



Minutes of the Ordinary Meeting of Hampsthwaite Parish Council held in the Village Room, High Street, Hampsthwaite on 12th August 2025 @ 7:30pm

Abbr: JC = Cllr J Carney (Chairman), GH = Cllr G Howard, KP = Cllr K Pinkney, RS = Cllr R Shrimpton, PB = Cllr P Bollands, RSB = Cllr R Selby, 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, MH = Memorial Hall, MHMC = Memorial Hall Management Committee, 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 R Shrimpton, Cllr R Selby, Cllr G Howard, R Bareham (Parish Clerk).

Members of the Public: 2

Minutes

<u>Item</u>	<u>Record</u>	<u>Action By</u>
2025.141	Welcome by the Chairman The Chairman welcomed everyone and opened the meeting at 7:30pm	✓
2025.142	Absence and Apologies a) To Receive Apologies Apologies were received from Cllr Pinkney b) To approve the reason(s) for absence given by Councillors. Resolved: The council approved Cllr Pinkney's reason for absence. Cllr Bollands was absent without reason.	✓ ✓
2025.143	Dispensations & Pecuniary Interests a) To receive, consider and decide upon any applications for dispensations. No applications received.	✓

	<p>b) To receive any declarations of interest not already declared under the Councillor's Code of Conduct or a member's Register of Disclosable Pecuniary Interests. No further declarations received.</p>	✓
2025.144	<p>Minutes for approval from Previous Meetings</p> <p>a) For the council to consider approving the minutes of the Ordinary Meeting of the Parish Council of the 7th July 2025. Resolved: The minutes were signed as a true record.</p>	✓
2025.145	<p>Public participation session (for the public to talk to councillors about items on the agenda)</p>	
2025.146	<p>To receive the Councillor's report</p> <p>a) For the council to receive the report from Cllr M Harrison See Appendix A for Cllr Harrison's report</p>	✓
2025.147	<p>To receive the Clerks report There was no report from the clerk.</p>	✓
2025.148	<p>Vacancies</p> <p>a) For the clerk to update the council on any vacancies Ongoing: The clerk confirmed that there was 1 councillor vacancy.</p>	✓
2025.149	<p>Matters arising from previous meetings (Items requested to remain on the agenda or to be resolved)</p> <p>a) KP to update the council on setting up or adopting a Facebook page for the Parish Council Resolved: The council agreed to Cllr Pinkney setting up a Facebook account for the Parish Council.</p> <p>b) For the clerk to update the council on the request from the Church for a defibrillator Resolved: The clerk confirmed that the questions raised at the last meeting had been passed to the church but without response. The clerk will update the council if any response is received.</p> <p>c) For the council to note the letter to the council regarding the "MOTO BARN" car showroom and for the Clerk to update on progress with the "Planning Enforcement". Resolved: The council noted the letter from the MoP and the clerk confirmed that the matter had been passed to the Planning Enforcement Officer at NYC for any further action that may be required.</p>	<p>KP</p> <p>✓</p> <p>✓</p>
2025.150	<p>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)</p> <p>a) JC to update the council on the footpath between the parishes of Hampsthwaite and Birstwith and for the council to consider any further action. Ongoing: Cllr Carney confirmed that this was still in discussions and would update the council when more information is known.</p>	<p>JC</p>
2025.151	<p>Area 6 Highways</p> <p>a) For the clerk to update on Curb Stones (awaiting sourcing) Ongoing: The clerk updated the council that NYC were still trying to source matching curb stones and would keep the council informed of any updates.</p>	<p>RB</p>

