

# Hampsthwaite Parish Council

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Dear All,

## **PUBLIC NOTICE OF MEETING**

You are invited to attend a meeting of the  
Full Parish Council  
at the Village Room

**to be held at 7:30 PM on Tuesday, 13 October 2026**

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Members of the public and press are invited to attend and may address members of the Council during the item set aside for public participation – Public Participation shall not exceed 15 minutes, and any member of the public shall not speak for more than 3 minutes (please see the councils Standing Orders Part 3 Item (e) onwards). Protocol on audio/visual recording and photography at meetings: Recording is allowed at Parish Council Meetings; subject to compliance with the Council's protocol on audio/visual recording and photography at meetings. The business to be transacted at this meeting is shown below.

As per our Standing Orders all motions will require a proposer, seconder and a show of hands.

Rob Bareham  
Clerk to Hampsthwaite Parish Council  
Issued: Friday, 9 October 2026

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Abbr: KP = Cllr K Pinkney (Chair), BK = Cllr B Kirby, GH = Cllr G Howard, RS = Cllr R Shrimpton, PB = Cllr P Bollands, RSB = Cllr R Selby, RB = R Bareham (Parish Clerk), MH = M Harrison (County Councillor)

Key: AFSC-NY = Average and Fixed Speed Cameras for North Yorkshire, CPT = Community Payback Team, DoI = Declaration of Interest, HBJFC = Hampsthwaite & Birstwith Junior Football Club, IA = Internal Auditor, MotP = Member of the Public, Group, MVAS = Moveable Vehicle Activated Sign, NYC = North Yorkshire Council, NYP = North Yorkshire Police, PLP = Park Lane Playgrounds, PC = Parish Council, SLCC = Society of Local Council Clerks, VAS= Vehicle Activated Sign, W3W = What 3 Words, YLCA = Yorkshire Local Council Association.

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## **Agenda**

**1. Welcome by the Chair:**

**2. Apologies for Absence:**

### **3. Dispensations & Pecuniary Interests:**

*To receive and record any declarations of interest in items on the agenda, consider any requests for dispensations, and ensure compliance with the Councillors' Code of Conduct and the requirements of the Localism Act 2011.*

#### **3.1 To receive, consider and determine any applications for dispensations.**

#### **3.2 To receive declarations of interest in respect of items on this agenda not previously recorded in the Members' Register of Disclosable Pecuniary Interests.**

### **4. Minutes for approval from Previous Meetings:**

*To consider and approve the minutes of previous meetings in accordance with Schedule 12, Paragraph 41 of the Local Government Act 1972.*

#### **4.1 Approval of the Minutes of the Meeting Held on 8 September 2026 (LGA 1972 Schedule 12 para 41)**

### **5. Public Participation Session:**

*To provide an opportunity for members of the public to address the Council in accordance with the Council's Standing Orders and the Public Bodies (Admission to Meetings) Act 1960.*

### **6. County Councillor's Report:**

*The Council to receive a verbal or written report from the County Councillor, on matters of relevance to the parish, including any updates from the County Council that may be of interest to members. Members are invited to ask questions arising from the report.*

#### **6.1 County Councillor's Report (Cllr M Harrison).**

### **7. Clerk's report:**

*To receive the Clerk's report on actions taken since the previous meeting, updates on ongoing matters, correspondence received, administrative issues, and any other items requiring the Council's attention or decision.*

#### **7.1 For the Council to consider the laying of the wreath at Remembrance Day 2026**

#### **7.2 For the Council to consider the supply of the Christmas Tree for 2026**

#### **7.3 For the Council to note removal of "abandoned" cars adjacent to Cockhill Beck**

#### **7.4 For the Council to note the response to NYC on attachments by the PC to NYC's property.**

**7.5 For the Council to note the consultation for its "Home to School Travel Policy"**

**7.6 For the Clerk to inform the Council on surveying work undertaken on Feast Field on behalf of Yorkshire Water.**

**7.7 For the Clerk to update the Council on progress for traffic restrictions at Finden Gardens**

**7.8 For the Council to note the issues with a stile on the footpath between Hollins Lane and Rowden Lane, has been reported to NYC for resolution.**

