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**MINUTES FOR THE MEETING OF FARNHILL PARISH COUNCIL HELD ON  
THURSDAY 25<sup>th</sup> APRIL 2024 AT 7.30PM IN KILDWICK/FARNHILL INSTITUTE.**

**BUSINESS**

**INVITED:** CHAIR CLLR D. ATKINSON, VICE CHAIR CLLR J. WARING, CLLRS J. MCFARLANE, S. CLOSE, S. TRIGG, W. MCDONALD, J. WALTON, NYC REPRESENTATIVE A. BROWN, CLERK J.FIELDHOUSE

**01/24                    APOLOGIES, REASON FOR ABSENCE AND ACCEPTANCE OF REASON**

None

**02/24                    PUBLIC PARTICIPATION (MAXIMUM 15MINS)**

4 members of public

**Resident 1.** Definitive map updated. Map did not match the numbered trees in the application as tree officer did not go by this when doing walkaround. Planning officer discarded the map as the surgeons also didn't go by this. The resident wants better clarification in the future. 1. The Document needs to be legal 2. When working on trees make residents aware. 3. Resident felt that he didn't get the opportunity to comment upon the works.

Point 1. It was resolved that this will be recorded as an error and the Parish Council will look into getting more UpToDate maps drawn on the current trees in the Arbour and learn from this going forward.

Point 2. The Parish was not given much notice themselves owing to the fact that the works needed undertaken at speed to avoid the nesting season. The Tree Surgeons were Professionals and would not have put any residents / members of the public in danger.

Point 3. All Minutes were published along with details of how to make any comments on the Planning process however it was understood where the resident was coming from with regards to being able to follow the thought process of the Council and the Parish agreed they would look into how to make this process easier.

**Resident 2.** Trees – encroaching on telephone cables causing interference with connections and the resident would like these to be maintained. The trees in question are privately owned so the Parish Council has no remit but confirmed that the owner is very approachable. Also recommended approaching the owners of the telephone lines as more often than not they will crown top trees encroaching the cables. The resident also offered his assistance to cut grass if needed.

**Resident 3.** Planting of hedge etc. on the Arbour. The resident confirmed that he wants to look at putting boulders down and was offering to undertake the task himself as he can obtain these at no cost of the Parish. Please see the Arbour section for resolution to this matter.

**03/24**                    **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.

**04/24**                    **UPDATE FROM NYC REPRESENTATIVE**

It was confirmed that the work on Kex Gill landslide has been started and should hopefully be completed by the end of June.

The Mayoral election will take place on 2<sup>nd</sup> May.

There is nothing to be done at the moment with the New Local Plan but this needs to be monitored closely. Eg. Skipton Road is the first stage and a list of proposed sites for development will be produced.

**05/24**                    **APPROVAL OF MINUTES OF FPC MEETING HELD ON THURSDAY 28 MARCH 2024.**

Resolved to approve on basis of changing 8<sup>th</sup> to 28<sup>th</sup> for distribution of leaflets / invites as this is a typo.

**06/24**                    **CLERKS REPORT**

All Councillors have received this and the same will be addressed throughout the remainder of this meeting

**07/24**                    **PLANNING APPLICATION ZA23/25521/FUL**

**PROPOSED ALTERATIONS AND CHANGE OF USE TO EXISTING OUTBUILDING TO CREATE RESIDENTIAL DWELLING. OUTBUILDING AT 11 NEWBY ROAD , FARNHILL, KEIGHLEY BD20 9AT**

**The full application can be viewed / downloaded / printed and comments can be made at: [publicaccess.cravenc.gov.uk/online-applications](https://publicaccess.cravenc.gov.uk/online-applications)**

It was resolved that Clerk is to send comments to Cllr Brown and NYC. The issues remain with parking – Newby Road blocked with a van today people on foot had to walk in middle of road , where they park in front of houses stops two cars passing and bin collections .

All Councillors looked at the amended plan and the original and still consider all the issues from all of the original to still be pertinent – the mere fact of putting frosted glass into a window frame is temporary and can still be overlooked. Also making it even higher will impact on overlooking the other buildings on Mary street.

**08/24**                    **RETAINING WALL FOR THE PLAYAREA AND CARPARK**

NYC sent some contractors who have a plan to make a costing for the works. Work required is extensive, it involves pinning the carpark wall with iron studs removing all the bushes. Rebuilding part of the wall and making sure it is pointed. Whole new wall to be built in front of the playarea.

Figures of around £75,000 are being suggested for all of the different experts required to carry out these works. But it is not going to happen for some time and when it is done, Main street access will be closed at the bottom. Contractor will keep in contact with Council.