	<p>b) For the clerk to update of the Grit Bins within the Parish</p> <p>Ongoing: The clerk confirmed hat NYC had advised that the grit bins were now on their replenishment program. As a “back-up” the council requested for the clerk to investigate purchasing some rock-salt ahead of the winter to avoid any repeat of shortages experienced previously.</p>	RB
2025.152	<p>Planning Matters (including any applications submitted after the agenda publication that the clerk deems necessary for the Parish Council's consideration)</p> <p>a) For the council to note the Planning Decision 25.01553.FUL Dovetail House Hollins Lane Hampsthwaite HG3 2EJ (Planning granted) Resolved: The council noted the Planning Decision.</p> <p>b) For the council to note Planning Decision HGTZC25.01172.FUL Hampsthwaite Methodist Church Hollins Lane Hampsthwaite (Planning Granted) Resolved: The council noted the Planning Decision.</p>	✓ ✓
2025.153	<p>S106 / CIL Funding</p> <p>a) For the clerk to update the council on the transfer of monetary amounts to “Verges”. Ongoing: The clerk advised that there was no further update on this matter.</p>	✓
2025.154	<p>Memorial Hall and The Arts & Craft Studio</p> <p>a) For GH to update the council on the movement and installation of the gas service to the Memorial Hall Resolved: Cllr Howard confirmed that the gas service has now been moved, reinstalled and the Memorial Hall, reconnected.</p> <p>b) 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: Cllr Howard presented the report in Appendix B. Further to the report, GH confirmed that the removal of the asbestos that is in the apex of the MH roof, is estimated to cost £5500.00 to remove. To ease this additional expense the council agreed to contribute £800.00 towards the new kitchen in the extension.</p> <p>c) 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. Resolved: Cllr Howard presented the financial report appended to his report. GH was uncertain what costs would be incurred before the next meeting, however the council delegated pawner for the clerk to make appropriate payments once the grant funding had been received and was inline with the Parish Councils Financial Regulations.</p>	✓ GH/RB ✓

- d) For the clerk to update the council on insuring the Memorial Hall and its function as an asset of the Parish Council
Deferred: The council agreed to defer this item. **RB**

2025.155

Parish Assets and Maintenance

- a) For the council to mandate the MoP (Mr Sellars) responsibility for siting of the VAS Sign and for Cllr Carney to act as liaison to Mr Sellars for this parish asset.
Resolved: The council agreed to Mr Sellars taking responsibility for the siting of the PC's VAS sign and for Cllr Carney to monitor its placement to ensure its even distribution around the parish. ✓
- b) For the council to consider the siting of a defibrillator at the Feast Cabins on Feast Field
Ongoing: The council requested the clerk to investigate the cost of bringing the defibrillator at the Feast Cabins up to date. **RB**
- c) For the council to consider the siting of a defibrillator at the Telephone Box near the village green.
Ongoing: The council agreed in principle to the siting of a defibrillator at the telephone box. Cllr Howard will work with the Community Payback team to refurbish the telephone box and will update the council when this is done. **GH**
- d) For the council to note that the clerk has booked the Playground Inspection with NYC (£68.00 + £13.60 Vat)
Resolved: The council noted that the Playground Inspection had been booked. ✓
- e) For the council to consider the Licence Agreement between HPC and HBJFC
Resolved: The council agreed to the licence agreement between HPC and HBJFC. The clerk will arrange for the documents to be signed by the respective parties. **RB**
- f) For the clerk to update the council on the Tree Survey within the parish.
Ongoing: The clerk confirmed that he was meeting with Sue Woods from Trees and Woodlands Dept, NYC to gain a better understanding of responsibilities within the parish and would update the council accordingly. **RB**

2025.156

Budget & Banking Matters

- a) For the council to receive the Bank Reconciliation for July 2025
Resolved: The council received the Bank Reconciliation for July 2025. ✓
- b) For the council to receive the Budget Report Dated 6th August 2025
Resolved: The council received the Budget Report dated 6th August 2025. ✓
- c) For the council to consider the clerk applying for a Debit Card for the Parish Council.
Ongoing: The council agreed for the clerk to start the application process for a Parish Council Debit Card. **RB**

2025.157

Financial Matters

- a) For the council to consider the Clerks Salary for July 2025 (£544.41)
Resolved: The council approved the payment. ✓
- b) For the council to note the payment to HMRC for Month 4 (£164.25)
Resolved: The council noted the payment. ✓

- c) For the council to consider the payment to Nurture Landscapes Ltd Inv 3021365 (£575.33 + £115.07 Vat)
Resolved: The council approved the payment. ✓
- d) For the council to note payment to IBMP Inv 27570 (£204.96 + £40.99 Vat)
Resolved: The council noted the payment. ✓
- e) For the council to consider payment to New Lodge Inv 1336 (£20160.79 + £4032.15 Vat) pending receipt of S106 funding.
Resolved: The council approved the payment subject to the S106 funding having been received. ✓
- f) For the council to consider payment to Nurture Landscape Ltd Inv 3020621 (£575.33 + £115.07 Vat)
Resolved: The council approved the payment. ✓
- g) For the council to consider payment to Vision ICT Inv 20475 (£335.00 + £67.00 Vat)
Resolved: The council approved the payment. ✓
- h) For the council to consider payment to Vision ICT Inv 20538 (£20.00 + £4.00 Vat)
Resolved: The council approved the payment. ✓
- i) For the council to consider payment to the MoP for “Parish Flowers” (£117.00)
Resolved: The council approved the payment. ✓
- j) For the council to consider the clerk’s expenses (£261.50 + £13.60 Vat)
Resolved: The council approved the payment. ✓

