

Gargrave Parish Council
Minutes of the Parish Council Meeting
Held on Wednesday 5th November 2025

Present:

Claire Cadman, Chair

Ian Ackroyd (IA), Martin Banks (MB), Steve Coetzer (SC), Derek Steele (DS), Alan Sutcliffe (AS),

Jayne Dunlop, Clerk

1. Chair's opening remarks

The Chair welcomed everyone and reminded them of meeting procedures.

2. Apologies for absence

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

Apologies were received from David Shuttleworth, Chris Hoskin and Karen Hunter

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

Recorded 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 1st October 2025, as a true and correct record.

The Chair proposed and MB seconded confirmation of the minutes of the meeting of 1st October as a true and correct record, and this was approved.

5. Report from invited guests

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

Work on Coniston Bridge is due to begin on November 10th for a month with traffic flow continuing. There is no date for repair of the Hellifield Road collapsed wall.

£450 from the locality grant is being given to Gargrave Events Committee and some is being given to Upper Wharfedale School for new desks.

North Yorkshire Council is preparing for further budget cuts while trying to maintain essential services.

SC asked Cllr Myers about advice given from Cllr Crane to appeal to the Ombudsman re the Marton Road development. Cllr Myers said he would follow this up.

6. TGR Update

The Clerk reported on the meeting between some councillors from the TGR working group the WG met with Drew Fussey and Karl Battersby from North Yorkshire Council

- KB and DF were unable to give any assurances on behalf of NYC of assistance to Gargrave Parish Council.

- The importance of police involvement was highlighted by MB and this was noted.
- Cllr Myers requested provision of stopping points along the A65 for the travellers with water and bins. KB and DF were confident that some areas could be found for such stops and would investigate their provision. DF will contact Highways to find suitable stopping places for next year.
- In response to a request for examples of best practice elsewhere in the area DF said that the Gargrave plan is the current best practice and urged GPC to continue with the plan. The council should repeat the process with meetings, using the same contacts, engage stakeholders and not become complacent. This year went well but that is no guarantee that next year will as every year's experience is different.

SC asked for more information about how NYC is working with neighbouring councils. The TGR group was asked to progress this.

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

7.1. To note & preparations for Remembrance Day.

The Vice Chair met with St Andrews to discuss preparations. A PA system will be provided this year. The Chair will lay the wreath, the flag is up, the memorial cleaned, flagstones reset, flagpole partially cleaned and area around the bin and bike stands cleared. Planters refreshed by a resident. The noisy manhole cover has been repaired. The Clerk was asked to contact Highways to find out if traffic can be slowed or stopped during the two minutes silence.

7.2. To note River Aire scoping survey update.

This has been circulated to all councillors. The Clerk has provisionally booked Sam from JBA, who wrote the report, to attend our next meeting and talk members through it.

7.3. To consider actions as a result of the river wall collapse.

Since we were already using JBA to provide the scoping survey when the wall collapsed: the Clerk met with the civil engineer from JBA along with MB. A temporary fix was suggested of stone filled bags which will be considered by Northern Powergrid. Due to the cost two more quotes will be required. The Clerk was instructed to obtain those.

7.4. To consider action on trees along river banks of greens

The group need OS grid references and OS locate was suggested. A request to cut a tree at the back of River Place was discussed. It was unclear if this was a parish Council responsibility as the land registry map does not include this in the Parish Council title.

7.5. To consider gate/post options for access to Middle Green

A quote for a 10ft gate and two posts was obtained by IA costing £264, with additional installation costs to be considered. After discussion about installing a gate or a barrier costing from £150-£427 it was agreed to put a 'no cars' sign in the gap and monitor this. Start with the cheapest option and review when necessary. Clerk to source a sign.

8. Matters requested by councillors

8.1 To consider progressive speed limits 50/40/30

The Clerk contacted the deputy mayor NYPFCC following a meeting with the former Chair and MB earlier in the year. No response has been received so the Clerk will try again.

8.2 To consider parking restrictions at Marton Road/Church Street

In response to a request to Highways for parking restrictions an email was received from Area5 requesting: "evidence of the parking problems being experienced – i.e. photos or videos of the parking that occurs or details of any specific days or times when the problems are most severely affecting

through traffic. This would help to undertake some assessments and observations. Also if the parked vehicles are those of visitors or residents to enable this to be progressed”.

9. Public Participation

The 30 mph sign move south of the railway station was welcomed. It was suggested that repeater 30mph signs would be helpful. A resident asked for any update on the footpath at the station and lights. The Clerk will contact Cllr Taylor again re his proposed visit. A resident member of the environment working group enquired about a response from the department about Kelber Farm operations. The Clerk will email the officer. There was a request to ensure companies adhere to ant- pollution requirements when working on the river on behalf of the parish council.

