



**Draft Minutes of the Meeting of Kettlewell with Starbotton Parish Council
Wednesday 3rd November 2021 at 7.30pm in Kettlewell Village Hall**

Present: Councillor C Lister (Chair), Councillor I Macefield (Vice – Chair), Councillor R Appleton, Councillor J Close and Councillor C Wilkinson

Ms Laura Jowett (Clerk) and six members of the public

2122/97 Item 1 – To receive apologies and approve the reasons for absence.

None, all were present.

2122/98 Item 2 – Disclosures of interests and requests for dispensations

No interests declared and no requests for dispensations were received in respect of this meeting.

2122/99 Item 3 – Minutes of the previous meeting

RESOLVED that the minutes of the meeting held on Wednesday 6th October 2021 were accepted as a true and accurate record. Councillor Lister signed the minutes.

2122/100 Item 4 – To receive reports from North Yorkshire County Council and Craven District Council.

Apologies had been received from Councillor Quinn and Councillor Metcalfe.

2122/101 Item 5 – Matters arising

a) To receive the clerk's report

Received and noted

b) To receive an update on arrangements for a memorial plaque

No update was available for the meeting

c) To receive an update on arrangements for the repair of a bench in Starbotton

Councillor Close advised that the bench would be repaired over the next week.

2122/102 Item 6 – Emergency Plan

a) To receive a report from the flood warden and main contact for the Emergency Plan

An update was provided by Doug McLellan. He advised that all households had previously received a copy of the Emergency Plan but that now it needs updating as some of the contact details are no longer relevant. Mr McLellan explained that it would be beneficial if younger residents got involved and that any updated version should include up to date contact details of those involved. He advised that an evacuation point should be identified in Starbotton and that the Parish Council is the owner of the plan and should be responsible for updating it.

Mr McLellan explained which areas of the parish are identified as being at risk of flooding and that the emergency kit is currently kept in the cellar of the Village Hall. Sandbags are stored elsewhere and this could be reviewed to identify a more central location which would be accessible in an emergency. The Environment Agency and North Yorkshire County Council encourage householders to improve their personal resilience to flooding and Mr McLellan advised that properties identified as being at risk should sign up for flood alerts.

b) To receive an update on issues raised with the Environment Agency regarding flooding

The Island in the river is believed to be a major contributing factor to increased flood risk. Officers from the Environment Agency have met with residents and councillors previously but have not addressed the issue with the island. **Resolved** to request an update on the Environment Agencies plans to address the island and to invite an officer to a future council meeting.

c) To consider updating the Emergency Plan

Resolved to make a request for volunteers to join the community emergency team on the Council's website and social media and to update the emergency plan with new contact details. Councillor Macefield agreed to liaise with Mr McLellan.

2122/103 Item 7 – Highways

There were no new issues which needed reporting. Councillor Lister advised that he had met with a Highways officer from NYCC to discuss the issue with water running onto the B6160 on the parish boundary and reported that this will be addressed shortly.

2122/104 Item 8 – Playground

a) To consider the lease and underlease relating to the playground

Councillor Macefield, Councillor Appleton and Melanie Thornton have now got a copy of the lease and the underlease. They will further discuss the leases and make recommendations to the next meeting of the council.

b) To consider the proposed costs for renewal of the lease

The proposed cost is in the region of £700 plus VAT. This may be reviewed following the review of the lease if any amendments are required.

c) To consider any action required

The Council will approach the land agent when the existing lease has been reviewed and will respond to questions relating to insurance and maintenance.

d) To receive and consider a quote from the Council's insurers to include insurance under joint names

Resolved to take out public liability insurance for the playground in the name of Upper Wharfedale Playground 2000 for the cost of £294.74 and, if necessary following clarification, in the name of the owners of the land for £294.74.

e) To receive the annual playground inspection report

The annual safety inspection had been carried out, the report had been circulated to the Playground Committee and a copy sent to the Council for information.

2122/105 Item 9 – Planning

- a) C/46/287 Full planning permission for conversion of barn to local occupancy dwelling/holiday accommodation, erection of single detached garage to replace existing lean-to shed, and installation of package treatment plant at Barn South of Mile House Farm, Kettlewell, Skipton, North Yorkshire, BD23 5HT**

Resolved to support the application.

