

# East Keswick Parish Council

Minutes of the Parish Council Meeting held on Tuesday 21st October 2025, 7.30pm at East Keswick Village Hall

**Present:** Cllrs Batty (Chair), Ballmann, Clarke, Waterfield  
Clerk: Cruse

**Residents Forum:** None

## 1. Public Forum

None

## 2. Apologies

Received from Cllr Bailey and Cllr Edwards

RESOLVED to approve reasons for Cllr Bailey's, and Cllr Edwards', absence.

## 3. Declarations of Interest

None

## 4. Minutes

RESOLVED to approve minutes of the meeting held on 16th September 2025.

## 5. Clerk Report

### 5.1 Councillor Co-Option

Clerk reported that the period of casual notice had elapsed without call for election and so the Parish Council was free to co-opt a new member.

RESOLVED that Clerk should approach the person interviewed for the previous vacancy and then advertise the position on all channels available around the village.

### 5.2 Neighbourhood Plan

Clerk reported that Leeds City Council (LCC) had responded with amends to the Condition Statement.

RESOLVED that Cllrs would review the amends urgently and Clerk would check about any further requirements in order to have the Plan ready for formal submission by early November

### 5.3 Playground

Clerk presented a quote of £400 for repairs to the seesaw from Matt Harrison and quotes for new toddler swing seats.

Cllr Waterfield reported that a grant application had been submitted to the Lady Elizabeth Hastings trust for £1,000 towards a playground item to replace the broken Overhead Rotator.

RESOLVED to approve the seesaw quote and ask Matt Harrison to undertake the work.

RESOLVED to approve the Wicksteed quote of £298.38+VAT for two new toddler swing seats.

### 5.4 Footpath Maintenance

Clerk presented a quote of £369 for repairs to the gate at the bottom of Church Drive to Keswick Marsh.

RESOLVED to accept the quote and ask Matt Harrison to undertake the work.

### 5.5 The Phonebox

Clerk updated that quotes were being sought for the replacement of the damaged door and that further refurbishment may be required due to wear and tear.

Cllrs discussed the importance of the Phonebox as a village landmark and the duty to preserve it.

RESOLVED that Clerk would source quotes for a full refurbishment.

RESOLVED that Clerk would approach the Ward Councillors for MICE money to cover the cost of the potential refurbishment.

### 5.6 Road Safety

Clerk reported on a resident complaint about road safety on Lumby Lane, particularly at the junction with Main Street where cars drive at dangerous speeds on the narrow blind corner, and pedestrian right of way being blocked by vehicles parked on the pavements in the village. Clerk also raised the issue of heavy pine needle fall from an overgrown tree causing cars to skid on the Lumby Lane / Main Street junction.

Cllrs discussed ideas for traffic calming measures.

RESOLVED that Clerk would write to LCC highways team about road safety on Lumby Lane.

RESOLVED that Cllr Waterfield would speak to the LCC cleaner neighbourhoods team about clearing the road.

RESOLVED that Clerk would write to the residents at Linden House about the need for tree works on the overgrown Conifer.

RESOLVED that Cllrs would draft a note for future publication encouraging considerate parking in the village; namely parking in the road somewhere suitable to keep pavements clear for pedestrians and to act as a traffic calming measure.

### 5.7 Tech and Communications Upgrades

Clerk presented quotes for new Parish Council [gov.uk](http://gov.uk) website and email upgrades in line with governance and regulatory requirements.

RESOLVED that Clerk would approach Parish Online to build new website and handle migration to a new system.

## **6. Members' Report**

### 6.1 The Duke of Wellington

Cllr Batty reported that negotiations with new tenants were progressing and hoped for further news by the November Parish Council meeting.

### 6.2 The Sports Association

Clerk updated on the police report about equipment theft from the sports field.

Cllr Waterfield reported that three quotes were needed for the refurbishment of the pavilion in order for the Emmerdale Grant submission to be considered.

Cllr Waterfield reported that the Sports Association Trust Constitution needed specialist lawyers to consult on and review.

