


# 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 20th May 2024**



**Dr Jason Knowles**  
**Parish Clerk**  
**12<sup>th</sup> May 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. **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: 4<sup>th</sup> March 2024
5. **Ongoing issues:** Members to receive information on any ongoing issues and decide further action where necessary:
  - 5.1 Kex Gill – Members to receive updates with regards to the works at Kex Gill
  - 5.2 Highways Issues – Members to receive an update from the Chair with regards to Highways concerns in the Parish discussed with North Yorkshire Council
  - 5.3 Interpretation Boards – Members to receive an update with regards to planned works on the interpretation boards in the Parish
6. **Internal Audit:** Members to receive the outcome of the council's recent internal audit
7. **Annual Governance Statement:** Members will be asked to approve the Annual Governance Statement
8. **Annual Accounting Statement:** Members will be asked to approve the Accounting Statement for 2023/24
9. **Standing Orders and Financial Regulations:** Members will be asked to adopt the Standing Orders and Financial Regulations

Cllr. Graham Hebblethwaite – Chair  
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- 10. Risk Assessment and Asset Register:** Members will be asked to approve the Risk Assessment and Asset Register
- 11. Insurance:** Members will receive details and resolve the council insurance for 2024-2025
- 12. General Powers of Competence:** Members will be asked to state that the Council is eligible to use the General Power of Competence
- 13. Biodiversity Policy:** Members will be asked to approve the Biodiversity Policy
- 14. Police Matters:** Members will receive an update on crime data
- 15. County Matters:** Members to receive an update on county matters
- 16. Plans considered since last meeting:** Members are asked to note the attached comments
- 17. Planning Application Decisions:** Members are asked to note the attached decisions
- 18. Correspondence received:** Members to be informed of new correspondence received and decide any action where necessary
- 19. Highways Issues:** Members to report on any Parish highways issues
- 20. Maintenance:** Members to receive an update on maintenance issues
- 21. Asset Inspections:** Members to consider the Council asset inspection reports and any actions
- 21. Finance:** Members will be asked to:
  - 21.1** Approve details of the accounts for payment
  - 21.2** To receive a bank reconciliation and budget comparison to 30<sup>th</sup> April 2024

Cllr. Graham Hebblethwaite – Chair  
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## 22. Next Meeting

**22.1** To notify the clerk of matters for inclusion on the agenda of the next meeting by 16<sup>th</sup> June 2024

**22.2** To confirm the date of the next meeting as Monday 1<sup>st</sup> July 2024 at 7.30pm in The Robinson Library, Timble

Cllr. Graham Hebblethwaite – Chair  
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