

STAVELEY AND COPGROVE PARISH COUNCIL

Draft Minutes of the Ordinary meeting of Staveley and Copgrove Parish Council held Monday 13th July 2026 in the Staveley and Copgrove Village Hall.

Commenced: 19.00

Concluded: 21.00

Attending: Cllrs P Edwards (Chair), G Bowland, J Pragnell, D Kenningham, Mrs J Bowland, D Greenwood

Also Present: 2 members of the public.

- 2026/43 Welcome: Introduction from the Chairman and a reminder of the Council's expectations for the audio or visual recording of this meeting.**
The chairman opened the meeting and welcomed everyone.
- 2026/44 To receive any apologies and approve reasons for absence**
a) None received - all Parish Councillors present
- 2026/45 Declaration of Interests**
a) To receive any declarations of interest.
Cllrs Bowland and Pragnell, both being Trustees of Staveley Residents in Need (SRIN), a de-registered charity, disclosed an ongoing "Registrable Interest" in any subject matter relating to the Recreational Playing Field, leased to the Parish Council by the SRIN and sought dispensation to speak and remain in the meeting.
b) To receive, consider and decide upon any other applications for dispensation.
There were no applications for dispensation received.
- 2026/46 To approve the minutes of the Staveley and Copgrove Ordinary Parish Council Meeting held 20th May 2026.**
a) The minutes were received and considered by the Council. Approved with following comments – para 2026/31 (a) should state a de-registered charity not registered charity.
b) The Action Points from this meeting were considered and would all arise under item 6 of the Agenda.
- 2026/47 To receive a report from Cllr Windass of North Yorkshire Council**
Cllr Windass was not present at the meeting. There was no report to present. It was agreed that Cllr Edwards contact Cllr Windass to enquire about his health and determine which NYC councillor now represents the Parish of Staveley and Copgrove.
- 2026/48 Matters Arising**
a) **Details of the appointment of a Secretary**
Cllr Edwards reported that we had a Staveley resident (Kate Blades) who had volunteered to act as Secretary for the Parish Council. She would take minutes and prepare an Action Point List, starting with the September 2026 meeting.
She was not undertaking the role and obligations of the Parish Clerk.
Cllr Edwards to contact Kate Blades and send the templates for the Notice, Agenda and Minutes so that she can continue producing documents in the formats we use.

STAVELEY AND COPGROVE PARISH COUNCIL

- b) **Parish Council Policies and Standing Orders** – This would be discussed as a separate subject in item 7 of the Agenda.
- c) **Staveley Walk** – The PC had received correspondence from a resident regarding work at the site commencing outside of approved hours. It was agreed that Cllr G Bowland contact D Whitney from TAH regarding this issue.
- d) **PC Notice Board** – It was agreed that Cllr J Bowland obtain quotes for a new PC Notice Board for the Village Green.
- e) **Acquisition of Village Benches** – Cllr Bowland to contact OJW to ensure the bench is installed before the end of July and the Staveley Hidden Gardens event.
- f) **Staveley Grass Cutting** – Cllr Bowland had met with NYC (via teams) regarding Grass Cutting in Staveley and responsibilities. Outcome: NYC will offer sum of money for the PC to take on responsibility for cutting the visibility splays. Very few to undertake and details are on the NYC grass cutting map. NYC Parks and Gardens responsible for cutting all other areas not dealt with by the PC. They will quote for future grass cutting work as and when we put the grass cutting contract out to tender. Have had quality issues due to changes in key personnel in October 2025. Now resolved. NYC Highways Area 6 will also review the hedge on Main Street that borders SV2, which is now impacting on road visibility.
- g) **Childrens' Play Area** - The quote from Park Lane Services was discussed and agreed that given the sums involved, the PC had a responsibility to obtain additional quotes if possible. It was agreed that Cllr Kenningham would try and obtain further quotes and Cllrs Edwards and G Bowland would supply any known company contact details they have in this regard.
- h) **Website and Emails** – It was noted that Cllr Edwards now has access to his PC email on his desktop. That leaves Cllrs Kenningham and Greenwood to set up, in the interim forwarders are still in place to their personal emails.
- i) **Parish Archives and Storage – filing cabinet** - No cabinet ordered at present and approval will be needed from the Village Hall Committee to place one in the Hall.
- j) **Litter** – nothing received from NYC re High Viz jackets and litter picking equipment. It was agreed that we don't take this action any further at present.
- k) **Water Supply for the Allotments** – no action undertaken at present. Given the Allotments are owned by NYC, (the PC lease them and then sub lease to the two allotment holders), as such NYC should be contacted regarding possible water supply. The PC agreed that a permanent solution is required to maintain the viability of the Allotments.
- l) **Positioning of new stones on the Village Green** – Cllr G Bowland to chase up OJW – however to dig up current embedded stones and re position – we don't require new stones.

