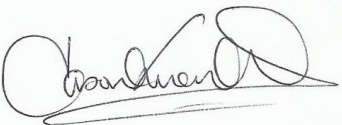


# Washburn Parish Council

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 19th May 2025**



**Dr Jason Knowles**  
**Parish Clerk**  
**11<sup>th</sup> May 2025**

## **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: 3<sup>rd</sup> March 2025
- 5. Northern Powergrid:** Members to receive a presentation from Northern Powergrid regarding current coverage across the Parish
- 6. County Matters:** Members to receive an update on county matters
- 7. Ongoing issues:** Members to receive information on any ongoing issues and decide further action where necessary:
  - 7.1 Kex Gill – Members to receive updates with regards to the works at Kex Gill
  - 7.2 Commuted Sums – Members to receive a verbal update from the Chair on use of commuted sums at Meagill Chapel
  - 7.3 White Crag Accident – Members to receive an update on this accident and correspondence with North Yorkshire Council
- 8. Internal Audit:** Members to receive the outcome of the council's recent internal audit
- 9. Annual Governance Statement:** Members will be asked to approve the Annual Governance Statement

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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- 10. Annual Accounting Statement:** Members will be asked to approve the Accounting Statement for 2024/25
- 11. Standing Orders and Financial Regulations:** Members will be asked to adopt the Standing Orders and Financial Regulations
- 12. Risk Assessment and Asset Register:** Members will be asked to approve the Risk Assessment and Asset Register
- 13. Insurance:** Members will receive details and resolve the council insurance for 2025-2026
- 14. General Powers of Competence:** Members will be asked to state that the Council is eligible to use the General Power of Competence
- 15. Policy Audit:** Members to note the policy audit and agree timescales for updates
- 16. Police Matters:** Members will receive an update on crime data
- 17. Plans considered since last meeting:** Members are asked to note the attached comments
- 18. Planning Application Decisions:** Members are asked to note the attached decisions
- 19. Correspondence received:** Members to be informed of new correspondence received and decide any action where necessary
- 20. Highways Issues:** Members to report on any Parish highways issues
- 21. Maintenance:** Members to receive an update on maintenance issues
- 22. Asset Inspections:** Members to consider the Council asset inspection reports and any actions
- 23. Finance:** Members will be asked to:
  - 23.1** Approve details of the accounts for payment

Cllr. Graham Hebblethwaite – Chair  
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**23.2** To receive a bank reconciliation and budget comparison to 30<sup>th</sup> April 2025

## **24. Next Meeting**

**24.1** To notify the clerk of matters for inclusion on the agenda of the next meeting by 16<sup>th</sup> June 2025

**24.2** To confirm the date of the next meeting as Monday 7<sup>th</sup> July 2025 at 7.30pm in The Robinson Library, Timble

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