

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

**MINUTES FOR THE ANNUAL MEETING OF THE COUNCIL HELD AT 7.00PM
FOLLOWED BY THE MEETING OF FARNHILL PARISH COUNCIL HELD ON
THURSDAY 15 MAY 2025 AT 7:30PM IN KILDWICK/FARNHILL INSTITUTE.**

BUSINESS

ATTENDEES: CHAIR CLLR J.WARING, VICE CHAIR CLLR S.CLOSE, CLLRS W. McDONALD , A-M KEENAN-DUNNE, J. WALTON , NORTH YORKSHIRE COUNCIL REPRESENTATIVE CLLR. A. BROWN AND CLERK J. FIELDHOUSE

28/25 APOLOGIES, REASON FOR ABSENCE AND ACCEPTANCE OF REASON

Cllr's. D. Atkinson and M. Nicholls sent their apologies and reasons for absence. It was resolved that both were accepted.

29/25 ELECTION OF CHAIRMAN

Following a unanimous vote, it was resolved that Cllr. J. Waring will remain in office as Chairman.

30/25 ELECTION OF VICE-CHAIRMAN

Following a further unanimous vote it was resolved Cllr. S. Close will remain in office as Vice Chairman.

31/25 TO COMPLETE DECLARATION OF OFFICE OF CHAIRMAN

The necessary declaration was completed and witnessed.

32/25 TO COMPLETE DECLARATION OF OFFICE OF COUNCILLORS

The necessary declaration for all present Councilors was completed and witnessed.

33/25 ANNUAL REVIEW OF ALL POLICIES AND PROCEDURES

5 Councillors Guides were given out.

It was resolved that all the current policies and procedures are approved bar the standing orders which are in the process of having another update. The Chair has been through the current standing orders and highlighted the updates however thinking it may be best just

to use the NALC version. Cllr. Anne-Marie Keenan-Dunne was nominated to go through both documents and provide an opinion.

34/25 **PUBLIC PARTICIPATION (MAXIMUM 15MINS)**

None

35/25 **DISCLOSURE OF INTERESTS**

None

36/25 **UPDATE FROM NYC REPRESENTATIVE**

The Home to school transport meeting will be happening next week.

The Kex Gill project has overgone by 11.7million to date and is going to require a lot more. It is thought that this is due to switching technology. At the moment Cllr. A. Bown is not sure who has approved these changes but he is aware that it needs to be highlighted as to why this has not been managed correctly.

37/25 **APPROVAL OF MINUTES OF THE MEETING OF FPC HELD
24.04.2025**

It was resolved that the extra column providing description of the items needs to be removed from the minutes going forward and this is only to be used for the agenda.

Clerk to provide Minutes 7-14 days post meeting to all Councillors. Clerk to prioritise minutes, actions then accounts. Thereafter Chase ups.

38/25 **CLERKS REPORT**

This was provided to all Councillors

39/25 **THE ARBOUR**

- **BOULDERS / STAKES/ SHRUBERY**
Vice Chair going to start again
- **REMOVAL OF WASHING LINES**
As above
- **TREE REMOVAL REQUEST FROM RESIDENT FOR CHERRY TREE
AND BEECH TREE ON THE ARBOUR.**

The Clerk has contacted the tree surgeons and requested a quote for the trees to be felled , site cleared and preventative measures to stop regrowth to be taken in Autumn time

**Residents can view the application here :- <https://publicaccess.cravencdc.gov.uk/>
REFERENCE ZA25/26666/TCA**

4025 **WORKS AT FARNHILL HALL**

It was resolved that Cllr. J. Walton will send the letter that has been drafted to the residents notifying them of the comments received about their horses and asking them to attend the upcoming meeting of the Parish.

41/25 GARAGES AT BUCKLAR HILL

It was resolved that Clerk is to chase North Yorkshire Council to find out if there are any active occupants still renting/using the garages.

42/25 FARNHILL CARPARK

It was resolved that Clerk will chase a response to this matter.

43/25 FARNHILL & KILDWICK INSTITUTE

Take this item can be removed from the agenda for the time being.

44/25 COUNCILLORS UPDATES

Shelly well now running again. It was resolved that Clerk is to thank Highways for undertaking the repairs.

45/25 CANAL AND RIVER TRUST

Still working on it clerk to chase update.

46/25 WEB SITES

- A. PARISH COUNCIL – It was resolved that Clerk needs to chase outstanding issues and specifically ask them to look into this other website displaying incorrect outdated information.
- B. HISTORY GROUP – Clerk to respond to history group email.
- B. EMAILS - .GOV – The system is not user friendly, attachments disappearing when others are replying or making comments and emails not going through Clerk to ask contractors if there is an email limit regarding attachments.

47/25 LANDSCAPE CONTRACTOR

Work has started and areas beginning to look a lot better.

