

KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH COUNCIL

PUBLIC NOTICE OF A PARISH COUNCIL MEETING

Which will commence after the conclusion of the Annual Kirkby Malzeard Parish Meeting, but no earlier than 7.30pm, on 29 April 2019 in
The Main Hall of Mechanics Institute, 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 25th March 2019.**
4. **Updates on Action Points from previous meetings not dealt with elsewhere on the agenda:**
 - a) Update on Salt Bin adjacent St Andrew's Church, Kirkby Malzeard – Cllr Aksut.
 - b) Update on Old School and St Peter's, Dallowgill – Cllr Berry.
 - c) Update on obtaining grant funding for Dallowgill defibrillator – Cllr Aksut.
 - d) Update on distribution of dog fouling leaflets in Kirkby Malzeard village – Chair
 - e) Update on provision of dog waste bins - Clerk
5. **Correspondence** – Clerk to raise any relevant items with Councillors including those listed;
 - a) Glawning – Notification of Glampfest at Ivy Bank Campsite 17-19 May. Complaint received from resident concerning Glampfest. Chair to report on response sent.
 - b) HBC – Notification of 'Looking out for our Neighbours' Campaign.
 - c) Nidderdale Plus – Notification of Executive Meeting on 1 May at 9.30 am Pateley Bridge.
 - d) HBC – Notification of consultation over the review of Polling districts and Polling places.
 - e) HBC – Notification of Private Housing Sector Drop-In Sessions for tenants.
 - f) HBC – Ethical Standards Training for Councillors.
6. **County and District Matters** – Any items to be raised with or by Cllrs Atkinson and Simms.
7. **Planning – notification of recent Decisions made by Harrogate Borough Council:**
 - a) 19/00423/FUL - 30 St Andrews Meadows Kirkby Malzeard - Erection of single storey extension - Walker - Approved.
 - b) 19/00558/FUL – West Riding House 2 Pinfold Court Kirkby Malzeard – Erection of extension to garage and formation of porch under canopy – Cowling – Approved.
 - c) 19/00496/DVCON – Parkfield, Galphay Road, Kirkby Malzeard - Variation of condition 1 of permission 17/04096/OUT to omit restriction to the northern 23m of site - Briahaze Village Homes – Refused.

- d) 19/00711/FUL - Carr House Cottage, Carr House Farm, Kirkby Malzeard - Erection of a single storey extension – Watson - Approved.
- e) 19/00907/FUL - The Shooters Inn, Dallowgill - Demolition of existing garden shed and erection of a garden store – Foster - Approved.

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

- a) 19/01095/COU – Low Keld, Main Street, Kirkby Malzeard – Change of Use from Agricultural land to domestic curtilage – Fillingham.
- b) 19/01466/CLEUD - Kendall Bank, Kirkby Moor Road, Kirkby Malzeard - Application for a Certificate of Lawfulness for existing non-agricultural occupation of dwelling - Fountain.
- c) 19/01663/CLEUD - Lady Hill Lodge, NNE Of Lady Hill Cottage, Dallowgill – Application for a Certificate of lawfulness for residential use of a static caravan and associated domestic extensions – Sidgwick.

9. Planning - Neighbourhood Plan.

- a) Confirmation of the Designation of the Plan Area by HBC on 04.04.2019.
- b) Arrangements for first meeting of the Steering Group committee.

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. Update on progress of current cases.

11. Footpaths – HAR/2018/04/DMMO: Arrowfield, Main Street, Kirkby Malzeard – Footpath to be added to Definitive Map. Consider any representation or objection for submission to NYCC.

12. Post Office Van – Consider action over recent problems over parking due to other vehicles being illegally parked in the allocated space.

13. Information Drop-in Session 20th April – Feedback on the event. Councillors to consider specific issues raised by public.

14. Community Association Committee – report from Cllr Saxon (Chair of Committee) on recommendations of Committee following meeting on 04.04.2019.

15. Traffic and parking issues

- a) Consider issues regarding parking on The Green – Cllr Brownlee.
- b) Extension of the Temporary Vehicle Activated Sign (VAS) Protocol by NYCC.
- c) Update over monitoring of vehicle speeds using Data Loggers.
- d) Update on Council’s proposals regarding traffic issues in the Parish following the Public Consultation at the Drop-in Session.

