

Hampsthwaite Parish Council

Parish Clerk: Robert Bareham

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Dear Councillor,

**You are hereby summoned to attend an Ordinary Meeting of
Hampsthwaite Parish Council
to be held at the Village Rooms, Hampsthwaite**

on Tuesday 11th March 2025 @ 7:30pm

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
Parish Clerk
Hampsthwaite Parish Council
06th March 2025**

Abbr: JC = Cllr J Carney (Chairman), JJ = Cllr J Jennings (Vice Chair), BT = Bryan Thompson GH = Cllr G Howard, KA = Cllr K Andrews, RS = Cllr R Shrimpton, PB = Cllr P Bollards, RB = R Bareham (Parish Clerk), MH = M Harrison (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, MoP = 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.

Agenda

<u>Item</u>		<u>Record</u>	<u>Action By</u>
2025.039	Welcome by the Chairman		
2025.040	Absence and Apologies		
	a) To Receive Apologies		
	b) To approve the reason(s) for absence given by Councillors.		
2025.041	Dispensations & Pecuniary Interests		
	a) To receive, consider and decide upon any applications for dispensations.		

- b) To receive any declarations of interest not already declared under the Councillors Code of Conduct or a members Register of Disclosable Pecuniary Interests.

2025.042 Minutes for approval from Previous Meetings

- a) For the council to consider approving the minutes of the Parish Council Meeting of the 11th February 2025.

2025.043 Public participation Session (for the public to talk to councillors about items on the agenda)

- a)

2025.044 To receive the Councillors report

- a) For the council to receive the report from Cllr M Harrison

2025.045 To receive the Clerks report

- a) For the council to consider responding to the NYC survey on the “Playing Pitch Strategy”.
- b) For the council to consider HAG’s request to publish their article for the Parish Newsletter, on the council’s website.
- c) For the council to consider responding to the NYC Survey for their Planning Policy for Traveller Sites
- d) For the council to consider entering the “Yorkshire in Bloom 2025, Golden Rose Awards”
- e) For the clerk to update of the Grit Bins within the Parish
- f) For the council to consider the request from a MoP, to host on the Playing Field, the “Festival of Colours” (Holi) on the 15th March 2025
- g) For the council to consider the request of a MoP to spread some of her late mothers composted ashes, on the Village green.
- h) For the council to note the clerk has accrued 10hrs holiday and it is to be taken w/c 17th March 2025 & w/c 24th March 2025.

2025.046 Correspondence Report (Items received after publication of the agenda or for items needing discussion)

- a) For the clerk to update on any correspondence

2025.047 Matters arising from previous meetings (Items requested to remain on the agenda or to be resolved)

- a) GH/JJ to update the council on the replacement of the Tree & seat on Hampsthwaite Village Green and for the council to consider the public donations to repair the bench.
- b) For the clerk to update on HBJFC’s request to have advertising boards attached to the playground fencing
- c) For the clerk to update on HBJFC’s request to update the defibrillator in the “cabin” and consider any further actions.
- d) For the council to note that their individual “.ORG.UK” emails are in place. The clerk proposes use of the new addresses from the 1st April 2025 and the use of private email addresses by 1st May 2025.

- e) GH to update on the Asgard shed installation on the Feast and for the council to consider any further action.

2025.048

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)

- a) BT to inform the council on fund raising towards the Memorial Hall
- b) BT to propose to the council introducing council representatives to local groups and committees
- c) BT to propose provision of sandbags to the village shop and for the council to consider any further action.
- d) BT to propose to the council a request for emergency volunteers and a coordinator for emergency events, and for the council to consider any further action.
- e) BT to update the council on potholes in the village and for the council to consider any further action.
- f) BT to propose a tree survey of trees owned by the Parish Council and for the council to consider any further action.

2025.049

Area 6 Highways

- a) For the clerk to update on the curb stones reported damaged on Church Lane.
- b) For the clerk to update on the speed hump remarking on Hollins Lane.

