



**Minutes of the Ordinary Meeting of
Hampsthwaite Parish Council
held in the Village Room, High Street, Hampsthwaite on
Tuesday 11th February 2025 @ 8:00pm**

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.

In Attendance: Cllr J Carney (Chairman), Cllr J Jennings (Vice Chair), Cllr G Howard, Cllr K Andrews, Cllr R Shrimpton, Cllr P Bollards, R Bareham (Parish Clerk).

Members of the Public: 7

Minutes

<u>Item</u>	<u>Record</u>	<u>Action By</u>
2025.020	Welcome by the Chairman The Chair welcomed everyone and opened the meeting at 8:00pm	✓
2025.021	Absence and Apologies	
a)	To Receive Apologies Apologies was received from Cllr Thompson	✓
b)	To approve the reason(s) for absence given by Councillors. The reason given for absence by Cllr Thompson was accepted by the council.	✓
2025.022	Dispensations & Pecuniary Interests	
a)	To receive, consider and decide upon any applications for dispensations. None received.	✓

- 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. ✓

2025.023 Minutes for approval from Previous Meetings

- a) For the council to consider approving the minutes of the Parish Council Meeting of the 14th January 2025
Resolved: The minutes were signed as a true record. ✓

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

- a) (2025.026 (c)) HAG were represented and requested assurance that the council still held its funds £5062.00 and was there any requirements from the PC on the spending of the funds. ✓
The clerk confirmed that the funds were available, and the PC was only holding the funds on behalf of HAG and there were no stipulations on withdrawing the funds.

(2025.026 (d)) The clerk reiterated that as HAG was separate to the PC VAT could not be reclaimed on their behalf. HAG asked for the Parish Councils views on the "Call for Sites" from NYC. The Chair assured the MoP's that all applications would be given fair consideration when the Parish Council were consulted. The clerk took the opportunity to remind councillors that while a Councillor can of course be "pre-dispositioned, councillors should avoid showing "pre-determination" on planning applications.

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.
- Resolved:** The council considered the option of accepting the grant from NYC for the cutting of the visibility splays in the parish but decided to leave the responsibility with NYC for the forthcoming year. ✓

- 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
Resolved: See item 2025.026 (a) ✓

- c) For the council to consider continuing to be custodian of the HAG funds of £5062.00
Resolved: See 2025.024 (a) ✓

- d) For the council to note that VAT cannot be claimed on expenditure by HAG as it is a separate entity to the council
Resolved: See 2025.024 (a) ✓

- e) For the council to consider setting up “.ORG.UK” email addresses with Vision ICT (cost £20.00 + Vat per email account per year)
- Resolved:** After consideration, the council agreed that independent email addresses would be better for management and complying with both GDPR and any Fol’s that could be made.
- The clerk will instruct Vision ICT accordingly.
- RB**

	f) For the council to consider supporting the “Average and Fixed Speed Cameras for North Yorkshire” Speeding Campaign. Resolved: The council considered the item but agreed not to support the campaign. The clerk will advise the AFSC Group accordingly.	RB
2025.027	Correspondence Report (Items received after publication of the agenda or for items needing discussion) There were no items of correspondence to report.	✓
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. Resolved: The clerk confirmed that the grit bins at the Memorial Hall and The Bungalows were on Highways list to be filled before the winter arrives.	✓
	b) GH/JJ to update the council on the replacement of the Tree & seat on Hampsthwaite Village Green Ongoing: GH informed the council that the seating has had temporary repairs incorporating the fallen tree stump. Quotes for a permanent solution will still be sort to “tie up” with the offer of donations to the replacement of the seating.	GH/JJ
	c) JC to update on the VAS sign from SWARCO Resolved: JC confirmed that the VAS sign was now in place. JC will install the other mounting brackets at appropriate entrance points to the village.	✓
	d) For the clerk to update on HBJFC’s request to have advertising boards attached to the playground fencing. Deferred: This item was deferred until March awaiting further information.	RB
	e) For the council to consider HBJFC’s status update of the defibrillator in the “cabin” and consider any further actions. Ongoing: The council asked that the clerk contacts HBJFC for further information on the status of the defib and report back with any costs to bring the machine up to date.	RB
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 Deferred: The item was deferred until March.	RB
	b) BT to propose to the council introducing council representatives to local groups and committees Deferred: The item was deferred until March.	RB
	c) BT to propose provision of sandbags to the village shop and for the council to consider any further action. Deferred: The item was deferred until March.	RB
	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: The item was deferred until March.	RB
	e) BT to update the council on potholes in the village and for the council to consider any further action. Deferred: The item was deferred until March.	RB

RB

Area 6 Highways

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

RB

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 21st February 2025)

RB

- That the council objects to the removal of the tree(s)
- However, it would agree to pruning and crown lifting.

2025.032

S106 / CIL Funding

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

There were no matters to update the council on.

✓

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"

Ongoing: The Council agreed with the advice of the clerk that the Parish Council was the Custodian Trustee to the Hampsthwaite Memorial Hall. However, GH wished to explore the possibility that the Parish Council was also the “Sole Trustee” of the Memorial Hall.

RB/GH

- b) GH to update the council on the Arts & Craft Studio extension to the Memorial Hall.

See 2025.033 (a)

✓

- c) For the council to consider the clerk signing the contract between FCC Communities Foundation Ltd and the Council.

RB

2025.034

Parish Asset Maintenance

- a) For the council to consider the RoSPA report dated 10th October 2024.