## **8. Matters Arising from Previous Meetings:**

*To receive updates on actions arising from previous Council meetings, review progress against resolutions, and consider any further action required.*

**8.1 Update on action: It was RESOLVED that Cllr Pinkney circulate her draft example newsletter to members and, as a first step, publish it digitally via the Parish Council's Facebook page to assess reach and engagement, before the Council considered whether to proceed with a printed edition.**

Carried over from Parish council Meeting, owner Katy Pinkney, originally due 13 Oct 2026. Outstanding action brought back for an update.

**8.2 Update on action: It was RESOLVED that the Clerk write to the Chair of the Memorial Hall to formally raise the proposal and seek their views, and to report back to the Council in due course.**

Carried over from Parish council Meeting, owner Rob Bareham. Outstanding action brought back for an update.

## **9. Items Requested for Discussion from Councillors or a Member of the Public:**

*To consider matters raised by councillors or members of the public for discussion, information or possible action by the Council.*

**9.1 For the Council to consider any action to the MoP's request for hedges to be cut back and the siting of a bench.**

**9.2 Cllr Pinkney to update the Council on a further invoice received from SSE Inv-IVO4958828 (£79.29 + £15.86 Vat)**

## **10. Area 6 Highways:**

*To receive and consider updates, correspondence, notifications, and consultations from Area 6 Highways relating to highways, road safety, maintenance, traffic management, public rights*

*of way, and transport matters affecting the parish, and to determine any actions required by the Council.*

#### **10.1 Clerk's Report on Area 6 Highways Matters,**

#### **11. Planning Consultations to Consider:**

*To consider planning applications, consultations and related matters in accordance with the Council's statutory consultee role under the Town and Country Planning Act 1990.*

##### **11.1 No planning consultations received since the previous meeting.**

#### **12. Planning Decisions to Note:**

*To note planning decisions, appeal outcomes, and other planning determinations issued by the Local Planning Authority since the previous meeting. Councillors may discuss the implications of such decisions for the parish and consider any consequential actions where appropriate.*

##### **12.1 For the Council to note Provisional TPO No 65/2026 (HAR)**

#### **13. Planning Enforcements to Note:**

*To note any planning enforcement cases, investigations, notices, or updates received from the Local Planning Authority relating to alleged breaches of planning control within the parish. Councillors may discuss the information provided and consider any appropriate representations or actions within the Council's remit.*

##### **13.1 No planning enforcement matters notified.**

#### **14. Update on Matters Relating to S106 / CIL Funding:**

*To receive an update on matters relating to Section 106 (S106) Agreements and Community Infrastructure Levy (CIL) funding affecting the parish, including details of funds received, potential funding opportunities, eligible projects, expenditure proposals, and any actions required to maximise the benefit of developer contributions for the local community.*

##### **14.1 Update on action: The Clerk proceed with the S106 funding meeting and report back to the Council on the outcome;**

Carried over from Parish council Meeting, owner Rob Bareham, originally due 13 Oct 2026. Outstanding action brought back for an update.

##### **14.2 For the Clerk to update the Council on possible S106 funded projects.**

## **15. Update on Matters Relating to the Memorial Hall and The Arts & Craft Studio:**

*To receive updates on matters relating to the Memorial Hall and the Arts & Craft Studio, including management, maintenance, improvements, bookings, community use, financial matters, and any ongoing or proposed projects. Councillors may consider any recommendations, issues requiring attention, and actions necessary to support the continued operation and development of these community facilities.*

### **15.1 Memorial Hall and Arts & Craft Studio Update.**

## **16. Update on Matters Relating to Parish Assets & Maintenance:**

*To consider matters relating to the Council's land, buildings and other assets in accordance with its powers and duties under the Local Government Act 1972 and other relevant legislation.*

**16.1 Update on action: It was RESOLVED that the Clerk arrange for a suitable person with the necessary equipment to attend the site to restore the water supply temporarily, identify the source of the leak, and arrange for any necessary repair works to be carried out as a matter of urgency, reporting back to the Council on the outcome and any associated costs.**

Carried over from Parish council Meeting, owner Katy Pinkney, originally due 13 Oct 2026.  
Outstanding action brought back for an update.