2025.050

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 ZC25.00331.TPO
St Thomas A Becket's Church
Church Lane
Hampsthwaite
(Closing 10th March 2025 – extension requested)

2025.051

S106 / CIL Funding

- a) For the clerk to update on matters referring to S106 or CIL

2025.052

Memorial Hall and The Arts & Craft Studio

- a) For the council to note the signed contract between FCC and the Parish Council.
- b) For the council consider the response from YLCA regarding the reclaiming of VAT for/on behalf of the Memorial Hall
- c) For the council to consider confirming that it is either the
 - Sole Trustee
 - Custodian TrusteeOf the Memorial Hall and that, if needed, the clerk informs and updates the Charity Commission's website to ensure the correct information is displayed.
- d) GH to request the council allocates £10,000.00 of its reserves towards the Memorial Hall Arts and Craft Studio extension.
- e) GH to request the council approves J Turnball to remove the trees already designated for removal (Trees T6, T7 & T9)

2025.053**Parish Asset Maintenance**

- a) For the council to consider the grass cutting for the Playing Field and other areas within the parish.
- b) For the council to consider approving the clerk to sign the letter of engagement for Nurture Landscapes
- c) For the council to consider the rent review from NYC of the Playing Field lease from £660.93 to £769.96
- d) For the council to consider the clerk signing the "Rent Review Memorandum"
- e) For the council to consider an independent Inspection of the Parish Council's play equipment on the playing field.
- f) For the council to ratify the clerks training on Play Area Inspection Training 9th April 2025 (cost to be shared with Killinghall PC)
- g) For the council to consider the clerk taking on monthly inspections of the play equipment on the playing field, from the 1st May 2025.

2025.054**Financial Matters**

- a) For the council to note the Bank Reconciliation for January 2025
- b) For the council to note the Bank Reconciliation for February 2025
- c) For the council to consider IBMP Invoice 26181 (£51.11 + £10.22 Vat)
- d) For the council to consider IBMP Invoice 26182 (£48.42 + £9.69 Vat)
- e) For the council to consider the clerks salary for February 2025 (£675.05)
- f) For the council to consider payment to HMRC Month 11 (£169.55)
- g) For the council to consider payment to Vision ICT Inv 19903 (£70.00 + £14.00 Vat)
- h) For the council to ratify the council's decision to award the VAS sign contract to SWARCO.
- i) For the council to consider the clerks additional hours worked for February 2025
 - Internal Audit Questionnaire 14hrs
 - Website financial updates 9hrs
 - Additional hours needed for Meeting 11hrs

Total hrs	34hrs
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- j) For the council to consider approving the additional hours for March of
 - Additional time for agenda estimated 12hrs
 - Additional hours for year end estimated 12hrs (end of March & Beginning of April)
- k) For the council to consider Cllr Howards expenses (£205.70 + £29.82 Vat)
- l) For the council to consider the clerks expenses (£166.42 + £31.66 Vat)

2025.055	Summary Payments to consider:	
	Payment to	Amount
c)	IBMP (Inv 26181)	£61.33
d)	IBMP (Inv26182)	£58.11
e)	R Bareham (Feb Salary)	£675.05
f)	HMRC (Month 11)	£169.55
g)	Vision ICT (Inv 19903)	£84.00
k)	Cllr Howard Expenses	£235.52
l)	Clerks Expenses (February 2025)	198.08
	Total	£1481.64

2025.056 Year End 2024 - 2025

- a) For the council to note the completed "Pre Audit Questionnaire" for the internal auditor
- b) For the council to consider approving the following policies:
 - 1) Complaints Policy 2025
 - 2) Disciplinary Policy 2025
 - 3) Grievance Policy 2025
 - 4) Privacy Notice for Employees and Councillors 2025
 - 5) Recording Policy 2025
 - 6) Vexatious Policy 2025
- c) For the council to consider a "Business Continuity Plan" (recommended by the internal auditor 2023/2024)
- d) For the council to consider a "Training Statement of Intent" (recommended by the internal auditor 2023/2024)
- e) For the council to note that the councillors Register of Interests can be accessed through the Parish Councils website.
- f) For the council to note that the S137 amount per head of electorate is set under the Local Government Act 1972 for local councils at £10.81 for 2024-2025.
- g) For the council to note that the required outstanding items from the Internal audit Report 2023 – 2024, have now been completed

2025.057 To confirm the date of the next Council meeting(s):

Annual Parish Meeting 8th April 2025 @ 7.00pm

Ordinary Meeting of the Parish Council 8th April 2025 @ 7.30pm

(Cut-off date for agenda items 31st March 2025 please)

Annual Meeting of the Parish Council 13th May 2025 @ 7.00pm

Ordinary Meeting of the Parish Council 13th May 2025 @ 7.30pm

(Cut-off date for agenda items 6th May 2025 please)

Appendix A

Michael

Councillor Michael Harrison
Killinghall, Hampsthwaite & Saltergate Division
Executive Member for Health & Adult Services

