

Minutes from WEST WITTON PARISH COUNCIL GENERAL MEETING

Held on Tuesday 23rd June 2026 at 7pm

Present Cllr Dave Brown (Chair), Cllr Christine Donovan-Brown,
Cllr Neil Dutton, Cllr Paul Hunter.

In attendance

Alyson Jones (Clerk)

Members of public: 0

1 Apologies for absence

To receive apologies and reasons for absence.

RESOLVED: Apologies for absence were received from Cllr Ron Barker who was away for this meeting.

2 Declarations of Interest

To receive any declarations of interest under the following categories:
Pecuniary interest, Outside Bodies interest and family, friend or close associate interest.

RESOLVED: None

3 Public Participation

Residents may raise any matter relating to the Parish.

RESOLVED: None

4 Minutes of the Last Meeting

To confirm the Minutes of the last meeting held on 23 March 2026 as a true and correct record and to sign them as such.

RESOLVED: The Council approved the minutes of the last meeting held on 23 March 2026 as a true and proper record and were signed by the Chairman.

5 Financial Matters

5.1 To approve Receipts and Payments (see Appendix 1).

	MAY 2026			
PAID				
DETAILS	TO	AMOUNT	DATE PAID	P NUMBER
March grass cutting	DCN Fencing & Landscaping	£150	05/04/26	P23
YLCA membership for 2025-2026	YLCA	£184.00	20/04/26	P1
Mill Dam repairs	DCN Fencing & Landscaping	£475.00	01/05/26	P2
Plants for Mill Dam/Milk stand	Christine Donovan-Brown	£84.93	01/05/26	P3

April/May Grass cutting	DCN Fencing & Landscaping	£270.00	09/06/26	P4
New Cllr Training: Paul Hunter	YLCA	£75.20	22/06/26	P5
RECEIVED AFTER AGENDA SENT	TO BE PAID			
Renewal of Zurich Insurance for 2026-2027	A Jones Parish Clerk	£196.00		P8
Internal audit for 2025-2026 account	Lynne Sedgley	£85		P9
RECEIVED				
DETAILS	FROM	AMOUNT	DATE RECEIVED	R NUMBER
Damage to Mill Dam payment	A Gill	£475.00	26/03/26	R13
A Scaife Burial	Sanderson & Co Funeral Directors	£200.00	23/04/26	R14
Precept 2026-2027	North Yorkshire Council	£5,000	28/04/26	R1
Garden Rents: Penhill Cottage	E Bowers	£45.00	26/05/26	R2
Garden Rents: Glenside	A&S Hall	£55.00	01/06/26	R3
Garden Rents: Lyncot	J Jackson	£45.00	01/06/26	R4
Shooting rights on the Craggs 2026-2027	Scrafton Estates	£500.00	01/06/26	R5
Playing Field Lease 2026-2027	West Witton Playing Field	£5.00	03/06/26	R6
Garden Rents: Pen Cottage	G&D Clarke	£85.00	04/06/26	R7
Grazing Rights on The Outstray: 2026-2027	J Sunter	£50.00	17/06/26	R8
OUTSTANDING				
DETAILS	TO	AMOUNT	DATE INVOICED	R NUMBER
Garden Rents: The Nook	Mr Winstanley	£75	21/05/26	
Use of Green Hill for hanging advertising sign: April 2026 –2027	Park Leisure: Chantry	£1,500	01/06/26	

EROB/Reserved resident grave: Goulthorpe, and Interment of cremated remains of Lilian Goulthorpe	Sanderson & Co Funeral Directors	£250.00	21/05/26	
--	----------------------------------	---------	----------	--

RESOLVED: Cllrs approved Receipts and Payments presented in Appendix 1 above.

5.2 To receive the latest bank balances and sign statements.

RESOLVED: Cllrs approved the latest bank balances and signed statements.

6 AGAR Annual Governance & Accountability Return 2025-2026

6.1 To approve the Accounting Statements 2025-2026.

RESOLVED: Cllrs approved the Accounting Statements 2025-2026.

6.2 To note the report of the internal auditor.

RESOLVED: Cllrs approved the report of the internal auditor.

6.3 To confirm the Audit information including year-end accounts, asset register and explanation of variances.

RESOLVED: Cllrs approved the Audit information including year-end accounts, asset register and explanation of variances.