2122/106 Item 10 – Lighting Matters

- a) To receive an update on lighting issues**

An update was provided. Three lights were identified in Kettlewell (Old Bank, Far Lane Farm and the Vicarage) and three in Starbotton (Hill Top Bridge, Tug Ghyll frontage and the Institute) which are not currently working. It is acknowledged that the light at Far Lane Farm is affected by supply issues and therefore this will need to be raised with the energy supplier. Two additional lights in Kettlewell will need cleaning as there is water inside the lamp (Croft Cottage and Townhead Green).

Resolved to ask the contractor to address each of these lights (3 in Starbotton and 5 in Kettlewell) and authorised costs of up to £200 per light. If it will cost more than £200 to repair any of the lights the contractor will be asked to supply a quotation for the Council's consideration.

- b) To consider approving the cost of up to £225 to replace one light fitting**

Resolved to approve the cost of £225 to repair the light fitting on The Old Bank.

2122/107 Item 11 – Land Registration

To consider correspondence received from the solicitor regarding land registration and to agree the council's response and any action required

The Council had received a letter from the solicitors suggesting that the Council apply to register cautions over the land identified.

Resolved to reply advising that the Council will pause the project for a period of reflection whilst it gathers more information and the process of registering parish council is clarified.

2122/108 Item 12 – Events

- a) To consider arrangements for Remembrance Sunday and agree to make a donation for the cost of a wreath.**

Resolved to approve the cost of up to £22 for a Remembrance Wreath which Councillor Macefield will purchase. Councillor Appleton will lay the wreath on behalf of Kettlewell with Starbotton Parish Council.

- b) To consider arrangements for Christmas, and any action required**

Councillor Lister will source trees and lights and will put these up with Councillor Appleton and Councillor Close.

Resolved to approve expenditure up to £400 to cover the costs of trees and lighting.

- c) To consider possible locations for planting a tree as part of the Queen's Green Canopy/ Platinum Jubilee celebrations.**

This item will be considered at a future meeting.

2122/109 Item 13 – Correspondence

- a) To receive and consider an email from YDNPA regarding the removal of a bin from Kettlewell car park**

An email had been received from YDNPA advising that they intend to remove a litter bin from the car park as litter had been overflowing the bin and regularly blowing around the car park and toilet block.

The Council is not in favour of this proposal and **resolved** to write to YDNPA requesting that this bin is not removed as it is clearly needed and suggesting that additional signage be put up, increased collections or that the bin be re-sited. The Council noted that if this bin were to be removed there would be an impact on residents who may find that their personal household bins are used, which could present a health hazard. The YDNPA have a responsibility to manage the car park, including the litter.

- b) To receive correspondence from Craven District Council regarding the impact of tourism and to consider the Council's response to a questionnaire**

The Council considered its response to the questionnaire from Craven District Council and agreed its response

2122/110 Item 14 – Financial Matters

a) To note the bank balances and receive a bank reconciliation to 22nd October 2021

The bank balances at 22nd October 2021 were received and noted

- Community account - £100.00
- Business account - £10226.64

b) Resolved to approve the following payments:

Smith of Derby: Annual inspection of St Mary's Church Clock: £321.60 (includes VAT of £53.60)

Rospa Play Safety: Annual Playground Inspection: £99 (includes VAT of £16.50)

c) To receive and consider a draft budget for 2022-2023

A draft budget for 2022-2023 had been circulated and was considered. Amendments will be made and the draft budget will be reviewed at the next meeting, before being approved by the Council.

2122/111 Item 15 – Public Participation

Residents highlighted an issue with excessive beer barrels being kept outside local public houses. It was noted that The Kings Head has barrels on the Market Place and that the Blue Bell is storing items on the public highway, there are also issues with parking and vehicular access.

A member of the public advised that inconsiderate parking on Middle Lane causes an obstruction for gritters, busses and emergency vehicles.

2122/112 Item 206– Date of the next meeting.

The next meeting of the Council will be on Wednesday 1st December 2021 at 7.30pm

No further business was discussed the meeting closed at 10.15pm

Notification of business for future agendas should be 7 clear days of the next meeting