

**FARNHILL PARISH COUNCIL**

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Telephone 07958403262  
Email: clerkfpc@outlook.com

Jodie Fieldhouse  
Clerk  
2 David Emmott Walk  
Steeeton  
Keighley, West Yorkshire  
BD20 6FP

**MINUTES FOR THE ANNUAL MEETING OF THE COUNCIL HELD ON THURSDAY  
23<sup>rd</sup> MAY 2024 AT 7.30PM IN KILDWICK/FARNHILL INSTITUTE.**

**BUSINESS**

**ATTENDED:** CHAIR CLLR D. ATKINSON, VICE CHAIR CLLR J. WARING, CLLRS S. CLOSE, W. MCDONALD, J. WALTON, NYC REPRESENTATIVE, CLERK J.FIELDHOUSE

**32/24            ELECTION OF CHAIRMAN**

Chair proposed Vice Chair for this position and read out details received from Vice Chair confirming that she would be happy to take on the position of Chair if resolved to do so. Cllr S. Close 2<sup>nd</sup> this proposal, all in agreement.

It was resolved that Vice Chair Cllr. J Waring will take on the position of Chair. Cllr J. Waring has accepted this in writing pre-meeting, and will confirm by declaration on arrival, Previous Chair will be a stand-in until Cllr J. Waring arrival.

**33/24            ELECTION OF VICE-CHAIRMAN**

Cllr. S. Close confirmed his interest and Cllrs Walton and McDonald 2<sup>nd</sup> this. It was resolved that Cllr S.Close will be Vice-Chairman

**34/24            TO COMPLETE DECLARATION OF OFFICE OF CHAIRMAN**

Cllr J. Waring completed this upon arrival.

**35/24            TO COMPLETE DECLARATION OF OFFICE OF COUNCILLORS**

Vice Chair and remaining Cllrs all completed this process.

**36/24            APOLOGIES, REASON FOR ABSENCE AND ACCEPTANCE OF REASON**

Cllr J. Waring will be late – apology and reason was accepted

**37/24            PUBLIC PARTICIPATION (MAXIMUM 15MINS)**

A resident of both Kildwick & Farnhill (home on boundary line) wanted to know about the heritage plaques . to promote the history of the village. He also made suggestions of places that could be considered as follows:

The top of Grange Road between Starkey Lane and Kildwick Hall heading towards Silsden as this is an old track.

North Side of Grange Road Aireview Cottage on the boundary and the South Side of Grange Road looking over the wall by 30mph sign – Parsons Beck as many people are not aware of this given it is covered with growth and on a lower level. Used to be a feeding area for horses.

The milestone on the Keighley to Kendal route, this was the turnpike packhorse routes. The original route was almost 1700 miles but it is untraceable now. The milestone is grade 2 listed which he suggests stripping back the grass and putting gravel around it. This Gentleman has just refurbished one in Kildwick for which he had to undertake a lot of research and work. He is not keen on doing it again but happy to guide and assist.

The resident is interested in old roads and tracks .

**38/24            DISCLOSURE OF INTERESTS**

None

**39/24            UPDATE FROM NYCC REPRESENTATIVE**

General election week on Monday forms go in will know who the candidates are a week on Friday. May get a candidate from Durham who lost seat owing to boundary dispute. Someone was prevented to stand for office so someone new will stand for Labour party.

Starkey lane parking issues can't mark on street carparking too much costs and probably more of a nuisance to residence.

**40/24            CLERKS REPORT**

**41/24            APPROVAL OF MINUTES OF FPC MEETING HELD ON THE 25.04.2024**

**42/24            FEDBACK FROM THE ANNUAL MEETING OF THE PARISHIONERS**

Chair reported that he has had some very positive feedback following the annual meeting of the parish. The meeting was much more informative and less condensed than the previous meetings. Chair has received 2 emails and verbal confirmation that it was a good meeting and residents are pleased with what work had been undertaken.

Several comments suggesting it was a well informed, good meeting in fact 2 made thanks to the Parish Council for the work undertaken over the period and we have an analysis from individual feedback from the groups which will be fed back at the next meeting.