7 Cemetery

7.1 To receive an update on any cemetery matters, including approving quotes for new cemetery gates and to discuss headstone inscriptions, and decide on any actions necessary

a. Headstone request Cllr Dutton had received a request for a headstone in West Witton cemetery to have a motorbike engraved on it. The West Witton Parish Council Cemetery Management and Burial Policy Item '5.6. All applications for headstones, inscriptions, materials and colours must have the signed approval, prior to installation.'

RESOLVED: Cllrs approved the request for this headstone inscription/detail.

ACTION: Cllr Dutton to notify the applicant and request a sketch/drawing detailing the headstone prior to installation.

b. Items on graves Cllrs discussed the problems created by people placing plants and other items on the grave rather than close to/on the headstone as this causes issues when the cemetery needs to be mowed/strimmed. The West Witton Parish Council Cemetery Management and Burial Policy Item '8.1. Only vases incorporated in the headstone or plinth should be used. Other containers may be removed.'

RESOLVED: Cllrs agreed that the West Witton Parish Council Cemetery Management and Burial Policy should be forwarded again to the funeral directors that are involved with West Witton Cemetery to ensure they are aware of these policies and that they are shared with anyone applying for a grave space/burial plots.

ACTION: Clerk to forward the West Witton Parish Council Cemetery Management and Burial Policy to Sanderson and Blenkiron.

c. New Cemetery gates Cllr Donovan-Brown shared the new designs for the new cemetery gates and the quote for the new gates to be made and erected.

RESOLVED: Cllrs agreed on the new designs and quote of £5,340 from Jason Hammond to make and erect new gates at the cemetery. It was also agreed that the new design should be shared with West Witton residents via Facebook.

ACTION: Cllr Donovan-Brown to contact Hammonds to proceed in making the and installing new gates. Cllr Donovan-Brown to share cemetery gate designs with Cllr Dutton to share on Facebook.

d. Richmondshire Council Cemetery Waste Collection Cllr Donovan-Brown reported back to the Council that Richmondshire Council were still collecting waste from the cemetery despite the high invoice not having yet been paid. In April she had contacted NYC to query the high bill and had been told that there had been an administration error and wrong bills had been sent and the Parish Council was to ignore the high bill.

RESOLVED: Clerk confirmed that the Parish Council are still waiting to receive a new bill for the correct amount. Cllrs raised the possibility of a potential rebate for the overpayment for last year due to the size of the cemetery.

ACTION: Cllr Donovan-Brown to contact NYC re making sure they are aware of the size of cemetery and how little waste is generated throughout the year. Clerk to notify Cllrs if a new cemetery waste collection bill is received.

8 Mill Dam

8.1 To receive an update on Mill Dam, and decide on any actions necessary

a Flood Risk/Mill Dam new grid Cllr Donovan-Brown provided an update on funding for West Witton from the Flood Authority. She had contacted NY Flood Risk Management, because following major floods in 2021 there had been a meeting which identified West Witton as one of the villages that has flooding issues. In an article in The Yorkshire Post dated 6 April 2025, it was stated that West Witton was due to get some of the government budget to tackle flooding. Having received no further correspondence, Cllr Donovan-Brown had contacted NY Flood Risk Management and shared their response with the Parish Council. As of 30 March, the funding for Property Flood Resilience has now been obtained by the NY Flood Risk Management and they are in the process of delivering the scheme to the properties in West Witton who have signed up the scheme. NY Flood Risk Management also have received a quote for the replacement screen/grid at Mill Dam that would help against future flooding issue and have shared the new design, however Cllr Donovan-Brown confirmed that the new screen designed shared was the same as the old one.

RESOLVED: Cllr Donovan-Brown will continue to liaise with NY Flood Risk Management and will request the design for the new screen again.

ACTION: Cllr Donovan-Brown will share with Cllrs the design for the new screen at Mill Dam once received from NY Flood Risk Management.

b Caroline's bench and leaking roof of commemorative bus shelter on Mill Dam Cllr Brown reported that the leaking roof of the commemorative bus shelter on Mill Dam has been fixed and that a decision is still pending from Caroline re the repair or replacement of Caroline's bench.

RESOLVED: Cllrs agreed cost of fixing roof of commemorative bus shelter on Mill Dam. Still pending response from owner of the bench re approval to repair or replace.

ACTION: Cllr Donovan-Brown to ask for quotes for the repair work from DCN fencing re cost of work on the bench.

