

# KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH COUNCIL

## PUBLIC NOTICE OF A PARISH COUNCIL MEETING

30 April 2018 in

The Main Hall, The Mechanics Institute, Kirkby Malzeard  
starting no earlier than 7:20pm

**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. Approved requests for dispensations if any.

3. **Approve the Minutes of the previous Parish Council meetings held on 26<sup>th</sup> March 2018 and 16<sup>th</sup> April 2018.**

4. **Planning – notification of recent decisions made by Harrogate Borough Council:**

a) TPO 7/2018 – Land Comprising Field at 422819 474158, Back Lane, Kirkby Malzeard – Notice of Confirmation that HBC has on the 29 March 2018 confirmed without modification the Tree Preservation Order made on the 9 February 2018.

b) 18/00215/FUL – Holly Tree House, Main Street, Kirkby Malzeard – Erection of single storey extension, loft conversion and installation of roof-lights – Approved.

c) TPO 18/2018 – Wensleydale Dairy Products, Ripon Road, Kirkby Malzeard - Notice of Confirmation that HBC has on the 24 April 2018 confirmed without modification the Tree Preservation Order made on the 16 March 2018.

5. **Planning – recent applications made to Harrogate Borough Council and North Yorkshire County Council. The Parish Council will provide a response on the following cases:**

a) 18/01087/FUL – The Henry Jenkins, Main Street, Kirkby Malzeard - conversion of part of public house and flat to create one dwelling. - Claybourn.

b) 18/01600/OUT – The Grange, Back Lane South, Kirkby Malzeard – outline application for the erection of 5 dwellings with access considered - Thompson

Please note: The Parish Council will provide the opportunity for members of the public to make comments on the above applications before deciding its response to the Planning Department. In accordance with our Standing Orders each individual will be limited to no more than 3 minutes and the total Public Participation time will be 30 minutes. We would appreciate constructive views delivered in an orderly manner.

**6. Updates on Action Points from previous meetings not dealt with elsewhere on the agenda:**

- a) Dallowgill noticeboard – associated works.
- b) Highways Yard, Laverton – update on obtaining back rent from NYCC.
- c) Consider any further response from NYCC on Woodhouse Bogs, Winksley – Common Land.

**7. Correspondence** – Clerk to raise any relevant items with Councillors with those listed requiring action;

- a) HBC Parish Consultation meeting, which will take place on Thursday 28 June 2018 at 6.00 pm at Darley Memorial Hall, Sheepcote Lane, Darley.
- b) NYCC letter regarding Parish Council Archives, requesting participation in survey.
- c) Highways Dept. – Parish Council workshops in May to discuss Parish Portal.
- d) Harrogate Borough Council Local Fund – notification of funding available for Harrogate District launched on Tuesday 3<sup>rd</sup> April and now accepting applications from small charities and community groups in the Harrogate District for grants of up to £3,000 until the 4<sup>th</sup> June 2018.

**8 Annual Parish Meeting Exhibition and Defibrillator Awareness Session** – review of event on April 21.

**9. Tour De Yorkshire on May 6 – report on progress.**

- a) Update from residents committee on any items relevant to the Council. Consider any request for additional funding.
- b) Approve Insurance arrangements for general activities surrounding event being the responsibility of the Council.

**10. Footpaths –**

- a) Arrowfield, Main Street, Kirkby Malzeard – update on the proposed Definitive Map Modification Order application.
- b) Back Lane to Ringbeck river – development of signs from HBC and bin options following request from a resident to install bin and bags.

**11. Parish Council Elections** – update on actions to be carried out following the Uncontested Elections, including the co-option of Councillors to fill vacancies on Kirkby Malzeard Parish Council.

**12. Inspection of Council Property Assets**

- a) reports from Councillors and Clerk on condition of assets.
- b) Progress report on provision of Caution sign for Greygarth Monument.

**13. Children's Play Area**

- a) Consider latest monthly report from DTMS.

b) Progress report on transfer of Play Area lease from HPFA to Parish Council.

**14. Highways Issues** - update on items previously reported. New items to be raised with NYCC, from Councillors and public. Follow up on the potential provision of grit boxes for de-icing pavements.

**15. DTMS Task List** – report on work carried out by Parish Caretakers, and new items to be added to their task list. Update on Snowberry bushes near Market Cross junction.

**16. Data Protection** – Clerk to provide update on changes in legislation to be introduced in May.

**17. Annual Governance and Accountability Statements for 2017-18** – approval of documents produced by Clerk for internal auditor:

- a) End of Year Receipts
- b) End of Year Payments
- c) Bank Reconciliation
- d) Cash Book
- e) Annual comparison of income and expenditure to budget.
- f) Draft Accounting Statements (to be formally approved at Annual Parish Council meeting)
- g) Asset Register as at 31 March 2018
- h) Risk Assessment document
- i) Annual Governance Statement

**18. Financial items:**

- a) Bank statements – details of balances, outgoings and income since last month.
- b) Cash Book – up to date record of payments and receipts.
- c) Bank signatories – Clerk to report on progress altering signatories.
- d) Approval of payment to DTMS Limited for £115.20 for caretaker duties in March and April.
- e) Approval of payment to DTMS Limited for £105.60 for playground inspections in March and April, including fitting of two toddler swings.
- f) Approval of payment to D3 Office Group for £23.69 for stationery.
- g) Approval of payment to Yorkshire Local Councils Associations for £22.50 for 50% of GDPR Training Course.
- h) Approval of payment to Clerk for £19.74 for reimbursement of stationery and stamps.
- i) Approval of payment to Beyond Digital for £64 for printing leaflets (from T de Y grant).
- j) Approval of payment to Beyond Digital for £76 for printing Exhibition / Defibrillator training session leaflets.
- k) Approval of payment to Beyond Digital for £138 for printing Annual Parish Meeting Reports booklets.

- l) Consideration of amounts to purchase a laminator at £15.99 for a 'Fellowes A4 Laminator' or £29.99 for a 'Leitz A4 Laminator'. Accompanying pouches available at £7.99 for 'Fellowes 100 Pack', or £15.99 for 'Leitz 100 Pack'.
- m) Consideration of budget to purchase printer at with a number of HP printers available from £29.99 to £149.99.
- n) Consideration of estimate from DTMS for £710 for repairs to tarmac under the junior multiplay at the playground.

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

**20. Date of next meeting:** The **Annual Parish Council Meeting** will be held on Monday 21 May 2018 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 21 and will commence no earlier than 7.20pm. Any items to go on the Agenda for the monthly Council meeting should be submitted to the Clerk by 11 May 2018 please.

Dated 25/04/2018

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

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Agenda also available on the Parish Council website [www.kmldpc.btck.co.uk](http://www.kmldpc.btck.co.uk)

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