

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

Draft Minutes for The Annual Meeting Of The Council and The Meeting Of Farnhill Parish Council Held On Thursday 25 June 2026 At 7:00pm in Kildwick/Farnhill Institute.

BUSINESS

Attendees: North Yorkshire Council Temporarily Appointed Under Section 91 Of The Local Government Act 1972 Cllrs. A. Brown, D. Noland and A. Solloway, Clerk J. Fieldhouse Plus Potential 3 New Candidates For Co-Option

29/26 Welcome

Cllr. Andy Brown, Andy Solloway and David Noland each introduced themselves to the residents and explained how the meeting will proceed.

It was proposed by Cllr. Andy Solloway that Cllr. Andy Brown will Chair the meeting it was second by Cllr. David Noland.

30/26 Apologies, reason for absence and acceptance of reason

1 proposed candidate for co-option is unable to attend and sends apologies but has completed all co-opt documentation.

31/26 Co-option of interested new Councillors

Andrew Christie not present but already completed documentation and returned. Clerk and Chair to witness signature of declaration.

David Smurthwaite
Susan Trigg
Julian Walton
David Roberts

Each prospective Councillor (exception of Andrew Christie) stood and provided some background information about themselves and their profession. It was resolved that they will all be co-opted

Cllrs. Andy Solloway and David Noland then resigned from their temporary positions. Cllr Andy Brown has offered to stay with the Parish for a year maximum to establish some order and normality.

Another resident Rachel Mason, showed interest in becoming a Councillor, however, was not ready to commit at this point of the meeting.

Cllr. Brown notified all new Councillors that they must adhere to the Code of Conduct and if anyone fails to do this, he reminded people that they can be referred to North Yorkshire Council Standards Committee and can be excluded from a meeting if behaviour fails to meet the code of conduct. Cllr. Brown also confirmed that all correspondence for the Clerk must go via him.

Towards the end of the meeting Rachel Mason had decided to also join the Council. It was resolved that she would be co-opted too.

Clerk confirmed that the usual process is that when a Councillor resigns we need to alert North Yorkshire Council who then in turn advertise the departure and then after the timeline has passed to request an election the position then becomes available for co-opt however Clerk was unsure how it works when the two resigning Cllrs were only put in place for the purpose of co-opting Councillors . Chair . A. Brown believed that as we can have up to 7 available positions and we have advertised that we have vacancies he couldn't see an issue with this.

32/26 Election of Chairman

Cllr. Andy Brown offered to cover this position no longer than a year to get the new Council established Cllr. S. Trigg proposed and all were in favor.

33/26 Election of Vice-Chairman

None made

34/26 To complete Declaration Of Office of Chairman

Chair Cllr. Andy Brown completed this.

35/26 To complete Declaration Of Office of Councillors

All Councillors present signed their declarations and they were witnessed.

36/26 Public Participation (Maximum 15mins)

12 members of the public present.

Councillor Andy Brown welcomed residents to come forward and speak constructively.

A resident raised concerns over how the co-opted Councillors were chosen and why this item was not placed prior to the co-option items so residents could get a say on who their new Councillors are before they were co-opted. They wanted to know why residents were not informed of this. It was explained that the vacancies were advertised to the public providing them with the opportunity to call an election but no one came forward for this so once the deadline passed as explained within the Notice it then goes to co-option and the majority of the Councillors present responded to the advertisement with additional candidates who agreed to join within the meeting.

A former Councillor read out a statement wishing the new Councillors well, reminding them of the value of an experienced and dedicated clerk and encouraging constructive and respectful discourse moving forward. The chair thanked the former Councillor for this.

A resident asked whether any training was planned for the new councillors, particularly around financial management. Chair Cllr. Andy Brown made residents aware that some of the new Councillors already have a strong financial background which will prove helpful with regards to maintaining budgets for the future and that Yorkshire Local Council Association training will be available and encouraged for all new Councillors.

37/26 Disclosure of Interests

None provided

38/26 Update from NYC Representative

Kex Gill road is on target to open within the 1st week of July. Cllr. A Brown is not aware of any further overspend on the current 13.5 million pounds.

The local plan for housing is in the process of being developed to cover the whole of North Yorkshire. An existing local plan for Craven continues to carry some weight but there are national targets for planning which North Yorkshire isn't meeting. In that situation the local plan can be over ridden, and developments approved that might not otherwise be passed.

The targets imply 60,000 houses being built across North Yorkshire over a 20 year period. That would mean around 100 more on average in a community the size of Farnhill and 3,000 more in Skipton.

Very shortly any application for less than 10 houses will be decided by officers without going to the planning committee and currently any schemes for over 150 houses that are rejected have to be sent to the Secretary of State who can over ride the decision.

39/26 Clerks Report

This has been sent to Cllr. A. Brown who will remain for the full meeting. Each item will be discussed and updated during the meeting.

**40/26 AGAR (Annual Governance And Accountability)
Forms to be completed and signed off along with
Tax Returns Application**

All AGAR documents were shared with the new Councillors. It was also discussed that Chair Cllr. A. Brown and Clerk have held a meeting and Cllr. A. Brown has undertaken a full review of these documents along with the Clerk and an External Auditor has also gone through these and he is happy to sign these off on behalf of the Parish in order for the Parish to avoid further cost implications for non-compliance. The new Councillors agreed that they have not had sufficient time to review the documents and were happy

with Cllr. A. Brown's proposal for him to sign the documentation off on the basis that he has gone through these and is happy with the same.

