



**Minutes of the Ordinary Meeting of  
Hampsthwaite Parish Council  
held in the Village Room, High Street, Hampsthwaite on  
Tuesday 11<sup>th</sup> March 2025 @ 7:30pm**

Abbr: JC = Cllr J Carney (Chairman), JJ = Cllr J Jennings (Vice Chair), BT = B Thompson GH = Cllr G Howard, KA = Cllr K Andrews, RS = Cllr R Shrimpton, PB = Cllr P Bollands, 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.

In Attendance: Cllr J Carney (Chairman), Cllr G Howard, Cllr K Andrews, R Bareham (Parish Clerk).

Members of the Public: 6

## Minutes

<u>Item</u>	<u>Record</u>	<u>Action By</u>
<b>2025.039</b>	<b>Welcome by the Chairman</b> The Chairman welcomes everyone and opened the meeting at 7:34pm	✓
<b>2025.040</b>	<b>Absence and Apologies</b> a) To Receive Apologies Apologies were received from Cllr J Jennings, Cllr R Shrimpton, Cllr B Thompson  b) To approve the reason(s) for absence given by Councillors. The reasons given for absence from Cllr J Jennings, Cllr R Shrimpton and Cllr B Thompson were accepted by the council. Cllr P Bollands was absent without reason.	✓
<b>2025.041</b>	<b>Dispensations &amp; Pecuniary Interests</b> a) To receive, consider and decide upon any applications for dispensations. None received.	✓

	<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. None received.</p>	✓
<b>2025.042</b>	<p><b>Minutes for approval from Previous Meetings</b></p> <p>a) For the council to consider approving the minutes of the Parish Council Meeting of the 11<sup>th</sup> February 2025. <b>Resolved:</b> The minutes were signed as a true record.</p>	✓
<b>2025.043</b>	<p><b>Public participation Session</b> (for the public to talk to councillors about items on the agenda)</p> <p>a) A MoP asked why the HAG newsletter discussed at the last meeting was not minuted as being for inclusion in the PC's newsletter <b>Resolved:</b> The clerk apologised for any confusion as it was discussed within the public participation session which are not normally recorded. But would minute it on this record.</p> <p>b) HAG asked for clarification on the Parish newsletter and if the PC was responsible. <b>Resolved:</b> The chair explained that the PC funded the newsletter but did not edit the newsletter, only contributed. Cllr Howard is the editor but conducts this role as a member of the public. HAG requested that the newsletter still be included in the next newsletter.</p>	✓  ✓
<b>2025.044</b>	<p><b>To receive the Councillors report</b></p> <p>a) For the council to receive the report from Cllr M Harrison See Appendix A <b>Resolved:</b> Apologies were received from Cllr Harrison and his report noted and the council looked forward to seeing him at the next meeting.</p>	✓
<b>2025.045</b>	<p><b>To receive the Clerks report</b></p> <p>a) For the council to consider responding to the NYC survey on the "Playing Pitch Strategy". <b>Resolved:</b> The council asked the clerk to respond to the questionnaire.</p> <p>b) For the council to consider HAG's request to publish their article for the Parish Newsletter, on the council's website. <b>Resolved:</b> The council agreed for HAG's newsletter to be published on the PC's website.</p> <p>c) For the council to consider responding to the NYC Survey for their Planning Policy for Traveller Sites <b>Resolved:</b> The council asked the clerk to respond to the questionnaire</p> <p>d) For the council to consider entering the "Yorkshire in Bloom 2025, Golden Rose Awards" <b>Resolved:</b> The council felt that as there was no Gardening Club in the Parish, this task could not be undertaken for the moment.</p> <p>e) For the clerk to update of the Grit Bins within the Parish <b>Ongoing:</b> The clerk will chase up Highways 6, for a response/confirmation that the grit bins will be filled for winter.</p> <p>f) For the council to consider the request from a MoP, to host on the Playing Field, the "Festival of Colours" (Holi) on the 15<sup>th</sup> March 2025 <b>Resolved:</b> The council were pleased to allow the "Festival of Colours" on the playing field.</p>	RB  RB  RB  ✓  RB  ✓

