

Hampsthwaite Parish Council

Parish Clerk: Robert Bareham

Tel: 07935 378544

Email: clerk@hampsthwaite-pc.org.uk

URL: <https://www.hampsthwaite-pc.org.uk/>



Dear Councillor,

Minutes of the Ordinary Meeting of Hampsthwaite Parish Council held at the Village Room, Hampsthwaite on Tuesday 10th March 2026 @ 7:30pm

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.

In Attendance: Cllr G Howard, Cllr K Pinkney, Cllr R Shrimpton, Cllr R Selby, Cllr Kirby, R Bareham (Parish Clerk)

Members of the Public: 1

Agenda

<u>Item</u>	<u>Record</u>	<u>Action By</u>
2026.102	Welcome by the Chairperson The chair welcomed everyone and opened the meeting at 7:30pm	✓
2026.103	Absence, Apologies and Vacancies	
a)	To Receive Apologies. Apologies were received from Cllr Selby and Cllr Bollands.	✓
b)	To approve the reason(s) for absence given by Councillors. Resolved: The council approved the reasons for absence.	✓
c)	For the clerk to update the council on the current vacancy. Ongoing: The clerk informed the council that the vacancy was now available for co-option.	RB

2026.104	<p>Dispensations & Pecuniary Interests</p> <p>a) To receive, consider and decide upon any applications for dispensations. There were no applications for dispensation received. ✓</p> <p>b) To receive any declarations of interest not already declared under the Councillors Code of Conduct or a members Register of Disclosable Pecuniary Interests. There were no further declarations of interest made. ✓</p>	
2026.105	<p>Minutes for approval from Previous Meetings</p> <p>a) For the council to consider approving the minutes of the Ordinary Meeting of the Parish Council of the 19th May 2026. Resolved: The Council agreed that the minutes were a true and accurate record. ✓</p>	
2026.106	<p>Public participation Session (for the public to talk to councillors about items on the agenda) There was no public participation ✓</p>	
2026.107	<p>To receive the Councillors report</p> <p>a) For the council to receive the report from Cllr M Harrison. See Appendix A</p>	
2026.108	<p>To receive the Clerks report</p> <p>a) For the council to note the closure of Hirst Lane for gas works Resolved: The council noted the item. ✓</p>	
2026.109	<p>Matters arising from previous meetings (Items requested to remain on the agenda or to be resolved)</p> <p>a) For the council to note the report from the initial meeting of the Hampsthwaite – Birstwith Footpath Working Party. Ongoing: The council received and noted the report RB</p> <p>b) For the clerk to update the council on the transition to “.gov.uk” email domain Ongoing: The council received and noted the email RB</p>	
2026.110	<p>Items for discussion from Councillors or a member of the public. (These are new items that have been requested to be included in the agenda) There were no items for discussion ✓</p>	
2026.111	<p>Area 6 Highways</p> <p>a) For the clerk to update the council on extending the 20mph speed limit through the village Ongoing: The clerk informed the council that the item was still under consideration by NYC Highways. RB</p> <p>b) For the clerk to update the council on the yellow lines at the entrance to Finden Gardens and for the council to consider any further action Ongoing: The clerk informed the council that the item was still under consideration by NYC Highways. RB</p>	

