

DRAFT Gargrave Parish Council
Minutes of the parish council meeting held on Wednesday 1st July 2026.

Present: Claire Cadman (Chair), Ian Ackroyd (IA), Martin Banks (MB), Steve Coetzer (SC), Jack Mckell (JM), Alan Sutcliffe (AS), Cllr Simon Myers, Lesley Tate, and 3 members of the public.

1. Chair's opening remarks

The Chair welcomed everyone and announced that the resignation of Councillor Karen Hunter had been received. The Clerk has contacted the elections team at North Yorkshire Council to begin the process of filling the vacancy.

2. Apologies for absence

2.1. To receive apologies for absence and record these in the minutes.

Apologies were received from Chris Hoskin and David Shuttleworth.

2.2. To consider the approval of reasons for absence given by councillors.

The reasons submitted were approved.

3. Declaration of interests

3.1. To receive, consider and decide upon any applications for dispensation.

No applications for dispensation were received.

3.2. To receive any declarations of interest not already declared under the Council's Code of Conduct or a member's Register of Disclosable Pecuniary Interests.

No declarations of interest were received.

4. To confirm the minutes of meeting held on 3rd June 2026 as a true and correct record.

SC proposed, AS seconded and the minutes of 3rd June were approved as a true and correct record.

5. Report from invited guests

5.1. To receive a report from NYCC Cllr Simon Myers.

- Traffic issues on Marton Road/Church Street.
Cllr Myers had met with a Highways engineer and a map showing proposed double yellow lines was discussed. Council broadly supported the plan but noted that some residents had no access to off street parking. Cllr Myers offered to visit those properties and suggested that alternatives for those affected could be considered, such as single yellow lines. Council also requested that there should be no yellow lines opposite St Andrew's Church. Cllr Myers stated that residents will be consulted about the proposals.

AS asked about lack of enforcement of existing parking restrictions and Cllr Myers acknowledged that this is an issue in villages which needs to be addressed.

If any yellow lines need to be repainted, details should be sent to Cllr Myers.

- Windfarm road traffic
Cllr Myers gave an update on concerns about traffic from Horton in Ribblesdale railway station to the A65 then A59 to Lancashire. 148 lorries carrying granite per day. North Yorkshire Council has objected to the traffic plan. Councillors raised concerns about the number of vehicles, damage to

roads and bridges, increased road traffic volume and potential safety issues. It was suggested that there are other more direct routes that could be used. The Clerk will write a submission to the consultation objection to the traffic plans.

- Bus timetable issues.
Cllr Myers reported that several NYC councillors had met to discuss this and to determine how much finance is required to restore the service. The Mayor will have responsibility for the bus service in ten months time and this service ought to be fully operational before being transferred to the Mayor. NYC councillors are seeking funding to help close the viability gap.
- In response to a resident's question, Cllr Myers confirmed that enforcement is ongoing in relation to Kelber Hill Farm.
- In response to a query from MB, Cllr Myers will supply councillors with a timetable of the development plans relating to proposed sites for housing development.
- Cllr Myers will chase details of the Neville House development consultation which has not arrived with the parish council

6. To receive information on the following ongoing issues and decide further action where necessary.

6.1 Summer seat repair.

It was agreed that Chris Cowgill's quote should be accepted and he should be asked to replace the gutter.

6.2 Playground repairs, report from Kompan; remaining additional repairs

Some parts need attention after further inspection from Kompan as indicated in the report received. Chris Cowgill is going to deal with the entrance from Sharpaw View and address the dangerous drop to the side of the skateboard, with soil and turf. Some other items to be priced for addressing at the end of the summer.

Approval was given for work on entrance and side of skateboard area by Chris Cowgill. There are some other parts which need resurfacing with grass which would be left until the end of the summer.

The Clerk was asked to request a quote from Kompan for the parts highlighted in the engineer's report for the September meeting

SC suggested that other companies should be contacted for inspection in addition to ROSPA.

6.3 Playground inspection by councillors

Regular checks need to be made, not just of litter but of equipment. July is not covered. SC volunteered to check the playground during July. CC suggested switching to a weekly rota and this was agreed to commence from 1st August.

MB raised the issue of the gate to the cricket field which was locked but is now sometimes open. Clerk to speak to Caroline Thompson about this.

6.4 Gargrave Poor Lands Trust meeting on 18th June.

The Chair reported that two councillors, and the clerk met with three trustees from the trust. They received an update on the trust and the arrangements for selecting trustees who are appointed by the trust and then traditionally approved by the parish council. The main work of the trust at the moment is preparing for the sale of the Black Horse which is now on the market.

6.5 Yorkshire water sewer pipe site meeting on Mill Lane, on 10th June.

Two councillors and the clerk met the engineer on site and he gave an update on the fallen tree/exposed pipe. This will be protected by a gabion basket. The clerk has spoken with Chris Dey the operations manager who covers all of North Yorkshire and he confirmed that the rest of the bank is still being reviewed and he will be sending other engineers to inspect this. He will give clerk details of the area manager for future contact. The Clerk noted the helpfulness of Chris Dey and his understanding of the limits of parish council resources.

