



Linton Parish Council

Minutes of the Annual Parish Council Meeting held on Tuesday 13th May 2025 at 7.30 pm in the Anderton Memorial Institute

Present: Cllr Midgley (Chairman), Cllr Boothman, Cllr McGuinn, Cllr Oakes and Cllr Hill

Also in attendance: L Coverdale Parish Clerk, 2 members of the public

Councillor Midgley welcomed all to the meeting.

1. To elect the Chairman of the Council

It was Proposed by Councillor Boothman, Seconded Councillor Oakes and RESOLVED that Councillor Midgley be elected Chairman for 2025/26. (*unanimous*)

2. To receive a signed Declaration of Acceptance of Office from the Chairman

Councillor Midgley signed a Declaration of Acceptance of Office.

3. To receive apologies for absence.

a. To receive apologies for absence given in advance of the meeting

There were none

b. To consider the approval of reasons given for absence

There were none

4. To receive any declarations of interest under the Council's Code of Conduct.

There were none

5. To approve the minutes of the ordinary Parish Council meeting held on 25th February 2025 as a true and correct record.

Proposed by Cllr Oakes, Seconded by Cllr McGuinn and it was RESOLVED that the minutes of the ordinary Parish Council meeting held on 25th February 2025 be approved and signed as a correct record of the meeting. (*unanimous*)

6. To receive information on the following on-going issues and decide further action where necessary.

a. **Anderton Memorial Institute** – update on possible assistance required

Cllr Oakes provided an update:

- Two trustees of the Institute had been identified. One is moving away and the other has no interest in continuing with the position.
- No documents relating to the deeds, constitution or land registration had as yet been found.
- A number of relevant individuals have been contacted to see if they had any information about the Institute, unfortunately this was unsuccessful.

- The National Archives and North Yorkshire Archives have been contacted – both unsuccessful. Currently in contact with the West Yorkshire Archives as Linton was part of the West Riding of Yorkshire and are awaiting a response.
- Waiting for the release of documents from the solicitor and to contact the bank as it is known that documents were stored at the Grassington branch of Barclays prior to branch closure.

Cllr Midgley thanked Cllr Oakes for the update and reiterated that the Parish Council would be happy for the Institute to potentially become a Parish Council asset in the future when the paperwork and information has been finalised.

b. Maintenance Updates

- Clapper Bridge** – Cllr Midgley advised that he had received no response from his email of March to the contact at the YNNPA following the contacts requested email to suggest dates, for a meeting to discuss the required work and funding. Cllr Midgley to contact the YDNPA again.
 - Tree work** – The Clerk provided the following update - the ash trees on Well Lane have been reviewed and removed. The ash trees on Lauradale Lane and the dog leg, identified with over 50% loss had been reported to NYC highways, who had advised to contact the landowners. Cllr Boothman advised that the trees were sprouting and may survive. It was decided to review these in a few months.
To enable easier identification of the individual trees Cllr Hill suggested that the trees were tagged with numbered discs. It was agreed by all to do this.
 - Other** – the Clerk was asked to contact NYC Highways regarding the growth of vegetation on the road bridge.
- c. **Linton Beck** – There had been no communication from the quarry since January and no information on the promised water testing of the beck since November 2023. Water testing kits were discussed and it was agreed that the Clerk should obtain prices. Cllr Midgley would also review the water quality data available.

7. To consider the following Planning Application: (Any applications received by the clerk after publishing the agenda will be tabled at the meeting)

- a. **Ref C/50/112A** Householder planning permission for erection of first floor side extension over part of the existing single storey extension at The Minns, Linton, Skipton, BD23 5HJ

The Council discussed the application and agreed to response advising that there are no objections to the application.

8. To receive and minute the following planning applications considered by the Parish Council between meetings:

There were none.

9. To receive the following planning decisions:

None received

10. Financial Matters:

- a. **To report payments made between meetings** (Annex 1: Finance Report)
The payments below had been made. These were all approved.

Payee	Details	TOTAL COST
YDNPA	Defib electric running costs	£15.00
J Southwell	Removal & disposal of dead tree	£48.00
SLCC	Membership	£110.00
YLCA	Membership	£68.00
J Southwell	Tree & bus shelter maintenance	£250.00
Clare Smith	Internal Auditor	£55.00

- b. **To approve accounts for payment** (Annex 1: Finance Report) and confirm arrangements for insurance cover.

The payment below were approved and the insurance arrangements confirmed.

Payee	Details	TOTAL COST
Zurich Municipal	Insurance	£435.91

- c. **To report receipts since last meeting** (Annex 1: Finance Report)

The following receipts were reported

Payee	Details	TOTAL AMOUNT
Northern Powergrid	Wayleave Payment	£4.60
NYC	Precept	£3,525.00

- d. **To receive finance report from Responsible Finance Officer** (Annex 1: Finance Rep)

The Responsible Finance Officer reported an account balance of £7,737.32 at 29/04/2025.

- e. **To receive a statement of the Council's end of year accounts for 2024/2025**

A statement of the Council's end of year accounts for 2024/25 was received, with an opening balance of £3,580.60 and the year-end balance at 31 March 2025 of £4,046.23.

- f. **To review system of Internal Control Measures and approve the Statement of Internal Control Measures for 2025/2026**

The Council considered its system of internal control. It was proposed by Cllr Midgley and seconded by Cllr Oakes, and RESOLVED that it was adequate for the purposes of the Council. It RESOLVED to approve a Statement of Internal Control Measures for the year ending 31 March 2025 and to follow the same system of internal control for 2025/26 financial year. (*unanimous*)

- g. **Verification of bank reconciliations** – Cllr Oakes

Cllr Oakes advised that there were no issues.

