

# Washburn Parish Council

Clerk: Dr Jason Knowles PSLCC  
Postal Address: 11 Wrenbeck Drive, Otley, LS21 2BP  
E-mail: [washburnpc@gmail.com](mailto:washburnpc@gmail.com)

## To All Members of the Parish Council

Notice is given that the Annual Meeting of the Council will be held in  
**Norwood Social Hall, Norwood**  
**at 7.15pm on**  
**Monday 9th May 2022**



**Dr Jason Knowles**  
**Parish Clerk**  
**30<sup>th</sup> April 2022**

## PUBLIC PARTICIPATION

**Notice is given that at the start of this meeting 15 minutes will be set aside for members of the public to address the committee on matters relevant to the meeting within the following rules:**

- (a) Members of the public wishing to speak are to have given prior notice to the Parish Clerk**
- (b) Any member of the public invited to speak will be permitted to speak for no more than 5 minutes**
- (c) In the event of more than 3 members of the public wishing to address the committee then priority will be determined by subject matter**

Cllr. Graham Hebblethwaite – Chair  
Cllr. Jacqueline Davison – Vice Chair  
Cllrs. Howard Barker, Andrew Campbell, Peter Green, Ann Johnson, Gillian Knox, Stephen Ryder,  
Fiona Walkinshaw, Kevin Wilson

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## AGENDA

1. **Election of Chair and Vice-Chair:** Nominations will be received for the Election of Chair and Vice Chair, followed by the signing of the Declaration of Acceptance
2. **Apologies:** Members will be asked to receive apologies and approve reasons for absence given by councillors
3. **Declarations of Interest:** To receive any declarations of interest not already declared under the Council's Code of Conduct or Members Register of Disclosable Pecuniary Interests and to consider and decide upon any applications for dispensation
4. **Minutes for approval:** Members are asked to confirm for accuracy only the Minutes of the meeting of: 7<sup>th</sup> March 2022
5. **Ongoing issues:** Members to receive information on the following ongoing issues and decide further action where necessary:
  - 5.1 **CA13 O19, Field No.65 off Wydra Lane (CL345)** – Correspondence regarding the notice of an application to deregister land wrongly registered as common land at Wydra, Fewston
  - 5.2 **Damage at Timble Ings** – Members to be updated on correspondence on this matter
  - 5.3 **Electric Transformer, Timble** – Members to receive an update on the transformer installation in Timble
  - 5.4 **Platinum Jubilee** – Members to receive further information with regards to jubilee activities
6. **Annual Governance Statement:** Members will be asked to approve the Annual Governance Statement
7. **Annual Accounting Statement:** Members will be asked to approve the Accounting Statement for 2021/22

Cllr. Graham Hebblethwaite – Chair  
Cllr. Jacqueline Davison – Vice Chair  
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- 8. Standing Orders and Financial Regulations:** Members will be asked to adopt the Standing Orders and Financial Regulations
- 9. Risk Assessment and Asset Register:** Members will be asked to approve the Risk Assessment and Asset Register
- 10. Meagill Chapel:** Members to receive the reinstatement cost assessment report with regards to the Chapel
- 11. Insurance:** Members will receive details and resolve the council insurance for 2022-2023
- 12. Code of Conduct:** Members will be asked to approve the Councillor Code of Conduct
- 13. Police Matters:** Members will receive an update on crime data
- 14. County and Borough Matters:** Members to receive an update on county and borough matters
- 15. Plans considered since last meeting:** Members are asked to note the attached comments
- 16. Planning Application Decisions:** Members are asked to note the attached decisions
- 17. Planning Applications:**
  - 17.1** Timble Grange (22/01410/FUL) – Installation of 32 solar panels
- 18. Planning Enforcement Notifications:**
  - 18.1** Spinksburn House – Potential unauthorised development requiring planning consent
  - 18.2** Bedlam Bridge – Building not constructed in line with approved plans
- 19. Correspondence received:** Members to be informed of new correspondence received and decide any action where necessary

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**20. Highways Issues:** Members to report on any Parish highways issues

**21. Maintenance:** Members to receive an update on maintenance issues

**22. Finance:** Members will be asked to:

**22.1** Approve details of the accounts for payment

**22.2** To receive a bank reconciliation and budget comparison to 30<sup>th</sup> April 2022

**23. Next Meeting**

**23.1** To notify the clerk of matters for inclusion on the agenda of the next meeting by 17<sup>th</sup> June 2022

**23.2** To confirm the date of the next meeting as Monday 4<sup>th</sup> July 2022 at 7.30pm in The Robinson Library, Timble