**43/24            EMERGENCY PLANNING**

Copies of the draft plan have been left with Kildwick and the nominated Councillor is arranging a meeting to go through it.

**44/24            COMMUNITY RESILIENCE FOR AIRE VALLEY – STORAGE OF SANDBAGS AND OTHER FLOOD DEFENCE MECHANISMS**

The bin has been ordered for the carpark and a map has been provided for completion of the license once completed the bin will be placed.

It was resolved that a Nominated Councillor will send a map to the Clerk of a second area to place a grit bin and a sandbag bin and Clerk will then put forward a request for a second one to be placed.

#### CLLR WARING ARRIVED 20:11

#### 45/24 THE ARBOUR

**BOULDERS** – It was resolved to monitor this

**REPORT OF ENCROACHING** – It was resolved that clerk will provide the chair with rental agreement.

**DONATIONS** – A food donation was received from a delivery company apologizing for damage caused to the Arbour. It was resolved to donate the same to a local food bank.

**TPO TREE FELLING** – Not heard anything further from the tree officer

**CHERRY TREE** -we need to go back to the resident and confirm that the tree surgeon recommended not doing it.

**RESIDENT COMPLAINT REGARDING TREE NEAR A WALL ON THE ARBOUR TOP.** Following an in-depth discussion it was resolved that we are not sure of the exact position and/or who owns these trees and we therefore need to go back to the resident and arrange a site meeting to inspect where these trees are.

Draft letter by nominated Councillor was approved to forward to Clerk to send to all residents that offered to cover some of costs of the tree works.

It was resolved to leave any further work, and Chair will take a look at the Arbour and the development policy with a view to update the same.

#### 46/24 FINANCIAL COMPLIANCE/ POLICIES **TO NOMINATE COUNCILLOR TO GO THROUGH AND MAKE ANY NECESSARY UPDATES.**

It was resolved that the nominated Councillor will go on some training for reviewing the finances as soon as any is available.

#### 47/24 GARAGES AT BUCKLAR HILL

Still no information. Chase again

#### 48/24 CANAL AND RIVER TRUST ISSUES – SIGNS NO RESPONSE FROM CHAIRS CONTACT.

#### 49/24 WEB SITES

A. PARISH COUNCIL – Clerk been working on this defer until the next meeting

B. HISTORY GROUP – Previous Chair, Clerk and a Member of the History Group met up to clarify what the position was. The .uk domain was cancelled as this had been accidentally added by the History Group in the belief that this was needed for the website to run however it was not. All

payments are UpToDate. The domain is to be renewed every year and hosting every 4 years. Previous Chair instructed Clerk to sign over the management of the account to the History Group which was done. Clerk and newly appointed Chair to check with bank about set up of DD for hosting

- C. **EMAILS - .GOV** – Clerk received info from Lothersdale Clerk. Unfortunately she has just taken on the position and she is not sure the website is .gov and the person who set up .gov emails no longer there so unable to ask.

**50/24**                    **LANDSCAPE CONTRACT**

The Clerk contacted one of the previous contractors and then put in contact with the previous Chair to arrange a walk around. Unfortunately the previous Chair has not been able to get any response from them. Clerk not to seek further invoices as need the list of areas needing attention in the village to be updated.

The newly appointed Chair has a gardener that assists with the Institute who may be able to assist but unsure of fees possibly around £200. It was resolved that the nominated Cllr. Will update the list of works needed to be undertaken within the village and Chair will share this with her contact we need someone asap or we will end up in a mess again. Chair was given permission to go ahead and instruct her contact irrespective of not knowing fees.

