

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

**MINUTES FOR THE MEETING OF FARNHILL PARISH COUNCIL HELD ON
THURSDAY 12th DECEMBER 2024 AT 7.00PM IN KILDWICK/FARNHILL INSTITUTE.**

BUSINESS

ATTENDEES: CHAIR CLLR J.WARING, VICE CHAIR CLLR S.CLOSE, CLLRS
D.ATKINSON, J. WALTON, A. KEENAN-DUNNE, W. McDONALD, NYC
REPRESENTATIVE CLLR A. BROWN AND CLERK J.FIELDHOUSE

231/24 APOLOGIES, REASON FOR ABSENCE AND ACCEPTANCE OF REASON
Cllr. A. Brown sends his apologies and reasons for absence.

It was resolved that Cllr. A Brown reason and apology was accepted.

232/24 PUBLIC PARTICIPATION (MAXIMUM 15MINS)

None.

233/24 DISCLOSURE OF INTERESTS

Chair declared an interest in agenda item no. 239

Cllr. Atkinson declared conflict of interest in agenda item no. 239

234/24 UPDATE FROM NYC REPRESENTATIVE

None

235/24 CLERKS REPORT

The Clerks report was shared with all Councillors.

**236/24 TO CONSIDER THE APPROVED MINUTES FROM THE FARNHILL
PARISH COUNCIL MEETING HELD ON 24TH OCTOBER 2024**

The Council have looked at the minutes provided, and the Yorkshire Local Council Associations (YLCA) advise that minutes are intended to be formal records of council resolutions (decisions) and should, therefore, be kept as short as is consistent with clarity and accuracy. They should not be a verbatim report, or a record of discussions. Following advice from YLCA it was resolved to go with YLCA suggested version.

**237/24 TO CONSIDER THE MINUTES FROM THE FARNHILL PARISH COUNCIL
MEETING HELD ON 21ST NOVEMBER 2024.**

It was resolved to approve these minutes

238/24 VOLUNTEER LITTER PICKING

A discussion was held to decide if the permission received from a resident / parent would suffice to use a photograph involving a group of local children for the newsletter. It was resolved that the permission given to use the photograph of the children volunteering is acceptable.

239/24 UPDATE REGARDING PARKING ISSUES WITHIN THE VILLAGE

Parking issues within the village discussed at length. It was resolved to follow the steps below prior to involving third party organisations in the future:-

1. Face to face meeting – avoids any misunderstandings
2. Write a letter – if the first step did not suffice
3. If the resident still does not respond to either of the above steps, refer the matter to the appropriate team within North Yorkshire Council
4. Last resort refer issue to the police if deemed appropriate to do so.

Cllr J Walton will draft a letter to the resident who raised issues.

Thereafter the meeting with Highways was discussed and the subsequent report received. It was resolved that Cllr. Atkinson and Cllr. McDonald will go and discuss the Highways proposals with the residents before any decisions are made.

Regarding the request for Parking bays on Starkey Lane – Clerk to go back to Highways and obtain a quote.

240/24 KILDWICK CHURCH ROOF REPAIR FUND

It was resolved that this can be paid

241/24 CHRISTMAS TREE

This has been installed and the lights are on..

242/24 REQUEST FOR REMOVAL OF STREET LIGHT FITTING FROM A MAIN STREET PROPERTY

The resident's response was received and reviewed by all Councillors. It was resolved that Clerk will write back to the resident confirming that the Parish will continue to maintain the light fitting and look at replacing it within the schedule if possible.

243/24 THE ARBOUR

- **BOULDERS** – Clerk to draft letter to residents.
- **REPORT OF ENCROACHING** – Cllr. J Walton will redraft letter
- **REMOVAL OF WASHING LINES** – Clerk to continue to chase the chosen contractor for a date and a list of everything that will be done.
- **TREE REMOVAL REQUEST FROM RESIDENT FOR A SYCAMORE TREE GROWING ON THE LANE CONNECTING ARBOUR TOP TO THE MAIN STREET, ADJACENT TO CRAGLANDS AND A SECOND REQUEST TO REMOVE CHERRY TREE AND BEECH TREE ON THE ARBOUR.** – This application has been sent through.

244/24 MINUTES / AGENDA

This item can be removed.

245/24 RENTAL AGREEMENT ARBOUR HOUSE

It was resolved that Clerk will resend the amended agreement in February and also put the item back in the agenda then.

