

STAVELEY AND COPGROVE PARISH COUNCIL

Draft Minutes of the Ordinary Meeting of the Parish Council held on Monday 9 March 2026 in Staveley Village Hall.

Commenced: 19.30

Concluded: 21.05

Attending: Parish Councillors: P Edwards (Chair), G Bowland, D Greenwood, J Pragnell, D Kenningham. J Oyston (Clerk)

There were 2 members of the public present.

2026/14 WELCOME

The Chair opened the meeting and welcomed everyone in a short introduction.

2026/15 APOLOGIES FOR ABSENCE

- a) **Apologies were received from Cllr R Windass (NYC) and from Cllr S Whitworth.**
- b) **Cllr Windass has been in hospital recently and was unable to attend. Cllr Whitworth has tendered her resignation as a Parish Councillor to the Chair today, citing other commitments.**

2026/16 DECLARATIONS OF INTEREST

Cllrs Bowland and Pragnell, both being Trustees of Staveley Residents in Need (SRIN), a registered charity, disclosed an ongoing 'Registrable Interest' in item 6e) and sought dispensation to speak and remain in the meeting.

2026/17 MINUTES

- a) **The Minutes of the Parish Council Meeting held on Monday 26 January 2026 were received and considered by the Council. Acceptance of the Minutes was proposed by Cllr Pragnell and seconded by Cllr Edwards. All agreed and a resolution was passed. The Minutes were signed by Cllr Edwards as Chair.**
- b) **The Action Points from this meeting were considered and Cllr Edwards reviewed the completed actions. It was confirmed that Cllr Windass has contacted Andy Hough (Planning Officer, NYC) and his response circulated. It was noted that Cllr Bowland is consolidating issues regarding Staveley Walk. Mrs Oyston has publicised action taken regarding flooding via the previous minutes. Cllr Kenningham reported that SRIN are still working to engage a law firm to act on behalf of the charity, hence no progress has been made. Mrs Oyston has not received any further correspondence from NYC regarding the**

proposed extinguishment of the public footpath across Pinfold Green

2026/18 COUNCILLOR AND OFFICER REPORTS

- a) North Yorkshire Council. Cllr Windass was not present and no report was received.
- b) Cllr Kenningham gave a short report on the two training courses he has attended regarding the Planning System. He found the first course disappointing as it was very basic and made no reference to the proposed new legislation. The second course dealt specifically with the proposed changes to the National Planning Policy Framework (NPPF). It was noted that where there is no 5 year housing land supply, (as is the case in the former Harrogate Area), there is a presumption in favour of development, and the area would be treated as an urban area. Cllr Kenningham was of the opinion that this would be unlikely to be the case in Staveley. He hoped that p11. of NPPF would ensure policies protecting assets of particular importance, including Conservation Areas, are in place. There was discussion about SV2 and a 3Ha. site and their position with respect to proximity to the Staveley Conservation Area and thus protection from development. It was agreed that a request be made to NYC Highway Authority for the hedge bounding SV2 be cut as the landowner has refused to cut it back and it now poses a safety issue. Action: Mrs Oyston. There was discussion about the water course and pond on SV2.
- c) Mrs Oyston reported that she had attended the Clerk's Induction course at the YLCA's Office in Tadcaster and that this covered Parish Council governance, powers and duties and roles and responsibilities. She felt it very beneficial and thanked the Parish Council.
- d) Cllr Bowland reported that no specific issues had been raised at the Staveley Village coffee morning on 21 February. He is now building a database of local residents' email details. [This must comply with GDPR/Data Protection]. There was discussion about the cricket pitch and the entrance at the back of Low Field Lane which is an access and a right of way, and not for private parking.

2026/19 MATTERS ARISING

- a) Staveley Walk. Mrs Oyston has received two complaints since the last meeting, both regarding an HGV accessing the site via Arkendale Road. She has contacted Thomas Alexander

Homes and also spoken to the haulage company and the vehicle driver. Because of the type and length of the vehicle, the position of the traffic lights and associated fencing, and the need to reverse into the site, no other option is available, the driver having tried the alternative route. Mrs Oyston to approach TAH and request damage to the Village Green be repaired.

- b) Installation of additional noticeboard, Staveley. Mrs Oyston requested the Chair defer this item to the next meeting.
- c) Repair/replacement/acquisition of Village benches. A second quote to be obtained from Powells Joinery, Knaresborough for repairs to the bench outside of the Royal Oak. Action: Mrs Oyston. A new bench has been delivered for siting on the Village Green as a legacy of Peter Walker. It was agreed that this be installed on a concrete pad behind the bench and bushes on the corner of the Green. Cllr Greenwood to approach his builder for a price in the first instance.
- d) Staveley Grass Cutting Contract 2026. OJW Services has submitted a tender for the work and this was accepted. A slight increase in price since last year was noted. Mrs Oyston to inform Oliver Ward.
- e) The Children's Play Area, Staveley. Cllr Kenningham has prepared a draft brief for the Parish Council's legal work on the lease. Three quotes should be obtained. SRIN still to appoint its legal representative, and so awaiting progress.
- f) Moving to a .gov.uk website. There was extensive discussion about recent guidance from YLCA, and the need, or otherwise, to change domain and for Councillors to have .org.uk (or .gov.uk) email addresses. The Clerk and the Chair were identified as priorities, as the Clerk's email account is not working properly. It was made clear that all correspondence should come in through the Clerk and go out through the Clerk or the Chair. Cllr Bowland to speak to Neil Horton. Cllr Pragnell tabled a list of Parish Council required documents received on his YLCA introductory training, some of which must be published on the official website. Mrs Oyston has improved the format of the agenda and minutes so that they are more accessible, in line with YLCA recommendations. A new website was considered unaffordable, although it was recognised that the existing website needs considerable work.
- g) Parish Archives and the storage of important Parish Council documents. Mrs Oyston has obtained prices from three suppliers for suitable filing cabinets and these were considered. It was agreed that a Bisley 4 drawer filing cabinet from Viking Direct be obtained for £275.99 inc. VAT

