

# HAREWOOD PARISH COUNCIL

Representing  
Harewood, Wike, Weardley and Wigton Moor



## MINUTES OF AN ANNUAL PARISH COUNCIL MEETING HELD IN MUDDY BOOTS, HAREWOOD VILLAGE HALL ON WEDNESDAY 10 MAY 2023 AT 8.00PM

<u>COUNCILLORS</u>	<u>WARD</u>	<u>HOME PHONE</u>	<u>PRESENT</u>
Kate HILL (Chair)	HAREWOOD/WIKE	0113 2886495	Y
Richard D MASTERTON	HAREWOOD/WIKE	0113 2886444	Y
Mike PAWSON	WIGTON		Y
Howard FOREMAN	WIGTON		Y
Ross BYSTRYAKOV	WIGTON		Y

Also in attendance were Mr K Sedman (Parish Clerk), Mr P Stephenson (Cemetery Clerk) and 3 members of the public.

### **1. APPOINTMENT OF CHAIR AND VICE-CHAIR**

Councillor Pawson proposed and Councillor Masterton seconded that Councillor Kate Hill be elected Chairperson for the forthcoming year. There being no further nominations Councillor Hill was duly elected.

Councillor Hill proposed and Councillor Foreman seconded that Councillor Masterton be elected Vice-Chair. There being no further nominations Councillor Masterton was duly elected.

### **2. APPOINTMENT OF RESPONSIBLE FINANCE OFFICER AND PROPER OFFICER**

The Clerk was unanimously re-appointed to the above.

### **3. CHAIR'S DECLARATION OF ACCEPTANCE OF OFFICE**

Councillor Hill signed the Declaration of Acceptance of Office which was witnessed and counter-signed by the Proper Officer of the Council.

### **4. COUNCILLOR VACANCIES**

Following the recent local elections there were 5 vacant councillor posts for the Wigton Ward. Mr Ross Bystryakov, in attendance at the meeting, confirmed he would like to be considered for co-option to one of these posts. Following a short discussion Mr Bystryakov was unanimously co-opted to the Council.

### **5. COUNCILLORS DECLARATIONS OF ACCEPTANCE OF COUNCILLOR**

Councillors signed their Declarations of Acceptance of Office, witnessed and counter-signed by the Proper Officer of the Council.

### **6. APPOINTMENT OF COUNCILLORS TO PLANNING AND FINANCE COMMITTEES**

It was agreed that, for the foreseeable future, the above committees will comprise Councillors with online access, currently Councillors Hill, Masterton, and Foreman.

## **7. CODE OF CONDUCT; STANDING ORDERS; FINANCIAL REGULATIONS**

The above will be reviewed and updated if necessary for approval at the next PC meeting by Councillors Hill, Masterton and Foreman respectively.

## **8. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

## **9. COUNCILLORS DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST**

There were no declarations of interest.

## **10. MINUTES OF THE MEETING HELD IN WIGTON MOOR URC ON 23 MARCH 2023**

The minutes of the last meeting were accepted as a true record and signed as such by the Chair.

## **11. PUBLIC/PRESS PARTICIPATION**

Following the co-option of Councillor Bystryakov, there remained two members of the public present.

## **12. PLANNING MATTERS**

### **12.1 Planning Applications Received**

- 23/00891 2 West Dene. Alterations including part two storey, part first floor and part single storey side / rear extension; single storey front extensions with conversion of garage to habitable rooms; new first floor windows to front; new detached single storey garage; two new dropped kerbs to create new access.  
HPC NO OBJECTION
- 23/01009 138 Plantation Gardens. Two storey rear extension; single storey side extension.  
HPC COMMENT DEFERRED UNTIL NEXT MEETING
- 23/01584 Gateways School. Construction of two-storey extension to existing Preparatory School building including layout and appearance, drainage and landscaping.  
HPC NO OBJECTION
- 23/01873 Wike Ridge Farm, Wike Ridge Lane. Alterations including demolition of existing conservatory and lean to porch; construction of first floor extension to rear.  
HPC NO OBJECTION
- 23/01925 Wigton Heath Farm, Manor House Lane. Change of use, extension and alteration of existing agricultural buildings to form two residential dwellings with associated parking, access and garden areas.  
HPC NO OBJECTION
- 23/02128/9 16 The Avenue, Harewood. Part retrospective application for the Felling of two no. trees; partial de/reconstruction of stone walling to the eastern boundary of the site following collapse; erection of a new close boarded timber fence to the north of the existing coach house and farm building; installation of a utilities trench between the Avenue and land to the north of the Site.  
HPC OBJECTION
- 23/02221 9 High Ash Mount. Demolition of garage and replacement single storey extension to side and rear; landscaping to front; decking to rear.  
HPC NO OBJECTION
- 23/02260 91 Plantation Gardens. Part two storey side; part first floor side; single storey side extension; first floor rear Juliet balcony and two new parking bays to front.  
HPC OBJECTION

- 23/02315 8 Silver Gates, Wigton Lane. Installation of one external wall mounted air conditioning unit.  
HPC NO COMMENT – APPLICATION WITHDRAWN
- 23/02421 Lofthouse Farm, Wike Lane. C/O/U and alterations from existing outbuilding to form residential dwelling, including balcony, new porch and Solar PV panels to roof.  
HPC OBJECTION

