East Keswick Parish Council

Minutes of the Parish Council Meeting held on Tuesday 20th October 2026, 7.30pm at East Keswick Village Hall

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

Residents Forum: None.

1. Public Forum
None.

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

3. The Election of Vice-Chair
Further to the resignation of Cllr Waterfield, the office of Vice-Chair had been vacated. Cllr Batty proposed Cllr Clarke to take up the position, seconded by Cllr Cunliffe.
RESOLVED that Cllr Clarke be appointed as Vice-Chair of the Parish Council.

4. Declarations of Interest
None.

5. Minutes
RESOLVED to approve minutes of the meeting held on 15th September 2026.

6. Clerk Report
6.1 Sports & Recreation Committee
Clerk presented a draft of the Terms of Reference for the Committee and budgetary considerations for discussion.
Cllrs discussed the necessity for clarity on the responsibilities of the Parish Council (PC) and the remit for the Committee. It was agreed that the terms should include the basic provision of a cricket pitch and a football pitch as the starting point for the Committee to work with and emphasise the need for all financial, contractual and administrative work to be handled solely by the PC.
Budgetary considerations were discussed and it was agreed the PC would fund the administrative requirements and initial set up / maintenance costs, with further developments requiring fundraising through grants, donations or rental fees. Professional advice on revised ground hire / tenancy fees and contracts was being sought and that would be reflected in an update to existing contracts.
The membership of the Committee was also discussed. It was also agreed that declarations of interests were needed from potential members with regards to other involvements in local sports.
RESOLVED that Clerk would amend the terms of reference to confirm basic provisions.
RESOLVED that Clerk would continue updating existing contracts to reflect the new structure and updated terms.
RESOLVED that Clerk would draft a Committee application form to capture more information from potential members, including declarations of interest.

6.2 The Sports Association Trust
Awaiting revised deeds from Hartlaw.

6.3 Roads and Highways
Clerk reported that complaints had been received about Chestnut fall on Whitegate and needle fall on Lumby Lane that were causing a skid risk due to excess debris on the road and along the verges. LCC Cleaner Neighbourhoods had subsequently been contacted and the road sweepers had been out to clear the debris.
Clerk reported that a large Sharpsmart lorry had knocked down a tree on Whitegate causing the police to close the road and the bus service to be suspended for an afternoon whilst it was removed.
Clerk updated that repairs were due to be undertaken to the Bardsey side of Keswick Bridge after agreement on replacement railings had been reached.

Clerk reported that a number of enquiries had been received about the disappearance of a number of dog waste bins around the village. After discussions with Leed City Council (LCC) it was understood that all single purpose dog waste bins were being taken out of service and the larger multi-use waste bins were now to be used for dog waste.
Clerk reported that unscheduled late night roadworks had taken place at the Lumby Lane junction causing an overnight disturbance. These had been reported to LCC who were investigating.
Clerk reported that roadworks were scheduled to take place at the Crabtree Lane junction with Harewood Road between 27th October and 2nd November with multi-way lights in place. Following those there are roadworks scheduled on Moor Lane between 24th November and 2nd December that will require the road to be closed.
RESOLVED that Clerk would share news of the roadworks on the PC Facebook page.

6.4 Playground
Clerk reported that a quote of £835 had been received for a new gate with concrete groundworks to replace the current broken gate. Cllrs felt this was high and asked whether a cheaper option might be available.
RESOLVED that Clerk would seek a second quote for the work as reference.
Clerk reported that the remaining stump grindings left after the removal of the dead Willow tree were to be removed by the contractor this week. Clerk raised the need for further treeworks to cut away branches growing over the roundabout and obstacle course, as highlighted in the playground inspection.
RESOLVED that Clerk would seek quotes for treeworks as discussed

6.5 Phonebox Refurbishment
Clerk reported that an estimate of £1,000 had been received for the renovation of the Phonebox. In order for a full quote to be produced the books would need removing to allow investigation of damage to the floor and rear. Cllrs reported that they believed the WI managed the library.
RESOLVED that Clerk would speak to the WI about temporarily clearing the Phonebox library to allow investigation and refurbishment.
RESOLVED that Clerk would research grants available for such community projects and complete an application form.

