


Washburn Parish Council

Clerk: Dr Jason Knowles PSLCC
Postal Address: 11 Wrenbeck Drive, Otley, LS21 2BP
E-mail: washburnpc@gmail.com

To All Members of the Parish Council

You are summoned to attend the meeting of the Council to be held in
The Robinson Library, Timble
at 7.30pm on

Monday 1st September 2025



Dr Jason Knowles
Parish Clerk
22nd August 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. 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: 7th July 2025
- 4. Ongoing issues:** Members to receive information on the following ongoing issues and decide further action where necessary:
 - 4.1 Kex Gill** – Members to receive updates with regards to the works at Kex Gill
 - 4.2 White Crag Accident** – Members to receive an update on this accident and any correspondence with North Yorkshire Council
 - 4.3 Councillor Emails** – Members to receive an update on the setting up of .gov.uk emails
- 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
- 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

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11. Maintenance: Members to receive an update on maintenance issues

12. Council Policy Updates: Members are asked to adopt the following updated policies:

- Complaints Procedure
- Data Breach Reporting Form
- Privacy Notices: General, Employees, Councillors
- Subject Access Request Form
- Website Accessibility Statement

13. Auditors Report: Members will be advised of the outcome of the external audit

14. Finance: Members will be asked to:

14.1 Approve details of the accounts for payment

14.2 To receive a bank reconciliation and budget comparison to 31st July 2025

15. Next Meeting

15.1 To notify the clerk of matters for inclusion on the agenda of the next meeting by 15th October 2025

15.2 To confirm the date of the next meeting as Monday 3rd November 2025 at 7.30pm in the Robinson Library

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