

## **Gargrave Parish Council**

**DRAFT**

### **Minutes of the parish council meeting held on Wednesday 3<sup>rd</sup> June 2026.**

**Present:** Steve Coetzer (Chair), Ian Ackroyd (IA), Martin Banks (MB), David Shuttleworth (DS), Alan Sutcliffe (AS), Jayne Dunlop (Clerk), Cllr Simon Myers, Lesley Tate and 8 members of the public

#### **1. Chair's opening remarks.**

An apology was received from Claire Cadman. In her absence Steve Coetzer was chosen to chair the meeting.

The Chair welcomed the public to the meeting.

#### **2. Apologies for absence**

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

Apologies were received from Claire Cadman, Chris Hoskin, Karen Hunter and Jack McKell.

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

Reasons for absence were given and 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 6<sup>th</sup> May 2026 as a true and correct record.**

AS proposed, MB seconded and it was agreed that the minutes of the meeting of May 6<sup>th</sup> were a true and correct record.

#### **5. Report from invited guests**

##### **5.1. To receive a report from NYCC Cllr Simon Myers.**

Cllr Myers commented on the busy bank holiday weekend at the end of May which saw a large influx of visitors to the area with one fatality at Burnsall. Public safety was put at risk and those who sought to remonstrate with visitors were met with aggression. Cllr Myers and Cllr Richard Foster (Upper Wharfedale) are planning to form a strategic group to include Highways, Police, landowners of the National Trust, the National Park, and parish councils to address this.

He has raised the issue of inconsiderate parking in Gargrave with Highways. The Clerk sent photographs of the issue to Cllr Myers, blocking of pavements, parking on the bridge and at the junction of Marton Road and Church Street. An engineer will be brought from Highways to decide what the most effective way is to address this. For example red lines which permit towing away of vehicles, time limits or yellow lines to decide what is most

effective and suitable for residents. The situation has grown worse over the last few years. Cllr Myers will keep the parish council informed. This could be part of the strategic plan to address the visitor influx, but Gargrave needs something sooner. We need to be mindful of those who live on the affected roads but have no suitable parking spaces. Parish councillors are particularly concerned with cars at the Mason's Arms and on the bridge.

Cllr Myers attend the River Aire working group and suggested procedurally the need to consider efficiency in making a decision by delegating to the working group delegation of the decision as per item 6.4

The Chair requested an update on the bus service. Cllr Myers has had meetings with Kirkby Lonsdale bus operations manager, Julian Smith MP and David Stavely. The operations manager went to Hellifield Parish Council and explained to residents why the decision to reduce bus services was taken. His explanation was understood by those in attendance. The services are mostly used by concession passengers during the day. Money is being lost but the company wishes to retain the service. The passengers would be willing to pay a small amount rather than lose the service. Cllr Myers may be able to assist using money from his locality budget. North Yorkshire unlikely to be in a position to take over the service but a subsidy would be only for a two hourly service.

A Malham bus was not stopping in Gargrave but this has been followed up by a resident and drivers have now been instructed to stop in Gargrave.

Cllr Myers suggested that the parish council should invite the bus service manager to a meeting to explain the position and he offered to try and arrange a meeting.

AS asked if this bus service was in breach of contract with North Yorkshire Council but Cllr Myers stated that it is a purely commercial venture. Since COVID the use of buses has fallen considerably which has not helped.

## 6. To receive update from working groups

### 6.1 To receive an update from the TGR working group of 14 May.

The Clerk reported that the last meeting firmed up details of portable toilet provision, creation of councillor IDs, and finalising the stopover plan which was added to the website.. IA, chair of the working group read a report on how the weekend went. The report is appended to these minutes. Overall the weekend went well.

Bowtops did spill onto the football pitch but parked under the trees and were not an issue. This may be worth considering in future, to alleviate the problems on Mill Lane.

It was noted that some of the travellers assisted with collection of litter on Monday and there was not much left to collect.

The regular police presence helped and the police operation seemed to work better this year than last.

