

## Gargrave Parish Council

### Minutes of the parish council meeting Held on Wednesday 6<sup>th</sup> May 2026

**Present:** Claire Cadman (Chair), Ian Ackroyd (IA), Martin Banks (MB), Steve Coetzer (SC), Jack McKell (JM), Alan Sutcliffe (AS), Jayne Dunlop (Clerk), Sgt Sohail Tariq North Yorkshire Police, Gill Duffy (North Yorkshire Council) Lesley Tate and 7 members of the public

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

The Chair welcomed all present.

#### 2. Apologies for absence.

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

Apologies were received from Chris Hoskin and Karen Hunter.

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

The reasons given were 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.

The Chair declared an interest in an item in correspondence, (selling tickets at the summer seat).

#### 4. To confirm the minutes of meeting held on 1st April 2026 as a true and correct record.

The Chair proposed, JM seconded and the minutes of the meeting of April 1<sup>st</sup> were approved as a true and correct record.

#### 5. Report from invited guests:

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

Cllr Myers sent his apologies but provided a short written update.

He has spoken with Cllr Taylor about the railway station footpath and can confirm that Cllr Taylor has tasked officers with providing costings and a feasibility study for this.

Regarding the Neville House site, plans are with the surveyor. The intention is to have a consultation with residents in July and then submit an application for planning permission.

Work to repair Coniston bridge is scheduled to commence on 29<sup>th</sup> June 2026, starting with the installation of traffic management. The system employs two-way traffic lights, with a convoy system in place during working hours. (standard working hours). Work is expected to finish by 24<sup>th</sup> July.

At present, a full road closure is not planned as part of the scheme.

6. To receive update from working groups:

6.1 To receive an update from the TGR working group meeting of 9<sup>th</sup> April.

Sergeant Tariq informed the meeting that there is no intelligence about any issues with the travellers, however some have arrived in Ilkley. Officers will be available in Gargrave, from 19<sup>th</sup> May to 4<sup>th</sup> June including the May bank holiday. He had hoped that there would be a drone available but this will only now happen if he is able to borrow one. A number has not yet been obtained for direct contact with the RSPCA but his colleague Craig is continuing to pursue this.

Gill Duffy attended from North Yorkshire Council and confirmed the rubbish bins and bags would arrive as requested and toilets would be delivered on Monday 18<sup>th</sup> May. These will be locked on arrival and secured together in one block. The toilets will be cleaned and emptied each Friday. If required to be emptied more frequently the supplier should be contacted. Gill will give the Clerk the contact details for the toilet provider. IA volunteered to meet the provider when the toilets are delivered to confirm the location and collect the key. There is a cost for provision of the toilets and extra cleaning which will be met by NYC. If the period of using the toilets should be reduced then we should contact Gill, although it was felt by Council that they will be needed for the whole period that has been agreed.

The TGR working group has requested lanyards with council identification, the Clerk is working on these.

The working group asked that all councillors should be encouraged to meet the travellers and create a rota. It was felt that a rota is not required. IA has requested printed copies of the form to give travellers be made available.

The lego blocks have been requested for placement by 10<sup>th</sup> May. It was noted that similar blocks have been moved elsewhere by travellers but not by those in bow tops.

The TGR plan has been amended with one final update ie the time of closing of the village toilets of 8.30pm has been added to the plan.

6.2 To receive an update from the River Aire Project working group meeting of 28 April.

Notes from the working group were circulated to members. Jonathan Burrow, who is chairing the working group, updated the meeting on the need for external funding and, with the clerk, is seeking a meeting with Cllr Myers to discuss obtaining funding from NYC. Both the Environment Agency and North Yorkshire Council have risk management authority status for the river. The working group will explore sources of funding and look at opportunities for funding parts of the project such as the stepping stones and the ford. The ford is not a scheduled monument but it is important that it is protected. It was hoped that there would be S106 funding from the new build on Marton Road but SC said that a previous attempt to gain funds for river wall did not meet the criteria for this fund.

Jonathan reported that it is unlikely anything can be done this year and that the contractors who visited the site to outline options for a wall replacement have not yet submitted details or costs. The working group will review the options and report back to the next suitable council meeting. As an interim measure the working group has recommended protecting the remaining wall with textile bags of stones to prevent the river getting behind the wall and causing further collapse, this was approved. DS is obtaining prices for this work. The Clerk will contact the EA to find out about permissions for put the bags in place and if a FRAP is required.

The working group has also recommended that the Clerk should contact Northern Power Grid to get details of when cables will be installed under the river and when dates the next stage of work are available.

One of the group members has written a background piece about the issues in the river and this will be published on the website and parish magazine with Council approval. Approval was given.

### 6.3 Development land response working group meeting date to be set.

The group agreed to meet on May 14<sup>th</sup> and then on June 11<sup>th</sup>. It is anticipated that the first meeting will be a short one and will be held after the TGR working group on May 14<sup>th</sup>.

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

### 7.1 To receive update on exposed sewer pipe adjacent to fallen tree at Mill Lane.

The Clerk reported that Yorkshire Water have been in touch to ascertain who owns the land and she has sent a copy of the relevant part of the land registry map. Permission will be sought to work on the land and use gabions to protect the bank. A site visit is planned to deal with any questions from councillors and dates will be circulated by the Clerk when known.

### 7.2 To receive an update on the substation.

NP Grid has finished on site and will review access to the temporary substation. When the site is cleared there will be a choice of keeping the gates to the old substation or replacing them with fencing. Council felt the gates should be retained. NP Grid will give keys to padlock when the site is vacated.

Plans for the next stage of work are not yet finalised. The Clerk hopes to have some dates within the next couple of weeks.