- h) Litter. **Following a complaint from a member of the public about litter along the road to Occaney, it was agreed to sign up for the Keep Britain Tidy Campaign's annual Spring Clean and for NYC to be approached for suitable equipment. Julie Bowland to publicise on Facebook once a date agreed.**
- i) Fencing part of the Village Green to prevent damage by HGV traffic. **After consideration, this will not be progressed.**
- j) 'Ure Walk Through Time' leaflet. **Mrs Oyston to request more information from the Chair of Langthorpe PC before a contribution to funding for a reprint is made, together with the PDF for uploading to the website and leaflets for posting on the noticeboards and in the pub. It was noted that several other Parishes are covered by the walk.**

2026/20 CORRESPONDENCE requiring decision/response

There was no correspondence requiring a decision or response and this was noted.

2026/21 CORRESPONDENCE for information

- a) North Yorkshire Council Parish Liaison: North Yorkshire Landscape Character Assessment. Email dated 5 February.
- b) North Yorkshire Council Parish Liaison: North Yorkshire Local Plan and the Third Public Release of 'Call for Sites' Submissions. Email dated 10 February.
- c) Keep Britain Tidy – Great British Spring Clean 13-29 March. Email dated 13 February.
- d) Police, Fire and Crime newsletter. February 2026.
- e) YLCA: Martyn's Law Information. Email dated 20 February.
- f) YLCA: Water Companies as Statutory Consultees for Planning. Email dated 25 February.

All correspondence was noted.

2026/22 FINANCE

- a) **The balance at the bank stands at £22,926.00**
- b) **There has been no income since the last meeting.**
- c) **The expenditure since the last meeting, and detailed below, was endorsed. Proposed Cllr Bowland, seconded Cllr Edwards. All agreed and a resolution was passed**

- Payment of £146.00 to YLCA for attendance by Cllrs Pragnell and Kenningham on webinar 'Off to a Flying Start Parts 1 & 2'
- Payment of £73.00 to YLCA for attendance by Mrs Oyston on Clerk's Induction training in Tadcaster
- Payment of £18.20 to YLCA for attendance by Cllr Kenningham on webinar 'Proposed Changes and Reforms to the Planning System'
- Payment of £81.43 to Derek Hammond (Community First Responders) for replacement of the pads in the defibrillator and glass panel in the telephone box
- Total bank charges from 1 April 2025 to 31 March 2026 of £51 were noted

An invoice for £639.36 inc. VAT for legal fees incurred by Cllr Edwards for the voluntary registration of the Village Green in Copgrove was tabled. It was noted that this was in the name of Cllr Edwards and not Staveley and Copgrove Parish Council. A revised invoice is awaited.

d) Anticipated expenditure before the next meeting includes –

- Clerk's salary and expenses
- Bench for Village Green
- Filing Cabinet
- Annual subscription to YLCA
- Grass Cutting in Staveley during April
- Playground inspection

e) The new bench was identified for inclusion on the asset register.

f) The Clerk's expenses of £89.55 were agreed. A claim for mileage to Tadcaster to be made.

2026/23

PLANNING

a) 26/00646/FUL Application for the change of use of part of the building to offices and gym and games space, in connection with the existing business, including external alterations. Unit 1a Jubilee Court, Wath Lane, Copgrove. Energyline Ltd.

There were no comments or observations. Mrs Oyston to contact NYC

2026/24

COMMUNICATIONS

a) The Parish Council Facebook page. **It was noted that there are now 67 followers and that 25 posts have been made.**

b) The Parish Council Website <https://staveleyandcopgrovepc.org.uk>. **No items were identified for posting.**

2026/25 THE NEXT AGENDA

- a) **Signage further to the recent traffic accident**
- b) **The internal audit will take place at the end of April. It was agreed that this be on the same basis as previously. The AGAR form to be on the next agenda.**

2026/26 PUBLIC SESSION

A member of the public questioned the proposed new recycling arrangements in North Yorkshire and there was discussion about this.

Cllr Greenwood tabled an invoice for £14.35 for a piece of timber for use to hold the plaque for erection in the rose bed

2026/27 DATE OF NEXT MEETING

This was confirmed as Monday 11 May 2026 – Annual Meeting of the Parish Council and Annual Parish Meeting, plus an Ordinary Meeting.