2025.158

Summary Payments to consider:

Payment to	Amount
a) R Bareham (July 2025 Salary)	£544.41
b) HMRC (Month 4)	£164.25
c) Nurture Landscape (Inv 3021365)	£690.40
d) IBMP (Inv 27570)	£245.95
e) New Lodge (Inv 1336)	£24192.94
f) Nurture Landscape (Inv 3020621)	£690.40
g) Vision ICT (Inv 20475)	£402.00
h) Vision ICT (Inv20538)	£24.00
i) MoP (Parish Flowers)	117.00
j) Clerk Expenses	£275.10
	<u>£27346.45</u>

Resolved: All payments were approved. ✓

2025.159

Staffing & Training Matters

- a) For the council to consider the Clerk’s additional 9 hours for July 2025
Resolved: The council approved the clerk’s additional hours. ✓
- b) For the council to note the Annual NJC Local Government Services Pay Agreement from April 2025 to the 31st March 2026 and will be backdated accordingly.
Resolved: The council noted the Pay Agreement. ✓

- c) For the council to note the price increase from Suffolk Association of Councils for payroll services.

Resolved: The council noted the price increase

✓

- d) For the council to note the clerk's registration to EMMA to facilitate CiLCA coursework submission.

Resolved: The council noted the clerk's registration to EMMA.

✓

2025.160

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

Ordinary Meeting of the Parish Council 9th September 2025 @ 7.30pm

(Cut-off date for agenda items 2nd September 2025 please)

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

Ordinary Meeting of the Parish Council 14th October 2025 @ 7.30pm

(Cut-off date for agenda items 7th October 2025 please)

Resolved: The council noted the date of October's meeting.

✓

The Chair Closed the meeting at 9:00pm

Signed.....

Dated.....

Appendix A

Waste Collection

Earlier this year NYC introduced a 4 day week for domestic waste collection, and reviewed the collection rounds at the same time. Whilst these have been successful, there are some routes that are not working as efficiently as they should be, resulting in a higher level of collections running over into the next working day. Hampsthwaite falls into this category, and so the team are reviewing. This may result in further changes later on in the summer, but they will be communicated to all impacted households directly. (This is also the reason why the odd street waste being was being missed).

Roadworks

Significant impact to the traffic in the Killinghall area is expected for up to 10 weeks later this month, as the A59 is going down to one lane outside the new Tesco supermarket that is being built temporarily to facilitate the construction of a roundabout.

Michael

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



Appendix B

MEMORIAL HALL : ARTS AND CRAFTS STUDIO – UPDATE August 10th 2025

Background:

Follow the decision of the Parish Council in early April to agree that New Lodge Contractors be instructed to begin constructing traditional strip foundations up to DPC, work started at the end of April/beginning of May – see <https://www.hampsthwaite.org.uk/1015>

Also as agreed, local company GCM Estimating was asked to produce a full tender document for the remainder of the works from DPC to completion. This was circulated to other contractors but generated little in the way of useful responses. It was pointed out that if we continued to pursue a SIPs construction, we could end up with a dead site for many weeks whilst frames were made. Also, we had only received detailed, and final figures for continuing with conventional build to a basic 'shell' and so proceeded on this basis, eventually asking New Lodge to be the sole contractor for the project. A single contractor has the added advantage of simpler communications and establishing responsibilities.

Progress to Date:

Now 3 months into the project, progress has been good, and much helped by good weather. The initial decision to opt for traditional strip foundations has proved to be correct in that there was the need for significant excavation anyway to reposition services and lay new ones. Amongst these was the requirement to move the main incoming gas meter since it is not allowed to be positioned on an inside wall. We took advice from Gas Networks and accepted their recommendation to locate it in an outside kiosk against the boundary wall. Gas supply was re-established by Robinsons via underground pipe and the old wall-mounted supply removed. This aspect of the work is now complete.

