

Gargrave Parish Council
Draft Minutes of the Meeting of Wednesday 4th March 2026

Present: Claire Cadman (Chair), Ian Ackroyd (IA), Martin Banks (MB), Steve Coetzer (SC), Karen Hunter (KH), Jack McKell (JM), Dave Shuttleworth (DS), Alan Sutcliffe (AS), Jayne Dunlop (Clerk), Cllr Simon Myers, 8 members of the public.

1. Chair's opening remarks.

The chair welcomed everyone to the meeting, reminded them of the rules of behaviour and the opportunity to ask questions during public participation.

Children from the primary school had produced artwork for posters to encourage use of the bin outside the playground. A shortlist of ten had been chosen from thirty-five entries. The chair encouraged everyone to vote for their favourite poster and the top three will be displayed in the playground.

The Chair reminded everyone of the next parish council coffee morning on 14th March from 10am to 12noon in Neville Crescent Community Room.

2. Apologies for absence.

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

Apologies were received from Chris Hoskin

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

Reason for absence was 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 4th February 2026 as a true and correct record.

It was proposed by MB, seconded by DS and approved that the minutes of the meeting of 4th February are confirmed as a true and correct record.

5. Report from invited guests.

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

This is not an election year for NYC, the next election is in 2027. The budget rise is 4.9%.

Parking charges are not consistent across NYC with Harrogate charges being low and Scarborough high so are being reviewed for equality not with a view to raising them.

A review of SEND funding at Westminster should result in NYC receiving a refund of around £8m.

In response to a query about a date when Cllr Taylor would visit the railway station to see the access issues Cllr Myers said he would follow this up.

In response to Karl Battersby's statement at the latest TGR working group about no rest stop provision for the travellers in the run up to Appleby Fairs, Cllr Myers will discuss this with Karl.

Another query was raised about NYC providing funding for vapes. Cllr Myers said he would forward the report to councillors so they could read the background to this proposal.

Cllr Myers is going to explore possible funding that might be available following an underspend of Transforming Cities money.

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

- 6.1 To receive update on exposed sewer pipe adjacent to fallen tree at Mill Lane.

The Yorkshire Water operational officer is organising short term stabilisation of the bank and the sewer pipe. He reports that it already contains a liner so it is stable. Currently work is underway to work around the roots and to prepare for a medium term solution to protect the pipe. He has advised the parish council not to deal with the tree at the moment as YW will probably deal with it.

- 6.2 To receive an update on Northern Power Grid substation.

The substation building should be removed by the end of March. First the switch gear oil will be drained and roof removed. An asbestos survey is being carried out and any asbestos that is present, will be removed by specialists. The next stage for the longer term phase is drilling under the river to move the cables underground from the pole on middle green to connect to the road network at South Street. New cables will overlay the existing cables under the highway so there will be traffic disruption in the village during digging. The new cables will be connected to the Village Hall and other nearby locations.

- 6.3 To consider quotes for repairs to the playground equipment from playground companies.

The Clerk received three quotes from playground companies. One wanted to charge £199 for a one off inspection and quote, but also offered a maintenance package. The other two gave quotations as follows:

Company A quoted £2,114 to undertake all the items from the ROSPA report and this figure includes parts.

Company B quoted £2,052 for the same work but did not include the cost of all required parts.

It was agreed that the council should proceed with company A.

*[The Clerk rechecked the figures for company B after the meeting and the figure should be £2152 to include project mobilisation.]

- 6.4 To consider the condition of the Old Gormless light.

The Clerk was asked to obtain quotes for painting the lamp which is near the summer seat, as it is in need of attention.

7. To consider publishing draft minutes of meetings on the website.

There was some discussion about issues that might be caused by releasing draft minutes to the website before they are approved. Arguments for publishing them are for transparency and to enable residents to be aware of the details of the previous meeting. KH requested that the minutes would have the 'draft' watermark. The Clerk suggested that the draft minutes of the meeting could be added to the website at the same time as the meeting agenda, with the watermark 'draft'. This was approved.

8. To consider absence policy for councillors.

A draft policy was circulated. There were objections to some elements of the policy which were felt to be too strict. Changes were requested and this will be considered at a future meeting.

9. To review the Records Management Policy.

The template that was presented needs to be edited to be more relevant to Gargrave Parish Council. The Clerk requested that this version be used now to satisfy statutory requirements related to the parish council's privacy notice. A more relevant version can be produced later. The information on the template is correct so can be used. It was agreed that the template should be used until a newer version is produced.

