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Clerk  
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**MINUTES FOR THE MEETING OF FARNHILL PARISH COUNCIL TO BE HELD ON THURSDAY 22<sup>nd</sup> JUNE 2023 AT 7.30PM IN KILDWICK/FARNHILL INSTITUTE.**

**BUSINESS**

PRESENT: CHAIR CLLR D. ATKINSON, VICE CHAIR CLLR J. WARING, CLLRS J. MCFARLANE, S. CLOSE, S. TRIGG, W. MCDONALD, J. WALTON, A. BROWN AND CLERK J. FIELDHOUSE

**58/23            APOLOGIES, REASON FOR ABSENCE AND ACCEPTANCE OF REASON**

None

**59/23            PUBLIC PARTICIPATION (MAXIMUM 15MINS)**

None

**60/23            DISCLOSURE OF INTERESTS**

A Councillor wished to have a disclaimer read into the minutes that she is participating in Council Business in her own right as a Councillor and not as a lawyer, as she is not insured to give legal advice in her personal capacity and any issues that arise that require a legal opinion must be confirmed by the Parish Council's own lawyers.

**61/23            UPDATE FROM NYC REPRESENTATIVE**

Reform to church premises to Kildwick coffee shop seems to be going well with the planning.

last week a large number of fish died in the river Aire investigations are ongoing as to whether it is related to the hot weather or owing to a surge of sewage being released.

Canal footpath improvements scheme – to try and make the footpath more accessible for bikes and pedestrians, North Yorkshire Council have put in a bid to the levelling up scheme. It is to make improvements to the section of the footpath that was not improved after the last set of improvements. This includes doing our bit of the footpath through to Silsden then on to the border of Bradford. There is an 80% chance of it being done.

Cononley steps on canal – still awaiting response from canal and river trust on this.

Planning have been asked to approve a scheme in Bishop Monkton to have 45 houses built. They have, however, refused to allow this to go forward until the issue of the sewage running down the street has been resolved.

The scheme for Airedale hospital to be rebuilt is on a list of 20 hospitals but the money is yet to be ringfenced.

North Yorkshire Council are writing to Yorkshire water confirming service is unacceptable.

Social Care has serious problems and requesting Evidence of numbers and facts before any decisions can be made on this.

One of Farnhill Cllrs attended the YLCA annual meeting and discussed planning issues that were raised by Cllrs in North Allerton. It has come to light that past applications that were rejected are now all of a sudden being put back through the system on NYC and are being accepted.

Cllr is looking into street lighting following no response.

**62/23                    CLERKS REPORT**

Feedback was provided on the Clerk's Annual Appraisal. Following an in-depth discussion, it was resolved that clerks Pay rate should increase to be in line with the current rate. Clerk to type up appraisal.

**63/23                    INTERNAL CONTROL**

Internal Control has been carried out and the Auditor's comments have been considered. It was resolved that the council will look into updating the website and training. The council are happy to go paperless and use the suggested Accounting spreadsheet with a couple of minor amendments – remove cemeteries and PWLB tabs. Clerk to also arrange a meeting with chair to investigate changing the dates of payment of pension contributions so it is more up to date.

It was resolved that the Pinnacle is not an asset of the Parish and should therefore be removed from the list of assets. It was also resolved that a nominated Cllr will go over the insurance policies to find out what the position is regarding depreciation of assets and whether there is new for old cover in place. If not, then we May need to look at depreciating the value of the assets going forward.

Need previous Clerk to contact HMRC and change the contact number to current Clerk for next year end.

Continue with the budgeting sheet – bring to next meeting.

Minutes – to go within 7 days to Councillors. Clerk to forward a word doc with track changes to the 2 Cllrs agreed upon. who will respond to Clerk within the next 7 days Clerk will then combine the changes and issue 2nd draft to all. If Cllrs recognise any inconsistencies, they should raise this with Clerk immediately. Draft minutes on website within 30 days to meet legal requirements but not in noticeboard until approved.

To review in 3 months time – September .

**64/23                    ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN  
(AGAR)2022/2023-LOCAL COUNCILS WITH GROSS INCOME OR  
EXPENDITURE NOT EXCEEDING £25,000.00**

- a. Certification of Farnhill Parish Council as being exempt from external audit for financial year 2022/2023 signed.

- b. The Annual Internal Audit Report for 2022/2023 and supporting papers to the internal audit reviewed.
- c. Section 1- Annual Governance Statement 2022/2023 of the Annual Governance and Accountability Return 2022/2023 for Farnhill Parish Council was completed.
- d. Section 2- Accounting Statements 2022/2023 for the Annual Governance and Accountability Return 2022/2023 for Farnhill Parish Council approved.
- e. The publication of documents required by the Accounts and Audit Regulations 2015, the Local Audit Regulations 2020 and the Transparency Code for Smaller Authorities approved.

**65/23            TO LOOK INTO INSURANCE POLICY TO FIND OUT IF THERE IS A NEW FOR OLD COVER OR WHETHER THERE SHOULD ACTUALLY BE A DEPRECIATION OF VALUE OF THE ASSETS THROUGHOUT THE YEARS**

It was resolved that the nominated Cllr will go over the policies.

**66/23            CONONLEY PARISH COUNCIL JOINT APPLICATION FOR A GRANT FOR WARD MEMBER FUNDING VIA CLLR BROWN TO IMPROVE ACCESS TO THE LEEDS - LIVERPOOL CANAL TOWPATH AT THE CONONLEY LANE JUNCTION WITH THE A629 SKIPTON ROAD.**

As mentioned above we are awaiting further details of costings from the Canal and River Trust.

