

# **KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH COUNCIL**

## **PUBLIC NOTICE OF A PARISH COUNCIL MEETING**

**At 7.15pm on 17 December 2018 in**

**The School-Room of the Ebenezer Chapel, Main Street, Kirkby Malzeard**

**ALL MEMBERS OF THE PUBLIC WELCOME**

### **AGENDA**

- 1. Welcome and apologies for absence.**
- 2. Declarations of Disclosable Pecuniary Interest, Other Interests or Close Association** by Councillors for any item on the agenda. Approve requests for dispensations if any.
- 3. Approve the Minutes of the Parish Council meeting held on 26<sup>th</sup> November 2018.**
- 4. Casual Vacancy** – Clerk to report current position regarding the Casual Vacancy process to seek a replacement Councillor for Kirkby Malzeard Parish, following Ruth Broadley's resignation.
- 5. Updates on Action Points from previous meetings not dealt with elsewhere on the agenda:**
  - a) Update on investigations over potential path on Definitive Map – Cllr Saxon.
  - b) Update on grants available to the community - Cllr Aksut.
  - c) Update on hiring Vehicle Activated Speed Signs – Clerk.
  - d) Update on request to HBC for additional dog bin on Main Street, Kirkby Malzeard – Clerk.
  - e) Update on information about responsibility for providing gates to Bagwith Lane if upgraded to restricted byway – Chair.
  - f) Update on positioning of boards outside Highside Butchers – Chair.
- 6. Correspondence** – Clerk to raise any relevant items with Councillors including those listed;
  - a) HBC – Invitation to complete the Stray Act Consultation in conjunction with the UCI cycling event.
  - b) YLCA – Notification of the 2019 branch meetings.
  - c) BHIB Councils Insurance – Notification of Winter Checklist advice.
  - d) Alzheimer's Research UK – Request from Harrogate & District Fundraising Group to display posters seeking volunteers.
  - e) NYCC – Notification of Skipton & Ripon Area Constituency Committee meeting on Thursday 13<sup>th</sup> December 10am at Bishopside & Bewerley Memorial Hall, Park Road, Pateley Bridge.
  - f) Julian Smith MP – Notification of upcoming surgeries with poster to display.

g) HBC – Notification of Examination Hearing Sessions in relation to the Harrogate District Local Plan Publication Draft.

h) Allerton Waste Recovery Park – Notification of news and forthcoming quarterly update.

**7. Planning – notification of recent Decisions made by Harrogate Borough Council:**

a) 18/03689/FUL - Land Comprising Field At 423551 474284 Galphay Road Kirkby Malzeard - Formation of access; Alterations to boundary wall – Kitching – Approved subject to conditions.

b) 18/04365/FUL - 1 West End Cottages, Main Street, Kirkby Malzeard - Erection of two-storey extension and alteration to fenestration – Mr & Mrs Bullock – Approved subject to conditions.

**8. Planning – recent Applications made to Harrogate Borough Council. The Parish Council will provide a response on the following cases:**

a) 18/04722/FUL – North Close Farm, Kirkby Malzeard – Erection of 2 no. extensions to light industrial estate – DM Fabrications.

b) 18/04655/FUL - Missies Farm, Laverton - Conversion of agricultural barn to form 1 no. dwelling house – Verity Ltd.

**9. Planning - Neighbourhood Plan.**

a) Notification of responses received to letters sent to neighbouring Parishes informing them of the proposed Plan Area.

b) Report on liaison meeting with HBC on 13.12.2018.

c) Update on potential invitees of representatives of local organisations, businesses and residents to join the Neighbourhood Plan Steering Group.

**10. Planning – Enforcement issues.** Consider any possible breaches of planning consents, conditions or regulations currently existing within the Parish. Any matters raised by Councillors or Public will be referred to the Planning Enforcement Office at HBC for consideration.