✓

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

GH

The council agreed for GH to initiate the PID to fund the “project” through S106 monies.

2025.035

Financial Matters

- a) For the council to approve the Bank Reconciliation for December 2024
Resolved: The council noted the bank reconciliation. ✓
- b) For the council to consider the clerks January 2025 salary (£283.33)
Resolved: The council approved the clerk’s salary. ✓
- c) For the council to consider payment to HMRC for Month 10 (£64.20)
Resolved: The council approved the payment to HMRC ✓
- d) For the council to consider payment to J Turnbull Landscapes Inv 1538 (£85.00)
Resolved: The council approved the payment to J Turnbull Landscapes ✓
- e) For the council to consider payment to J & L Bradley Ltd Inv 15438 (£2900.00 + £580.00 Vat)
Resolved: The council approved the payment to J & L Bradley Ltd ✓
- f) For the council to note receipt of £3480.00 from NYC (S106 for Boiler replacement)
Resolved: The council noted the receipt from NYC. ✓
- g) For the council to consider the clerks expenses for January 2025
Deferred: The council agreed to defer this item until March 2025. ✓
- h) For the council to consider the clerks additional hours for January 2025 (6 weeks) 33hrs
Resolved: The council considered and approved the clerk’s additional hours. ✓
- 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).
Resolved: The council considered and approved the clerks request for additional hours to complete the IA’s questionnaire. ✓
- j) For the council to consider an additional 5 hrs for the clerk’s preparation for the March 2025 meeting
Resolved: The council agreed to the clerk’s request for additional hours to prepare for the next meeting and acknowledged that additional hours can be expected by moving to monthly meetings. ✓

2025.036

Summary Payments to consider:

Payment to	Amount	
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>	
Resolved: all payments were approved.		✓

2025.037

Year End 2024 - 2025

- a) For the council to consider adopting the LGA Code of Conduct
Resolved: The council agreed to adopt the LGA Code of Conduct. ✓

- b) For the council to consider approving the Financial Risk Assessment
Resolved: The council approved the Financial Risk Assessment. ✓
- c) For the council to consider approving the Statement of Internal Control
Resolved: The council approved the Statement of Internal Controls ✓
- d) For the Council to consider approving the Standing Orders
Resolved: The council agreed to adopt the Standing Orders. ✓
- e) For the Council to consider approving the Financial Regulations
Resolved: The council agreed to adopt the Financial Regulations ✓
- f) For the Council to consider approving the Asset Register for 2024 - 2025
Resolved: The council agreed to approve the Asset Register for 2024 - 2025. ✓
- g) For the council to consider retaining Elkerlodge Bookkeeping for the internal audit 2024 – 2025.
Resolved: The council agreed to retain Elkerlodge Bookkeeping Ltd as the internal auditor for 2024 – 2025. ✓

2025.038

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

Ordinary Meeting of the Parish Council 11th March 2025 @ 7:30pm

(Cut-off date for agenda items 4th March 2025 please)

Resolved: The council noted the date and time of the next meeting. ✓

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

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

Resolved: The council noted the date and time of the April meeting. ✓

The Chair Closed the meeting at 9:37pm

Signed: *JS Carney..*

Dated: 11th March 2025

Appendix A

Report below:

Garden Waste Service

From 31st January residents will be able to pay for their licence for the 2025 garden waste collection service. Existing customers will also start to receive a letter or email advising them that they can now pay for their licence. A licence for the 2025 season costs £49 for collections between March and early December.

Lund Lane

Further to the problems I reported on with drainage on Lund Lane/Myers Green Lane. A gas pipe is part of the problem, and NYC intend building a temporary access chamber around the problem to enable the drainage pipes to be kept clear until the gas pipe is moved. We will seek to recharge the gas company for our work. I need to check progress to complete the work on Church Lane, as the issues on Lund Lane resulted in the crew that were due to work on Church Lane being reassigned.

Local Plan

I previously reported back on progress on the preparation of a county-wide local plan, and the implications of changes to the national planning policy framework. NYC have released details of the call for sites, and they can be viewed on the following webpage <https://www.northyorks.gov.uk/planning-and-conservation/planning-policy/call-sites-north-yorkshire-local-plan>. It includes further information to the process and a 'Frequently Asked Questions' section.

Avian Flu

You may have seen on the news that we have Avian Influenza in North Yorkshire. Avian Influenza is a highly contagious viral disease affecting the respiratory, digestive and/or nervous system of many species of birds. Migratory birds such as wild ducks and geese can carry the virus, often without symptoms of illness, and show the greatest resistance to infection. Domestic poultry flocks, however, are particularly vulnerable. The risk to the public is low although it can transfer to people who regularly handle infected birds. We have two confirmed cases in bird flocks in North Yorkshire. The first was confirmed in Sutton on the Forest at a commercial turkey farm with 16,000 birds and the second at a backyard keeper of 15 chickens, just over the A19 in Linton on Ouse and in response the government have introduced a 10km Control Zone around each of the infected premises. The Animal and Plant Health Agency (APHA) have attended both infected premises and humanely culled the birds on site before effecting a deep clean. It is a legal requirement for bird keepers must register their flocks with APHA and keepers must notify APHA if their birds show symptoms of bird flu. In addition, in an effort to prevent further spread of disease, the government have extended the Avian Influenza Prevention Zone (AIPZ) which was already in place across East Riding of Yorkshire, City of Kingston Upon Hull, Lincolnshire, Norfolk, and Suffolk so that it now also covers all of North Yorkshire and York.

Michael

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