**67/23            APPROVAL OF MINUTES OF FPC ANNUAL MEETING OF THE PARISH HELD 4<sup>TH</sup> MAY 2023 AND FPC MEETING HELD ON 25<sup>TH</sup> MAY 2023**

All approved

**68/23            DEVELOPMENT PLAN**

**a. Highways** – emergency access / parking issues at junction of Mary Street and Newby Road junction against the canal wall and parking against canal wall opposite end of Starkey Lane – Awaiting inspections

**b. Lighting Issues** – Still no response – Cllr Brown to contact Lighting to pursue an answer to our emails

- i. Hanover Street
- ii. Newby Road

**c. Update on the following items for the play area**

- i. Inspection of Play Area – Awaiting inspection sheet. It was resolved that the Cllr nominated will make a new folder and chair to send further sheets.
- ii. Lease – Awaiting registration

**d. Continuing to improve our Council**

**E. Inspections of pathways, benches and walls** – To incorporate into bigger file. Date to do village walk / inspection is set for 28.07.2023

**f. Landscape Maintenance** – Nothing was done in May and was looking desperate, some has now been done and the rest will be done shortly.

**69/23            CROWN REDUCTION TREE WORKS TO BE UNDERTAKEN ON THE ARBOUR AND PINFOLDS**

2<sup>ND</sup> opinion on the Elm trees requested.

Nominated Cllr will set up a meeting with another company and a resident from the Arbour to obtain this.

Self-seeders less than 8cm diameter can be removed. Anything over 8cm in diameter cannot be removed.

### **TREE WORKS TO BE UNDERTAKEN BY YORKSHIRE HOUSING**

Clerk to send another chase

#### **70/23            DOG WASTE MANAGEMENT**

Keep chasing

#### **71/23            COMMUNITY SPEED GROUP**

Response received today from the Police. They will be in touch shortly.

#### **72/23            RENTAL AGREEMENT WITH RESIDENT FOR LAND DESCRIBED AS GARDEN RENTAL**

Amendments have been made to the wording and it was resolved all approved. Clerk to add map to new wording of Lease and add to Agenda for the next meeting prior to being signed by the Lesser and Lessee.

#### **73/23            RESPONSES TO EMAILS, LETTERS AND PHONE CALLS**

Response from Canal and River Trust regarding prices to have signs on the canal for pedestrian priority and a request to check the canal areas for location of signage. Chase CRT for wording.

#### **74/23            FINANCE & ACCOUNTS**

To consider the following invoices for approval

- |                                  |         |
|----------------------------------|---------|
| • Jodie Fieldhouse (Salary June) | £218.98 |
| • Nest Pension                   | £11.46  |
| • Auditor                        | £140.00 |
| • Ink Cartridge 29.05.23         | £13.09  |
| • Recorded delivery 01.04.23     | £6.85   |

Clerk seeking permission to transfer monies from Community account into Business account. It was resolved to Transfer £8000 from Community to Business.

All payments approved

#### **55/23            CORRESPONDENCE**

Invitation received from YLCA to attend a zoom meeting with the Assistance Chief Constable on Wednesday 12th July 2023 at 6.30pm – no one is available.

Correspondence from YLCA regarding D-Day 80<sup>th</sup> Anniversary on 6th June 2024. YLCA have attached a guide with suggestions of lighting a beacon at 9:15pm to represent the light of peace. A tribute to be read out as the lights are lit. guidance of appropriate beacons that can be used. Councils are requested, If taking part, to provide further information to Pageant Master no later than 30th May 2024.

POINTS DISCUSSED –

bonfire not viable.

beacon BRAZIER - ? Placement and Cost

mobile gas fuelled beacon £549.00 –

It was resolved that a nominated Cllr will look into this further and the item is to be put on the next agenda.

75/23 **MINOR ITEMS OF BUSINESS & ITEMS TO GO ON AGENDA NEXT MONTH.**

Update on repairs to the Institute following the flood – finished but there are some outstanding issues.

The next YLCA annual meeting for the Craven branch will be taking place in 4mths on 4<sup>th</sup> October at Lothersdale. The local area energy planning on net zero path has done lots of work gathering data which measures would be appropriate and where the government and the commercial sector to get involved, but not applicable to ourselves unless individually looking at solar panels etc. Lots more wind farms . There is new Chartered advice on procedures within the council and interface with NYCA this is not mandatory but advisory and they are trying to encourage people to do training .

The Milestone in Kildwick Parish has been repainted and it was resolved that Clerk is to send a big thank you to the Chair of Kildwick parish Council from the Farnhill Parish for an excellent job.

Electric charging points – to be discussed at the next meeting

Snack bar are doing a pride festival in or around August bank holiday weekend and are requesting the backing of the council. Clerk to put this item on the agenda for next month

76/23 **HOLIDAYS**

All upcoming absences confirmed

**DATE OF NEXT MEETING**

**THURSDAY 27 JULY 2023 IN KILDWICK/FARNHILL INSTITUTE AT 7.30PM**

**All members of the village are welcome to attend**

**Clerk 22/06/2023**

**Items for the agenda for next month: Approval of minutes of meeting in June, Clerks Report, Development Plan, dog waste bin, Highways, NYCC Street Lighting, Lease, D-Day events, Insurance re new for old, electric charging points, proposed Pride event in August.**