- 2026.112** **Planning Matters** (including any applications submitted after the agenda publication that the clerk deems necessary for the Parish Council's consideration)
- a) For the council to consider Planning Application 26.02500.FUL
Glendale Lodge
Hollins Lane
To Hollins Farm
Hampsthwaite North Yorkshire HG3 2HJ
Resolved: The council agreed upon Option A – “The Parish Council has no objections” to the application. ✓
- b) For the council to note Planning Decision 26.01518.FUL (Granted)
29 Brookfield Crescent
Hampsthwaite
North Yorkshire HG3 2EE
Resolved: The council noted the item. ✓
- c) For the council to note Planning Enforcement 26.00441.PR15
Resolved: The council noted the item. ✓
- d) For the council to note Planning Enforcement 26.00442.PR15
Resolved: The council noted the item. ✓
- e) For the council to note Planning Appeal 26/00038/NREFPP
Resolved: The council noted the item. ✓
- 2026.113** **S106 / CIL Funding**
- a) For GH to update the council on any applications in progress for S106
Resolved: Cllr Howard informed the council that PID’s were successful for the Memorial Hall steps, the Verti-draining on the Feast Field, and a “contribution” to the repairs to the water supply on Feast Field. ✓
- 2026.114** **Memorial Hall and The Arts & Craft Studio**
- a) For GH to update the council on the progress of the extension to the Memorial Hall and for the council to consider any further action.
Resolved: The council received and noted GH’s report. See Appendix B ✓
- b) GH to provide a financial briefing to the council on projected income and anticipated expenditures ahead of the PC Meeting. The council will also review and consider pre-approving payments for expected costs.
Resolved: GH informed the council that it was possible that there may be a gap between the receipt of grants and the need to finalise the internal fit of the extension. After consideration the council agreed to “underwrite” the order for new benches to be purchased. The council were keen to emphasise that in the unlikely event that the funds are needed, this is only a loan. GH confirmed the agreement. **GH/RB**
- 2026.115** **Parish Asset Matters & Maintenance**
- a) For the council to note the EDF Inv & Credit for EDF44460 (Village Green)
Resolved: The council noted the item. ✓
- b) For the council to note the EDF Inv & Credit for EDF767396 (Feast Field)
Resolved: The council noted the item. ✓

- c) For the council to consider retaining GC Groundcare for the 2026 grass cutting season
Resolved: After consideration the council agreed to retain GC Groundcare for the remainder of the 2026 season. The council confirmed that as per “best practice” the grass cutting would be put out for tender in February 2027. The clerk will inform GH Groundcare. **RB**

2026.116

Budget, Banking & Policy Matters

- a) For the council to consider the Bank Reconciliation for May 2026.
Resolved: The council noted the item. ✓
- b) For the council to consider the Budget Report dated 4th June 2026.
Resolved: The council noted the item. ✓
- c) For the council to note that the application for the Virgin Money savings Account is, ongoing.
Resolved: The council noted the item.
- d) For the council to note receipt of the Hampsthwaite Feast Liability Insurance for the forthcoming event.
Resolved: The council noted the item. ✓
- e) For the council to consider the Grant Request from Hampsthwaite Feast (£500.00)
Resolved: After consideration, the council approved the grant for 2026 with a review of the Grants Policy and Procedures for 2027. **RB**
- f) For the council to consider adopting and publishing the IT Policy 2026
Resolved: The council adopted the policy. **RB**

2026.117

Financial Matters:

- a) For the council to consider the clerks salary for May 2026 (£611.58)
Resolved: The council approved the payment ✓
- b) For the council to consider payment to HMRC for Month 2 (£193.42)
Resolved: The council approved the payment ✓
- c) For the council to note payment to HP Instant Ink for Inv-HUKDN1128421088 (£5.41 + £1.08 Vat)
Resolved: The council noted the item. ✓
- d) For the council to note receipt of Feast Field agreement from Hampsthwaite Feast (£250.00)
Resolved: The council noted the item. ✓
- e) For the council to note receipt of S106 funding for Feast Field drainage (£500.00)
Resolved: The council noted the item. ✓
- f) For the council to note receipt of rental agreement from Hampsthwaite Feast (£250.00)
(See 2026.117 (d) ✓
- g) For the council to note payment to Zurich Municiple Inv-555000717 (£2116.64)
Resolved: The council noted the item. ✓