11. Annual Audit

- a. **To certify Linton Parish Council as exempt from external audit for fiscal year 2024/25**

It was proposed by Cllr Midgley, seconded by Cllr Boothman and RESOLVED that Linton Parish Council is exempt from external audit for the year 2024/25 as its annual turn-over does not exceed £25,000. (*unanimous*)

- b. **To note the Annual Internal Audit Report for 2024/25 included at page 4 of the Annual Governance and Accountability Return 2024/25**

It was proposed by Cllr Midgley, seconded by Cllr Boothman and RESOLVED that the Annual Internal Audit Report for 2024/25 included at page 4 of the Annual Governance and Accountability Return 2024/25 be noted. (*unanimous*)

- c. **To approve Section 1 - Annual Governance Statement 2024/25 for Linton Parish Council on page 5 of the Annual Governance and Accountability Return 2024/25**

It was proposed by Cllr Oakes, seconded by Cllr McGuinn and RESOLVED that Linton Parish Council approve Section 1 Annual Governance Statement 2024/25 for Linton Parish Council on page 5 of the Annual Governance and Accountability Return 2024/25. (*unanimous*)

- d. **To approve Section 2 - Accounting Statements 2024/25 for Linton Parish Council on page 6 of the Annual Governance and Accountability Return 2024/25.**

It was proposed by Cllr Oakes, seconded by Cllr Boothman and RESOLVED that Linton Parish Council approve Section 2 - Accounting Statements 2024/25 for Linton Parish Council on page 6 of the Annual Governance and Accountability Return 2024/2025. (*unanimous*)

- e. **To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, SI 2020/404 The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 and the Transparency Code for Smaller Authorities**

It was proposed by Cllr McGuinn, seconded by Cllr Hill and RESOLVED that, in accordance with the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, SI 2020/404 The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 and the Transparency Code for Smaller Authorities, Linton Parish Council will publish the following documents on a public website:

- Certificate of Exemption,
- Annual Internal Audit Report 2024/25,
- Section 1 – Annual Governance Statement 2024/25,
- Section 2 – Accounting Statements 2024/25, page 6
- Analysis of variances
- Bank Reconciliation to 31 March 2025
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015

(unanimous)

12. To consider and adopt the following Council policies and procedures:

a. Financial Regulations

It was proposed by Cllr McGuinn, seconded by Cllr Hill and RESOLVED to adopt the Financial Regulations. *(unanimous)*

b. Financial Risk Assessment

It was proposed by Cllr Oakes, seconded by Cllr Boothman and RESOLVED to adopt the Financial Risk Assessment. *(unanimous)*

c. Asset Register

It was proposed by Cllr Oakes, seconded by Cllr McGuinn and RESOLVED to adopt the Asset Register. *(unanimous)*

d. Standing Orders

It was proposed by Cllr Midgley, seconded by Cllr Oakes and RESOLVED to adopt the standing orders. *(unanimous)*

13. Matters requested by Councillors

a. Hedgehog safety signage – Cllr Hill

Cllr Boothman advised that the signage had arrived. It was agreed to request the handyman to install these. Posts were available and Cllr Hill would assist with locations.

14. Matters requested by the Clerk

- a. **Summer Maintenance** – this was discussed and it was agreed to treat some of the posts around the village green to increase longevity. Cllr McGuinn agreed to organise a working party.

15. To discuss correspondence received & decide further action if required

- a. Proposed 30mph Traffic Regulation Order Threshfield – Statutory Consultation received from NYC circ via email 27/02/25 - NOTED
- b. Request for a wedding celebration – received from local family – circ via email 04/03/25 – this had been agreed.
- c. Yorkshire Dales National Park Local Plan - Regulation 19 (FinalDraft) – received from YDNPA – circ via email 21/03/25 – Cllr Midgley had responded.
- d. Missing dog waste sign – received from a Parishioner circ via email 08/04/25 – the quotes received from the YDNPA were discussed. It was decided to order three new signs at a cost of £160 + vat.

16. To receive updates on any matter (for information only)

- a. **Dog waste bin at Linton Falls** – Cllr McGuinn advised he had encouraged residents to use their own waste bins for their dog waste to increase the capacity of the dog waste bin. The bin is not owned by the Parish Council, is situated on YDNPA car park and is emptied by NYC.
- b. **Richard Foster, County Councillor** – Cllr McGuinn mentioned that he had met Richard who advised that he was happy to attend any Parish Council meetings should the Councillors want him to.
- c. **Congregations of young people on the Linton Falls car park** – It was advised by Cllr McGuinn that residents were concerned about young people in cars playing loud music meeting on the car park. This was on nice evenings and went on to late in the night. Residents were feeling uncomfortable to walk dogs in the area in the evening. The Clerk to mention this to the YDNPA and also the local community Police Support Officer.
- d. **Village Party** - Cllr Hill provided an update on the party preparations. It was agreed that monies raised from the Duck Race should be given to the Anderton Institute. The Councillors thanked Cllr Hill for all her work on this.

17. To consider the date of the next meeting of the Council.

It was RESOLVED that the next meeting would be Tuesday 24th June 2025 at 7.30 pm.
The meeting closed at 8.40 pm

Public Participation:

A member of the public raised concerns about the tables, chairs and bins from the pub on the highway. Cllr Midgley advised that he had reminded the pub about this on the 23 April and would remind them again.

There was no further public participation.