have been stated to have been carried out by the Council, but in the event you are able to shed any light on such works then we will be happy to consider further"

The Clerk and Chair have been searching minutes and correspondence for evidence. The Clerk subsequently emailed Highways about correspondence between Richard Marr Highways and GPC in minutes of 7 March 2005 but has been unable to locate copies of the correspondence in the files.

SC suggested that the Clerk should write to the planning department requesting details of the Pinfold development requirement built c 1995. Also details of the gabions may be in minutes around 2003.

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

16. To confirm the date of the next meeting as Wednesday 7<sup>th</sup> January 2026.

Dates for next year were circulated.

The meeting ended at 8.45pm