

STAVELEY AND COPGROVE PARISH COUNCIL

Draft Minutes of the Ordinary meeting of Staveley and Copgrove Parish Council held Wednesday 20th May 2026 in the Staveley and Copgrove Village Hall.

Commenced: 19.30
Concluded: 20.45
Attending: Cllrs P Edwards (Chair), G Bowland, J Pragnell, D Kenningham
Also Present: 4 members of the public.

- 2026/28 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.
- 2026/29 To receive any apologies and approve reasons for absence**
a) Apologies were received from Cllr D Greenwood who had a prior engagement
- 2026/30 Co-Option of New Parish Councillor**
The Chair introduced Julie Bowland, further to their application to join the Parish Council. It was noted that Julie Bowland was already supporting the Parish Council through managing its social media site. There were no questions arising on the application. Julie Bowland was duly co-opted as a Parish Councillor and asked to partake in the remainder of the meeting. Proposed Cllr Edwards, seconded Cllr Pragnell. All Agreed and a resolution was passed. Cllr J Bowland signed a Declaration of Acceptance of Office form. Cllr G Bowland to forward this form together with a form for the Registration of Members' Interests, to North Yorkshire Council in the first instance.
- 2026/31 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 item 7f 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.
- 2026/32 To approve the minutes of the Staveley and Copgrove Ordinary Parish Council Meeting held 9th March 2026.**
a) The minutes were received and considered by the Council. Approved with following comments – the Date of next meeting changed from May 11th to May 20th 2026

b) The Action Points from this meeting were considered and Cllr Edwards reviewed the actions.
 - SRIN update re lease between PC and SRIN. Cllr Kenningham reported that initial quotes for the legal drafting of a new lease would be £2,500 for each party, to be the financial responsibility of the PC. It was agreed not to proceed with a new lease and continue operating under the terms of the expired lease, with the PC accepting financial responsibility for the maintenance and upkeep of the Recreation Field and Playground facilities.
 - "Ure Walks through time" It had been determined that £280 was required for a reprint of the leaflet. A grant of £100 was available leaving a net cost to the PC of £180. Cllr Edwards to liaise with the organisers and obtain a pdf copy for the PC. It was agreed the PC would contribute £180 to the printing costs.

STAVELEY AND COPGROVE PARISH COUNCIL

- Registration of Copgrove Village Green. Cllr Edwards reported that there would be no further cost to the PC for on-going legal work required to register the Village Green
- Discussion on other actions would arise under Item 7 of the Agenda.

2026/33

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.

2026/34

Matters Arising

- Resignation of Mrs Oyston as Parish Clerk** - Cllr Edwards announced the Clerk's resignation. Cllr Bowland agreed to take on the role of Parish Clerk and resigning his role of Councillor, on the proviso it would be a remunerated role. This was agreed – note subsequently determined this was not legally possible and an extraordinary meeting was called to review role/responsibilities of Parish Councillors
- Staveley Walk** – Nothing to report – however, the Parish Council gave thanks to Mr R Tessyman for supporting NYC with the pipework on Minskip Road, allowing the road to reopen ahead of time and reducing inconvenience to the residents of the Parish
- PC Notice Board** – It was agreed that Cllr Bowland obtain quotes for a new PC Notice Board.
- Acquisition of Village Benches** – We received 3 quotes for fixing and siting the new composite bench. It was agreed to accept the quote from OJW Services and Cllr Bowland to contact them to arrange a date for the work
- Staveley Grass Cutting** – It was agreed that Cllr Bowland contact OJW and NYC regarding cutting of all grass areas of Staveley
- Childrens' Play Area** - The report from the Playground Inspection Company was reviewed. Noted 13 low-risk and 2 very low-risk issues. It was agreed that Cllr Bowland forward the report to the Insurers for their review as part of the renewal process. It was agreed that we would need qualified contractors to assess and address the playground issues. OJW to quote for all elements relating to weeds/algae/moss.
- Website and Emails** – It was noted that following training with Neil Horton, Cllr G Bowland is now able to update the website and contact with the hosting company for emails. Cllr Pragnell has access to his PC email on his phone/I-pad. We also have a PC WhatsApp Group.
- Parish Archives and Storage – filing cabinet** - nothing organised to date, Cllr Kenningham to liaise with Y Crawford on access to the records in the Village Hall.
- Litter** – nothing received from NYC re High Viz jackets and litter picking equipment.

2026/35

Correspondence requiring decision/response

- Water facilities for the Allotments on Minskip Road – Cllr Bowland to contact NYC/YWA
- Grass Cutting on Spellow Crescent – Cllr Bowland to contact NYC
- Re-siting of stones on Village Green – Cllr Bowland to contact OJW for a quote

STAVELEY AND COPGROVE PARISH COUNCIL

2026/36

Correspondence for information

- a) NYC – call for sites reopened 11th May to 22nd June 2026
- b) NY Highways – closure of Minskip Road until 12th June 2026

All correspondence was noted

2026/37

Finance

- a) The balance at the bank stands at £37,818.10
- b) Net Income over expenditure for the period April 1st to May 20th 2026 - £15,535.71
- 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:
 - Insurance renewal £467.99
 - Playground Inspection £186.00
 - Clerk's final expenses £47.55
 - Earth Anchors £23.94
 - Grass Cutting TBC
- e) Cllr. Bowland reported that on 16th April 2026 an audit had been undertaken on the 2025/26 records and an Annual Governance and Accountability Return (AGAR) prepared showing no queries or issues having been raised. The AGAR forms were submitted to the Council for approval.

Proposal: From Councillor Bowland

- I. To approve the Certificate of Exemption and confirm that the Parish Council will comply with the publication requirements. (page 3 of the AGAR). **Unanimously agreed.**
- II. To approve the Annual Governance Statement (page 5 of the AGAR) **Unanimously agreed**
- III. To approve the Accounting Statements (page 6 of the AGAR) **Unanimously agreed**
- IV. It was agreed that Cllr Bowland would submit the AGAR form to the external auditors within the appropriate timescale.
- V. It was agreed that Cllr Bowland would post the Notice of Public Rights on the Council website along with the Financial Documentation as required by the Rights.
- f) Cllr Bowland presented the Insurance Policy renewal quote from CAS Insurance. The renewal quote was accepted and it was agreed that payment be made to CAS before the renewal date.
- g) 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.

STAVELEY AND COPGROVE PARISH COUNCIL

2026/38 Planning matters.

The following Planning Application was discussed:

- (a) 26/01662/FUL Extension to existing storage building and erection (retrospective)
Abacus House, Copgrove

The Parish Council had submitted an objection to this application and disapproved of retrospective applications

2026/39 Communications.

- a) The Parish Council Facebook page continues to be active and posts are shared with Staveley Informer to reach a larger audience.
- b) The Residents Action Group have a database of over 100 resident email addresses. GDPR restricts the PC from using these. Maybe an opportunity to ask if they can be used for PC communication. Approval and new email contacts being collated at various events within the Village – coffee mornings etc
- c) The AGAR and other Financial Documents will be posted on the Parish Council Website as detailed in the Finance Section 2026/37. Residents will be able to check the documents from June 3rd to July 14th at Corner Croft.

2026/40 Items for Next Agenda

None specifically noted

2026/41 Public Session

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

2026/42 Date of Next Meeting

Future dates were debated, with a preference for the second Monday of the month in which the meeting is to be held.

Cllr Bowland to check on what dates the Hall had been booked for future meetings

Next meeting schedule for Monday 13th July at 7pm.