

Washburn Parish Council

Model Publication Scheme

Class 1 – Who we are and what we do

We are the parish council for Washburn. We have ten parish councillors and a Clerk to the parish council. The current Chairman of the council is Councillor Graham Hebblethwaite and the current Vice Chairman is Councillor Jacqueline Davison.

How the information can be obtained

Details of our councillors, and clerk are to be found on the parish council website www.washburn-pc.gov.uk

The address for the parish council is:

Washburn Parish Council
11 Wrenbeck Drive
Otley
LS21 2BP
Tel: 07817 471216
clerk@washburn-pc.gov.uk

Who is who on the Council and its Committees

We hold a full parish council bi-monthly (January, March, May, July, September, November) on the first Monday of the month (bank holidays excepted) starting at 7.30PM in the Norwood Social Hall (January to May) and The Robinson Library (July to November). Both venues are accessible for wheelchairs.

Our councillors are as follows:

- Cllr Graham Hebblethwaite (Chairman of the Council) grahamhebblethwaite@washburn-pc.gov.uk
- Cllr Jacqueline Davison (Vice Chair) jackiedavison@washburn-pc.gov.uk
- Cllr Howard Barker howardbarker@washburn-pc.gov.uk
- Cllr Andrew Campbell andrewcampbell@washburn-pc.gov.uk
- Cllr Peter Green petergreen@washburn-pc.gov.uk
- Cllr Ann Johnson annjohnson@washburn-pc.gov.uk
- Cllr Gillian Knox gillianknox@washburn-pc.gov.uk
- Cllr Stephen Ryder stephenryder@washburn-pc.gov.uk
- Cllr Fiona Walkinshaw fionawalkinshaw@washburn-pc.gov.uk
- Cllr Kevin Wilson kevinwilson@washburn-pc.gov.uk

Class 2 – What we spend and how we spend it

(Financial information related to projected and actual income and expenditure, procurement, contracts and financial audit)

Current and previous financial year as a minimum: To obtain this information either visit the website or for a hard copy at standard cost* please contact the clerk either by emailing clerk@washburn-pc.gov.uk or telephone 07817 471216

Annual return and report by auditor: Information available on the website or by application to the clerk.

Finalised budget: The current year's budget is available on the council website.

Precept: To obtain this information either visit the website or for a hard copy at standard cost* please contact the clerk either by emailing clerk@washburn-pc.gov.uk or telephone 07817 471216

Financial Regulations and Standing Orders: is available on the council website.

Grants given and received: Please contact the parish clerk either by emailing clerk@washburn-pc.gov.uk or telephone 07817 471216

List of current contracts awarded and value of contract:

2026-2027 – Richard Langley (Parish Caretaker) – Planting, Verge cuts, Tree Works, Asset Maintenance £17 per hour

Class 3 – What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)

Annual Report of the Parish Council: Please contact the parish clerk for the Chairman's Annual Report.

Class 4 – How we make decisions

(Decision making processes and records of decisions)

Decisions are made on agenda items discussed at parish council meetings. These are available on the council website. The council reviews all policies and procedures periodically.

Timetable of meetings: A calendar of the council meetings is on the website which is updated shortly following the Annual Meeting which takes place in May. The meeting calendar is also available on the parish noticeboards (Norwood Social Hall, Fewston Parochial Hall, Timble village, Blubberhouses).

Agendas of meetings: Available to view and download on the parish council website. They are made available at least three clear days before the meeting. Agendas are also posted on the parish council noticeboards.

Minutes of meetings: Approved minutes are available to view and download on the parish council website or by application to the clerk at a standard cost*. Please note this will exclude any information that is regarded as private to the meeting.

Reports presented to council meetings: These can be obtained from the clerk at a standard cost*. Please note this will exclude any information that is regarded as private to the meeting.

Responses to consultation papers: These can be obtained from the clerk at a standard cost*.

Responses to planning applications: These can be found on the North Yorkshire Council Planning Public Access portal or in the parish council minutes.

Byelaws: Not applicable

Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Policies and procedures for the conduct of council business: policies are on the council's website or available from the clerk at a standard cost*.

Policies and procedures for the provision of services and about the employment of staff: Policies for employment of staff are on the council's website.

Data security policy: Policy available on the council website or available from the clerk at a standard cost*.

Records management policy (records retention, destruction and archive): Policy available on the council website or available from the clerk at a standard cost*.

GDPR policy: Policy available on the council website or available from the clerk at a standard cost*.

Class 6 – Lists and Registers

(Currently maintained lists and registers only)

Electoral Roll: As permitted and with consent. Not available as private information is held on this list.

Asset Register: To obtain this information please visit the council website or available from the clerk at a standard cost*.

Disclosure log: (indicating the information that has been provided in response to requests; recommended as good practice but may not be held by parish councils). Not held by Washburn Parish Council.

Register of members' interests: This is available on the North Yorkshire Council website.

Class 7 – Services We Offer

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

Current information only: hard copy or website; some information may only be available by inspection.

Copies of parish newsletters: Not applicable

Allotments: Not applicable

Burial grounds and closed churchyards: Not applicable

Community centres and village halls: Not applicable

Seating, litter bins, clocks, memorials and lighting: Meagill Chapel seats

Bus shelters: Not applicable

Markets: Not applicable

Public conveniences: Not applicable

Agency agreements: Not applicable

A summary of services for which the council is entitled to recover a fee, together with those fees (e.g burial fees): Not applicable

Additional information: please contact the parish clerk either by emailing clerk@washburn-pc.gov.uk or telephone 07817 471216

Schedule of Charges

(This describes how the charges have been arrived at and should be published as part of the guide)

Disbursement cost: Actual cost: Photocopying at 10p per A4 sided sheet (black and white)

Postage cost: Actual cost of Royal Mail Second Class either small or large letter depending on what is requested. Please contact the parish clerk for further information either by emailing clerk@washburn-pc.gov.uk or telephone 07817 471216

Statutory Fee: In accordance with the Environmental Information Regulations 2004 Regulation 8 (8) (a)

Contact details:

Dr Jason Knowles
Parish Clerk
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