### 7.3 To receive an update on railway station access.

Cllr Malcolm Taylor and Cllr Simon Myers visited the railway station on Wednesday 29<sup>th</sup> April and noted the issues of no pedestrian access over the bridge, difficulties crossing the road. About 100 metres of footpath are required and Cllr Taylor suggests the mayor is approached for money from his active travel fund. The lack of lighting was also noted. The footpath would extend to the bridge from the existing footpath and is on Highways land.

Cllr Taylor will send an NYCC engineer to look at feasibility and costing to get a ballpark figure before approaching the mayor and active travel team with a formal letter from the council to consider this for funding. Northern Rail support would also be helpful and the resident who raised this issue will discuss with someone in Northern Rail.

## 8. Public Participation.

The Wild Trout Trust was suggested as a potential source of advice and funding along for working on the river, along with the Heritage Lottery Fund.

A resident noted that visitors would benefit from signage at the railway station that directs travellers towards the village.

Another resident asked about progress with the new houses on Marton Road. It is likely that the Northern Power Grid work on Marton Road this month, is in preparation for the new development.

9. To consider protocol for flying the Union flag at the war memorial.

The Clerk took the Union flag down recently and a resident queried the removal as it was being enjoyed by those living nearby. There is no policy on flying the flag and the options that can be considered are to fly the flag for Remembrance Day, all of the designated days from dawn to dusk, or all year round. Council approved flying the flag all year and purchasing several inexpensive flags to ensure that the flag does not become tatty.

10. Matters requested by councillors:

10.1 VAS report.

This was unavailable due to an IT glitch. The Chair asked if details of the planned future locations of the VAS could be circulated and SC agreed to make these available.

10.2 Traffic parking on Marton Road preventing access by farm and other large vehicles.

Cllr Myers has requested that photographs should be taken and sent to him cc the Clerk, and he will forward these to Area 5.

11 Planning Applications:

DCPARISH 26/01297/FUL, The Barn, Home Farm, alterations for functionality, needs and energy efficiency, a new conservatory and lean to roof above rear door. The Council has no objection to this application.

DC Parish 26/02146/LB, 68 High Street, listed building consent for replacement of fibreglass roof over bow window, first elevation. The Council has no objection to this application.

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

No planning decisions were received.

13. To consider selection of a registrar to facilitate the move to gov.uk.

SC reported that this has been reviewed fully and three registrars were shortlisted from those researched by the Clerk and recommended by YLCA and other clerks. While Parish Online is the most expensive of the three it provides the most comprehensive package with a revamped website and adequate email storage. SC proposed, the Chair seconded and Parish Online was approved as provider of Council emails and website. Three names for the domain were available and the preferred option was [gargraveparishcouncil.gov.uk](http://gargraveparishcouncil.gov.uk).

14. Financial matters

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

This was proposed by SC, seconded by the Chair, and approved.

**GARGRAVE PARISH COUNCIL**

**Invoice Review: 6th May 2026**

DATE	ITEM DESCRIPTION	INCOME	PAYMENTS
20/04/2026	NPGrid wayleave South Street	20	
30/04/2026	Precept	29,000	
01/04/2026	Sky mobile rental		6.00
14/04/2026	PAYE Shipley		856.39
14/04/2026	IONOS Cloud Ltd Website		17.77
15/04/2026	Village Hall		216.67
30/04/2026	Nat West Bank Charges		4.20
	Clerk's salary		896.14
	S.Coetzer repayment for materials re sign Middle Green		20.86
	Village Hall Annexe for February TGR meeting		36.00
	Village Hall, Match room for RAP meeting 31/3/26		36.00
	NYC Waste Management collection, annual payment		185.75
	Npower Christmas Lights (VAT 5%)		645.19
	NYC road lighting 2025-2-26		10,034.96
	Cowgill sluice refitting		36.00
	Cowgill greens invoice		1,255.36
<b>NAT WEST: as at 30 April £65,251.00</b>			
		29,020.00	13,367.13

14.2 To receive and approve the bank reconciliation for 31 March 2026.

This was approved.

14.3 To consider a pension and retirement policy.

A short draft policy was circulated, this is a statutory requirement. This was proposed by SC, seconded by CC and approved.

14.4 To note the pension auto enrolment renewal.

This is also a statutory obligation and was renewed by the Clerk this year.

15 To consider trustees for Gargrave Poor's Land Trust.

It was agreed to approve the two trustees, as requested: Tony Shepherd, St Helens Farm, Eshton and Karen Barrett, 2 Knowles House, Gargrave. Both have agreed to join the charity as trustees.

Phil Ellis offered to meet councillors if they wish to discuss details of the relationship between the parish council and the trust. The Clerk was asked to arrange a meeting and then circulate the date to members.

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

- Request to use the summer seat for a plant sale on Saturday 16<sup>th</sup> May 9am till 12.30pm.

A request has been received to use the summer seat for the annual Plants sale in aid of St Andrew's Church and the Manorlands and Martin House Hospices

Also, a request has been made to sell duck race tickets on 13<sup>th</sup>, 20<sup>th</sup> and 27<sup>th</sup> June for community use such as Christmas lights. The Council approved both requests.

- Graveclean  
Graveclean confirmed that the second clean of the memorial has been done and it is now looking better. Graveclean offers a memorial maintenance plan where the memorial is checked annually. Councillors noted this.
- The boot camp instructor has requested using middle green on a Wednesday evening as well as a Saturday (approved in the 1<sup>st</sup> April meeting). This additional day was approved.

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

18. To confirm the date of the next meeting as Wednesday 3<sup>rd</sup> June 2026.

The meeting ended at 8.38pm