**11. Cold Calling**– Update on the provision of stickers and/or creation of a No Cold Calling Zone following advice from NYCC Trading Standards to prevent ‘Cold Calling’ in the Parish.

**12. Kirkby Malzeard Community Association** – Update from Chair on the arrangements for the first meeting of the Committee on December 19. Consider any amendments to Terms of Reference.

**13. Tour De Yorkshire 2019** – Confirmation of route and potential event plans for the community.

**14. Parking issues, Kirkby Malzeard** – Update from previous action on the following:

a) The Green.

b) West End Green.

c) Outside Wensleydale Creamery.

- 15. Kirkby Malzeard Charity Trust** – update from Cllrs Berry and Lobley on the Trust meeting scheduled for November and consideration of what further action is required.
- 16. Trees in Main Street verges, Kirkby Malzeard** – update from Highways following request from owners of Branwell Cottage, Main Street, Kirkby Malzeard to have tree in verge pruned.
- 17. Council Property Assets** –
- a) Consider monthly reports on condition of assets from Councillors.
  - b) Lamberts Quarry & Laverton Quarry – update on annual tree inspection and works by Wards Woodyard.
  - c) Update on response from BHIB Insurance regarding tree management policy – Chair.
  - d) Bus Shelter opposite Kirkby Stores, Kirkby Malzeard – consider alternative estimate for repair works to the front panel if available – Cllr Aksut.
- 18. Commuted sums**
- a) Kirkby Malzeard Heritage Board – progress report.
  - b) Highside Playing Fields/Play Area – update on new fencing project.
- 19. Children’s Play Area**
- a) Consider findings of latest monthly report from DTMS.
  - b) Update on progress in respect of creation of sub-lease to enable the Council to take full responsibility for the Play Area from HPFA.
- 20. Highways Issues**
- a) Update on items previously reported.
  - b) Any new items to be raised by Councillors or public.
  - c) Blocked gullies – confirm map showing location of these submitted to Highways and consider any response.
  - d) Consider whether to carry out a public consultation on our proposals to introduce new and revised Speed Restrictions on roads within the Parish before submitting to Highways.
- 21. DTMS Task List** – report on work carried out by Parish Caretakers and new items to be added to their task list.
- 22. GDPR** – update on procedures and approval of further documents to comply with Data Protection Act 2018;
- a) Confirmation that all Councillors have returned Email Consent forms to Clerk.
  - b) Consideration and approval of Incident Response Form.
- 23. Financial items – matters to be considered prior to approving budget for 2019-20:**
- a) SLCC/ALCC Membership – Consider cancellation.
  - b) CPRE membership – Consider cancellation.

- c) Clerk - Consider increase of scale and hourly rate from April 2019 making reference to the NJC Salary Award approved by NALC.
  - d) Consider transferring funds from the investment account to consolidate reserves within the current account.
- 24. Financial items** – consider and approve a budget for 2019-20.
- 25. Financial items** – consider and approve the precept sum for 2019-20.
- 26. Financial items – routine items:**
- a) Bank statements – balances, outgoings and income on latest available statements.
  - b) Cash Book – up to date record of payments/receipts. Reconciliation with bank statements.
  - c) Completion of a new Mandate Form if available from HSBC. Approve fourth signatory.
  - d) Approval of payment to D3 Office Ltd for £12.28 for stationery.
- 27. Any Other Business** - items not covered elsewhere on the Agenda can be raised by Councillors and Members of the Public for discussion.
- 28. Date of next meeting:** Monday 28 January 2019 at 7.15pm in the School-room of the Ebenezer Chapel, Main Street, Kirkby Malzeard. Any items to go on the Agenda for the Council meeting should be submitted to the Clerk by 18 January 2019 please.

Dated 12/11/2018

PARISH CLERK Jen Hurford, Holmes Cottage, High Walk, Kirkby Malzeard HG4 3RY (Postal enquiries only)

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Agenda, along with General Privacy Notice, also available on the Parish Council website

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