Cllr Waterfield updated that GMA membership was due to lapse and was not required going forward unless further groundworks were going to be considered.

RESOLVED that Clerk would investigate the potential for an insurance claim for the stolen powered roller.

RESOLVED that Cllrs would seek further quotes for pavilion refurbishment.

RESOLVED that Clerk would seek recommendations for specialist lawyers from YLCA.

RESOLVED that Clerk would cancel GMA membership.

### 6.3 Whitegates Pavement Creep

Cllr Waterfield that the matter had finally been addressed by LCC and the road surface cleared but work was still required on the overhanging trees to clear the carriageway.

RESOLVED that Cllr Waterfield would follow up with LCC tree works team for an update.

RESOLVED that Clerk would send letters to residents of Whitegates asking them to maintain the trees on their land that encroach on the road.

### 6.4 Stile Wear on footpath behind The Grove

Awaiting updates.

### 6.5 Investment Accounts

Awaiting updates.

### 6.6 Keswick Marsh Bridge

Cllr Waterfield updated that details of the contractor who had previously quoted on the work required were being sought.

## **7. Matters Requested by Councillors**

None

## **8. Planning Applications**

### 8.1 For Consideration

25/05625/FU 1 Rose Croft, East Keswick

First floor rear extension.

25/02985/DPD Two Hoots Farm, Harewood Road

Appeal against refusal of permission for a change of use from agricultural building to dwelling house.

RESOLVED that there were no objections to the planning application for 1 Rose Croft or the planning committee's decision on Two Hoots Farm.

### 6.2 Decisions made by LCC

25/05458/FU 10 Church Drive

Approved

25/05336/DHH 2a Allerton Drive

Approval Not Required

### 6.3 Scheme of Delegation

Cllrs discussed a scheme of delegation for planning applications to allow the Clerk to respond to applications where the deadlines fell before the next Parish Council meeting.

RESOLVED that the Clerk, as an officer of the Parish Council, could decide and respond on smaller planning applications after consultation with Councillors

## **9. Financial Matters**

### 9.1 Bank Account Balances

Community Account £942.36

Sports Association Account £54.50

Savings Account £43,347.72

### 9.2 Accounts for Payment

The list of payments from 15th September to 20th October 2025 were presented.

RESOLVED to approve the list of payments, see Appendix 1.

RESOLVED to transfer funds from the Savings account to the Community and Sports Association accounts to cover outgoings.

### 9.3 2024-2025 AGAR

Clerk reported that the external audit found the AGAR to be in accordance with proper practice but the review could not be approved as prior year reviews had not been completed.

RESOLVED that Clerk would continue resolution work on the 2022-2023 AGAR and then, once completed, the 2023-2024 AGAR.

### 9.4 Financial Regulations

Clerk presented the revised financial regulations, adapted from the latest recommended YLCA model.

RESOLVED that the new Financial Regulations are adopted.

## **10. Matters for Inclusion**

Cllr Batty requested an item on the Christmas Lights ceremony

## **11. Next Meeting**

RESOLVED that the next ordinary meeting would take place on Tuesday 18th November 2025 at 7.30pm.

The meeting closed at 9.18pm.

These minutes were recorded and prepared by O Cruse, Clerk.

## Appendix 1

### Payments Made: 22nd October 2025

To Whom	Amount	Invoice Number	Account	EKPC Code	Authorised By
EK Village Hall	£31.50	25131	Community	E	Cllr Waterfield
EK Village Hall	£30	24117	Community	E	Cllr Waterfield
Wetherby RBL	£50	n/a	Community	R	Cllr Waterfield
YLCA	£35	4697	Community	C	Cllr Waterfield
Clerk's Salary	£468.69	n/a	Community	A	Cllr Waterfield
Bedford Mowing Services	£432	35528	Sports Association	L	Cllr Waterfield
Bedford Mowing Services	£504	35652	Sports Association	L	Cllr Waterfield

### Account Transfers Made: 22nd October 2025

From	To	Amount	Transferred By
Savings	Community	£550	Clerk
Savings	Sports Association	£900	Clerk