East Keswick Parish Council

Minutes of the Parish Council Meeting held on Tuesday 18th November 2025, 7.30pm at East Keswick Village Hall

Present: Cllrs Batty (Chair), Bailey, Clarke, Cunliffe, Edwards, Waterfield
Clerk: Cruse

Residents Forum: One

1. Public Forum
A resident attended to ask for assistance in finding out about the nature of groundworks taking place in a field on Harewood Road near their house.
Cllr Bailey reported that they were understood to be providing works access to the adjacent field.
Clerk to write to the Wards Cllrs to confirm the nature and timescale of the works.

2. Apologies
Received from Cllr Ballmann
RESOLVED to approve reasons for Cllr Ballman's absence.

3. Declarations of Interest
None

4. Minutes
RESOLVED to approve minutes of the meeting held on 21st October 2025.

5. Clerk Report
5.1 Councillor Appointment
Ross Cunliffe signed the Declaration of Acceptance of Office.
RESOLVED that Clerk would inform Leeds City Council (LCC) of the appointment.

5.2 Policy Update
Updated versions of the IT, Communications, Biodiversity and Risk Management policies were presented.
RESOLVED to approve the updated policies.
RESOLVED that Clerk would share Risk Management Policy with GGS and Biodiversity Policy with East Keswick Wildlife Trust.

5.3 Neighbourhood Plan
Amendments to the Condition Statement and next steps were discussed.
RESOLVED that Clerk would check about any further requirements for formal submission.

5.4 Asset Register
Clerk raised the need to review and update the valuations on the Asset Register in time for the 2025-26 AGAR.
RESOLVED that Cllr Waterfield would search for information on the previous valuations to act as a starting point for the review.

5.5 Tree and Environmental Surveys
Clerk suggested possible surveys that could be undertaken to meet biodiversity duties. Concerns were raised over the cost of such surveys and the subsequent work required, as well as doubling up with work done by East Keswick Wildlife Trust.
RESOLVED that Clerk would liaise with East Keswick Wildlife Trust on historical surveys undertaken in the management of Parish Council property before considering further action.

5.6 LCC Schools Admissions Consultations
The admission policy consultation, running to 1st December, was discussed.
RESOLVED that Cllr Batty would share details on Social Media for residents to comment.
RESOLVED that Clerk would submit concerns about the number of villagers recently missing out on places at Bardsey Primary Academy.

5.7 Playground
Clerk reported that the Seesaw had been renovated and the new toddler swing seats had arrived.
Cllr Waterfield reported that the grant application to Lady Elizabeth Hastings trust for money towards a new playground item has been acknowledged and will be considered on 5th December.

5.8 Carr Green Bollard
Clerk reported that the removable bollard on the access road to the playground had been damaged and a replacement had been ordered.
RESOLVED that Clerk would ask Matt Harrison to install the new bollard.
RESOLVED that Clerk would speak to the Church about access requirements.

5.9 The Phonebox
Estimates for the refurbishment of the Phonebox were discussed.
RESOLVED that Clerk would source quotes for a full refurbishment.
RESOLVED that Clerk would approach the Ward Councillors for MICE money to cover the full cost of the potential refurbishment.

5.10 Parking and Bin Collections on Whitegate
Clerk reported that residents on the Whitegate side road opposite South Bank had not had bins collected for a number of weeks because of people parking opposite the bottom of their road, obstructing access by larger vehicles.
RESOLVED that the Clerk would provide affected residents with letters from the Parish Council to be issued to obstructive vehicles to encourage them to leave access clear.
RESOLVED that Clerk would speak to LCC about options for parking restrictions there.

6. Members' Report
6.1 The Duke of Wellington
Cllr Batty reported that the Duke would reopen on the 8th December for food and drinks.

6.2 The Sports Association
Cllr Waterfield awaiting advice/recommendations on specialist lawyers to review the Sports Association Trust Constitution.
Cllr Waterfield reported that three quotes were still needed for the refurbishment of the pavilion in order for the Emmerdale Grant submission to be considered. However, it was proving difficult to find contractors to provide these quotes without the guarantee of work.
Cllrs discussed the requirements for continuity after Cllr Groves resignation and ideas for further uses of the Sports Field, including Padel courts.
RESOLVED that Clerk would seek advice on the Constitution document and specialist lawyer recommendations from YLCA.
RESOLVED that Cllrs would continue to seek further quotes for pavilion refurbishment.
RESOLVED that Clerk would liaise with ex-Cllr Groves on administrative requirements and support.
RESOLVED that Cllr Edwards would investigate the cost of installing a Padel court.