#### 6.1(i) To set a date for a post TGR public meeting at the end of June.

Wednesday 17<sup>th</sup> June suits Sohail and this date was agreed It was also agreed that a representative from North Yorkshire Council should also be invited.

### 6.2 To receive an update from the working group discussing proposed development sites in Gargrave, meeting of 14 May.

MB reported as chair of the working group. Only four councillors attended the meeting. They looked at the planned sites for consultation.

There has been another call for sites and that closes after six weeks and will be the final call for sites. This is the land that has been presented for consideration but will be assessed by NYC which will remove sites that are flood risks, have access issues or other things that have caused sites to be turned down in the past. Then there will be a public consultation at some time in the future. Land agents will be very active in pushing for these sites in line with government targets.

This is not a time to reject housing as more houses will be built in Gargrave but the parish council needs to be proactive and influencing this and what benefit will be gained from this. The notes from the Gargrave neighbourhood plan are still relevant and the reasoning behind it is still valid.

#### 6.3 To receive an update from the River Aire Project working group meeting of 26 May

Jonathan Burrow, Chair of the working group, reported that the estimated costs given by one of the contractors to replace the collapsed wall were £103k for gabions and £126K for lego blocks. Both NYC and Environment Agency will be approached for grant aid and they will probably expect a plan from the parish council. Cllr Myers will let the group know how to approach NYC to apply.

For this year the council is planning to move forward with a temporary measure, an estimate of £2k - £3K has been received for textile bags to be placed against the exposed wall end on the downstream side. The Clerk contacted the EA about permits and a green route was suggested by the Environment Agency as being possibly quicker. Getting a FRAP in the time available is looking unlikely. Efforts need to be made to plan the permanent fix for next year.

To ensure the parish council can make the permanent repair to the wall, all of the planning needs to be completed by the end of this year.

Some stones are missing from the ford, and some erosion may be occurring on its north side. Some of the stones may be lying downstream. This could be caused by erosion or people having moved the stones.

An NYC archaeologist has been contacted by JB and told of the concern. It might be something that the council might consider to have listed as an ancient monument. This makes grant aid more likely for protection.

#### 6.4. To consider options for a temporary repair to the riverbank and consider delegation of the decision to the working group.

Due to the need to progress quickly, it was proposed that a limit of cost of £3K should be set for provision of three estimates and the selection of a contractor should be delegated to the working group. All members voted in favour of this and agreed the group could spend up to a maximum of £3K on a temporary solution. MB reported that Cllr Myers had said at the RAP working group meeting that if only one estimate is received the council may accept it and proceed accordingly.

### 7. Public Participation

A resident asked if an impact assessment would be carried out for the temporary fix and would the work interfere with the river flow. DS replied that the water would not be affected but this is to prevent water from going behind the wall and it will be where the soil was, protecting the wall.

Travellers stated to a resident that the problem of blocking Mill Lane was caused by not being allowed to park on the greens. Parking bowtops on Low Green is an option to be considered with the only concern being that motor vehicles might take the opportunity to park along Mill Lane if it is clear.

Another resident requested if there will be an agenda for the meeting on 17<sup>th</sup>. Yes, this will probably include an update, a report from the police and will be posted on the website and parish council noticeboard. A request was made for the report from IA to be made available before the meeting of 17<sup>th</sup>.

Railway station, was there a feasibility study on the pathway from the railway station? Nothing has been received by the Clerk.

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

8.1 Traffic issues on Marton Road/Church Street.

This was addressed by Cllr Myers in item 5.1. It was commented that the weekend traffic has been particularly bad.

9 . Matters requested by councillors  
None

10. Planning Applications

26/01665/STNAME New development off Marton Road. Street name Windle/Heron/Milton SC proposed Windle as the most relevant name as he owned the field at a time. This was agreed.

26/02081/FUL Croft House, consent for a detached garage. There were no objections to this application.

26/02141FUL 2 Riversway, lean-to porch, single storey rear extension and side entrance canopy There were no objections to this application.

26/02371/DVCON 1 Riversway, Section 73 application to vary condition 2 (approved plans) of approved planning permission referenced CRAZA25/27342/HH. (sun room and detached garage) There were no objections to this application.

