

DRAFT Gargrave Parish Council
Minutes of the parish council meeting held on Wednesday 2nd September 2026.

Present: Ian Ackroyd, Martin Banks, Steve Coetzer, Chris Hoskin, David Shuttleworth, Cllr Simon Myers, Lesley Tate and 5 members of the public

In the absence of the Chair, it was proposed by MB, seconded by IA and agreed that Steve Coetzer would chair the meeting.

1. Chair's opening remarks

The Chair noted that Cllr Alan Sutcliffe resigned on 31st August. The Clerk has notified NYC and the notice of vacancy has been displayed on the parish council noticeboard and website. On behalf of the parish council, Cllr Coetzer expressed thanks to AS for his time of service, knowledge and contribution to Gargrave Parish Council.

2. Apologies for absence

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

Apologies were received from Claire Cadman and Jack McKell.

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

Reasons for absence were noted and 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 1st July 2026 as a true and correct record

The minutes of the meeting held on 1st July 2026 were proposed by MB seconded by IA, and approved as a true and correct record.

5. Report from invited guests

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

Cllr Myers added his thanks to Cllr Sutcliffe for his service for more than twenty years in Craven District Council and then Gargrave Parish Council, and paid tribute to all his hard work. He also noted the passing of Marie Chapman who had made a significant contribution to life in Gargrave.

The 580 bus petition needs to be submitted by 1st October and it would be useful if the parish council would submit a letter of support of the petition.

The draft local transport plan is open for consultation and Cllr Myers urged the village to make a response. A meeting will be held in Settle organised by the consultants.

He will send details of the planning system changes to the parish council for information. The current Craven District Council plan is still in force until a new plan for North Yorkshire Council is produced.

In response to a question about the roadworks to repair the collapsed river bank opposite Park Croft, he reported that this is scheduled for June 2027.

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

6. 1 Playground inspection by councillors and ROSPA

The new rota is weekly and is working well, any issues should be notified to the clerk. The ROSPA annual inspection has been organised. This was organised at short notice as delaying it until after the meeting it would have cost nearly £100 more than the £179 quoted. It had been suggested that other firms should be contacted to quote for the inspections and that would need to be done next May/June in order to have figures available for the July 2027 meeting.

6.2 Northern Powergrid update on replacement of substation and Social Impact Grant

Boring for the cables under the river from Middle Green should be finished this Friday. It has been disruptive to the village but essential to remove the pole currently sited next to the temporary substation. The stays of pole on Middle Green will be moved and work will be done at the site of the bore hole on the green to connect cables. The next stage is to upgrade the existing network and other substations.

The Clerk approached Northern Power Grid with the Council's suggestion of using the grant to help replace the stepping stones but unfortunately this was rejected so an alternative suggestion is needed.

The criteria for the grant are either community resilience to make the community stronger or nature resilience, covering biodiversity, habitats and access to nature. The grants officer would like the council's application before the end of October.

Given this deadline the Clerk suggested that the Council looks at access to High Green, from Damside down the steps and small bridge and also the exit from the existing stepping stones to the road side of the river that could be improved. Council could also consider the creation of a wildflower area on the green at the Skipton road side, that has been requested by a resident. A project that would tidy the area, make access to the stepping stones easier and improve the amenity. This is something that could be accepted for funding with the caveat that Northern Powergrid needs a full project proposal with key deliverables and budget headlines for official sign off. The grants officer will talk the Clerk through next steps at an online meeting next week, if this is acceptable to the Council. If councillors have any other suggestions they should submit those to the Clerk by 2pm on Thursday 10th.

6.3 Lease of station car park from North Yorkshire Council

The Clerk found the lease document for the station car park, leased from North Yorkshire Council which expired in 2024. NYC is to send an updated lease which is just an extension of the existing arrangement and will be another six year lease due to subsidy rules.

6.3 Concerns about increased heavy traffic on the bridge

The Clerk contacted Highways and an engineer replied that he has no concerns as the 7.5 tonne limit is environmental and does not relate to the bridge itself. He stated that the bridge has been assessed as being able to take the minimum requirement of 40 tonnes and there is no concern about the bridge.

6.4. Christmas tree height reduction

The Clerk applied to have the Christmas tree trimmed but it has a TPO so will need planning permission which is free. The tree had been reduced in height in the past to prevent it growing too tall and potentially blowing over. The Clerk suggested engaging a tree surgeon to advise on the trees on the greens and was given several names to contact. The Council resolved that the clerk should apply for planning permission.

7. To receive updates from working groups

7.1 TGR meeting of 16th July

Notes had been circulated. This meeting was attended by representatives from Ingleton and Wennington parish councils where there were serious issues with the travellers' visit this year. Wennington has 60

houses and was overwhelmed with vehicles, Ingleton had a number of serious issues in a retail car park and several 999 calls were made. There was discussion about how Gargrave had dealt with the travellers. Ingleton councillors will keep in touch. Andrew Snape has been invited to join the TGR group. Notes were made for next year and the group agreed to meet again on 21st January 2027. IA commented that there would be no major changes to the plans for next year and that Ingleton councillors have been added to the TGR working group Whatsapp.

7.2 Working group on proposed development sites in Gargrave.

No meeting was held since the last council meeting. No additional new sites have been suggested for Gargrave. SC had gave an update on the timetable for the North Yorkshire Plan which has an anticipated adoption date of 2029.