	g) For the council to consider the request of a MoP to spread some of her late mothers composted ashes, on the Village green. <b>Resolved:</b> The council agreed to support the parishioners request to spread some of her late mother's 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 17 <sup>th</sup> March 2025 & w/c 24 <sup>th</sup> March 2025. <b>Resolved:</b> The council noted the clerk's holiday.	✓
<b>2025.046</b>	<b>Correspondence Report</b> (Items received after publication of the agenda or for items needing discussion)	
	a) For the clerk to update on any correspondence There were no items of correspondence to report.	✓
<b>2025.047</b>	<b>Matters arising from previous meetings</b> (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>Ongoing:</b> Temporary repairs have been made to the seat/tree stump until a more permanent fixture can be quoted for.	<b>GH/JJ</b>
	b) For the clerk to update on HBJFC's request to have advertising boards attached to the playground fencing <b>Resolved:</b> The council agreed to HBJFC's request for both advertising boards and welcome signs to the "Feast Field". The council also asked that a reminder be included that "Dogs must be kept on a lead".	✓
	c) For the clerk to update on HBJFC's request to update the defibrillator in the "cabin" and consider any further actions. <b>Ongoing:</b> The council agreed to update the equipment on the defibrillator in the cabin, but a longer consideration is to move it to the Telephone Box once restored. The council approved a budget for the clerk up to £500.00	<b>RB</b>
	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 1 <sup>st</sup> April 2025 and the use of private email addresses by 1 <sup>st</sup> May 2025. <b>Ongoing:</b> The council noted that the new emails were in place and the clerk's timeline on the PC's transition to their use.	<b>RB</b>
	e) GH to update on the Asgard shed installation on the Feast and for the council to consider any further action. <b>Resolved:</b> GH confirmed the sheds were installed and finished.	✓
<b>2025.048</b>	<b>Items for discussion from Councillors or a member of the public.</b> (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>Deferred:</b> In BT's absence, the council agreed to defer this item.	<b>RB</b>
	b) BT to propose to the council introducing council representatives to local groups and committees <b>Deferred:</b> In BT's absence, the council agreed to defer this item.	<b>RB</b>
	c) BT to propose provision of sandbags to the village shop and for the council to consider any further action. <b>Deferred:</b> In BT's absence, the council agreed to defer this item.	<b>RB</b>

- 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.  
**Deferred:** In BT's absence, the council agreed to defer this item. **RB**
- e) BT to update the council on potholes in the village and for the council to consider any further action.  
**Deferred:** In BT's absence, the council agreed to defer this item. **RB**
- f) BT to propose a tree survey of trees owned by the Parish Council and for the council to consider any further action.  
**Ongoing:** In BT's absence, the council agreed that this was necessary and asked the clerk to enquire for costings. **RB**

**2025.049**

**Area 6 Highways**

- a) For the clerk to update on the curb stones reported damaged on Church Lane.  
**Ongoing:** The clerk confirmed that NYC were waiting for matching kerbstones to compliment the repair. **RB**
- b) For the clerk to update on the speed hump remarking on Hollins Lane.  
**Ongoing:** As the roadworks had now finished, the clerk would chase up the refreshing of the road markings. **RB**

**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 10<sup>th</sup> March 2025 – extension requested)  
**Resolved:** The council had no objection to the application. ✓

**2025.051**

**S106 / CIL Funding**

- a) For the clerk to update on matters referring to S106 or CIL  
**Deferred:** The council agreed to defer this item **RB**