	h) For the council to consider payment to Park Lane Playgrounds Inv-3154 (£245.00 + £49.00 Vat) Resolved: The council approved the payment	✓
2026.118	Year Ending 2025 -2026	
	a) For the council to note “Page 3” or the AGAR - The Annual Internal Audit Report 2025-2026. Deferred: This item was deferred to July’s meeting as the report had not been received.	RB
	b) For the council to consider the Internal Auditors Report for 2025-2026. Deferred: This item was deferred to July’s meeting as the report had not been received.	RB
	c) For the council to consider the Action Plan in response to the Internal Audit Report for 2025-2026. Deferred: This item was deferred to July’s meeting as the report had not been received.	RB
	d) For The council to consider approving the PKF Littlejohn Bank Reconciliation 2025-2026. Resolved: The council approved the item.	RB
	e) For the council to consider approving the Explanation of Variances 2025-2026. Resolved: The council approved the item.	RB
	f) For the council to consider approving Section 1 of the Annual Governance Statement 2025-2026. Resolved: Section 1 was completed with the agreement of the Parish Council and signed by the Chair.	RB
	g) For the council to consider approving Section 2 of the Annual Governance Statement 2025-2026 Resolved: The council approved the item.	RB
	h) For the council to consider approving the Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return 2025-2026 from Tuesday 30th June 2026 – Tuesday 11th of August 2026 Resolved: The council approved the item.	RB
	i) For the council to note under the Accounts & Audit Regulations 2015, that the accounts information will be published on the notice boards, on the website and emailed to the external auditor before the 1st of July 2026. Resolved: The council noted the item.	RB
	k) For the council to consider appointing Heelis & Lodge as the internal auditor for the 2026-2027 internal audit. Resolved: The council approved the item.	RB

2026.119	Summary of Payments:	
	Payments to Consider:	Amount
a)	R Bareham Salary (May 2026)	£611.58
b)	HMRC (Month 2)	£193.42
h)	Park Lane Playgrounds (Inv-3154)	294.00
	Total Payments (a)	£1099.00
	Payments to Note:	
c)	HP Instant Ink (HUKDN1128421088)	£6.49
g)	Zurich (Inv 555000717)	£2116.64
	Total Payments (b)	£2123.13
	Total (a + b)	£3222.13

Resolved: The council noted the payment summary.

✓

2026.120 Staffing & Training Matters

- a) For the clerk to update the council on any staffing matters. There were no staffing matters for discussion.

2026.121 To confirm the date of the next Council meeting(s):

- a) **Annual Meeting of the Parish 14th July 2026 @ 7:30pm**
Council
(Cut-off date for agenda items 7th July 2026 please)

Resolved: The council noted the date of the next meeting.

- b) **Ordinary Meeting of the Parish 11th August 2026 @ 7:30pm**
Council
(Cut-off date for agenda items 4th August 2026 please)

Resolved: The council noted the date of the next meeting.

The meeting closed at 8:54pm

Signed.....

Dated

Appendix A

Report as follows:

Street Works – please find attached a briefing note on Street Works that members may find helpful to understand NYC’s role in regulating works that take place in the public highway.

Waste & Recycling Centre Registrations – I thought I would share an update on the Household Waste Recycling Centre (HWRC) registration changes.

- 181,278 residents have now registered, out of an expected 268,245 unique visitors in 2025/26 (equating to 67.6%), and this figure continues to grow.
- 98.8% of registrations have been completed online, either independently or with assistance.
- There have been no recorded instances of fly-tipping linked to the introduction of this scheme.

Further work will take place to review the feasibility of introducing automatic number plate recognition and reciprocal arrangements with neighbouring authorities.

Village Room Bench – A resident has approached me to ask if the bench on the grass verge outside the village room can be replaced, advising that it is unsafe and rotten. I would be grateful for the parish council’s view (which I will ask you about at the meeting) on whether this bench should be replaced, or repaired.

Locality Budget – I have agreed to match the parish council’s £500 donation to the 2027 Hampsthwaite Feast with a £500 grant from my NYC locality budget.

