CPC PN 02 Feb 26

Cowling Parish Council

https://cowlingparishcouncil.org.uk / clerk@cowlingparishcouncil.org.uk

Minutes of the Ordinary meeting of Cowling Parish Council held at 7.00pm on Monday 02 Feb 2026 at The Village Hall, Cowling. Minutes subject to confirmation at the meeting of Cowling Parish Council to be held on 02 Mar'26

Linda Whitehead, Clerk, RFO and Proper Officer, 08 Feb 2026 L.A.Whitehead

175 Present

To note attendees. Chairman P.Weatherhead, Vice Chair C.Zeyrek, Cllr O.Lewis, Cllr A.Brown, Clerk L.Whitehead, Lengthsman S.Mason and 3 members of the public.

Apologies for Absence

To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting.
Apologies received from Cllr C. Emmott and Cllr E. Hall.

a. The Council approved the reasons for absence presented to the clerk prior to the meeting.

176. Declaration of Interests

To record any Councillors disclosable pecuniary interests (DPI) or other interests in relation to items on this agenda. None received.
To consider any Councillor requests for dispensations. None received.

177. Minutes

To approve minutes of Cowling Parish Council Meeting held on 01 December 2025.
Resolved: that the minutes of Cowling Parish Council held on 01 Dec 2025 are a true and accurate record of the meeting.

178. Public Participation

Members of the public may address the council on matters within the council's remit; maximum total time allowed of 15 minutes.

- Member of the public expressed concerns regarding the planned Manor Park development of 4 bungalows, overlooked properties. Underground stream and heavy rain can cause flooding in the area. Traffic access is currently bad around the entry to Manor Park; more houses will increase the problem.

179. Invited Guest(s). Councillor A.Brown (see comments below); PCO A.Jefferson (not present)

a. North Yorkshire Planning department are changing the neighbour notification system; Parish Council will no longer be notified. Only paper notification around the sites will be posted. The Parish Clerk can search for outstanding applications on the Planning website.
b. There will be a Planning Site Meeting for the 9 bungalows development off Old Lane on Tuesday 3rd Feb 2026.

180. Report from Clerk

The clerks report will be reported at various sections throughout the meeting.

181. Report from Lengthsman

a. Nothing new to report, dog fouling is still bad in most areas.

182. Planning

To consider plannings applications below:

Ref.	Proposal:	CPC comment	Response Deadline
26/00130/FUL	Full Planning Permission for four bungalows. LOCATION: Land To South Of 8 Manor Park Cowling North Yorkshire.	The PC support this application.	12 Feb

Signed by: Cllr Chairman P.Weatherhead ..... 02 Mar 2026

183. Finance

To approve payment of the following invoices presented for payment: *denotes to be ratified.

Payee	Date	Ref Number	Details	Total £
Joiner	08/01/2026	inv 65	Bus Shelters	509.00*
Business Stream	11/12/2025	9503219	Water Bill 11 sep to 10 dec	94.17*
BWP Creative Ltd	09/12/2025	inv 4061	Domain renewal for Cpc jan 26 to jan 27	14.40*
YLCA	03/12/2015	inv 4969	Procurement trg	35.00*
Bradford Payroll	16/12/2025	inv 3223	Est pay jan to march & fees	4677.37*
Clerk	10/12/2025	TBD	XL print cartridge x 2	38.94*
Cowling Village Hall	28/12/2025	cpc25006	3 mths room hire	94.50*
~~Acorn Lighting~~	~~14/01/2026~~	~~804~~	~~Install remove xmas lights CREDIT £360 NOW £2712.00~~	~~3072.00~~
Royal Mail Group Ltd	19/01/2026	1802929821	PO Box delivery 6mth fee	246.60
Swensson Tree & Garden Services	22/01/2026	INV 173	Tree trim ref survey 2, end of Pad Cote Lane	550.00
Clerk	01/01/2025	inv 25 003	WFH allowance Oct to Dec 25 13 wks	78.00

Resolved: that the payments be made as soon as possible except for Acorn Lighting, this has been reduced by £360 but the PC have asked the Clerk to ask for a further reduction.

184. Business Continuity Plan

a. the National Association of Local Clerks (**NALC**) is concerned that not all councils have a Business Continuity Plan in place. **Action:** the clerk will draft a plan and share with Parish Councillors at the next meeting.

185. Procedures

a. Review revised Finance Policy.
   i. A late amendment to the Finance Policy to add the latest S137 expenditure of £11.60 per elector has been received. **Action:** Clerk will revise and present to PC asap.
b. Review revised IT Policy.
   i. **Action:** Clerk to send draft policy to Chairman.

186. Bench Purchases

a. To select new benches and agree location, received Locality Fund Grant of £1800.
   i. Decision to be made whether plastic or wood benches, moved to next meeting of full council.

187. Allotment

a. Update of water collection.
   i. Still waiting for permission from farmer to transport shed to the site.
b. New map of Middleton allotment required.
   i. Clerk requested that a drone photo to be done to map layout of the older site.

188. Tree Planning Permission

a. Clerk to apply for permission for trees to be trimmed in Nan Scar, Middleton Rec and Winkholme in line with the recent tree survey outcome.
   i. The Clerk has applied to NYC for permission to trim/remove trees to these areas as specified in the recent tree survey. The Clerk has also requested that the memorial tree at top of Winkholme which is linked to World War one has a tree protection order on it due to its historic nature.

189. Miscellaneous Issues including information and items for tree next meeting agenda

a. Clerk to consult IT representative request increasing spam filter on councillor emails.
b. Cllr Owen to investigate problems with the right of way adjacent to Cowling Chip Shop.

190. Correspondence:

To note any correspondence received not specifically dealt with on this agenda.

Signed by: Cllr Chairman P.Weatherhead ..... 02 Mar 2026

191. To consider exclusion of the press and public by virtue of Public (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed.

192. Complaints:

To consider action regarding any complaints received.

193. Next meeting:

To confirm the date, time, and venue for the next meeting of the Cowling Parish Council.

Next meeting will be Mon 2nd March 2026 at 7pm. Mtg closed at 08.21pm.

(**Note:** Mon 6 April 2026 is a bank holiday therefore meeting will be on Tuesday 7th April if meeting room available).

Signed by: Cllr Chairman P.Weatherhead .....

02 Mar 2026