**246/24 ERECTION OF STABLE BUILDING AT FERNHILL CASTLE
(FARNHILL HALL) AND EXCAVATION WITHIN THE GROUNDS.**

It was resolved that Clerk will write to English heritage.

247/24 GARAGES AT BUCKLAR HILL

Clerk to chase this matter again need a response before next meeting

248/24 CANAL AND RIVER TRUST ISSUES – SIGNS

Clerk to chase up on invoice

249/24 WEB SITES

- A. PARISH COUNCIL – Clerk is working on a new .gov replacement website.
- B. HISTORY GROUP – Dairy made for Feb payment
- C. EMAILS - .GOV - Clerk to instruct the website providers to use farnhill parishcouncil.gov.uk. It was also agreed that Chair will have 2 emails one for Chair and one for Cllr.

**250/24 UPDATE FROM CLLR. J WALTON FOLLOWING THE
PROCUREMENT AND FINANCE COURSE**

Cllr. J Walton drafted a new policy document based on the course. Clerk to forward advice from YLCA re finances data request to Cllr. J Walton as received conflicting information. Clerk to send policy docs to all Cllrs. and the procurement policy again.

251/24 LANDSCAPE CONTRACTOR

Resolved Clerk will respond to North Yorkshire Council's request for Farnhill Parish to take over the maintenance of the road verges confirming thank you but no thank you.

**252/24 TO DISCUSS MANDATORY POLICIES AND FILE DOCUMENTS
NEW LIST OF COUNCLLRS PROVIDED TO ALL COUNCILLORS.**

Following in depth discussions it was resolved that Clerk is to purchase 8 Cllrs. guide books and it was agreed to use the training funds budget. Clerk to also check with the new website providers re data protection for the website. Chair will look at GDPR and the Discipline and Grievance policy with a view to bringing them uptodate.

**253/24 TO DISCUSS THE FARNHILL AND KILDWICK PINNACLE
DOCUMENTS RECEIVED FROM THE CHAIR OF KILDWICK
MEETING**

It was resolved that Clerk is to write to the current pinnacle account handler and confirm that the Parish are happy for the money to be transferred to Farnhill Parish Council account where it will be ringfenced for repairs.

254/24

**ONGOING UPDATES FOR THE DEVELOPMENT PLAN - BEING
UPDATED BY CLLR. D. ATKINSON**

- a. **Highways – Speed/ maintenance** - GRANGE ROAD / 20MPH REQUEST FOR STARKEY LANE/MARY STREET. DRAINAGE SYSTEMS FOR BRADLEY ROAD/ MAIN STREET. A meeting has been held with NYC Highways team and they are in the process of putting 20mph for Starkey Lane/Mary Street but will need to go through the official consultation and advertising process. Highways have also looked into the issues with the confusing sign on Newby road which will hopefully be resolved by the 20mph on Newby and the parking issues. Highways have made some suggestions.
- b. **Lighting Issues** -
 - i. **LED installation** – NYC Lighting team are in the process of changing all the heritage lights to LED.

The following items are to be reviewed in January.

- 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** -

255/24

RESPONSES TO EMAILS, LETTERS AND PHONE CALLS

Sheep coming out of Farnhill Hall onto the road, there is not a lot the Parish Council can do about this, their sheep and their gates.

Clerk to provide update to resident requesting info. About the drains.

Letter from bank lowering interest rate.

Newsletter approved – to go out in January. Costs approved for the same via the usual printer.

256/24

FINANCE & ACCOUNTS

To consider the following invoices for approval

- | | |
|--------------------------------------|---------|
| • Jodie Fieldhouse (Salary December) | £237.27 |
| • Nest Pension | £12.57 |
| • Kildwick Church | £100.00 |

RESOLVED APPROVED

257/24

CLERK REVIEW

Resolved all Cllr's to forward comments to chair.

258/24

FPC VACANCY

A cllr. has a possible resident who has been invited along to Januarys meeting.

259/24 MINOR ITEMS OF BUSINESS & ITEMS TO GO ON AGENDA NEXT MONTH.

260/24 HOLIDAYS

DATE OF NEXT MEETING
FPC MEETING THURSDAY 23 JANUARY 2024 IN KILDWICK/FARNHILL
INSTITUTE AT 7.30PM
ALL MEMBERS OF THE VILLAGE ARE WELCOME TO ATTEND

Clerk 12.12.2024

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