Michael

Councillor Michael Harrison

Killinghall, Hampsthwaite & Saltergate Division

Executive Member for Health & Adult Services



Appendix B

MEMORIAL HALL : ARTS AND CRAFTS STUDIO (aka COMMUNITY SHED) UPDATE June 9th 2026

Our Community Shed extension project for the Memorial Hall has now been signed off as complete by Building Control and the final invoice from New Lodge Contractors received and paid in full. Challenges remain in that the focus now is on fitting out and equipping the areas to enable a Grand Opening in August and the Community Shed being fully operational by September.

To minimise the additional funding required to achieve this, all plumbing and some interior fixing has now been completed by local volunteers. Almost all the equipment, machinery and some of the interior storage has been donated by residents and also fitted by local volunteers.

The Community Payback Team have assisted by continuing to decorate by applying a mist coat of paint to walls and ceilings. Similarly, they have used primer, undercoat and gloss to paint the woodwork. This work continues. They will also help renovate the site and grassed area now that the building work is completed. The work needed to finish the pathways and handrails will be subject to another contract and funding for this has been allocated from Section106 Verges.

MEMORIAL HALL : ARTS & CRAFTS STUDIO (aka COMMUNITY SHED) : PROGRESS THROUGHOUT MAY 2026



Reference and History Resources section now established in the Sun Room. I.T., CAD/CAM, and Graphics Resource areas created within the Community Shed and 3 working sink units plumbed in.



Budget:

The total net cost of all structural building work, having now been completed, has proved to be £2,741.31 greater than the original Price to Fit Out of £252,210.32. Given that the estimate was given over 12 months ago, and includes the £5000 unexpected additional cost which had to be met following the discovery of some asbestos, plus the work done to extend the existing fire alarm system, this is not an unreasonable outcome (i.e. <2%) but, nonetheless, presents a challenge in terms how we might meet the cost the fitting out yet to be achieved. The front access ramp is already funded and may be constructed by others so that we might take this opportunity to 'draw a line' under our commitment to New Lodge Contractors and thank them for the excellent work they have done.

A quotation to manufacture all the work surfaces required, and an estimate of tool and equipment storage needs, is included below as Additional Needs. A Knabs Ridge grant application is underway and there will be some income from the weekly Village Market, The Local Lotto, and Easy Fundraising, and perhaps additional donations. There will remain a need for an additional £5000 however, if we are to complete this summer.

