

East Keswick Parish Council

Minutes of the Parish Council Meeting held on Tuesday 21st April 2026, 7.30pm at East Keswick Village Hall

Present: Cllrs Batty (Chair), Ballmann, Cunliffe, Evans, Waterfield
Clerk: Cruse

Residents Forum: One

1. Public Forum

One member of the public raised the plight of the East Keswick Short Mat Bowling Club, who are in need of funds to continue following a 33% increase in room hire charges. The importance of the Club as a social unit to its elderly, and often solitary, members was raised.

Councillors recommended applying the Emmerdale Fund and the Lady Hastings Fund, as well as raising the issue with the Ward Councillors.

RESOLVED that Clerk would speak to Leeds City Council (LCC) for information on suitable local funding opportunities and Cllr Waterfield would share some relevant contacts.

2. Apologies

Received from Cllrs Bailey and Clarke.

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

3. Declarations of Interest

None

4. Minutes

Cllrs acknowledged that the meeting of 17th March 2026 was inquorate.

RESOLVED to approve minutes of the meeting held on 17th February 2026.

5. Clerk Report

5.1 Councillor Co-option

Nathan Evans was co-opted to East Keswick Parish Council (EKPC).

RESOLVED that Clerk would inform LCC of the appointment.

5.2 Policy Updates

Cllrs discussed the updated Standing Orders, Complaints Policy, Co-option Policy, Reserves Policy, Anti-Harassment Policy and Trespass Policy.

Cllr Batty raised queries as to why so many policies were needed and whether they were too prescriptive in dictating a course of action.

Clerk replied that a number, such as Standing Orders and Complaints Policy, were statutory and it was best practice to have policy documents on matters relevant to the council to allow for quicker resolution of issues and by having the latest agreed documents on the new website there was greater transparency in the Council's workings for residents.

Cllrs felt further input was needed on recommended actions for the Trespass Policy.

RESOLVED to approve the Standing Orders, Complaints Policy, Co-option Policy, Reserves Policy and Anti-Harassment Policy.

RESOLVED that Cllr Waterfield would seek further advice on protocols in case of incidences of trespass.

5.3 Intimidation of Council Employees

Clerk reported an incident of intimidation by a third party in carrying out official duties, namely resolving previously discussed obstructive parking issues (ref: 0225/5.5, 1025/5.6, 0126/5.5).

Clerk indicated that they did not want to report it to the police in this instance and have it handled informally, requesting a letter be sent outlining the Parish Council's position on such behaviour and highlighting the proper channels for resolving issues with the Parish Council. However, there was no

agreement on what the content and tone should be.

The Council stated a preference for involving the police and the local authorities to resolve the incident and the underlying issue, rather than it being a Parish Council matter. Clerk suggested raising the issue at the next PACT meeting.

RESOLVED that Clerk would seek advice from PCSOs and Ward Councillors at the next Harewood PACT meeting on how to address the incident of intimidation and the underlying obstructive parking problem, and report back to the Parish Council.

RESOLVED that Clerk would continue to report obstructive parking as previously advised by West Yorkshire Police & the Ward Councillors and agreed by the Parish Council.

5.4 Neighbourhood Plan

Awaiting feedback on the Consultation Statement from Leeds City Council (LCC).

Clerk noted that work on the Leeds Local Plan was causing delays for Neighbourhood Plan projects.

5.5 Sports Field

Clerk reported that an initial interest in using the Sports Field for Summer football training from Calcio Football Centre had led to a wider interest in setting up a Club on the site. They had asked for further details of the site and potential costs for leasing and buying the ground.

Cllrs discussed the interest and suggested having an exploratory meeting, whilst investigating potential lease fees.

RESOLVED that Clerk would organise a meeting with Calcio and investigate potential fees.

5.6 The Sports Association

Clerk reported that, in order to appoint the Parish Council as an entity as sole trustee, each current individual trustee would need to write to the law firm and nominate the Parish Council as a corporate body to be the trustee to replace them.

RESOLVED that Clerk would confirm the exact requirements for the letter and relay that to the individual trustees for actioning.

5.7 Roads and Highways

Awaiting an updates on the repairs to the white railings on the Bardsey side of Keswick Beck Bridge.

Clerk reported that an investigation by the LCC Flood & Climate Resilience Management team had found that ditches and culverts in the wooded area at the junction of Moor Lane and Harewood Avenue had been damaged during the recent treeworks. This was causing the flooding reported by a resident (ref: 0226/1) and the Harewood Estate had been contacted about repairs.

Clerk reported that Yorkshire Water had provided a written apology for the traffic issues caused by the roadworks on Whitegate on 15th March. Cllr Batty informed the Council that a meeting was to be held with EKPC, LCC, West Yorkshire Combined Authority and Yorkshire Water to discuss better cooperation on roadworks and the importance of maintaining the bus service throughout.

RESOLVED that Cllr Batty would share details of the meeting once confirmed.

Awaiting updates on issues raised at the LCC Harewood Ward Highways meeting (ref: 0126/5.5).

Clerk updated that the boundary wall collapse on the Main St pavement by the Moor Lane junction had been repaired and the bus stop was back in use.

Clerk reported that complaints had been received about on-street parking on Moor Lane but after investigation the vehicles had been parked legally, obstructing neither the pavement or road.

Clerk reported that complaints had been received about the uneven surface on the footpath between Paddock Green and East Keswick Village Hall (EKVH) and it had been reported to LCC for repair.

RESOLVED that Clerk would follow up with LCC on the required repairs to the footpath.

5.8 Playground Equipment

Clerk reported that the new equipment was due to be installed by the end of the week. The playground would be able to stay open during installation but the central area would be cordoned off.