6.3 Stile Wear on footpath behind The Grove
Cllr Bailey reported that work had been undertaken on the stile into the field but not the stile in need of repair.
RESOLVED that Cllr Bailey would liaise again with the landowner on repairing the worn stile.

6.4 Investment Accounts

Cllr Edwards reported that the preferred investment savings account application had been unsuccessful as they would only take larger amounts.
Cllr Cunliffe offered to advise on investment opportunities.
RESOLVED that Cllr Cunliffe would look into options for savings investment.

6.5 Keswick Marsh Bridge
Cllr Waterfield reported that Conservation Volunteers (CV), who had previously installed the bridge, had been approached and we were awaiting a reply. As urgent repairs are needed alternate options may be required if CV can't do the work.
RESOLVED that Cllr Waterfield would follow up with CV.
RESOLVED that Clerk would put a warning sign up on the gates into the Marsh.

7. Matters Requested by Councillors
7.1 Christmas Lights Switch On Ceremony
Cllrs discussed roles and responsibilities for the event, with Cllr Batty providing sweets and mince pies, Cllr Waterfield providing mulled wine and sourcing thermos flasks, The Old Star providing hot chocolate and Cllr Bailey overseeing delivery of the tree.
It was noted the Ward Councillors had accepted an invitation to attend.
Concerns over safety of children by the wall edge were raised.
RESOLVED that Clerk would approach the Ward Councillors for MICE money to cover the full cost of the event.
RESOLVED that Clerk would source temporary fencing to run in front of the wall edge.

8. Planning Applications
8.1 For Consideration
25/06239/FU/NE Low Gables, Cleavesty Lane
Two storey side extension with dormer windows to front and rear; part two storey part single storey rear extension; partial conversion of garage to habitable room; new door to rear; demolition of existing utility room.
25/06225/FU/NE 7 Paddock Green
Single storey extension to front, side and rear; enlarged dormer to front; first floor extension, juliet balconies and detached garden room to rear.
RESOLVED that there were no objections.

6.2 Decisions made by LCC

25/05625/FU	1 Rose Croft	Approved
25/05303/FU	Fir Trees, Hillcrest	Approved

9. Financial Matters
9.1 Bank Account Balances

Community Account	£932.77
Sports Association Account	£18.50
Savings Account	£41,897.72

9.2 Accounts for Payment
The list of payments from 21st October 2025 to 17th November 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 2022-2023 AGAR
Clerk reported that the external audit was now complete and awaiting final sign off, the auditor would then be moving on to review the 2023-2024 AGAR.

9.4 2026-2027 Budget

Clerk presented the budget and advised that it would need to be approved at the December meeting in order to set the Precept for approval at the January meeting.
It was noted that the Precept request deadline was January 31st 2026.
Cllr Bailey asked for a budget item for Keswick Marsh Bridge to be included.
RESOLVED that Clerk would amend and recirculate the budget ahead of the December meeting.

10. Matters for Inclusion
None

11. Next Meeting
RESOLVED that the next ordinary meeting would take place on Tuesday 16th December 2025 at 7.30pm.

The meeting closed at 9.30pm.
These minutes were recorded and prepared by O Cruse, Clerk.

Appendix 1

Payments Made: 19th November 2025

To Whom	Amount	Invoice Number	Account	EKPC Code	Authorised By
EK Village Hall	£31.50	25131	Community	E	Cllr Waterfield
Wickstead	£358.06	829967	Community	P	Cllr Waterfield
M P Harrison Ltd	£365	2025-16	Community	V	Cllr Waterfield
M P Harrison Ltd	£369	2025-17	Community	P	Cllr Waterfield
Clerk's Salary	£468.69	n/a	Community	A	Cllr Waterfield
Parish Online	£300	00DA012	Community	U	Cllr Waterfield
Barry Groves	£32.98	n/a	Sports Association	L	Cllr Waterfield

Account Transfers Made: 19th November 2025

From	To	Amount	Transferred By
Savings	Community	£2000	Clerk
Savings	Sports Association	£20	Clerk