

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
Norwood Social Hall, Norwood
at 7.30pm on

Monday 5th January 2026



Dr Jason Knowles
Parish Clerk
30th December 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: 3rd November 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
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
11. **Maintenance:** Members to receive an update on maintenance and report on any new issues
12. **Tree Condition and Management Survey:** Members to consider the recommendations from the arboriculture study

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13. Internal Controls: Members to consider the findings of the internal controls review

14. Internal Audit appointment: Members to resolve to appoint K C Stephenson Local Council Auditor

15. Human Resources: Members to receive a verbal update from the Chair on staff appraisal

16. Budget 2026/27: Members will be asked to consider budget proposals and to set the precept for 2026/27

17. Finance: Members will be asked to:

17.1 Approve details of the accounts for payment

17.2 To receive a bank reconciliation and budget comparison to 31st December 2025

18. Next Meeting

18.1 To notify the clerk of matters for inclusion on the agenda of the next meeting by 16th February 2026

18.2 To confirm the date of the next meeting as Monday 2nd March 2026 at 7.30pm at Norwood Social Hall