**2025.052**

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

- a) For the council to note the signed contract between FCC and the Parish Council.  
**Resolved:** The council noted the item. ✓
- b) For the council consider the response from YLCA regarding the reclaiming of VAT for/on behalf of the Memorial Hall  
**Ongoing:** The clerk was please to inform the council that a solution to the question of reclaiming VAT had been found. YLCA, was able to draw the councils attention that there is set criteria that a Council must meet in order for a VAT reclaim to be lawful (all of the criteria must be met). The criteria set out in [VAT Notice 749 \(see 6.1\)](#) to be followed are:
- The council places the order for the supply;
  - It receives the tax invoice for the supply;
  - The invoice must be addressed to the parish council;
  - The parish council must pay from its own funds;
  - It can retain the purchase for its own use or give it away as a gift;
  - The council must not receive any reimbursement whatsoever, whether monetary or in kind.
- RB/GH**

It was also noted that the council may reclaim VAT on items purchased with funds given to the council such as grants see [Section 6.3 of VAT Notice 749](#)

GH will arrange for any grants to be issued and/or amended where needed, to be in the name of the Parish Council and will ensure that all invoices are to be raised against the Parish Council.

- c) For the council to consider confirming that it is either the
- Sole Trustee
  - Custodian Trustee
- Of the Memorial Hall and that, if needed, the clerk informs and updates the Charity Commission's website to ensure the correct information is displayed.
- Deferred:** The council agreed to defer this item until the completion of the extension to the Memorial Hall. **RB**
- d) GH to request the council allocates £10,000.00 of its reserves towards the Memorial Hall Arts and Craft Studio extension.
- Resolved:** The council agreed to "ringfence" £10,000.00 of its reserve funds towards the Memorial Hall Arts and Craft Studio Extension. **RB**
- e) GH to request the council approves J Turnball to remove the trees already designated for removal (Trees T6, T7 & T9)
- Resolved:** The council agreed to J Turnball to remove the trees known as T6, T7 & T9. GH will instruct J Turnball accordingly. **GH**

## 2025.053

### Parish Asset Maintenance

- a) For the council to consider the grass cutting for the Playing Field and other areas within the parish.
- Resolved:** The council agreed to renew the agreement with Nurture Landscapes for the 2025 season. For 2026 the grass cutting will be Subject to the Tender process in accordance with the PC's Financial Policy. ✓
- b) For the council to consider approving the clerk to sign the letter of engagement for Nurture Landscapes
- Resolved:** The council agreed for 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
- Resolved:** The council noted the increase of rent from NYC for the Playing Field. The council asked that the clerk review the Rent Agreement that is in place with HBJFC and update the council. **RB**
- d) For the council to consider the clerk signing the "Rent Review Memorandum"
- Resolved:** The council agreed for the clerk to sign the "Rent Review Memorandum" **RB**
- e) For the council to consider an independent Inspection of the Parish Council's play equipment on the playing field.
- Ongoing:** The council requested the clerk obtain three quotes to inspect the play area. **RB**

- f) For the council to ratify the clerks training on Play Area Inspection Training 9<sup>th</sup> April 2025 (cost to be shared with Killinghall PC)  
**Resolved:** The council agreed to share the training and associated costs, for the clerk, with Killinghall Parish Council. **RB**
- g) For the council to consider the clerk taking on monthly inspections of the play equipment on the playing field, from the 1<sup>st</sup> May 2025.  
**Resolved:** The council agreed for the clerk to assume the role of monthly inspections of the play equipment once trained. **RB**