6.6 Northern Powergrid under river cable installation from Middle Green.

Northern Powergrid engineers are in the process of moving the cable above the river to underneath. A very deep bore is being proposed to enable cabling to move from middle green to the plantation. Preparations are still underway for upgrading the system to enable the removal of the Northern Powergrid equipment from the plantation.

7. To receive updates from working groups

7.1 To receive an report from the TGR public meeting on 17th June.

The Chair stated that the development plan will continue to be used and updated in preparation for next year.

At the public meeting Sergeant Tariq reported on the activity over the weekend:

- The bulk of the calls to 101 were on the Friday, although there were some calls on the Saturday and Sunday but due to some major incidents in the area the police were unable to be present as much as they would have liked.
- The triage method used to determine the severity of incidents as threat, harm and risk. Officers were obtained on overtime for Gargrave on the bank holiday Monday but then were called away to serious incidents such as at Burnsall.
- The plans made with the Parish Council worked well but noted that improvement was needed in the handling of the 101 calls (to be reviewed for next year) and also that North Yorkshire Council needed to take the lead in policing across the villages. Drew Fussey (North Yorkshire Council) had much experience in these matters, and he would be speaking with him.
- The number of police available to cover the Craven area is an issue and the police would welcome an increased resource.
- It was recommended that in future incidents should be reported only by phone, 101 or 999 as appropriate.

The inspector gave details about the availability of personnel, there were three officers and one sergeant covering the Craven area from Skipton to Ingleton, borders with Cumbria and West Yorkshire. In addition, three neighbourhood officers were also available at times. The inspector noted that increased reporting would help to demonstrate the need for more personnel. Statistics were requested comparing incidents reported in previous years. The number of incidents for 2025 was 12(6 of these were for anti-social behaviour) and for 2026 was 11 (9 of anti-social behaviour).

Several significant issues were raised which will be taken to the next TGR meeting.

Considerations for 2027:

- Produce clearer more accurate reports from the PC
- Endeavour to keep access clear along Mill Lane
- Traffic management
- Review the location of Bow Tops

The travellers are aware that they need to be able to access grass and water for the horses so understand the need to self-police and they helped clear up the litter. It is important to keep the lines

of communication open.

The Clerk reported that the clerk of Ingleton had been in touch and would like to meet. It was agreed that he would be invited to attend the next meeting of the TGR group as it reflects on the recent TGR visit.

The date of the next meeting was set as Thursday 16th July at 7pm.

- 7.2 To receive an update from the working group discussing proposed development sites in Gargrave, meeting of 16 June.

MB reported that the councillors were assessing sites using some of the policies in the [Gargrave neighbourhood plan](#) p36, that sites should have good accessibility, should not be at risk of flooding, have suitable provision for vehicular access and that local residential amenity is protected. The group also looked at the proposed density of housing. The only currently approved site in the village is at the former Neville House. MB noted that North Yorkshire Council will reduce the number of sites, on this proposal, when it reviews the proposed sites.

- 7.3 To receive an update from the River Aire Project working group meeting of 16 June.

The clerk reported that the temporary fix of the exposed wall is being progressed by the contractor who gave the lower of the two tenders received. A simple method statement has been requested and but not yet supplied, it will be part of the FRAP. Hessian bags will be filled at the contractor's yard and then transported to site. The bags will be filled with sand and gravel and placed behind the wall (both exposed ends), and pegged with a steel peg to hold them together. The textile bags are approximately 2ft by 10 inches by 5 inches.

There is no date yet for a meeting with EA/NYV about funding, which is being organized by Cllr Myers. NYC is available for a web meeting and the Clerk will seek suitable dates.

Cllr Myers contacted the principal archaeologist at NYC and he has written back with details of the process of listing the ford. This will be discussed at the next RAP meeting.

The working group recommends that rather than rushing to replace the wall that the council needs to slow down and plan with a phased approach. The temporary fix needs to be implemented in order to protect the downstream section of the wall and this can proceed while planning is underway.

The Clerk met with Sue from the NP Grid Social impact grant team and discussed the possibility of obtaining funding for the stepping stones. This might not be possible due to the criteria of the grants being community resilience and nature resilience. However obtaining funding from NP Grid would open the doors to further funding. Suggestions were to work with Aire Rivers Trust and also EA and NYC. The Council needs to think of a second project in case this one isn't funded. The Clerk will report in full to the next RAP working group meeting.

The Clerk had received an invitation to a River Aire Broughton information event and a request was received to give permission to use the geomorphological information from the JBA scoping survey. Council approved the use of the information used which is available on the council website.

8. Public Participation

A resident asked for more information about the gabion installation, particularly the risk assessment, at the exposed sewer pipe and asked for details of the YW contact.

9. Matters requested by councillors

9.1 To consider the issue of attendance and participation at the council's working groups.

SC urged more councillors to attend meetings that discuss key projects that affect the village. It was agreed to note the number of meetings and timings to increase efficiency, eg hold two meetings on the same evening.

9.2 To determine a policy on the attachment of banners and other notices on the South Street railings.

SC had noted advertising banners appearing on the railings. It was agreed that advertising banners are not welcome but those relating to community events and possibly charities related to Gargrave. One event to be advertised at a time with a limited time period eg a week. The Clerk agreed to draw up a draft for consideration.