Geoff Howard 9th June 2026

PROJECT COSTS EXTRA TO NEW LODGE						
DATE	DESCRIPTION	INVOICE NO.	NET	VAT (to reclaim)	GROSS	NOTES – main funding source
15 Jan 2025	New Mem Hall CH Boiler	J Bradley 15438	£2,900.00	£580.00	£3,480.00	from Memorial Hall Section 106
23 May 2025	Grass Reinforcement Mesh	Repay Memorial Hall	£1,086.00	£0.00	£1,086.00	from Feast Field Section 106
25 Jun 2025	Bookcase	Dfe UK Ltd Inv59954	£772.00	£154.40	£926.40	from Nidderdale Plus grant
1 Jul 2025	New Gas Kiosk	Northern Gas X1728968	£1,842.90	£368.58	£2,211.48	from Memorial Hall Section 106
11 Aug 2025	Feed Gas Pipe to new Gas M	Robinsons MEA Job No. 7305	£2,597.27	£519.45	£3,116.72	from Memorial Hall Section 106
24 Apr 2026	Fire Alarm Extension	Logic Fire and Security 42591	£3,245.18	£649.04	£3,894.22	
28 May 2026	Extension Rear Steps	New Lodge 1392	£4,300.00	£860.00	£5,160.00	from Verges Section 106
Totals =			£16,743.35	£3,131.47	£19,874.82	
INVOICES (NEW LODGE)						
DATE	VALUATION	INVOICE NO.	NET	VAT (to reclaim)	GROSS	
27 May 2025	Valuation 1	1328	£26,193.94	£5,238.79	£31,432.73	from Memorial Hall Section 106
12 Jun 2025	Valuation 2	1332	£35,047.10	£7,009.42	£42,056.52	from Memorial Hall Section 106
21 Jul 2025	Valuation 3	1336	£20,160.79	£4,032.15	£24,192.94	from Memorial Hall Section 106
5 Sep 2025	Valuation 4	1348	£47,718.83	£9,543.76	£57,262.59	from Memorial Hall Section 106
20 Oct 2025	Valuation 5	1355	£48,713.18	£9,742.64	£58,455.82	from FCC
4 Dec 2025	Valuation 6	1364	£32,841.92	£5,568.38	£38,410.30	from FCC
26 Jan 2026	Valuation 7	1371	£20,312.00	£4,062.42	£24,374.52	from PC + Mem Hall contributions
24 Mar 2026	Valuation 8	1384	£18,589.37	£3,717.87	£22,307.24	from Donations (10K+5k+1K+2K)
28 May 2026	Valuation 9	1389	£5,374.50	£1,074.90	£6,449.40	
Total =			£254,951.63	£49,990.33	£304,942.06	
£2,741.31			Price to Fit-Out =	£252,210.32	£302,652.36	
			Still to Pay =	-£2,741.31	-£3,289.57	
ADDITIONS (PAID via PC)						
DATE	SUPPLIER	INVOICE NO.	NET	VAT (to reclaim)	GROSS	
22 Jan 2026	WindowCraft	5683	£5,080.00	£1,016.00	£6,096.00	from YDMT grant
20 Jan 2026	B&Q		£741.60		£741.60	from Donations
18 Feb 2026	Calvert Carpets		£1,108.80	£221.76	£1,330.56	from Nidderdale Plus grant
22 Feb 2026	Sensory Education	991258771	£848.32	£169.67	£1,017.99	from Knabs Ridge grant
5 Jun 2025	Furniture for Schools		£772.00	£154.40	£926.40	from Knabs Ridge grant
Total =			£8,550.72	£1,561.83	£10,112.55	
BUDGET						
DATE	SOURCE	WHERE HELD	AMOUNT			
	Section 106 (Memorial Hall)	NYC	£140,000.00	Claimed on receipt of invoices		
	Section 106 (Feast Field)	NYC	£1,086.00	Claimed on receipt of invoice from Grassmat		
	FCC	FCC	£82,000.00	Claimed on receipt of invoices		
	Parish Council	PC	£10,000.00			
24 Oct 2025	Memorial Hall contribution	Memorial Hall	£10,000.00	transferred to PC 24 Oct		
24 Oct 2025	Players	Memorial Hall	£5,000.00	transferred to PC 24 Oct		
10 Dec 2025	YDMT	Memorial Hall	£5,000.00	transferred to PC 10 Dec		
28 Jan 2026	NYC+NiddPlus+Knabbs	Memorial Hall	£8,000.00	transferred to PC 28 Jan		
8 Apr 2026	Memorial Hall from Donations	Memorial Hall	£13,000.00	transferred to PC 8 Apr		
18 May 2026	Hampsthwaite Feast	Memorial Hall	£500.00	transferred to PC 8 Apr		
5 Jun 2026	Section 106 (Verges)	NYC	£4,300.00	Claimed on receipt of invoice from New Lodge		
Current PC Total =			£278,886.00			
SUMMARIES						
Total expenditure by PC =					£334,929.43	
Total Recoverable VAT by PC =					£54,683.63	
Total Net Expenditure by PC =					£280,245.80	
Total Remaining from current PC Budget =					-£1,359.80	
Plus additional income yet to be quantified from Lotto, EasyFundraising, other Donations, Gift Aid?, Market Cafe etc.						
ADDITIONAL FUNDING						
CONFIRMED:						
Section 106 Verges =			£8,000.00	Front Accessible ramp etc.		inc. Outside light etc.
?			=			
UNCONFIRMED:						
Knabs Ridge =			£3,500.00	Interior fitments		100% track record
ADDITIONAL NEEDS						
Work Surfaces =			£7,000.00	ILS estimate – will hold invoice until August		
Tool and equipment storage =			£5,500.00	estimated for Knabs Ridge application		