Minutes

Minutes of the Ordinary meeting of Cowling Parish Council held at 7.00pm on Monday 20 April 2026 at The Village Hall, Cowling. Minutes subject to confirmation at the meeting of Cowling Parish Council to be held on 11 May 2026

Linda Whitehead, Clerk, RFO and Proper Officer, 23 April 2026 L.A.Whitehead

01 Present

To note attendees. Chair: Cllr P.Weatherhead, Vice Chair: Cllr C.Zeyrek, councillors E.Hall, C.Emmott, O.Lewis. Clerk:L Whitehead, Lengthsman:S.Mason. G.Taylor (RGMC member)

02 Apologies for Absence

To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting.

Apologies received from Councillor A. Brown.

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

03 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.*

04 Minutes

To approve minutes of the Annual Parish Meeting and Cowling Parish Council Meeting held on 02 Mar 2026.

Resolved: that the minutes of Cowling Parish Council held on 02 Mar 2026 are a true and accurate record of the meeting.

05 Public Participation

Members of the public may address the council on matters within the council's remit; maximum total time allowed of 15 minutes. *None received.*

06 Invited Guest(s).

Councillor A.Brown; PCO A.Jefferson, Members of the Recreation Group Management Group.

07 Report from Clerk

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

08 Report from Lengthsman

08.1. Many road drains need clearing, will be reported to NYC.

09 Planning

To consider plannings applications below:

Ref.	Location:	Proposal:	CPC comment	Response Deadline
26/01104/FUL	Farling Top Old Lane, Cowling.	Full planning permission for new vehicular access, new car parking, turning space and extension to existing industrial units.	The CPC Support this application.	23 Apr 26
26/01664/LB	The Old Vicarage, Gill Lane, Cowling, North Yorkshire BD22 0DD	Listed building consent for internal works including installation of new gas fired boiler and radiators. New ground floor WC and replacement of internal joinery. New kitchen and bathroom. External works including repointing, boiler flue, and small additional section of WC branch pipe.	The CPC Support this application.	07 May 26

Signed by: Chairman Cllr P. Weatherhead .....Date: 11 May 2026

10 Finance

10.1 To approve payment of the following invoices presented for payment: (*to be ratified)

Payee	Date	Invoice Number	Details (2025/2026)	Total £
Defibshop	03/03/2026	1000313790	Defib Pads for V Hall	83.94*
Defibshop	03/03/2026	1000313790	Defib Pads for V Hall - credit	-78.00*
Defibshop	03/03/2026	1000313787	Defib battery for V Hall	330.00*
Defibshop	12/03/2026	1000315503	Defib Pads for V Hall	113.94*
Acorn Lighting	14/01/2026	inv804/cr826	install remove xmas lights	2712.00*
Business Stream	11/03/2026	10245478	water bill 11 dec 25 to 10 mar 26	107.90*
Swensson Tree	03/03/2026	Inv 182	ref survey 6	450.00*
Swensson Tree	27/02/2026	inv 181	ref survey 4	250.00*
NYC	23/03/2026	cpc 26-001	Payment received for grass verge cuts	-209.58*
Clerk	16/03/2026	220407	Postage for return of defib pads	4.25*
Payee	**Date**	**Invoice Number**	**Details (2026/2027)**	**Total £**
Bradford Payroll	18/03/2025	3312	estimate costs to June 2026 & fees	4661.85*
Swensson Tree	13/03/2025	inv 183	Ref Survey 3	950.00*
Swensson Tree	13/03/2026	inv 184	Ref Survey 5	600.00*
Contractor	07/04/2026	CPC 26-001	Payment for grass verges from NYC	209.58
Clerk	13/05/26	Range/Amz	1 ream paper & noticeboard magnets	8.97
Contractor	19/03/2026	Inv-00069	April Grass Cut	1350.00
Clerk	19/03/2026	GB640295	St Georges Day Flag	8.99
YLCA	01/04/2026	5517	YLCA Annual Subscription	730.00
NYC	13/04/2026	490168589	Trade Waste collection, Main St.	298.68
NYC	13/04/2026	490168590	Trade Waste collection, Middleton	214.79

10.2 Consider payment of room hire at the Village Hall for next meeting the sum of £31.50 for the Speeding Committee. **Resolved:** The Parish Council agreed to pay for the room hire.

10.3 Consider a donation to the Cowling Cricket Club sum of £1000 for improvements, clerk to read out details. **Resolved:** The Parish Council agreed to donate £750 to the Cricket/Football Club.

10.4 Review quotes for Recreation Ground entrance and consider payment.
Resolved: The specification and 3 quotes were presented to the PC by G.Taylor, the Parish Council agreed to pay the Recreation Ground Management Committee the sum of £6760.

10.5 Clerk to present financial year end figures.

10.1. The financial year end figures were presented to the Parish Council. In summary annual totals were £83,678.66 expenditure, closing bank balance is £104,205.25, income received £82,964.00. The Parish Council agreed the figures.

11 Allotments

11.1. New allotments - request for an allotment holder to create a small pond.

11.1.1. The council agreed in principle, but request further details before making decision.

11.2. Update on allotment shed/water butts.

11.2.1. Now the ground is firmer, the erection of a shed and water butts will be placed on the new allotments by the end of next week..

12 Benches Purchase

12.1. Approve cost for picnic bench at Collinge Road park & middleton.

12.2. Approve cost for bench suggested location amenity area at Nan Scar.

12.2.1. Resolved: that 2 picnic benches be purchased, 1 for Collinge Rd area, 1 for Middleton Park and a replacement bench for amenity area at Nan Scar. Also agreed that a litter bin be purchased for Collinge Rd. **Action:** clerk to order with money already earmarked, approx.£1800

13 Street Light Repairs

13.1. Consider cost of replacement streetlight LP14 at Middleton, sum of £2415.48

13.2. Consider cost of replacement streetlight at Westview, Colne Rd. sum of £2990.56

13.2.1. Resolved: the Parish Council considered the cost of the two streetlights to be very expensive and have not approved this payment. **Action:** Clerk to contact NY Lighting to see if the old lights can be repaired.

14 Grass Contract

Signed by: Chairman Cllr P. Weatherhead .....Date: 11 May 2026

14.1. Review and agree. 14.1.1 The contract is in its final review and aim for it to be complete by mid May before the grass tender is advertised.

15 Policies /Procedures

a. To approve Finance policy.
b. To approve IT policy.
c. To approve udated Asset register
   i. All three documents were signed by the Clerk and Chairman at the meeting

16 Miscellaneous Issues including information and items for next meeting agenda

16.1. Clerk showed the Calderdale Energy Pack to councillors, should they wish to comment.

16.2. Request from contractor for the spoils removal from RecgreationGround containg stones. This was agreed to be discussed at the next RGMC meeting.

16.3. Tree donation, reference Cllr C.Emmott.

16.3.1. Cllr Emmot is liaising with a company to donate trees and plant them next around Cowling Parish. **Action:** Clerk to provide a Parish Boundary Map

17 Correspondence:

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

18 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.

19 Salary Review

19.1. The Lengthsman, Clerk and Public left the meeting at this point. Salaries were reviewed and an increase was agreed for both Clerk and Lengthsman with immediateeffect.

20 Complaints:

To consider action regarding any complaints received.

21 Next meeting:

To confirm the date, time and venue for the next meeting of the Annual Cowling Parish Council. @ 7pm on 11th May 2026

Note: this will <u>also</u> be the Annual Parish Meeting which will be conducted first.

Signed by: Chairman Cllr P. Weatherhead .....Date: 11 May 2026