

Hampsthwaite Parish Council

Parish Clerk: Robert Bareham

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Dear Councillor,

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

on Tuesday 10th June 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
5th June 2025**

Abbr: JC = Cllr J Carney (Chairman), GH = Cllr G Howard, KA = Cllr K Andrews, RS = Cllr R Shrimpton, PB = Cllr P Bolland, 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>
2025.100	Welcome by the Chairman		
2025.101	Absence and Apologies		
	a) To Receive Apologies		

- b) To approve the reason(s) for absence given by Councillors.

2025.102 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.

2025.103 Minutes for approval from Previous Meetings

- a) For the council to consider approving the minutes of the Annual Meeting of the Parish Council of the 20th May 2025.

2025.104 Public participation Session (for the public to talk to councillors about items on the agenda)

2025.105 To receive the Councillors report

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

2025.106 To receive the Clerks report

- a) For the council to note the minutes from Hampsthwaite Feast meeting held 28.05.2025
- b) For the council to note the request from North Yorkshire Youth Carlton Lodge Activity Centre and consider any further action.

2025.107 Co-Option Matters (To receive written applications for the office of Parish Councillor and to coopt a candidate to fill the existing vacancy)

- a) For the council to receive written applications for the office of Parish Councillors of Hampsthwaite Parish Council
- b) For the council to consider the applications
- c) Upon reaching a decision the new councillor(s) is/are to sign the "Declaration of the Acceptance of Office"
- d) In the event of (e) not being possible, for the council to approve the declaration of office to be signed prior to the next meeting.
- e) For new councillors to note the DoI is to be completed & returned within 28 days of co-option.

2025.108 Matters arising from previous meetings (Items requested to remain on the agenda or to be resolved)

- a) For the clerk to update on any matters from the previous meeting

2025.109 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) For the council to note the "complaint" from a MoP regarding the unkempt property on the High Street and for the council to consider any further actions.

2025.110 Area 6 Highways

- a) For the clerk to update on Curb Stones (awaiting sourcing)
- b) For the clerk to update of the Grit Bins within the Parish

2025.111 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 25.01492.FUL
Old Mill Barn

59 High Street
Hampsthwaite HG3 2EP
(Closing 22nd June 2025)

- b) For the council to consider Planning Application 25.01553.FUL
Dovetail House
Hollins Lane
Hampsthwaite HG3 2EJ
(Closing 26th June 2025)
- c) For the council to consider Planning Application HGTZC25.01172.FUL
Hampsthwaite Methodist Church
Hollins Lane
Hampsthwaite
(Closing 7th June 2025)
- d) For the council to consider Planning Application PBR25.01435.PBR
Saltergate Hill Farm
Skipton Road
Hampsthwaite HG3 2BU
(Closing 12th June 2025)
- e) For the council to consider Planning Application PBR25.01436.PBR
Saltergate Hill Farm
Skipton Road
Hampsthwaite HG3 2BU
(Closing 9th June 2025)

2025.112 S106 / CIL Funding

- a) For the clerk to update the council on the transfer of monetary amounts to “Verges”.

2025.113 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
- b) GH to provide a financial briefing to the council on projected income and anticipated expenditures ahead of the July PC Meeting. The council will also review and consider pre-approving payments for expected costs.
- c) For the council to note the itemised quote from New Lodge Contractors and the FCC grant allocation categories
- d) For council to note that the FCC Grant funding needs to be spent by November 2025 and so, where possible, to be used first (i.e. from above ground construction onwards).
- e) For the council to consider payment to New Lodge Contractors Ltd Inv 1328 (£26193.94 + £5238.79) upon receipt of S106 funding
- f) For the council to consider payment to Furniture for Schools Inv 2931129 (£772.00 + £538.79) and for the clerk to apply for reimbursement from S106.
- g) For the council to consider approving delegated authority to the clerk, that when in receipt of an invoice, they can request reimbursement from the “grant providers”, NYC or FCC as appropriate.

- h) For the council to consider approving delegated authority for the clerk to (based upon available funds in the current account) pay invoices as soon as RFO judges to be possible in line with the councils Financial Regulations.
- i) For the council to consider approving delegated authority for the clerk to pay any invoice received ahead of July 2025's meeting from New Lodge Contractors, up to an estimated £32000.00.
- j) For the council to consider approving delegated authority for the clerk to pay any invoice received ahead of July 2025's meeting to Northern Gas Networks for the moving the gas meter to outside of the extension up to an estimated £2500.00.
- k) For the council to consider approving delegated authority for the clerk to pay any invoice received ahead of July 2025's meeting from Robinsons for the connection of the new gas meter to the existing boiler up to an estimated £2800.00.