## **12.2 Planning Applications Determined**

- 23/00008 Weardley Farm, Weardley Lane. Demolition of existing agricultural building; erection of new livestock building.  
APPROVED
- 23/00983 Scout Camp, Backstone Gill Lane, Wike. Erection of an activity barn.  
APPROVED
- 23/01501 3 Harewood Villas. Single storey rear extension.  
APPROVED
- 23/01523 9 Harewood Mews. T1 Maple - Remove from the rear garden of the property. The tree has outgrown its location and now lifting the paving flags.  
APPROVED
- 23/02315 8 Silver Gates, Wigton Lane. Installation of one external wall mounted air conditioning unit.  
WITHDRAWN

## **13. OTHER AGENDA ITEMS**

### **13.1 Cemetery Report**

#### Interments

Catherine McNeil DUCIC, 5 April 2023	plot 78
Kathleen PEDLEY, 25 April 2023	plot 281 (cremated remains)

#### Memorial Inscription

Robert Hugh BURTON  
Kathleen PEDLEY  
Doris GALE

### **13.2 Harewood Recreational Project**

Councillor Hill updated the Councillors on the latest situation regarding the speed bumps on Malt Kiln Lane (MKL). A proposal to reduce the three tarmac bumps to 50mm was not seconded so was not put to a vote. A counter proposal that the Parish Council take no further action was proposed by Councillor Foreman and seconded by Councillor Pawson. Councillor Bystryakov voted in favour of the counter proposal; Councillors Hill and Masterton abstained. The counter proposal was therefore passed by 3 votes to 2. The Chair stressed that the safety of pedestrians on MKL was paramount and she will advise the MD of Harewood Estate (the owners of MKL) of this outcome.

### **13.3 Emmerdale Funding Panel**

Councillor Hill confirmed she had secured an annual funding sum of £3,000 towards the cost of the play area maintenance.

## **14. FINANCE MATTERS**

### **14.1 General Finance**

An insurance renewal invitation had been received from BHIB Local Councils Insurers for the sum of £754.64. This was a 4.8% increase from the 2022/23 premium, but significantly lower than

other quotations received in May 2021. Councillors therefore approved the renewal premium from BHIB.

A request, provisionally approved at the March meeting, from Harewood Village Hall Committee for a grant of £500 to cover the cost of hosting a Coronation Event was formally approved.

A payment to Mr R Hill of £65.52 for expenses incurred when removing gale damage debris from the Cemetery and play area was approved. The Chair declared a conflict of interest and did not participate in this agenda item.

It was approved that the Clerk submit an application to TSB for a business debit card. This can be used for transactions not exceeding £150; items above this amount will require prior written approval from two Councillors.

#### **14.2 Internal Audit 2022/23**

The Clerk advised the accounts were currently with the Internal Auditor.

#### **14.3 Period for the Exercise of Public Rights**

It was confirmed that the dates set for the period of the exercise of public rights (to inspect the Council's accounts) are from Monday 5 June to Friday 14 July 2023. A notice will be published on the Council website.

#### **14.4 Bank Balance**

The bank balances were confirmed by the Chair.

#### **14.5 Income received**

LCC	2023/24 Precept	20,024.00
Tempest	Inter fee – DUCIC	1,130.00
Forever Thoughts	Inscription fee – BURTON	30.00
Stephenson's	Inscription fee – PEDLEY	130.00
Meredith	Inter fee (Cremated Remains) – PEDLEY	260.00
Jones	Inscription fee – GALE	130.00

#### **14.6 Payments for approval**

TSB	Business account service fee 1 April 2023	5.00
TSB	Business account service fee 1 May 2023	8.90
YLCA	Annual membership renewal	812.00
Aireborough GS	April Gardening contract	890.00
BHIB	Annual insurance renewal	791.08
C Dale	Equipment for play area maintenance	55.98
R Hill	Removal of debris from Harewood play area	65.52

### **15. COMPLAINTS AND REQUESTS RECEIVED BY COUNCILLORS**

There were no complaints received by the Councillors.

### **16. DATES OF NEXT MEETINGS – WIGTON MOOR URC**

Thursday 15 June 2023 Wigton Moor Church, 7pm  
Thursday 20 July 2023 Wigton Moor Church, 7pm  
Thursday 24 August 2023 Wigton Moor Church, 7pm  
Thursday 28 September 2023 Harewood Village Hall, 7pm  
Thursday 2 November 2023 Wigton Moor Church, 7pm  
Thursday 7 December 2023 Harewood Village Hall, 7pm

**CLERK TO THE  
PARISH COUNCIL**

**K Sedman. Telephone 07587 202613  
E-mail: [contact@harewoodparishcouncil.gov.uk](mailto:contact@harewoodparishcouncil.gov.uk)**

**CEMETERY CLERK**

**P Stephenson. Telephone 07407 711187**

**Visit the PC Website at [www.harewoodparishcouncil.gov.uk](http://www.harewoodparishcouncil.gov.uk)**