**16.2 Update on action: The Clerk obtain details of contractors specialising in small footbridge construction and seek three competitive quotations for the replacement of the bridge, considering both timber and metal options, and report back to the Council in due course.**

Carried over from Parish council Meeting, owner Rob Bareham, originally due 13 Oct 2026.  
Outstanding action brought back for an update.

**16.3 Update on action: \*It was RESOLVED that the Council authorise the Clerk and Cllr Pinkney, in conjunction with Cllr Kirby, to progress the Portakabin site visit and the repair works described above, and to report back to the Council at the next meeting with a full assessment and proposed action plan.**

Carried over from Parish council Meeting, owner Rob Bareham, originally due 13 Oct 2026.  
Outstanding action brought back for an update.

### **16.4 Update on action: Damaged bollard opposite the pub**

*Update on action: The Clerk advised that he would raise the outstanding bollard and any other reported highway defects with the relevant officer, Carried over from Parish council Meeting, owner Rob Bareham, originally due 13 Oct 2026. Outstanding action brought back for an update.*

**16.5 For the Council to consider mandating Cllr Pinkney arranging a Fire Risk Assessment of the Feast Field Portakabins and delegating the Clerk authority to approve payment up to £250.00.**

**16.6 Dependent on the outcome report under 16.5, for the Council to consider mandating Cllr Bishop to arrange the emergency electrical checks on the Feast Field Portakabins, the PAT testing of up to 50 items of electrical appliances and for the Clerk to have delegated authority to approve payments up to £600.00 for the work described.**

**16.7 For the Council to consider replacement of the defib pads and batteries at the Memorial Hall. (Pads = £45.00 + Vat & Batteries = £37.99 + Vat)**

**17. Update on Matters Relating to the Budget, Banking & Policy Matters:**

*To receive updates and make decisions relating to the Council's finances, banking arrangements, budget setting and audit requirements in accordance with the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015.*

**17.1 To consider and ratify the Parish Council's acknowledgment of the 2024/25 External Auditor's Report. (Noting that the report was received, published on the Parish Council website, and displayed on the Parish Council notice board at the time of receipt, but was not formally recorded as being considered in the meeting minutes).**

**17.2 To consider and ratify the Parish Council's acknowledgment of the 2025/26 External Auditor's Report.**

**17.3 For the Council to receive the Bank Statement & Reconciliation for September 2026**

**17.4 For the Council to receive the RFO's Financial Report dated 8th October 2026**

**18. Payments to Consider:**

*To consider matters relating to the Council's finances and to authorise expenditure in accordance with the Accounts and Audit Regulations 2015, the Local Audit and Accountability Act 2014 and the Council's Financial Regulations.*

**18.1 For the Council to consider the clerks Salary £749.84 for September 2026**

**18.2 For the Council to consider payment to HMRC for Month 6 (£254.18)**

**18.3 For the Council to consider payment to Business Stream Inv 11693274 (£19.93)**

**18.4 For the Council to consider payment to PKF Littlejohn Inv-SB20262627 (£840.00 + £168.00 Vat)**

**18.5 For the Council to consider payment to SALC for pay role services Inv-31835 (£102.00 + £20.40 Vat)**

**19. Payments to Note:**

*To note payments made since the previous meeting under delegated authority, including direct debits, standing orders, approved recurring expenditure, staff salaries, HMRC payments, and other authorised transactions. Councillors will receive details of these payments for information and to ensure transparency and accountability in the Council's financial management.*