**09/24**            **DANGEROUS PARKING LEAFLETS**

It was resolved that the Council can't do this following research

**10/24**            **EMERGENCY PLANNING**

It was resolved that the nominated Cllr is to liaise with Kildwick about this plan given proximity. Cllr nominated will contact the Chair of Kildwick and discuss the same. The 3 nominated refuge centres are the Church, the Pub and Kildwick and Farnhill Village hall but these need to be confirmed before setting in stone. Possible scenarios is complicated eg. Is a grid lock classed as an emergency. We will need to obtain emergency Refuge contact numbers for access etc.

We will need non-effected Community volunteers for looking after refugee centers in emergency eg. Making drinks.

**11/24**            **COMMUNITY RESILIENCE FOR AIRE VALLEY – STORAGE OF SANDBAGS AND OTHER FLOOD DEFENCE MECHANISMS**

It was resolved that the nominated Cllr will forward Clerk appropriate map to send on to NYC. the costs of a new sandbag bin agreed to await invoice.

It was resolved that road signs need policing the nominated Cllr will speak with Kildwick and highways. maybe look at getting better signage – need a no entry sign at the top of Main Street as well as the one way only sign. It was resolved that clerk will provide the nominated Cllr area5 email but the Cllr will come back with the proposals first.

**12/24**            **PARISH MEETING**

It was resolved that refreshments were sorted, plans for the presentation were sorted. Cllr B. Close will address the parishioners re emergency plan. Cllr J Waring will address the parishioners on the dial a bus scheme. All to arrive at 6:30 for setup.

**13/24**            **THE ARBOUR**  
**PREVENTION OF DAMAGE TO THE GRASS/TURF :-**

- A. POSTS? / LOGS**
- B. BUSHES?**
- C. BOULDERS?**

2 responses received by e-mail and verbal responses mentioned above within public participation. Bushes were thought to be ok but like the response from people at the meeting whether they would reach maturity is another issue. Another proposal suggested significant boulders and bushes behind them, quick growing and resilient.

And a suggestion of putting boulders either side of the gates outside Craglands, could look at putting reflectors on the stone to avoid issues with people hurting themselves in the dark .

A proposal was made by Cllr Atkinson to place boulders and shrubs behind – not thorny or spiked and easily maintained. 3 voted in favor and 4 against

A counter Proposal was made by Cllr J Waring and 2<sup>nd</sup> by Cllr. S Trigg to have Just boulders. 4 voted in favor and 3 against. The Council will need to consider how this work will impact on those with visual impairment and pedestrians in the dark..

It was proposed by Cllr J. Waring that we should place 2 at the bottom and 3 at the top of Craglands.

After discussing in depth it was resolved to place 2 on bottom side of access to Craglands and 3 on the curve at the top side of access to Craglands 18 inches apart and 2 foot off the track. A resident is going to place them. Proposed via chair 2<sup>nd</sup> via Cllr J MacFarlane. All in favour.

**TREES REVIEW / FURTHER PROPOSAL – CHERRY TREE NOT WORKED ON – EXTRA FEE OF £200 REQUESTED.**

This tree is no longer to be pollard owing to advice received from the tree surgeon that if this is done it will look terrible. It was resolved to leave this issue for now and re-address it later.

**FELLING OF A TPO TREE THAT WAS DEEMED UNSAFE BY CONTRACTORS.**

It was resolved that the Clerk will write to North Yorkshire tree officer and confirm that the 3<sup>rd</sup> tree had to be felled as the expert deemed it unsafe and had to remove it. It was resolved to seek retrospective permission send to planning and the Tree Officer. It was resolved that Cllr J. Walton will draft a letter to the residents on the arbour and send the same to Clerk to send.

**CLLR J. MCFARLANE LEFT THE MEETING**

**14/24 STANDING ORDERS / FINANCIAL COMPLIANCE/ POLICIES**

**AMENDMENTS TO BE MADE AND CAN BE APPROVED AS IS ONCE AMENDMENTS MADE. CLERK TO SIGN OFF.**

**15/24 STANDARD HOLDING LETTERS**

3 Letters were drafted in readiness for this meeting. It was resolved to use Cllr J. Walton's response.

**16/24 GARAGES AT BUCKLAR HILL**

It was resolved that Clerk should keep pushing for an explanation as to why the garages have been deemed unsafe.

**17/24 SUBSIDISED BUS SERVICES**

This is a service run by operator 21 transport. You need to ring between 10 and 12 Mon – Fri and book adult single £4 return £8.00 set times for pickup.