2025.114 Parish Asset Maintenance

- a) For the clerk to update on the Parish Tree Survey and for the council to consider any further action
- b) For the council to reaffirm that GH is authorised to commit to minor expenditure for consumables to a maximum of £100 per month (GH to provide the clerk with receipts/invoices)
- c) For the council to note the offer from the AFC to station a Platoon in the village over the weekend of 21/22 June to do "good works" and for the council to agree the funding of consumables required (as itemised at the PC Mtg - est. £200) (GH to provide the clerk with receipts/invoices)

2025.115 Budget & Banking Matters

- a) For the council to consider the Bank Reconciliation for May 2025
- b) For the council to consider the Budget Report up to 13th May 2025

2025.116 Financial Matters

- a) For the council to note the query raised with SSE Energy (water) for 2 payments in 2024
- b) For the council to consider payment to Nurture Landscapes May 2025 Inv 1NE 3019941 (£575.33 + £115.07 Vat)
- c) For the council to consider the clerks salary for May 2025 (£875.49)
- d) For the council to consider payment to HMRC for Month 2 (£311.02)
- e) For the council to consider payment to New Lodge Contractors Ltd Inv 1328 (£26193.94 + £5238.79)
- f) For the council to consider payment to Furniture for Schools Inv 2931129 (£772.00 + £154.40)
- g) For the council to consider payment to Nurture Landscapes April 2025 Inv 1NE 3019057 (£575.33 + £115.07 Vat)
- h) For the council to note receipt of S106 funding for Grassmats Ltd (£1086.00)

- i) To note the auto enrolment of the clerk into the Workplace Pension Scheme once certain thresholds are met
- j) For the council to consider payment to SSE Energy (Elec) Inv IV02857934 (£2593.24 + £129.66)
- k) For the council to consider YLCA Inv-3929 (£24.00)
- l) For the council to consider payment to YLCA Inv-4145 (£130.00)
- m) For the council to note payment made 23rd May 2025 (Final Demand) to NYC Inv 490071888 (£65.00 + £13.00)
- n) For the council to consider the clerk's expenses for April & May 2025 (£31.60)

2025.117

Summary Payments to consider:

Payment to	Amount
b) Nurture Landscape May2025 (Inv 1NE3019941)	£690.40
c) Clerks Salary (May 2025)	£875.49
d) HMRC Payment (Month 2)	£311.02
e) New Lodge Contractors Ltd (Inv 1328)	£31432.73
f) Furniture for Schools (Ref 2931129)	£926.40
g) Nurture Landscape April2025 (Inv 1NE3019057)	£690.40
j) SSE Energy (Elec) (Inv IV02857934)	£2722.90
k) YLCA (Inv-3929)	£24.00
l) YLCA (Inv-4145)	130.00
n) R Bareham (April & May Expenses)	31.60
Total	<u>£37834.94</u>

2025.118

Year End 2024 - 2025

- a) For the council to note "Page 3" or the AGAR - The Annual Internal Audit Report 2024-2025.
- b) For the council to consider the Internal Auditors Report for 2024-2025
- c) For the council to consider the Action Plan in response to the Internal Audit Report for 2024-2025
- d) For The council to consider approving the PKF Littlejohn Bank Reconciliation 2024-2025
- e) For the council to consider approving the Explanation of Variances 2024-2025
- f) For the council to consider approving Section 1 of the Annual Governance Statement 2024-2025
- g) For the council to consider approving Section 2 of the Annual Governance Statement 2024-2025
- h) For the council to consider approving the Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return 2024-2025 from Monday 30th June 2025 – Monday 11th of August 2025
- 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 2025

2025.119 Staffing & Training Matters

- a) For the council to consider the clerks additional 10 hours for May 2025

2025.120 To confirm the date of the next Council meeting(s):

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

(Cut-off date for agenda items 1st July 2025 please)

**Ordinary Meeting of the Parish 12th August 2025 @ 7.30pm
Council**

(Cut-off date for agenda items 5th August 2025 please)

Appendix A

Just one thing to report...

Waste & Recycling Bins

As you may be aware, at the end of last year NYC agreed a harmonised approach to the colour of all new and replacement wheeled bins across the county, as part of the harmonisation of waste services. The key principles determining the harmonisation of bin colours were to minimise capital outlay on new bins by continuing to use the existing bin stocks until the end of their useful lives, and to align with the standard WRAP colours to utilise national communication and campaign materials. Since the decision was made, NYC have been continuing to use up existing bin stocks in each locality but as they are ordering new stock, they are now ordering bins in the new harmonised colours. This means you may start to see some new coloured bins being delivered in your area. The new colours are ONLY for new and replacement bins. E.g. replacement bins when they become damaged or go missing, or new bins when someone moves into a new build property. NYC are not removing any bins before the end of their useful life.

There will be no change to the existing colour of the rubbish bins or the recycling bins / boxes and bags in the former Harrogate council area, but new garden waste bins will have a grey body and a green lid. The bin lid will be printed with clear information about what can go in it. The website is being updated to include these changes and our colleagues in Customer Services are aware.

Michael

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