10. Policy updates

10.1 Business continuity plan

This was circulated with one query and that is there is no contingency for staff sickness. This will be reviewed at budget setting time.

SC queried insurance cover for GPC laptop at Clerk's residence.

10.2 Standing orders.

These have been updated in line with the latest NALC version but there is a section on financial procurement and controls which ties in with the financial regulations, so cannot be finished until the financial regulations are updated. The clerk recommended that this completed after the financial regulations are updated.

10.3 Financial regulations

The council's financial regulations have been updated with local details amended to match the current version. The order has been changed and some major changes made in light of changes in procurement in 2023 and 2024. It needs some of the detail to be discussed and limits on spend confirmed. The Clerk recommended that a small group of councillors should meeting with her to deal with the areas that need to be agreed by Council as it would take too long to do in a council meeting. MB and SC agreed to work with the Clerk on this.

11. Planning Applications

26/02498/TPO - The Barn, Home Farm Mark House Lane. Works to a maple tree, subject of TPO, crown lift by up to 5m. The council has no objection to this application.

26/00164/FUL Milton Park Lodges Marton Road Gargrave North Yorkshire Full planning permission for storage building for caravan park (retrospective). The council has no objection to this application but would like to note that storage should be for maintenance equipment solely for use in the caravan park.

12. Planning Decisions: to receive and note the following planning decisions/information.

None received.

13. Financial matters:

13.1 To receive and approve the schedule of cheque payments and receipts as tabled

Proposed by CC and seconded by SC.

GARGRAVE PARISH COUNCIL			
Invoice Review: 1st July 2026			
DATE	ITEM DESCRIPTION	INCOME	PAYMENTS
03/06/2026	Sky mobile rental		10.95
12/06/2025	IONOS Cloud Ltd Website		17.77
15/06/2026	Village Hall		216.67
30/06/2026	Nat West Bank Charges		5.15
	Clerk's salary		890.21
	SLCC Arnold-Baker local gov admin 14th edition (latest edition approved 2 July 2025 minute 13.4)		149.40
	Parish Online web & email		360.00
	Cowgill greens invoice		1,506.40
NAT WEST: as at 30 June £43,341.95			
		0.00	3,127.83

13.2 To receive the bank reconciliation for 30 June 2026.

Checked and signed by MB.

13.3 To receive the quarterly budget monitoring report for April to June 2026.

Copies were given to all councillors.

13.4. Craven Trust playground arrangement.

An agreement has been drawn up by Craven Trust on administering the funds being held on behalf of Gargrave Parish Council, which the Clerk will sign.

The Council agreed at the June meeting £10,000 would be moved to a higher interest account and has requested that the Council approves a further £5,000 be moved into this account for a year. This will gain maximum interest for the playground fund, and it is accessible if required.

14. Annual Governance and Accountability Return (AGAR):.

14.1 To receive an update on the audit

The Clerk reported that documents are with the external auditor and no queries have been received to date.

14.2 To consider publication of the internal audit report on the website.

At the June meeting there was a query about making the internal auditor's report public. The internal auditor clarified that the disclaimer on the report does restrict publication, nor does it prevent the council from making the report publicly available. It was agreed that the internal audit report could be published on the parish council website.

15. To receive an update on website and email transfer.

The clerk is using the new email address and working on notifying all contacts of new address but our Yahoo account does not provide automatic forwarding. Out of office can be used to alert senders that the

email address has changed but automatic forwarding would ensure all emails are sent to the new inbox. In order to provide this, the Yahoo account needs to be upgraded to Yahoo plus at a cost of £49.99 for the year. This was approved.

Suggested date for all councillors using the new email address is September 1st.

The new website is not available as some pages need to be rearranged before it is advertised to the public

16. Correspondence received: To receive information on the following new correspondence and decide further action where necessary.

- Request from Open Gardens committee for some musicians to perform at the summer seat during Open Gardens on the weekend of the 13/14 June. Arrived after the June monthly meeting.
Clerk has encouraged the organisers to request permission earlier.
- Request to use the findings of the JBA study on the geomorphological change on the Aire following the collapse of the weir at an Aire Catchment Network Meeting on July 3rd. Approval given under item 7.3.
- Request to sample River Aire water by the Aire Rivers Trust, below the ford and also opposite Mill Lane. Email plus docs 16 June. Approval was given.
- Email about transport of stones for windfarm – Calderdale action group and one from a Skipton resident asking if the council has objected. Clerk to write as agreed above under item 5.1.
- Request to add a gym sign to the railings from Canal Fitness. Policy to be written as under item 9.2.
- Email from tree officer re Christmas tree. Will need an application. Don't generally accept reductions to healthy trees but this would have to be judged on an individual basis and considering the reason for the works. The Chair will investigate who should apply for the permit, the parish council or the events committee.

17. To notify the Clerk of matters for inclusion on the agenda of the next meeting.

18. To confirm the date of the next meeting as Wednesday 2nd September 2026.

The meeting ended at 9.13pm