9 West Witton Village Updates

9.1 To receive an update on any work in the village, and decide on any actions necessary

a Capple Bank View Clerk shared a copy of the letter composed to the owner of Capple Bank View which stated that the land either side of the commemorative shelter outside their house would still remain the property of the Parish Council and that nothing should be placed on the land that would obstruct it or cause a hazard to members of the public, but that the owners of the property behind this land affected by dog mess on it, would be able to improve and maintain these areas at their own cost, to prevent future problems.

RESOLVED: Cllrs agreed to the wording of the letter and for the Clerk to send this letter. The Clerk to explore if a second property behind the commemorative shelter is affected and to report back to the Parish Council. **ACTION:** Clerk

b new village sites of historic interest signs Cllr Brown is still investigating costs and waiting for a response from Yorkshire Dales National Park for possible funding. It was proposed that villagers were consulted re what sites of historic interest should be included

RESOLVED: Cllrs agreed that Cllr Dutton place information on Facebook about the new village sites of historic interest signs and to share any feedback at the next Parish Council meeting. **ACTION:** Cllr Dutton

10 Highways update

10.1 To consider any highway matters and/updates, particularly concerning parking issues at Grassgill, and decide on any actions necessary

a repainting of bus stop road signs and Green Hill edges

Cllr Brown reported that there has been no action regarding the repainting of bus stop road signs West Witton by Highways. There has also been no action regarding the rebuilding of edges of Green Hill and the replacement of edging stones.

RESOLVED: Cllr Brown to continue to chase Highways. **ACTION:** Cllr Brown

b extension of 30mph zone out of West Witton towards Swinithwaite

Cllr Donovan-Brown reported that there has been no action regarding this.

RESOLVED: Cllr Brown to liaise with Area 1. **ACTION:** Cllr Donovan-Brown

c Church Lane and Grassgill parking issues

Cllr Brown raised the fact that Church Lane has similar problems as the Grassgill junction issue which was raised by concerned residents at the Annual Parish Meeting in May. Parking too close to a junction is illegal and a police enforcement issue. Cllrs agreed that the police need to be contacted again and that any photographic evidence of the vehicles that are illegally parked at either of these two locations need to be obtained and provided to the police. Cllr Brown reported that there had been no response as yet from the police.

RESOLVED: The ongoing issue of illegal parking near junctions in the village will continue to be monitored and Cllrs Brown and Donovan-Brown to liaise with the police and share any response at the next Parish Council meeting. **ACTION:** Cllr Brown and Donovan-Brown

11 Planning Applications and Decisions

11.1 To consider any recent/current Planning Applications

The following Planning Applications had been considered by the Parish Council:

- 16 Apr 2026 - R/91/192/LB - Listed building consent to repair or re-build the chimney (with concrete blocks, under same render) and to repair or replace any roof slates with like for like slates, with no changes to the appearance of the property at The Hollies East, Main Street, West Witton, Leyburn, DL8 4LP - R/91/192/LB.
- 17 June 2026 - R/91/30D - Full planning permission for erection of agricultural building to provide milking parlour and calf pens along with hardstanding at West End Farm, Swinithwaite, Leyburn, DL8 4UH.

RESOLVED: No objections raised.

12 Update on Parish Council website

12.1 To receive an update on the Parish Council website, including .gov email addresses for Cllrs and decide on any actions necessary

Prior to the meeting, the Clerk had shared information re building a .gov parish website and .gov email addresses for Cllrs. Cllr Dutton raised the issue with the current website which has adverts which makes the site look poor.

RESOLVED: Cllrs agreed that the move to .gov email addresses for Cllrs was essential. Cllr Dutton proposed doing some research into purchase of a different domain for the website and it was raised that if the parish council website was a shared website it could feature local advertising which would help re costs. Cllrs agreed to meet with Cllr Barker who was absent at this meeting to discuss the website further **ACTION:** Cllr Dutton to look at new website domains and all Cllrs to meet to discuss a new parish council website and feedback at the next meeting.

13 Agenda items for future meetings

13.1 To notify the Clerk of matters for inclusion on the Agenda for the next meeting.

RESOLVED: Cllrs to provide any agenda items prior for the next meeting.

14 Date and time of next Parish Council Meeting

To confirm the date and venue of the next meeting of the Council.

RESOLVED: The next meeting of the Council is to be held on **Mon 19 Oct 2026**, 7pm, West Witton Village Hall.