

# 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

You are summoned to attend the meeting of the Council to be held in  
**Norwood Social Hall, Norwood**  
**at 7.30pm on**

**Monday 8<sup>th</sup> January 2024**



**Dr Jason Knowles**  
**Parish Clerk**  
**1<sup>st</sup> January 2024**

## 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. **Apologies:** Members will be asked to receive apologies and approve reasons for absence given by councillors
2. **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
3. **Minutes for approval:** Members are asked to confirm for accuracy only the Minutes of the meeting of: 6<sup>th</sup> November 2023
4. **Ongoing issues:** Members to receive information on the following ongoing issues and decide further action where necessary:
  - 4.1 **BOAT Applications** – Members to receive any updates with regards to the applications
  - 4.2 **Kex Gill** – Members to receive updates with regards to the works at Kex Gill
  - 4.3 **Highways Issues** – Members to receive an update from the Chair with regards to Highways concerns in the Parish discussed with North Yorkshire Council
  - 4.4 **Electric Transformer, Timble** – Members to receive an update on the status of the electric transformer
  - 4.5 **Interpretation Boards** – Members to receive an update with regards to planned works on the interpretation boards in the Parish
5. **County Matters:** Members to receive an update on county matters
6. **Police Matters:** Members to receive an update on crime data
7. **Plans considered since last meeting:** Members are asked to note the attached comments

Cllr. Graham Hebblethwaite – Chair  
Cllr. Jacqueline Davison – Vice Chair  
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- 8. Planning Application Decisions:** Members are asked to note the attached decisions
- 9. Correspondence received:** Members to be informed of correspondence to the Council since the previous meeting and decide any action where necessary
- 10. Highways Issues:** Members to report on any Parish highways issues
- 11. Maintenance:** Members to receive an update on maintenance issues
- 12. Commuted Sums:** Members to receive a verbal update from the Chair on discussions on the use of Commuted Sums
- 13. Internal Audit appointment:** Members to resolve to appoint Yorkshire Internal Audit Services
- 14. Human Resources:** Members to receive a verbal update from the Chair on the staff appraisal
- 15. Budget 2024/25:** Members will be asked to consider budget proposals and to set the precept for 2024/25
- 16. Finance:** Members will be asked to:
  - 16.1** Approve details of the accounts for payment
  - 16.2** To receive a bank reconciliation and budget comparison to 31<sup>st</sup> December 2023
- 17. Next Meeting**
  - 17.1** To notify the clerk of matters for inclusion on the agenda of the next meeting by 16<sup>th</sup> February 2024
  - 17.2** To confirm the date of the next meeting as Monday 4<sup>th</sup> March 2024 at 7.30pm at Norwood Social Hall

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