5.9 EKVH Community & Green Fair

Cllrs discussed supporting the Open Day by manning a table and highlighting the initiatives.

RESOLVED that Clerk would draw up a rota for EKPC attendance/representation at the fair from 11 am to 4pm on Sunday 17th May.

5.10 The Village Litter Pick

Clerk noted that a complaint had been raised about the movement of bins in the village and discussed with the Ward Councillors.

RESOLVED that an update of repairs to existing bins and replacements required would be supplied to the Ward Councillors.

The annual village litter picking event was discussed. EKVH had requested it didn't happen on the same day as their Green Fair. Clerk noted that a resident had been in touch to discuss the possibility of a permanent litter picking station and the regular activity undertaken by the Brownies.

RESOLVED that Clerk would discuss with a potential Litter Pick date with the Brownies.

5.11 The Annual Report

Cllr Batty advised that a final draft had been shared for review. After discussion it was agreed Cllr Waterfield would share some additional copy for the Planning section, any further comments would be reviewed and the final copy would then go to print. A distribution plan would be agreed at the next meeting.

RESOLVED that Cllr Waterfield would provide Planning copy and Cllr Batty would incorporate then send to print.

6. Members' Report

6.1 Keswick Marsh Bridge

Cllr Waterfield reported that the work was being done on Tuesday 28th and Wednesday 29th April.

6.2 Stile Wear on footpath behind The Grove

Awaiting updates.

6.3 Bull Pound Rent

Cllr Batty advised that quotes for the value of the land had been received for the Asset Register and the rental fee for the land was overdue a review.

RESOLVED that Clerk would write to the tenant to advise that a review of fees was to take place and share the existing agreement and deeds documents with Cllr Ballmann for review.

7. Matters Requested by Councillors

7.1 The Duke of Wellington English Heritage listing

Awaiting updates

7.2 Road Repair Register

Cllr Waterfield suggested encouraging residents to report necessary road repairs to LCC and supplying the Clerk with the reference number to create a register of work required and the volume of reports.

RESOLVED that Clerk would create a working document for the Road Repair Register.

8. Planning Applications

8.1 For Consideration

26/01884/FU 2A Allerton Drive

Demolition of existing front and side extension; construction of part single-storey, part two-storey front and side extension; single-storey rear extension; removal of first-floor window to side; removal of ground-floor door to side

26/01545/FU Craven Bank, Harewood Road

Removal of unauthorised access track and creation of a new access route; timber fence (retrospective) to front boundary of paddock with associated landscaping

26/01355/FU Craven Bank, Harewood Road

Retrospective application to regularise works as built to the driveway and garage arrangement; garden reconfiguration including change of use of part of paddock to garden land; new steps and retaining walls; change to the proposed garage roof from the previous application

Cllrs discussed queries over retrospective applications and agreed that copy for the Annual Report

Planning section should address this (ref: 5.11).

RESOLVED that there were no objections to the applications.

6.2 Decisions made by LCC

26/00333/FU Field House Farm Approved

26/00254/FU 6 Rose Croft Approved

Cllr Batty asked about the pending decision on the Barn to the West of Moor Lane.

RESOLVED that Clerk would speak to the Ward Councillors for an update.

9. Financial Matters

9.1 Bank Account Balances

Community Account	£315.56
Sports Association Account	£5.45
Savings Account	£56,289.84

9.2 Accounts for Payment

The lists of payments from 17th February to 16th March 2026 and 17th March to 20th April were presented.

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

9.3 2025-26 AGAR

Clerk reported that the accounts and internal audit had been done and the AGAR form would be completed and ready for approval at the next meeting.

10. Matters for Inclusion

Cllr Batty requested an item on the Annual Parish Walk.

11. Next Meeting

RESOLVED that the next ordinary meeting would take place on Tuesday 19th May 2026 at 6.30pm, followed by the Village Assembly at 7.30pm.

RESOLVED that Cllr Waterfield would source refreshments for the Village Assembly and Clerk would confirm requirements.

The meeting closed at 9.45pm.

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

Appendix 1

Payments Made: March 2026

To Whom	Amount	Invoice Number	Account	EKPC Code	Authorised By
EK Village Hall	£36	26019	Community	E	Cllr Waterfield
PKF Littlejohn	£252	20243558	Community	I	Cllr Waterfield
Parish Clerk	£468.69		Community	A	Cllr Waterfield
Glasdon UK Ltd	£60.29	932888	Community	V	Cllr Waterfield
Matt Harrison	£155	20262	Community	V	Cllr Waterfield
Oliver Cruse	£5		Community	D	Cllr Waterfield
GGs	£1,278	6173	Community	N	Cllr Waterfield
HMRC	£1343.40		Community	A	Cllr Waterfield
HMRC	£43.15		Community	A	Cllr Waterfield

Account Transfers Made: March 2026

From	To	Amount	Transferred By
Savings	Community	£2,500	Clerk
Savings	Community	£200	Clerk

Payments Made: April 2026

To Whom	Amount	Invoice Number	Account	EKPC Code	Authorised By
Xero	£44.40	DD	Community	K	Direct Debit
HMRC	£64.30	DD	Community	A	Direct Debit
EK Village Hall	£36	26032	Community	E	Cllr Waterfield
Parish Clerk	£486.80	PAYE	Community	A	Cllr Waterfield
YLCA	£482	5691	Community	B	Cllr Waterfield
Parish Clerk	£14.82		Community	A	Cllr Waterfield

Account Transfers Made: April 2026

From	To	Amount	Transferred By
Savings	Community	£1,000	Clerk