Senior bus pass holders/ disabled users can get it discounted £2 single return £4

**18/24 CANAL AND RIVER TRUST ISSUES**

- A) CYCLISTS – PEDESTRIAN BEE,N HIT AND A 2<sup>ND</sup> NARROWLY MISSED WHO WOULD HAVE ENDED UP IN THE CANAL. AGREEMENT TO HAVE SIGNAGE PLACED AWAITING FURTHER INFORMATION. – REMOVE FROM THE AGENDA**
- B) DE-VEGETATION OF THE CANAL WALLS .**
- C) SIGNS**

It was resolved,, re removing of trees that Clerk is to respond to the resident and confirm that no applications have been put in and no further information has been received.

**19/24 WEB SITES**

- A. PARISH COUNCIL**
- B. HISTORY GROUP**
- C. EMAILS - .GOV**

A letter has been received back from fasthosts and passed to the history group. All admin related matters is to go to the history group and payment details are to come to Clerk. It was resolved that Cllr S Trigg needs to confirm transfer of the account to the history group for admin purposes and thereafter the Parish to deal with payments via invoices well in advance to avoid any misses.

**20/24            LETTINGS – RENTS**

Nominated Cllr will remind resident to return contract.

**21/24            PLANNING POLICY PUBLICATION**

This matter is resolved and can be removed from the agenda.

**22/24            LANDSCAPE CONTRACT**

Unfortunately, the landscape contractor is no longer able to assist due to a change in circumstances therefore the Parish is once again without a contractor.

It was resolved that Clerk will go back to the previous contractor who has since confirmed all issues are resolved with staffing/equipment difficulties and is now able to take on work again.

**23/24            DEVELOPMENT PLAN**

- a. **Highways – Speed/ maintenance - GRANGE ROAD AWAITING REPAINTING OF THE FADED NO PARKING ROAD MARKINGS.** It was resolved that the Clerk will send a reminder now the weather is improving.
- b. **Lighting Issues - light 35 on constantly on at the bottom of Mary street. Individual LED lights under culvert gone.** It was resolved that Clerk needs to send an email to Paul cc Nicholas and Andy Brown – if can't get a resolution will raise via NYC CEO and raise it with him as waited 4 years for this work doing.
- c. **Update on the following items for the play area –Inspection of Play Area -**
- d. **Lease Registration**
- e. **Continuing to improve our Council -**
- F. **Inspections of pathways, benches and walls**
- g. **Landscape Maintenance.**

**24/24            END OF YEAR VAT RETURNS TO BE SIGNED OFF**

It was resolved that the VAT returns could be signed off and sent.

**25/24            REVISION OF BUDGETS 24-25**

All amendments were discussed and agreed.

**26/24            AGAR DOCS – APPROVAL TO INSTRUCT EXTERNAL AUDITOR**

**Auditor must complete his section before section 1 & 2 are finalise.**

**FINANCES UPDATE**

**AGAR DEADLINES:-**

CERTIFICATE OF EXCEMPTION no later than 30 June 2024

FULL COMPLETION AND NOTICE GIVEN TO PUBLIC BEFORE 1 July 2024.

It was resolved that the Auditor can be instructed. Wwe will need this to be completed before our next meeting on 23<sup>rd</sup> May so the certificate of exemption can be completed and section 1 and 2 can be finalised.

**27/24            RESPONSES TO EMAILS, LETTERS AND PHONE CALLS**

**28/24            FINANCE & ACCOUNTS**

To consider the following invoices for approval

- Jodie Fieldhouse (Salary April) £237.27
- Nest Pension £12.57
- Hadfield Photocraft £15.00
- Airevalley Solutions £79.99
- Recorded Delivery – letter to Fasthost £7.35
- Ink £13.59
- Airedale Tree Surgeons £2400.00

All payments were approved.

**29/24            CORRESPONDENCE**

Request to use history / Parish website to promote Rehabilitation for Addiction and Mental Health for North Yorkshire Helpline. It was resolved that we are not able to do this.

**30/24            MINOR ITEMS OF BUSINESS & ITEMS TO GO ON AGENDA NEXT MONTH.**

**CLERK TO CONTACT RICHARD TO LOOK AT LAPTOP.**

Blue plaque – grants may be available to fund history group to put blue plaques within the village

Write to highways re Farnhill Castle AKA Farnhill hall – gate removed to allow machinery and it is still off.

**31/24            HOLIDAYS**

**DATE OF NEXT MEETING**

**FPC ANNUAL MEETING OF THE PARISH COUNCIL THURSDAY 23 MAY 2024**

**IN KILDWICK/FARNHILL INSTITUTE AT 7.30PM**

**ALL MEMBERS OF THE VILLAGE ARE WELCOME TO ATTEND**

**Clerk 23/03/2024**

**Items for the agenda for next month: Approval of minutes of meeting in January, Clerks Report, Development Plan, Highways, NYCC Street Lighting, Lease, Tree issues within Farnhill, Canal & River Trust Update, Budgets and Finances.**