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

None received.

12. Financial matters:

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

The Clerk noted that there was an error on the previous month's list and has recorded this on the table The correct amount was paid to C. Cowgill.

The Clerk noted that the Kompan work in the playground was completed on 2<sup>nd</sup> June. There are funds in Craven Trust and the process is to submit a copy of the invoice to draw down from the £20K provided from the estate of Thomas Michael Green. This fund is for upkeep, maintenance and general benefit for the playground. The Trust would like the council to consider moving £10K in a higher interest account for 12 months, this was approved.

| GARGRAVE PARISH COUNCIL           |                                               |          |          |
|-----------------------------------|-----------------------------------------------|----------|----------|
| Invoice Review: 3rd June 2026     |                                               |          |          |
| DATE                              | ITEM DESCRIPTION                              | INCOME   | PAYMENTS |
| 01/05/2026                        | HMRC VAT                                      | 1011.73  |          |
| 01/05/2026                        | Open Reach Wayleave                           | 157.50   |          |
| 22/05/2026                        | Northern Powergrid apparatus                  | 83.84    |          |
|                                   |                                               |          |          |
| 01/05/2026                        | Sky mobile rental                             |          | 6.00     |
| 13/05/2026                        | IONOS Cloud Ltd Website                       |          | 17.77    |
| 15/05/2026                        | Village Hall                                  |          | 216.67   |
| 18/5//2026                        | Amazon (lanyards)                             |          | 12.34    |
| 31/05/2026                        | Nat West Bank Charges                         |          | 5.90     |
|                                   | Clerk's salary                                |          | 860.81   |
|                                   | YLCA induction for RFO webinar                |          | 37.60    |
|                                   | Village Hall hire April 9th TGR working group |          | 36.00    |
|                                   | Village Hall hire 7th May annual meetings     |          | 90.00    |
|                                   | Gallagher Insurance                           |          | 3,007.87 |
|                                   | CEF 79 - 111                                  |          | 24.65    |
|                                   | CEF111 - 73                                   |          | 446.28   |
|                                   | GWVG Twin Locks invoice for planters          |          | 149.00   |
|                                   | Cowgill greens invoice                        |          | 1,506.40 |
|                                   | All Signage (playground signs)                |          | 59.40    |
|                                   | S. Coetzer (wood to repair sign)              |          | 3.72     |
|                                   | Kompan (£2114.87 +VAT)                        |          | 2,537.84 |
|                                   | C. Smith (Internal audit)                     |          | 496.00   |
| NAT WEST: as at 31 May £52,848.06 |                                               |          |          |
|                                   |                                               | 1,253.07 | 9,490.48 |

**Correction** Error on May list. Cowgill greens maintenance was listed as 1,255.36 but with VAT of £251.07 should have been £1506.43. The correct amount was paid

AS Proposed and IA seconded and the approval of the schedule of payments was given

12.2 To receive the bank reconciliation for 31 May 2026. This has been signed and is available for consultation.

12.3 To consider the insurance renewal: confirmed with Gallaghers that if assets not added or removed then there will be no changes, either would affect the premium. The Increase in the LTA will be an inflationary increase, but the rate of the insurance premium won't increase the rate will be locked at 2026 for the next three years. The insurance has been renewed for one year but if council chooses the three year arrangement Gallaghers will amend the policy once I contact them. The figure of £3007.87 is for this year and payment is approved.

13. Annual Governance and Accountability Return (AGAR):

13.1 To consider the AGAR internal audit report.

The report was circulated and is mostly positive with full compliance in governance. There is a list of ten recommendations. The high ones include updating of standing orders and financial regulations. Other items are DSE checks, move to gov.uk which is underway, some discrepancies between asset register and insurance but minor, the requirement of a biodiversity policy, work on risk management and a scheme of delegation, a grievance procedure, a planning register and a business continuity plan some of which are currently being worked on by the Clerk, a training and development policy, reserves policy and PAT testing. It was noted that the Village Hall does the PAT testing. Council recommends that all equipment should be tested by the village hall including the IT equipment. It was noted that there are terms of reference for most groups. Overall it was a good report.