16. Tour De Yorkshire 2019 – Cllr Brownlee to provide report on any relevant matters for the Council, including HBC Grant details and insurance arrangements.

17. Council Property Assets –

- a) Consider monthly reports on condition of assets from Councillors.
- b) Bus Shelter opposite Kirkby Stores, Kirkby Malzeard – consider alternative estimates for repair works – Cllr Aksut.

18. Children’s Play Area

- a) Resolve to approve and sign sub-lease for the Play Area from HPFA to enable the Council to take full responsibility for this important amenity. Approve payment of rent, rates, equipment fee and solicitors costs.
- b) Confirm instructing DTMS Ltd to proceed with fencing work to Play Area utilising commuted sums money as previously agreed - item 15b September 2018.
- c) Consider findings of latest monthly report from DTMS.
- d) Consider procedure for undertaking and recording weekly inspection by Council as required by Insurers. Report from Chair on Play Area training meeting 17.04.2019. Feedback from Drop-in Session.

19. Highways Issues

- a) Update on items previously reported including resurfacing work to section of Main Street and cleaning out of blocked gullies in Parish. Clerk to advise on new items added to list of outstanding work since previous meeting.
- b) Any new items to be raised by Councillors or public.
- c) Spraying of weeds to paths and gutters in Kirkby Malzeard village – Cllr Manson.

20. DTMS Task List – report on any work carried out by Parish Caretakers and new items to be added to their task list.

21. Internal Audit arrangements for 2018-19

- a) As previous Internal Auditor is now unavailable due to illness, Council to approve appointment of Janet Bennett of Yorkshire Internal Audit Services as Internal Auditor.
- b) Approve Certification by Clerk and Chair that Council is exempt from External Audit as its annual turnover does not exceed £25,000 (Page 3 of AGAR).

22. Annual Internal Audit Report for 2018-19 – to be received and noted if available.

23. End of Year Financial Documents for 2018-19 – Consider for approval, together with Analysis of Variances where applicable:

- a) Receipts
- b) Payments
- c) Bank Reconciliation
- d) Cash Book
- e) Comparison of income and expenditure to budget
- f) Asset Register as at 31 March 2019

24. Annual Governance and Accountability Return 2018-19

- a) Review effectiveness of Internal Controls. Consider and approve Section 1 Annual Governance Statement (Page 5 of AGAR)
- b) Consider Section 2 Accounting Statements (Page 6 of AGAR) - to be formally approved at Annual Parish Council Meeting.

25. Regular Monthly Financial items 2019-20:

- 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) Update on Mandate Form submitted to HSBC.
- d) Update on closing the HSBC interest account.
- e) Approval of payment of £410.00 to YLCA for membership 2019-20.
- f) Approval of payment of £24.56 to D3 Office Group Ltd for stationery.
- g) Approval of payment of £205.00 to Chair to reimburse for 8 panel display board purchased from Wonderwall Products Ltd (under T de Y Grant from HBC).
- h) Approval of payments to Chair of £38 to reimburse for 500 Tour de Yorkshire leaflets and £170 for 1500 T de Y Programmes from Beyond Digital (under T de Y Grant from HBC).
- i) Approval of payment of £92.40 to Chair to reimburse for Neighbourhood Plan Pull-up Banner and associated artwork/printing from Beyond Digital.
- j) Approval of payment to DTMS Ltd of £60.48 for March and April's playground inspections.

26. Any Other Business - items not covered elsewhere on the Agenda can be raised by Councillors and Members of the Public for discussion.

27. Date of next meeting: The **Annual Parish Council Meeting** will be held on Monday 20 May 2019 at 7.15pm in the annex room of the Mechanics Institute, Kirkby Malzeard. The **regular monthly Meeting of the Parish Council** will follow the Annual Parish Council Meeting on May 20 and will commence no earlier than 7.45pm. Any items to go on the Agenda for the monthly Council meeting should be submitted to the Clerk by 10 May 2019 please.

Dated 24/04/2019

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

Tel: 01765 650363 Email: clerk.kmldpc@outlook.com

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

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