Documents approved are:-

All necessary AGAR Forms
Internal Audit forms completed by external Auditor
VAT Return
Supporting Statement to receipts and payments
Certificate of Exemption
Explanation of Variances
Reconciliation Statement of Income and expenditure
Completion of Accounts up to 31 March 26

41/26 Finance & Accounts

To consider the following invoices for approval

• Jodie Fieldhouse (Salary June)	£410.16
Taxable pay £431.04	
Pension	£20.88
TAX £0	
Employer NIC	£2.11
• North Yorkshire Council Maintenance 25-26 ref 490170224	£2538.18
• North Yorkshire Council Energy Bill 25-26 ref 490170135	£2266.35

Last years energy bill was £ 1468.71 after taking into account LED.

It was resolved that the above payments were all approved

42/26 Mandatory Payments made whilst no Council in Place

• Jodie Fieldhouse (Salary May)	
£410.16	
taxable pay £431.04	
pension	£20.88
tax £0	
Employer NIC	£2.11
• Hadfield Copying	£14.00
• Yorkshire Local Councils Association Membership	£242.00
• Rospa Playarea Inspection	£504.00
• External Audit Fees	£140.00

It was resolved that the New Councillors can see no issue with these payments having been paid in the absence of a Council.

43/26 Planning Applications

- Application No: 26/02365/Ful
 Proposal: Householder Permission For A Two Storey Rear Extension.
 Location: 8 Starkey Lane Farnhill North Yorkshire Bd20 9aw
 Grid Ref: E 401046 N 445957

Public Access: [26/02365/ful | householder permission for a two storey rear extension. | 8 starkey lane farnhill north yorkshire bd20 9aw](#)
response by 11.07.2026

It was resolved that the Councillors can see no reason why this would be an issue and it was resolved to support this application. Clerk will respond to this as well as posting it on the website for residents to obtain full details of the application being requested.

- The North Yorkshire Council
TPO No. 50/2026 (CRA) This is a Formal Notice to let you know that on 18 June 2026 the Council made the above Tree Preservation Order.

The council received written notification under section 211 of the town and country planning act of a notice to fell 4no. trees at 42 Main Street, Farnhill. A site visit was undertaken by the council's arboricultural officer and submitted to the planning case officer, during the tree were inspected and assessed using the North Yorkshire Council tree amenity evaluation method for tree preservation orders. The assessment considered condition, longevity, public visibility, additional arboricultural factors, and threat level. It is recommended to serve a TPO of three of the trees (t1 sycamore, t2 sycamore and t3 elm), the t4 ash has been heavily reduced in the past and has poor form. The two sycamore and elm are to be in good health and contribute significantly to the amenity within the village. no technical justification has been provided which proved that the wall cannot be rebuilt with the trees in situ.

Given the amenity value evidenced by the assessment, the lack of justification within the application, it is recommended that a tree preservation order be made to secure long-term protection of the tree and the wider area. The order took effect, on a provisional basis, on 18 June 2026. It will continue in force on this basis for a further six months or until the order is confirmed by the council, whichever occurs first. The council will consider whether the order should be confirmed, that is to say, whether it should take effect formally. Before this decision is taken, the people affected by the order have the right to make objections or other representations about any of the trees, groups of trees or woodlands covered by the order. if you would like to make any objections or other comments, please make sure we receive them in writing by 23 July 2026.

It was resolved that the Councillors have No comment regarding the proposal of the new TPO trees.

44/26 Insurance Renewal

It was resolved that the Clerk will share the questionnaire with all Councillors so they can review it and make a decision at the next meeting.

45/26 Future Business Priorities

- **Garages At Bucklar Hill**

A breakdown of the estimated current expenses were provided by Clerk to the new Councillors . It was resolved that Clerk will share these figures in direct correspondence along with a copy of the current budgets and cash book so they can firstly try to find out if there are sufficient funds available for this project. This item will be deferred to next agenda within this meeting should the decision be that we can fund this project then full information will be circulated with members of the public to obtain what their opinions are before any final decisions will be made on this matter.

- **Planters**

It was resolved that Clerk will need to find out if anyone is willing to sponsor the planters and take charge of maintenance of them before looking into obtaining new quotes for these.

- **Notice Boards**

£700 Grant from North Yorkshire Council has been provided towards the expense of obtaining a new Notice Board It was resolved that Clerk is to obtain quotes for 2 notice boards with names on, 1 notice board with name on and to obtain a quote from a joiner to match the notice boards with the Institutes and or undertake repairs on the current notice boards.

- **Updated Policies**

It was resolved that the Clerk will forward a copy of all policies to the new Councillors

- **Mandatory Policy For It**

Clerk has obtained a copy of a template IT policy from YLCA and shared it with Chair. Cllr S. Trigg volunteered to go through this with the aim of updating before the next meeting if time permits

It was resolved that Cllr. S Trigg will go through this..

- **Annual Meeting Of The Parish**

It was resolved that as all the current New Councillors are unaware of what work has been undertaken throughout the year it would be inappropriate to hold an annual meeting of the Parish and the gut feeling is as we have already breached the statutory requirement date due to the entire Council resigning we should aim to hold one in September when the new Council has an update to provide. Clerk to check with YLCA.

46/26 Any Other Business

Play area inspection report and repairs required. – It was resolved that Clerk is to obtain and send quotes to all Cllrs. It was agreed that if the majority agree with a quote then Clerk should go ahead and purchase given the need to mitigate risk. .

It was requested that the Frequency of reviewing policies will be on the next agenda.

47/26 Date of future meetings

It was resolved that the following dates will be set:-

30/JULY

20 AUGUST

24TH SEPTEMBER

Date of next meeting

**The next meeting of FPC will be held on 30th July 2026 at Kildwick/Farnhill Institute at
7pm**

All members of the village are welcome to attend

Clerk 25.06.2026