7.3 River Aire Project working group meeting of 9th July.

Notes were circulated: Issues covered, were the possibility of listing the ford, concern about the extent of Himalayan Balsam along the river bank, stepping stones were removed on 9th July, a vision statement was discussed and circulated to councillors, a funding meeting had not yet been set up with NYC, the NPG social impact grant was discussed. Some members attended an Aire Rivers Trust event in July and had good conversations with EA representatives, Prof John Grey and Sam from JBA. Sam recommended adding a masonry toe to the bank and then have a more sloped bank reinforced with geotextile. There is a danger of any new wall being undermined by erosion. It was felt that further conversations should be had with JBA and also Paul Waite who advised on the previous rock armour wall. More information is needed about what options are available other than a wall. The group would review companies which have carried out similar work elsewhere. The Chair is away until October and a date for the next meeting will be circulated.

7.4 To receive an update on room bookings for working groups.

The Clerk has contacted the village hall about a reduced rate for working group meetings and awaits a response from the village hall committee.

8. Public Participation

A resident enquired about an issue with anglers from Bradford and another resident suggested this should be drawn to the attention of the Bradford Club. He also asked about drains at the Marton Road development and it was agreed that there was no problem with these as they were new drains for the houses.

It was suggested that the GWWG, school and St Andrews should be contacted about the social impact grant. The Clerk was asked to consult them.

Another resident raised the issue of reopening the railway line from Colne to Skipton and asked for the opportunity to present to the parish council. He will be invited to the next suitable meeting.

A resident enquired about flooding, the EA flood study was to be updated and this has not been done. The Clerk will request an update.

9. Matters requested by councillors

9.1 Parking in playground carpark (SC)

Cars have been parking in the playground car park which is reserved for users of the playground. This will be monitored over the next few months.

10. To consider the following policy updates

10.1 Biodiversity Policy This is a statutory requirement, was circulated and members were asked to read and feed back comments.

10.2 Reserves Policy This was suggested by the internal auditor and could be in place before the budget is set. Members were ask to read and comment.

10.3 Railings Policy This has been circulated. The issue of access to the plantation section through the gate at the toilets was discussed. The Clerk will request access from the GNAT group.

11 Planning Applications

None received

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. This was approved by SC and seconded by MB.

GARGRAVE PARISH COUNCIL			
Invoice Review: 2nd September 2026			
DATE	ITEM DESCRIPTION	INCOME	PAYMENTS
08/07/2026	Craven Trust (To cover Kompan bill excluding VAT)	2114.87	
31/07/2026	VAT refund	2775.32	
30/06/2026	Nat West Bank Charges		5.15
01/07/2026	Sky mobile rental		6.00
15/07/2026	IONOS Cloud Ltd Website		17.77
15/07/2026	Village Hall		216.67
28/07/2026	PAYE 6 April to 5 May		338.68
31/07/2026	Nat West Bank Charges		7.35
03/08/2026	Sky mobile rental		6.00
03/08/2026	Clerk's salary July		907.98
10/08/2026	PWLB loan repayment		2,211.14
12/08/2026	IONOS Cloud Ltd Website		17.77
17/08/2026	Village Hall		216.67
18/08/2026	Kaspersky		64.99
25/08/2026	PAYE 6 May to 5 July		652.80
28/08/2026	HMRC		2.41
28/08/2026	HMRC		2.25
31/08/2026	Nat West Bank Charges		1.75
01/09/2026	Clerk's salary August		871.09
	CEF		120.26
	Craven Stationery (ink)		57.95
	Craven Stationery (diary)		6.00
	Village Hall Room Hire (RAP 16 June and TGR public 17 June)		72.00
	Yorkshire Housing Neville Community room hire TGR meeting 16 July		20.00

Cowgill invoice, playground entrance repair, grass cutting July and August, & stepping stones removal		4,389.68
NAT WEST: as at 31 August £40,655.90		
	4,890.19	8,706.76

13.2 To receive the bank reconciliation for 31st August 2026. This was checked and signed by MB.

14. Annual Governance and Accountability Return (AGAR)

14.1 To receive an update on the process

The clerk contacted PKF for an update on the AGAR submission as there were two errors. One was a new 'yes' or 'no' box on line 11. The other was in relation to salary variance with the previous year. On replying to PKF the Clerk noticed an error and sent revised figures to the auditor. The figures on the Accounting statement were adjusted as a result. The final report from PKF will have an exception to note that the form was not accurately completed before submission to the external auditor. The formal response has not yet been received. When it arrives the notice of conclusion will be added to the website. This is for noting and no action is required from the council.

14.2 To receive an update on the following IA recommendations

14.2.1 Asset list/insurance, tidied to match the headings as requested by IA This was checked and updated by the Clerk.

14.2.2 Adopt business continuity plan: this was approved following confirmation of an insurance query and a couple of minor changes.

14.2.3 DSE assessments: these were recommended by the IA for all but are required only for the clerk. If councillors wish to read for their own use then they may use the circulated list. The Clerk has completed the assessment and will send to the Chair.

15. To receive an update on website and email transfer

The new emails are working well and there are additional features such as event invitations, calendars and shared documents. Several councillors have yet to set up the new emails.

The Clerk has stopped updating the gargravepc.org website and will update only the new website from now on. Some statistical information is required from the old website and then it can be decommissioned. MB is assisting the clerk with that.

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

- Request for support of the 580 bus campaign – the Clerk will write a letter in support of the petition.
- Request for removal of dead tree at Damside - this will be investigated.
- Request for replacement pads for the defibrillator at St Andrew's Church
Payment of these pads was approved.
- Npower unmetered electricity price increase – noted.
- Email about Local transport consultation from York and North Yorkshire combined authority - CH will look at the consultation and how to respond.

Notification of roadworks on Marton road by Open Reach 21st – 25th September, noted.

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 7th October 2026.

The meeting closed at 9.05pm

Draft