It was resolved that Clerk will contact the Contractor to see if they can incorporate April works from the schedule as the works didn't start until May. No arrangements made for payment as yet so Clerk to also confirm that the contractor are to invoice monthly 10 days before the meeting. every 4th Thursday

48/25 MANDATORY POLICIES AND FILE DOCUMENTS.

This item has been repeated to remove.

49/25 NOTICEBOARD

The play area noticeboard has had some maintenance undertaken.

Clerk to contact North Yorkshire Cllr. to see if there is anything from the grants we could use for noticeboard. They are approximately £800.

50/25 ANNUAL MEETING OF THE PARISH TO BE HELD 22.05.2025

Refreshments – 6 bottles all chipping in , juice, tea and coffee and snacks will be supplied.

Format of the meeting: all get drinks and snacks, sit down. chair will open the meeting, clerk to read minutes from last year. Chair will discuss what has been done. Speakers , Cllr. A.Brown , Police, History group. Highways .

Cllrs. A-M. Keenan-Dunne , M. Nicholls and D. Atkinson are not available and provided their apologies.

All to be here for 7.

51/25 HISTORIC BLUE PLAQUES

DEFERRED

52/25 DEVELOPMENT PLAN.

a. Highways – Speed/ maintenance -

- GRANGE ROAD KEEP CLEAR MARKING – clerk to send picture in.
- 20MPH REQUEST FOR STARKEY LANE/MARY STREET. – still awaiting update
- DRAINAGE SYSTEMS FOR BRADLEY ROAD/ MAIN STREET. – shelly well now flowing. Come off
- STARKEY LANE PARKING BAYS – clerk to request a plan for the £300 parking spaces. Is known to get 8 cars parked sensible on there but would obviously need correct measurements.

Newby Road double yellows is missing needs putting back on.

b. Lighting Issues -

- i. **LED installation**
- ii. **Broken lights x2 Starkey Lane and one at the back of the play area**
- iii. **Herritage Light Main Street**

c. Update on the following items for the play area –

Inspection of Play Area – Clerk to go back and ask them to cut the area , trim the bushes as we cannot send anyone in.

Lease Registration – Solicitors instructed to keep the original providing no fees for this.

- d. Inspections of pathways, benches and walls** – playarea signs done , It was resolved that Clerk will ask resident on lower Arbour about the bushes overhanging the light we are in the process of replacing. Arthurs bench on the arbour needs refurb. Miles stone getting done , pathway defects and trees

overhanging into the road at 42 Mainstreet protruding into the road causing a danger, Clerk to write to Highways and ask them to cut them back. Shelly well now running, There was a wild bush behind the seat on the triangle that needed to be trimmed but this has now been done. Some lights were LED on concrete posts and the parish has not requested this work no. 44 and 45 concrete posts need removing and replacing with heritage lights. Is there any other way of numbering the posts as spoils the heritage is there any way the 20mph can be taken from the heritage lights and put somewhere else? Ownership of lighting on Lang Kirk Close, Farnhill Parish Council owns it but someone has placed signs on the road saying parking for residents only, the Clerk to put on next agenda.

53/25 RESPONSES TO EMAILS, LETTERS AND PHONE CALLS

Resident emailed asking about the possibility of residents only parking. The query has been put to Highways in the hope that they can provide the residents with the necessary response at the Parish meeting.

54/25 REQUESTED INFORMATION UNDER THE FREEDOM OF INFORMATION ACT ON UPPER & LOWER ARBOUR– DEADLINE 20 WORKING DAYS FROM 15.04.2025

55/25 VAT RETURNS / ACCOUNTS UPDATE/AGAR

VAT Returns have been sent. Re: AGAR it was resolved that permission is granted for Clerk to send the certificate of exception form to the accountants. Chair will sign it off.

56/25 FINANCE & ACCOUNTS

To consider the following invoices for approval

• Jodie Fieldhouse (Salary May) GROSS	£417.60	
Nest Pension		£20.88
BACKPAY	£694.32	
AGREED OVERTIME PMT	£150.00	
NET PAY		£1022.13
• TAX	£201.08	
CREDIT	£99.74	
OWED		£102.06
• North Yorkshire Council Maintenance 2024-2025		£3194.12
• Airedale Tree Services		£420.00
• Acorn Analytical Services Ltd		£300.00

ACCOUNTS APPROVED

57/25 CLERK REVIEW

Remove

58/25 MINOR ITEMS OF BUSINESS & ITEMS TO GO ON AGENDA NEXT MONTH.

59/25 HOLIDAYS

Meeting closed 9.28pm

DATE OF THE NEXT MEETING

THE MEETING OF FPC TO BE HELD AT 7.0PM ON 26 JUNE 2025 IN
KILDWICK/FARNHILL INSTITUTE
ALL MEMBERS OF THE VILLAGE ARE WELCOME TO ATTEND

Clerk 15 .05.2025