



Minutes of the Ordinary Meeting of Hampsthwaite Parish Council held in the Village Room, High Street, Hampsthwaite on Tuesday 10th June 2025 @ 7:30pm

Abbr: JC = Cllr J Carney (Chairman), GH = Cllr G Howard, RS = Cllr R Shrimpton, PB = Cllr P Bollands,
RB = R Bareham (Parish Clerk), MH = M Harrison (County 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 P Bollands, Cllr R Shrimpton, Cllr G Howard, R Bareham (Parish Clerk).

Members of the Public: 2

Minutes

<u>Item</u>	<u>Record</u>	<u>Action By</u>
2025.100	Welcome by the Chairman In the absence of the Chairman, it was agreed that Cllr G Howard would chair this meeting. The meeting open at 7:03pm.	✓
2025.101	Absence and Apologies a) To Receive Apologies Apologies received from Cllr Carney b) To approve the reason(s) for absence given by Councillors. Resolved: The council approved the reason for absence	✓ ✓
2025.102	Dispensations & Pecuniary Interests a) To receive, consider and decide upon any applications for dispensations. No applications 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. No further declarations received	✓ ✓

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 20 th May 2025. Resolved: The minutes were signed as a true record.	✓
2025.104	Public participation Session (for the public to talk to councillors about items on the agenda) There were no matters received from the public.	✓
2025.105	To receive the Councillors report a) For the council to receive the report from Cllr M Harrison Resolved: Apologies were received from Cllr Harrison and his report in Appendix A, was noted.	✓
2025.106	To receive the Clerks report a) For the council to note the minutes from Hampsthwaite Feast meeting held 28.05.2025 Resolved: The minutes from Hampsthwaite Feast were noted.	✓
	b) For the council to note the request from North Yorkshire Youth Carlton Lodge Activity Centre and consider any further action. Resolved: The item was noted.	✓
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 Resolved: The council received the written application	✓
	b) For the council to consider the applications Resolved: The council considered the application and were pleased to welcome Katy Pinkney as a councillor.	✓
	c) Upon reaching a decision the new councillor(s) is/are to sign the "Declaration of the Acceptance of Office" Resolved: Cllr Pinkney signed the Declaration of 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. n/a	✓
	e) For new councillors to note the DoI is to be completed & returned within 28 days of co-option. Resolved: Cllr Pinkney agreed to return the DoI to the clerk within 28 days.	✓
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 Resolved: There were no matters to discuss	✓
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. Ongoing: The council requested the clerk report the matter to the Conservation Officer.	RB

2025.110	Area 6 Highways	a) For the clerk to update on Curb Stones (awaiting sourcing) Ongoing: There was no update available to this item	RB
		b) For the clerk to update of the Grit Bins within the Parish Ongoing: There was no update available to this item	RB
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 22 nd June 2025) Resolved: The council had no objection to this application	✓
		b) For the council to consider Planning Application 25.01553.FUL Dovetail House Hollins Lane Hampsthwaite HG3 2EJ (Closing 26 th June 2025) Resolved: The council had no objection to this application	✓
		c) For the council to consider Planning Application HGTZC25.01172.FUL Hampsthwaite Methodist Church Hollins Lane Hampsthwaite (Closing 7 th June 2025) Resolved: The council had no objection to this application	✓
		d) For the council to consider Planning Application PBR25.01435.PBR Saltergate Hill Farm Skipton Road Hampsthwaite HG3 2BU (Closing 12 th June 2025) Resolved: The council had no objection to this application	✓
		e) For the council to consider Planning Application PBR25.01436.PBR Saltergate Hill Farm Skipton Road Hampsthwaite HG3 2BU (Closing 9 th June 2025) Resolved: The council had no objection to this application	✓
2025.112	S106 / CIL Funding	a) For the clerk to update the council on the transfer of monetary amounts to "Verges". Resolved: The council welcomed the news and looked forward to the updated S106 list of spend sites, in due course.	✓
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 Ongoing: GH was pleased to report: <ul style="list-style-type: none"> • Building work had started. • After consideration, New Look Contractors have been awarded the contract for the exterior shell of the extension. • The Interior finish has also been awarded to New Look Contractors. • The estimate for the shell is revised to £188000.00 + Vat 	GH/RB

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| <p>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.
 Ongoing: GH updated the council with the following anticipated expenditure ahead of July's meeting</p> <ul style="list-style-type: none"> • New Look Contractors £42000.00 for the 2nd instalment of the groundworks • Furniture for Schools (DFE) £1000.00 for internal fixtures • Sky Plastics £600.00 for gas pipework | <p>GH/RB</p> |
| <p>c) For the council to note the itemised quote from New Lodge Contractors and the FCC grant allocation categories
 Resolved: The council noted the itemised quote from New Lodge Contractors.</p> | <p>✓</p> |
| <p>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).
 Resolved: The council note the spending dates of the FCC Grant.</p> | <p>✓</p> |
| <p>e) For the council to consider payment to New Lodge Contractors Ltd Inv 1328 (£26193.94 + £5238.79) upon receipt of S106 funding
 Resolved: The council agreed to the payment to New Lodge Contractors upon receipt of the S106 funding</p> | <p>RB</p> |
| <p>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.
 Resolved: The council agreed to the payment to Furniture For Schools (DFE) of £772.00 + £154.40 Vat, upon receipt of the S106 funding.</p> | <p>RB</p> |
| <p>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.
 Resolved: The council agreed to the clerk to have delegated authority to apply to the grant providers when in receipt of a suppliers invoice.</p> | <p>RB</p> |
| <p>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.
 Resolved: The council agreed to the clerk making payment of invoices in line with the Financial Regulations and when in receipt of the appropriate grant funding.</p> | <p>RB</p> |
| <p>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.
 Resolved: The council agreed to the anticipated payment to New Lodge Contractors upon receipt of their invoice and when in receipt of the grant funding.</p> | <p>RB</p> |