STAVELEY AND COPGROVE PARISH COUNCIL

2026/49 Parish Council Policies and Standing Orders – Draft policies had been prepared by Cllr Pragnell – Financial Regulations, Standing Orders and Code of Conduct. It was agreed that Cllr G Bowland would liaise with Cllr Pragnell on the Financial Regulations Policy and a revised version to be presented to the PC in due course. The Standing Orders and Code of Conduct were agreed and signed off by the PC. Further Policies to be reviewed and approved in order of importance over future months. The PC gave thanks to Cllr Pragnell for undertaking the onerous task of policy drafting.

2026/50 Correspondence requiring decision/response

- a) 30 mph speed limit on Arkendale Road – Cllr G Bowland to contact NYC Highways Area 6
- b) Overgrown footpath linking Bedlam Lane to Arkendale Road – Cllr J Bowland provided update – contacted landowner and noted that footpath had been tidied up.
- c) State of Staveley Cricket Pitch – Cllr Greenwood to contact Mr Summersgill
- d) Negligent Grass Cutting – OJW services are aware and this won't happen again
- e) Ownership of land behind 6 Low Field Lane – PC don't know and suggest resident contact their solicitor for advice.

2026/51 Correspondence for information

All correspondence was noted

2026/52 Finance

- a) The balance at the bank stands at £36,484.12
- b) Net Income over expenditure for the period April 1st to July 12th 2026 - £14,201.73
- c) Expenditure since the last meeting was detailed on the cashbook schedule for approval. Proposed by Cllr Bowland and seconded by Cllr Edwards. All agreed and a resolution was passed.
- d) Anticipated Expenditure before the next meeting includes:
 - OJW Garden Services £150.00
 - Adrian Legge £432.00
 - OJW Garden Services £560.00 (bench installation)
- e) CIL Monies of £14,112.97 had been received in April 2026. This was the first tranche and further monies are to be expected as the Staveley Walk development continues to progress. It was agreed that the PC liaise with the community on projects they would like to see the money go towards. A new table tennis table for Staveley Table Tennis Club was mentioned as an example. Guidelines and a framework will be required to manage the CIL spending process. Cllr J Bowland to promote the funding opportunity to the community on social media.
- f) Discussion took place on use of surplus funds and the reserve policy to ensure funds used for their intended purpose and not general expenses which should be covered by the precept.
- g) Cllr Bowland reminded everyone that NYC require the precept calculations before the end of December 2026. As such a budget for 27/28 will be required for the November meeting.

2026/53 Planning matters.

The following Planning Applications were discussed:

Email: clerk@staveleyandcopgrovepc.org.uk
Website: www.staveleyandcopgrovepc.org.uk

STAVELEY AND COPGROVE PARISH COUNCIL

(a) 26/03169/TPO

(b) 26/03065/TPO

(c) 26/02875/TPO

All three applications relate to TPO's and Crown reductions/lifting. The Parish Council had no objections to any of the applications and would not submit comment.

It was agreed that the new Secretary create a register of planning applications detailing the PC's comments.

2026/54 Items for Next Agenda

None specifically noted

2026/55 Public Session

Cllr Edwards as Chair, enquired if there were any questions from the public, to which there were none.

2026/56 Date of Next Meeting

Next meeting schedule for Monday 14th September at 7pm.