

# 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 11<sup>th</sup> February 2025 @ 8:00pm**

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  
06<sup>th</sup> February 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>
2025.020	<b>Welcome by the Chairman</b>		
2025.021	<b>Absence and Apologies</b>		
	a) To Receive Apologies		
	b) To approve the reason(s) for absence given by Councillors.		
2025.022	<b>Dispensations &amp; Pecuniary Interests</b>		
	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.

**2025.023 Minutes for approval from Previous Meetings**

- a) For the council to consider approving the minutes of the Parish Council Meeting of the 14<sup>th</sup> January 2025

**2025.024 Public participation Session** (for the public to talk to councillors about items on the agenda)

**2025.025 To receive the Councillors report**

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

**2025.026 To receive the Clerks report**

- a) For the council to consider the verge cutting within the Parish for 2025 – 2026.
- b) For the council to consider the response to NYC's Highways Asset Management offer of £363.20 for the Parish Council to cut the designated visibility splays in the parish
- c) For the council to consider continuing to be custodian of the HAG funds of £5062.00
- d) For the council to note that VAT cannot be claimed on expenditure by HAG as it is a separate entity to the council
- e) For the council to consider setting up ".ORG.UK" email addresses with Vision ICT (cost £20.00 + Vat per email account per year)
- f) For the council to consider supporting the "Average and Fixed Speed Cameras for North Yorkshire" Speeding Campaign.

**2025.027 Correspondence Report** (Items received after publication of the agenda or for items needing discussion)

**2025.028 Matters arising from previous meetings** (Items requested to remain on the agenda or to be resolved)

- a) For the clerk to update the council on the filling of grit bins.
- b) GH/JJ to update the council on the replacement of the Tree & seat on Hampsthwaite Village Green
- c) JC to update on the VAS sign from SWARCO
- d) For the clerk to update on HBJFC's request to have advertising boards attached to the playground fencing.
- e) For the council to consider HBJFC's status update of the defibrillator in the "cabin" and consider any further actions.

**2025.029 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.

**2025.030**

**Area 6 Highways**

- a) For the clerk to update on any Highway 6 matters.

**2025.031**

**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 consider Planning Application ZC25/00184/TPO  
1 Paddock View  
Hampsthwaite  
North Yorkshire  
HG3 2FJ  
(Closing 21<sup>st</sup> February 2025)

**2025.032**

**S106 / CIL Funding**

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

**2025.033**

**Memorial Hall and The Arts & Craft Studio**

- a) For the clerk to update the council on the question of if the Parish Council is a "Sole Trustee" or a "Custodian Trustee"
- b) GH to update the council on the Arts & Craft Studio extension to the Memorial Hall.
- c) For the council to consider the clerk signing the contract between FCC Communities Foundation Ltd and the Council.

**2025.034**

**Parish Asset Maintenance**

- a) For the council to consider the RoSPA report dated 10<sup>th</sup> October 2024.
- b) GH to update on the Asgard shed installation on the Feast and for the council to consider any further action.

**2025.035**

**Financial Matters**

- a) For the council to approve the Bank Reconciliation for December 2024
- b) For the council to consider the clerks January 2025 salary (£283.33)
- c) For the council to consider payment to HMRC for Month 10 (£64.20)
- d) For the council to consider payment to J Turnball Landscapes Inv 1538 (£85.00)
- e) For the council to consider payment to J & L Bradley Ltd Inv 15438 (£2900.00 + £580.00 Vat)
- f) For the council to note receipt of £3480.00 from NYC (S106 for Boiler replacement)

- g) For the council to consider the clerks expenses for January 2025
- h) For the council to consider the clerks additional hours for January 2025 (6 weeks) 33hrs
- i) For the council to consider approving the clerk to complete the questionnaire from the Internal Auditor and consider approving the additional hours from the clerk, to comply with the document (estimated at 12hrs).
- j) For the council to consider an additional 5 hrs for the clerk's preparation for the March 2025 meeting

**2025.036**

**Summary Payments to consider:**

<b>Payment to</b>	<b>Amount</b>
b) R Bareham (Jan Salary)	£283.33
c) HMRC (Month 10)	£64.20
d) J Turnbull Landscapes (Invoice 1538)	£85.00
e) J & Bradley Ltd (Invoice 15438)	£3480.00
	<u>£3912.53</u>

**2025.037**

**Year End 2024 - 2025**

- a) For the council to consider adopting the LGA Code of Conduct
- b) For the council to consider approving the Financial Risk Assessment
- c) For the council to consider approving the Statement of Internal Control
- d) For the Council to consider approving the Standing Orders
- e) For the Council to consider approving the Financial Regulations
- f) For the Council to consider approving the Asset Register for 2024 - 2025
- g) For the council to consider retaining Elkerlodge Bookkeeping for the internal audit 2024 – 2025.

**2025.038**

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

**Ordinary Meeting of the Parish Council 11<sup>th</sup> March 2025 @ 7:30pm**

*(Cut-off date for agenda items 4<sup>th</sup> March 2025 please)*

**Ordinary Meeting of the Parish Council 8<sup>th</sup> April 2025 @ 7.30pm**

*(Cut-off date for agenda items 31<sup>st</sup> March 2025 please)*

## **Appendix A**