	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. Resolved: The council agreed to the clerk making payment to Northern Gas Networks to move the meter upto an estimated £2500.00	RB
	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. Resolved: The council agreed to the clerk making payment to Robinsons for connection of the gas meter upto an estimated £2800.00	RB
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 Deferred: The council agreed to the clerks request to defer this item	RB
	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) Resolved: The council agreed to GH making minor expenditure for consumables up to £100.00 per month for the Community Payback Team	GH
	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) Resolved: The council agreed to a revised budget of £450.00 for consumables for the AFC Station Platoon.	GH
2025.115	Budget & Banking Matters	
	a) For the council to consider the Bank Reconciliation for May 2025 Resolved: The council noted the Bank Reconciliation for May 2025	✓
	b) For the council to consider the Budget Report up to 13 th May 2025 Resolved: The council noted the Budget Report	✓
2025.116	Financial Matters	
	a) For the council to note the query raised with SSE Energy (water) for 2 payments in 2024 Ongoing: The clerk advised the council that the dispute was incorrectly advised over water but should read SSE Energy (Electricity) and the dispute has been raised over charges to the Village Green.	RB
	b) For the council to consider payment to Nurture Landscapes May 2025 Inv 1NE 3019941 (£575.33 + £115.07 Vat) Resolved: The council approved the payment	✓
	c) For the council to consider the clerks salary for May 2025 (£875.49) Resolved: The council approved the payment	✓
	d) For the council to consider payment to HMRC for Month 2 (£311.02) Resolved: The council approved the payment	✓

- e) For the council to consider payment to New Lodge Contractors Ltd Inv 1328 (£26193.94 + £5238.79)
Resolved: The council approved the payment ✓
- f) For the council to consider payment to Furniture for Schools Inv 2931129 (£772.00 + £154.40)
Resolved: The council approved the payment ✓
- g) For the council to consider payment to Nurture Landscapes April 2025 Inv 1NE 3019057 (£575.33 + £115.07 Vat)
Resolved: The council approved the payment ✓
- h) For the council to note receipt of S106 funding for Grassmats Ltd (£1086.00)
Resolved: The council noted the payment ✓
- i) To note the auto enrolment of the clerk into the Workplace Pension Scheme once certain thresholds are met
Resolved: The council noted the item ✓
- j) For the council to consider payment to SSE Energy (Elec) Inv IV02857934 (£2593.24 + £129.66)
Resolved: The council approved the payment for electricity to the Feast Field cabins ✓
- k) For the council to consider YLCA Inv-3929 (£24.00)
Resolved: The council approved the payment ✓
- l) For the council to consider payment to YLCA Inv-4145 (£130.00)
Resolved: The council approved the payment ✓
- m) For the council to note payment made 23rd May 2025 (Final Demand) to NYC Inv 490071888 (£65.00 + £13.00)
Resolved: The council noted the payment ✓
- n) For the council to consider the clerk's expenses for April & May 2025 (£31.60)
Resolved: The council approved the payment ✓

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	£37834.94

Resolved: Payments were approved with payment approval by RB & GH ✓

2025.118	Year End 2024 - 2025	
	a) For the council to note "Page 3" or the AGAR - The Annual Internal Audit Report 2024-2025.	✓
	Resolved: The council noted the item.	
	b) For the council to consider the Internal Auditors Report for 2024-2025	✓
	Resolved: The council considered the Internal Audit Report	
	c) For the council to consider the Action Plan in response to the Internal Audit Report for 2024-2025	
	Ongoing: The council agreed to the Action Plan	RB
	d) For The council to consider approving the PKF Littlejohn Bank Reconciliation 2024-2025	
	Resolved: The council approved the PKF Littlejohn Bank Reconciliation	✓
	e) For the council to consider approving the Explanation of Variances 2024-2025	
	Resolved: The council approved the Explanation of Variance	✓
	f) For the council to consider approving Section 1 of the Annual Governance Statement 2024-2025	
	Resolved: The council approved Section 1 of the Annual Governance Statement	✓
	g) For the council to consider approving Section 2 of the Annual Governance Statement 2024-2025	
	Resolved: The council approved Section 2 of the Annual Governance Statement	✓
	h) For the council to consider approving the Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return 2024-2025 from Monday 30 th June 2025 – Monday 11 th of August 2025	
	Resolved: The council approved the Notice of Public Rights and Publications	✓
	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 1 st of July 2025	
	Resolved: The council noted the item.	✓
2025.119	Staffing & Training Matters	
	a) For the council to consider the clerks additional 10 hours for May 2025	
	Resolved: The council approved the additional hours for the clerk	✓

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)

Resolved: The council noted the date of the July meeting

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

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

Resolved: The council noted the date of the August meeting

The acting Chair closed the Meeting at 8:49pm

Signed:.....

Dated:.....

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