6.6 Remembrance Service
Clerk updated that the new Canon had confirmed he would attend the service. Cllr Batty reported that Ward Cllr Wallis had also confirmed attendance to lay a wreath on behalf of the Ward Councillors. It was noted that the regular RBL contact had been approached but no response had been received.
RESOLVED that Clerk would speak to the local RBL group to ask about attendance of a flag bearer.
Clerk reported that the PC wreath had been ordered and would be collected in the next week.

6.7 The Christmas Lights Ceremony
Clerk reported that a grant application had been submitted for funds to go towards new lights, an updated PA system and Thermos Flasks.
Cllrs discussed the requirements for the Christmas lights, namely the choice of white or coloured lights. Cllr Batty suggested putting it to the village on social media to make the choice.
RESOLVED that Cllr Batty would post a survey on the PC Facebook page for the choice of the new Christmas lights and Clerk would source the preferred option.

6.8 Community Response Plan
Clerk reported that a request for information required by the plan had been included in the Parish newsletter and an updated plan would be presented once input was received.

7. Members' Report
7.1 The Duke of Wellington English Heritage listing
Cllr Ballmann was absent and would provide an update at the next meeting.

8. Matters Requested by Councillors
8.1 Residents Welcome Pack
Cllrs discussed producing a welcome pack featuring a copy of the Annual Report, the Wildlife Trust newsletter and brochures for local businesses. It was felt that in the digital age welcome drinks for recent arrivals might be a better use of budget and further discussions would be had on the matter when setting the budget for 2027-28.

8. Planning Applications

8.1 For Consideration

26/04970/FU/NE Fir Trees Hill Crest Collingham

Variation of condition 2 (Approved Plans) to previously approved Planning Application 25/05303/FU (Demolition of rear projection; construction of single storey rear / side extension; rear terrace with raised decking and obscure glazing; aluminium pergola; addition of parapet to existing roof; new door to side) for change to the rear extension with new doors to the rear; extent of glazed canopy reduced; alteration to decking and landscaping.

26/05040/FU/NE 1 Brooklands Main Street

Dormer window to rear.

RESOLVED that there were no objections.

8.2 Decisions made by LCC

None.

Cllr Batty asked for an update on complaints of work taking place at the Barn West of Moor Lane despite the planning application refusal. Clerk reported that LCC had investigated but would only act on proof of groundworks taking place before the outcome of the appeal.

9. Financial Matters

9.1 Bank Account Balances

Community Account	£93.90
Sports Association Account	£2.05
Savings Account	£37,793.71

9.2 Accounts for Payment

The lists of payments from 20th July to 14th September were presented. It was noted that the Clerk's wages were based on increasing weekly hours from 8 to 10 per week to cover regular extra workload, including the administrative requirements of the Sports and Recreation Committee.

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

RESOLVED to increase the Clerk's hours to 10 per week and keep under review to ensure adequate remuneration.

RESOLVED to transfer £1,250 from Savings to Community account and £605 from Savings to the Sports Association account to cover monthly outgoings.

9.3 2025-26 AGAR

Clerk reported that the external audit had been completed and certified with a note raised on the requirement for documented annual approval on the appointment of the Internal Auditor. Clerk updated that changes were being made to digitise the AGAR external audit process and they were to attend training on the matter in November, after which they would be able to update the PC on developments.

10. Matters for Inclusion

None.

11. Next Meeting

RESOLVED that the next ordinary meeting would take place on Tuesday 17th November 2026 at 7.30pm.

The meeting closed at 9.25pm.

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

Appendix 1

Payments Made: October 2026

To Whom	Amount	Invoice Number	Account	EKPC Code	Authorised By
PKF Littlejohn	£252	SB20263001	Community	I	Cllr Batty
EK Village Hall	£36	26118	Community	E	Cllr Batty
Bedford Mowing Services	£604.80	36386	Sports Association	M	Cllr Batty
Parish Clerk	£767.80		Community	A	Cllr Batty
Parish Clerk	£31.82		Community	D	Cllr Batty
Xero	£46.80		Community	K	Direct Debit

Account Transfers Made: October 2026

From	To	Amount	Transferred By
Savings	Community	£1,250	Clerk
Savings	Sports Association	£605	Clerk