10. Public Participation.

One resident queried the absence of an agenda item on the railway station access. The Chair stated that there was no updated information to discuss, therefore no agenda item required. The resident drew the Council's attention to the Mayor's active travel scheme which the parish council could apply to.

Another resident raised the issue of antisocial behaviour from a number of youths who are not resident in the village. Residents are encouraged to report all such incidents to the 101 police phone number.

11. Matters requested by councillors.

None

12. To confirm date of annual meetings as 7th May 2026.

The 7th May of was confirmed as the date to hold the annual meeting of electors and the annual meeting of parish councillors.

14 Planning Applications.

26/00762/FUL 5 Gargrave House Gardens, first floor extension above garage.

The parish council has no objection to this providing the external visible finishes match those of the host building.

26/00776/FUL Stanley Barn, Hellifield Road, change of use of agricultural land to residential and construction of garage.

The parish council has no objection but requests that the same materials are used as were used to construct the current Barn.

14 Planning Decisions: to receive and note the following planning decisions/information.

ZA25/27531/FUL Gargrave Dental Practice, 18 East Street, Double storey rear extension. Granted.

15. To receive updates from working groups.

15.1 To receive an update from the TGR working group meeting of 18th February

Notes of the meeting have been circulated to members. In summary as follows:

Invited guests were Karl Battersby Corporate Director of Environment NYC, Drew Fussey, Environmental enforcement manager and Sergeant Sohail Tairq of NY Police.

NYC will provide more bins and equipment for environmental clean up, if needed.

NYC can provide some more lego blocks if required. NYC will also look at roadworks notification over the fair period.

NYC will provide a couple of portable toilets at Mill Lane if requested. If the parish council would like these then the details of siting, securing and managing them will be discussed later. Toilets would be cleaned and emptied by NYC every other day. There were some reservations about

using portable toilets but it was agreed to trial these for one year. It was also agreed to request dog poo bags to give to the travellers.

Police will be monitoring the travellers *en route* and Sergeant Tariq will keep in touch with updates.

Sgt Tariq will be able to give details of staff available nearer the time when rotas have been drawn up. He will also contact traffic branch re parked motorised vehicles. NY Police may have a drone available.

The TGR plan is being updated and will be reviewed at the next TGR working group meeting on 11th March.

15.2 To consider updated terms of reference for the TGR working group.

An updated version of the terms of reference, was circulated with the agenda. The updated terms of reference were approved.

15.3 To receive an update from the River Aire Project working group meeting of 26th February

Membership: The working group recommends that as this is a major project, all councillors should be members of the working group. This was agreed.

There are expressions of interest to join the group from members of the public and these have been considered by the Chair and MB. The Clerk will contact those who have been approved to join the group. The Clerk reminded the Council that members of the public will be consulted during the process and that there will be opportunities for people to engage.

Next steps will include development of a project plan and reviewing the JBA quote on bank repairs at the substation, which was received on 25th of February.

April 22nd is the date that the group planned to meet but given the state of the bank the Clerk suggested a meeting should be held before then. It was agreed that the next meeting of the working group would be on Tuesday 31st March at 3pm. This will be enable discussion to take place before the April monthly meeting.

15.4 To consider terms of reference for the River Aire Project working group.

The draft terms of reference were circulated to councillors with the agenda. They were proposed by MB, seconded by the Chair and approved.

16. Financial matters:

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

GARGRAVE PARISH COUNCIL			
Invoice Review: 4th March 2026			
DATE	ITEM DESCRIPTION	INCOME	PAYMENTS
03/02/2026	Sky mobile rental		6.00
06/02/2026	Northern Power Grid wayleave	1.00	
11/02/2026	SLCC membership		170.00
12/02/2026	IONOS Cloud Ltd Website		8.40
16/02/2026	Village Hall		216.67
18/02/2026	HMRC VAT return	1097.40	
27/02/2026	Nat West Bank Charges		3.15

	Clerk's salary		745.75
	C. Cowgill removal of sluice gate		36.00
	Village Hall October 29th staff meeting		36.00
NAT WEST as at 28 February 2026 £40,056.47			
		1,098.40	1,215.97

The table was proposed by MB, seconded by the Chair and approved.

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

Gillian Taylor: fixed cameras to be introduced to North Yorkshire
Request to borrow litter pickers and bags for community clean up

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

Setting up of the working group to consider proposed development sites for Gargrave (MB)

19. To confirm the date of the next meeting as Wednesday 1st April 2026.

The meeting ended 8.50pm