10. Planning Applications

None received

11. Planning Decisions

To receive and note the following planning decisions/information:

ZA25/27302/TPO The Barn Home Farm, Mark House Lane works to trees the subject of a tree preservation order, Fell 2 conifer and 2 sycamore trees. Granted

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

2022/24127/FUL Removal of 25 permanent residential caravans, conversion of sawmill to 2 apartments, erection of 12 new dwellings with associated infrastructure. Granted.

ZA25/27234/PP Planning in principle for up to 5 dwellings. Paradise Fish Farm 47 Marton Road. Refusal.

AS asked for more information about the planning application which was received but no extension granted. It has been in the planning system since February (ZA25/27234/PP) but the parish council was not given an opportunity to comment. Clerk to enquire.

12. To receive and consider for decision any recommendations from the Council's committees

12.1 Staffing Committee report

This was circulated at the meeting and the Clerk highlighted the main points. Noted and these draft minutes will be approved at the next staff committee.

13. To consider the number and composition of working groups

The Chair gave members the opportunity to leave a committee if desired or join a committee. SC agreed to join the TGR WG and MB opted to leave the TGR WG. A new volunteer group was formed to help with various small projects and includes KH, the Clerk and Joyce and Nigel Watmough.

14. Policy update

To consider an amendment to the communications policy section 'role of the communications group'

Previously the comms policy stated that the Chair, Vice Chair and Claire Cadman were the administrators of the FB profile. The Chair suggested that her name be changed to the Clerk to avoid amendments in the future as these positions will change. This amendment was proposed by CC, seconded by SC and approved.

15. Financial matters

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

The print costs were queried and it was noted that the plants provided for the GWWG were included in the budget.

Following clarification the schedule was proposed by CC, seconded by IA and approved.

GARGRAVE PARISH COUNCIL			
Invoice Review: 5 November 2025			
DATE	ITEM DESCRIPTION	INCOME	PAYMENTS
12/10/2025	IONOS CLOUD LTD		8.40
15/10/2025	VILLAGE HALL		216.67
09/10/2025	MICROSOFT SOFTWARE LICENCE 365 BASIC		19.99
10/10/2025	GRAVE CLEAN LTD - FOR MEMORIAL CLEANING		675.00
23/10/2025	AMAZON PROJECTOR		160.96
30/10/2025	CRAVEN STATIONERY COPIER PAPER		15.90
31/10/2025	NAT WEST BANK CHARGES		5.60
31/10/2025	PAYE SHIPLEY		1,135.30
20/10/2025	TWIN LOCKS TREE PLANTING POLE		7.99
	TWIN LOCKS PLANTER FLOWERS		60.63
	YLCA CHAIRING SKILLS WEBINAR		73.00
	SLCC QUALIFICATION FEES		144.00
	CLERK SALARY		791.38
	CEF STREETLIGHTS		170.30
	MICROSOFT SOFTWARE LICENCE 365 PERSONAL		84.99
	C CADMAN REFUND OF POPPY PURCHASE		24.49
	CRAVEN STATIONERY INK AND 2026 DIARY		154.09
NAT WEST as at: 31 OCTOBER 2025 - £55,259.62		-----	-----
		0.00	3,748.69

15.2 To receive bank reconciliation – none available at this meeting

15.3 To consider purchase of a SIM card for the Clerk’s mobile phone.
A mobile phone has been donated for the Clerk’s use and a SIM card is required. SC proposed and DSt seconded, and the purchase of a SIM card was approved.

15.4 To confirm date of Finance Meeting as Wednesday 26th November 2025

The date of the Finance meeting was confirmed as 26th November at 7pm.

16. Resolution that Gargrave Parish Council moves the council email account to a .gov.uk domain.

The Clerk noted that this has been discussed at previous meetings but there is no minute to confirm that we will move the email to a .gov.uk account. It was proposed by SC., seconded by MB and agreed that council emails should be moved to a gov.uk domain.

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

- Decision of Ombudsman re Marton Road development.
The complaint was not upheld.
- JBA response to query about conflict of interest
The letter stated that there was no conflict.
- Yorkshire Water highlighting condition of gabions.
YW wrote asking about the gabions. The Clerk wrote in response that ownership rests with Highways and will follow this up.

- Legacy of Thomas Michael Green for Gargrave playground
£20K is available in this legacy which will be maintained by the Craven Trust and will be available for use in the playground on request. The Chair and Clerk will meet a representative of the trust for further details.
- Request to refurbish bench on Mark House Lane NB there is a plaque on the bench the Rickards family
This was approved as long as the existing plaque is placed on the refurbished bench.
- Request to erect a small tent overnight on High Green
This request was approved.
- Consultation on pavement licences
Circulated to councillors

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

19. To confirm the date of the next meeting as Wednesday 3rd December 2025.
The meeting ended at 9.01pm