There was some discussion about the disclaimer at the end, it was felt that the internal auditor was covering all bases. Clerk to contact Charlotte about adding to the website, check that this okay for public use

13.2 Section 1 Annual Governance Statement 2025/2026. Resolution to approve the section 1 statement.

This resolution was approved and the statement signed by the chair of the meeting, SC and the Clerk.

13.3 Section 2 Accounting Statements 2025/2026. Resolution to approve the section 2 statement.

This resolution was approved and the statement was signed by the Chair, previously having been signed by the Clerk. These documents would be available for consultation by the public.

14. To consider a new councillor email address format.

The sheet with options for a new email address were considered. Councillor firstname.lastname was approved for use.

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

- Request from Let's Sing to perform at the summer seat during Open Gardens on June 13<sup>th</sup> from 11am for one hour. Approved. It was noted that a bus is due at that time.
- Consultation for the Local Transport Plan (LTP)- Implementation Plan.  
This Lancashire plan was circulated. The Council did not wish to make a response.
- Wayleave Quickline received for pole net to High Green trench adjacent to Middle green.  
There is no fee payable as this is not a commercial build but a government project to improve broadband in rural areas. There was approved.
- Letter from clerk of Bank Newton Parish on parking at the junction of Church Street and Marton Road.
- Damaged bench on Chew Lane  
Correspondence was received from a family member. The damage was noted.  
The policy on benches is that the family should pay for any repairs.  
In an update the Clerk reported that a bench has been repaired by the 22 group at Higherland lock with the parish council's permission, belonging to the Rickards family.

- A resident contacted the clerk about trimming a tree on Eshton road and has been directed to Cllr Myers as this is not a parish council issue.
- Gargrave Poor's Land trust meeting is confirmed as the 18<sup>th</sup> June.
- Yorkshire Water site meeting on exposed sewer pipe will take place next Tuesday or Wednesday at Mill Lane

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

SC wishes to raise the issue of attendance and participation at the council's working groups

18. To confirm the date of the next meeting as Wednesday 1<sup>st</sup> July 2026

Council was reminded that there will be no monthly meeting in August.

Meeting ended at 8.46pm

## **Report by Cllr Ian Ackroyd, Chair of the TGR working group.**

### **Executive Summary**

The recent visit by members of the Traveller community to Gargrave concluded successfully and peacefully. While a small number of minor disruptions occurred, the overall stay was characterised by mutual respect and cooperation. This positive outcome is directly attributed to the proactive, empathetic, and organised approach taken by the Gargrave Parish Council, supported by North Yorkshire Police.

### **Incident Overview**

The stay passed off with very few complications. The only notable events included:  
an incident involving the unauthorized removal of chickens from their pen  
some localised, rowdy behaviour on the Friday evening  
some issues on mill Lane regarding residents' access.

This can be addressed as a separate issue on any revised plan.  
Aside from these isolated events, there were no further incidents or escalations. The atmosphere remained calm for the remainder of the visit.

### **The Parish Council's Approach**

The success of this visit was wholly due to the strategy deployed by the Parish Council. Rather than adopting a reactive or adversarial stance, the council focused on open communication, ensuring that visitors fully understood and respected local community standards, while simultaneously addressing the practical needs of the travellers.

To facilitate a comfortable and managed stay, the council provided;

Sanitation: Placement of temporary toilet facilities.

Animal Welfare: Allocating dedicated, suitable grazing areas for their horses.

Waste: Refuse sacks and Green bins arranged with North Yorkshire Council

### **Key Takeaway:**

The Traveller community expressed sincere appreciation for these efforts, noting that the provision of basic amenities made their visit significantly more comfortable and demonstrated genuine goodwill from the village.

### **Looking Forward:**

#### **Building Lasting Bridges**

The overarching goal of this initiative was to move away from historical friction and focus on long-term relationship building. By treating the visiting community with dignity and clear expectations, the Parish Council has laid a strong foundation for the future.

The success of this visit proves that proactive management and mutual respect can foster better understanding, ensuring that future transits pass off peacefully for both the resident and travelling communities.