**19.1 For the Council to note payment to RBL Poppy Shop Inv12002524583 (£27.50)**

**19.2 For the Council to note the purchase of new HP Officejet Pro 8124e Serial No TH57UPP05V Inv~xxxxxxxx (£74.97 + £15.00 Vat)**

**19.3 For the Council to note payment to Amazon Inv GB6AZXL4LAEUD (£21.92 + £4.39 Vat)**

**19.4 For the Council to note payment to Amazon Inv GB605UJQAPABLI (£2.49 + £0.50 Vat)**

**19.5 For the Council to note payment to Amazon Inv GB68J3CVBAEUI (£17.95 + £3.59 Vat)**

**19.6 For the Council to note payment to Amazon Inv GB68L92N1AEUI (£4.75 + £0.95 Vat)**

**19.7 For the Council to note payment to Amazon Inv GB68KEA5AAEUI (£11.99 + £2.33 Vat)**

**19.8 For the Council to note payment to Amazon Inv GB6063G222UOPI (£32.92 + £6.58 Vat)**

**19.9 For the Council to note payment to Amazon Inv GB68L8WPBAEUI (£9.07 + £1.82 Vat)**

**19.10 For the Council to note payment to Amazon Inv GB6AYE862AEUD (£24.49 + £4.90 Vat)**

**19.11 For the Council to note payment to Amazon Inv GB68JVPWAEUI (£6.77 + £1.36 Vat)**

**19.12 For the Council to note payment to Amazon Inv GB6AYE85NAEUD (£8.32 + £1.67 Vat)**

**19.13 For the Council to note payment to Amazon Inv GB68JPRFLAEUI (£4.75 + £0.95 Vat)**

**19.14 For the Council to note payment to Amazon Inv GB60024NK37DDI (£13.32 + £2.67 Vat)**

**19.15 For the Council to note payment to Amazon Inv GB68LJI5UAEUI (£21.78 + £4.36 Vat)**

**19.16 For the Council to note payment to Amazon Inv GB68KE7NLAEUI (£3.20 + £0.64 Vat)**

**19.17 For the Council to note payment to HP Instant Ink Inv HUKDN1135797560 (£5.41 + £1.08 Vat)**

**20. Receipts, Remittance and Credits to Note:**

*To note all receipts and income received since the previous meeting, including grants, Community Infrastructure Levy (CIL) Payments, Section 106 funds, precept instalments, hall hire income, donations, bank interest, and any other revenue received by the Council. Councillors will review the details of receipts for information and to ensure transparency and effective financial management.*

**20.1 For the Council to note the receipt of the Precept Pt 2 (£30500.00)**

**20.2 For the Council to note Virgin Money Cashback (1.62)**

**20.3 For the Council to note Virgin Money Cashback (£0.43)**

**21. Staffing & Training Matters:**

*To consider matters relating to Council staffing and training, including employee welfare, recruitment, contracts, performance, succession planning, and professional development. Councillors may receive updates on completed or proposed training, identify future training requirements, and consider any actions necessary to ensure staff and councillors have the skills, knowledge, and resources required to fulfil their roles effectively and in accordance with relevant legislation and best practice. (Where confidential staffing matters are to be discussed, the Council may resolve to exclude the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960.)*

**21.1 For the Council to consider the clerk's additional hours of Aug - 7hrs, Sept - 6hrs (for End of Year Accounts)**

**21.2 For the Council to consider the clerk's expenses for October 2026 (£52.80)**

**22. To Confirm the Date(s) of the Next Council Meeting(s):**

*To agree the date(s) of forthcoming Council meeting(s) and note any associated arrangements.*

**22.1 Ordinary Meeting of the Parish Council - 10 November 2026, 7:30pm (Cut-off for agenda items 3rd November 2026)**

**22.2 Finance Committee Meeting - 8 December 2026, 7:30pm (Cut-off for agenda items 1st December 2026)**