## 2025.054

### Financial Matters

- a) For the council to note the Bank Reconciliation for January 2025  
**Resolved:** The council noted the Bank Reconciliation ✓
- b) For the council to note the Bank Reconciliation for February 2025  
**Resolved:** The council noted the Bank Reconciliation ✓
- c) For the council to consider IBMP Invoice 26181 (£51.11 + £10.22 Vat)  
**Resolved:** The council agreed to the payment. ✓
- d) For the council to consider IBMP Invoice 26182 (£48.42 + £9.69 Vat)  
**Resolved:** The council agreed to the payment. ✓
- e) For the council to consider the clerks salary for February 2025 (£675.05)  
**Resolved:** The council agreed to the clerk's salary. ✓
- f) For the council to consider payment to HMRC Month 11 (£169.55)  
**Resolved:** The council agreed to the payment to HMRC. ✓
- g) For the council to consider payment to Vision ICT Inv 19903 (£70.00 + £14.00 Vat)  
**Resolved:** The council agreed to the payment. ✓
- h) For the council to ratify the council's decision to award the VAS sign contract to SWARCO.  
**Resolved:** The council agreed to ratify the decision ✓
- 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                  |
|                                       | <u>Total hrs</u> 34hrs |
- Resolved:** The council agreed to the clerk's additional hours. ✓
- 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)
- Resolved:** The council approved the estimated additional hours for March 2025. ✓
- k) For the council to consider Cllr Howards expenses (£205.70 + £29.82 Vat)  
**Resolved:** The council agreed to Cllr Howard's expenses. ✓
- l) For the council to consider the clerks expenses ( £166.42 + £31.66 Vat)  
**Resolved:** The council agreed to the clerks expenses ✓

<b>2025.055</b>	<b>Summary Payments to consider:</b>	
	<b>Payment to</b>	<b>Amount</b>
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
	<b>Total</b>	<b>£1481.64</b>

**Resolved:** The council agreed to the payments.

**2025.056 Year End 2024 - 2025**

- a) For the council to note the completed "Pre Audit Questionnaire" for the internal auditor  
**Resolved:** The council noted the "Pre Audit Questionnaire" has been completed. ✓
- 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  
**Resolved:** The council approved the policies ✓
- c) For the council to consider a "Business Continuity Plan" (recommended by the internal auditor 2023/2024)  
**Resolved:** The council agreed not to adopt a "Business Continuity Plan" for the moment. ✓
- d) For the council to consider a "Training Statement of Intent" (recommended by the internal auditor 2023/2024)  
**Resolved:** The council agreed not to adopt a "Training Statement of Intent" for the moment ✓
- e) For the council to note that the councillors Register of Interests can be accessed through the Parish Councils website.  
**Resolved:** The council noted the item ✓
- 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.  
**Resolved:** The council noted the S137 Amount 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  
**Resolved:** The council noted the item. ✓

2025.057

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

**Annual Parish Meeting 8<sup>th</sup> April 2025 @ 7.00pm**

**Resolved:** The council noted the date of the Annual Parish Meeting.

✓

**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)*

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

✓

**Annual Meeting of the Parish Council 13<sup>th</sup> May 2025 @ 7.00pm**

**Resolved:** The council noted the date of the Annual Meeting of the Parish Council

✓

**Ordinary Meeting of the Parish Council 13<sup>th</sup> May 2025 @ 7.30pm**

*(Cut-off date for agenda items 6<sup>th</sup> May 2025 please)*

**Resolved:** The council noted the date of May's meeting

✓

**The Chair Closed the meeting at 9:03pm**

**Signed:** *JS Carney*

**Dated:** 8<sup>th</sup> April 2025



## **Appendix A**

Here is a progress update:

**Lund Lane:** Northern Gas took over the site to move their gas main. Once completed they are going to repair the damaged drains (there is an acceptance that the damage was due to historical gas works). NYC will re-charge for our works undertaken here.

**Hollins Lane :** Yorkshire Water should have completed the works to make good the sewer connection from the Cruet Fold estate. I will then follow up to understand next steps to finally resolve the problems on the bend further down.

**Church Lane :** Works to repair the outfall and drainage problems by the bridge should have started. The works were to dismantle and rebuild existing collapsed outfall on a new shuttered concrete foundation, and then replace connection to outfall structure and replace 18m of pipe through the hedge.

Michael

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