**51/24**                    **DEVELOPMENT PLAN**

- a. **Highways – Speed/ maintenance** - GRANGE ROAD FADED NO PARKING ROAD MARKINGS. Clerk has written to Highways and they have confirmed that the order for the works to be done has a completion date of 8<sup>th</sup> July so it can happen anytime up to that date, we should receive a Notice for the road closure. Nominated Cllr has met with Kildwick Parish Cllr and a Highways Officer in a joint effort to resolve the speeding issues within the two villages. Kildwick are looking at putting some flashing signs up but it doesn't look like it can happen unless permission is granted to put one on the pub or on a lamppost. There was also a suggestion of maybe putting signs on the lampposts but needs to be discussed. It was noted by the Highways Officer that Newby Road and Starkey Lane are excluded from the 20mph limit. The Highways Officer advised the Cllr. To contact Highways and apply to get it changed making sure that when the application goes to quote his name. He also noted that the 30mph sign at Newby Road as you come off the 20mph on Main Street is confusing it makes it look like the end of 20mph up Main Street so this sign needs taking down and the Cllr also needs to get a price for the 20mph signs for lampposts. The nominated Cllr is going to compose a full request and send to Clerk.
- b. **Lighting Issues** – Mary Street light which was day burning has now been repaired but we are no further forward with the rest of the issues. It was resolved that another Cllr. Will have a go at it.
- c. **Update on the following items for the play area –Inspection of Play Area** - Still not able to complete given safety issues.
- d. **Lease Registration** – It was resolved that Clerk will chase the registration.
- e. **Continuing to improve our Council** – defer until next meeting.

**F. Inspections of pathways, benches and walls - defer**

**g. Landscape Maintenance.** – This issue was dealt with at 50/24

**52/24            AGAR DOCS – SECTION 1 & 2 To be completed and certificate of exemption to be signed and sent.**

**FINANCES UPDATE**

**AGAR DEADLINES:-**

**CERTIFICATE OF EXCEMPTION no later than 30 June 2024**

**FULL COMPLETION BEFORE 1<sup>st</sup> JULY AND NOTICE GIVEN TO PUBLIC.**

All accounts are approved and AGAR process completed. The Public notification will go out on 2<sup>nd</sup> June 2024.

**53/24            RESPONSES TO EMAILS, LETTERS AND PHONE CALLS**

**54/24            FINANCE & ACCOUNTS**

To consider the following invoices for approval

- |   |         |
|---|---------|
| • Jodie Fieldhouse (Salary May)                                   | £237.27 |
| • Nest Pension  | £12.57  |
| • Ink   | £27.18  |
| • Recorded delivery   | £3.80   |
| • YLCA Renewal Fee  | £225.00 |
| • Transfer request of £10,000 from community to business account. |         |

£3.80 For Refreshments

£37.70 For Refreshments

**To approve the transfer of the following balances from 2023/2024 to the next financial year 2024/2025**

- |   |           |
|---|-----------|
| • Street Lighting Energy Supply         | £3919.24  |
| • Street Lighting Maintenance & Repairs | £2889.99  |
| • Provision for New Street Lighting     | £18536.93 |
| • General Reserves                      | £10142.21 |

ALL APPROVED

Clerk, current Chair, Previous Chair and Cllr S.Close required to go bank to sign over control of the three named signatories on the bank account. Clerk to check exactly who needs to attend as may not need everyone.

**55/24            RULES OF PUBLIC PATICIPATION**

Following a full indepth discussion it was resolved that when Public attend they will be made clear on the 15 minutes participation rule before the start of the meeting and they can only speak thereafter when invited to do so by the Chair. Therefore if there is more than one member of public attending the meeting they will have to share the time between them.

56/24            **CORRESPONDENCE**

57/24            **MINOR ITEMS OF BUSINESS & ITEMS TO GO ON AGENDA NEXT MONTH.**

Democratic services in north Yorkshires for 2 parishes to hold meetings together with common membership.

58/24            **HOLIDAYS**

All confirmed

**DATE OF NEXT MEETING**  
**FPC ANNUAL MEETING OF THE PARISH THURSDAY 20 JUNE 2024 IN**  
**KILDWICK/FARNHILL INSTITUTE AT 7.30PM**  
**ALL MEMBERS OF THE VILLAGE ARE WELCOME TO ATTEND**

**Clerk 19/05/2024**

**3Items 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.**