Excavation at the front of the Memorial Hall resulted in considerable disruption to the tarmac surface in front of the Sun Lounge. It was decided that returning this area to its former car park use would miss the opportunity to create a Sun Terrace and so it was levelled and paved accordingly. This has put some pressure on the already tight budget but, together with the improved wheelchair access and drainage, it has received much public acclaim. It has also resulted in an ambition to open the Sun Lounge up onto it via French Doors, but this will have to be the subject of a secondary grant application and/or funding stream. Some initial progress has been made in this direction by promoting the Easy Fundraising scheme and establishing a weekly Village Market, which can capitalise on the space. This initiative too has gained much public support.

The main build has progressed well and the structure is now up to eaves level with both inner blockwork and outer stonework or brick. The match of the stonework to the original building is a particular success. New Lodge explored 3 different stone samples, built 3 sample walls and even mixed a little grit sand in with the cement to get the match just right – important in a Conservation Area.

But it would appear that no building project of this scale and complexity can be without any problems – and we have just discovered that the original Memorial Hall soffits on the southern gable end are packed out with a notifiable asbestos material (AIB)! As a Parish Council, and to protect both the Memorial Hall and New Lodge, we have a responsibility to deal with this correctly using a licenced contractor to remove and depose of it. Several quotes have been obtained and this work is now in progress with H&SE informed. This may add a little delay to building progress this month and will certainly put further pressure on our budget, but it has to be done.

Funding:

Currently secured funding is as follows:

- Section 106 £142,000.00
- FCC grant £82,000.00
- Parish Council £10,000.00
- Memorial Hall £10,000.00

This provide a total of £244,00.00 to be set against out latest estimate of £241,595.67 (see PRICE TO FIT OUT Valuation No 3 - Hampsthwaite Memorial Hall attached below). This latest estimate includes the extra cost of creating the Sun Terrace but excludes a range of 'finishing off' tasks which will either be done by self-help, volunteers or additional grant applications and fundraising efforts

Some additional funding and grant awards have already been secured as follows:

- NYC Locality Budget £2,500.00
- Nidderdale Plus £2,000.00
- Knabs Ridge £3,500.00

These grants have been awarded towards the cost of fitting out the Sun Lounge once the building is completed. Some has been used already (e.g. for bookshelves) but the remainder may serve as a 'cushion' in the short term, since we have a year to use it as specified.

There is also a grant application to the Clothworkers' Foundation for which the outcome is expected in September, and other applications are pending, ready to be submitted, once we have updated our Charity Commission reports.

Finally, written appeals have been sent out to local businesses and individual benefactors (one of which a least is believed to have fallen on fertile ground!) The Local Lotto continues to attract an income and the EasyFundRaising scheme is being promoted, see <https://www.hampsthwaite.org.uk/>. Also now being promoted is a JustGiving initiative by a local resident and some donations have already arisen from our embryonic local Village Market.

Geoff Howard
10 August 2025

PRICE TO FIT OUT Valuation No 3 - Hampsthwaite Memorial Hall

PROPOSED EXTENSION
HAMPSTHWAITE MEMORIAL HALL
NEW LODGE CONTRACTORS LTD

COST SUMMARY UP TO FIT-OUT

	TOTAL	VALUATION NO 3
Stage 1		
Tree Stump Removal	£ 350.00	£ 350.00
Excavations and Foundations	£ 12,281.35	£ 12,281.35
Ground Floor Construction	£ 14,773.37	£ 13,973.37
External Brick / Stone Walls below DPC	£ 6,074.01	£ 6,074.01
Trenching Works for New Gas Pipe including kiosk to external wall	£ 2,600.00	£ 1,750.00
Private Drainage & Ducting	£ 5,967.00	£ 5,250.00
Hardcore path to perimeter of new extension (including excavation / disposal)	£ 4,054.00	£ 810.80
Preliminaries (Site Welfare, Supervision etc)	£ 2,535.49	£ 2,226.92
Extended Area as revised planning (excavation / foundations / ground floor / walls to DPC)	£ 2,220.94	£ 2,220.94
Stage 2		
External Brick / Stone Walls above DPC	£ 33,573.84	£ 15,108.23
Insulated Internal Wall & Roof Structure (Traditional construction in lieu of timber SIPs panels)	£ 65,320.00	£ 6,532.00
Roof Coverings	£ 15,712.95	
UPVC Windows & External Doors (NOTE - no garage door)	£ 9,864.83	
PC Sum for Electric Cupboard within Workshop	N/A	
Preliminaries (Site Welfare, Supervision, Scaffolding etc)	£ 6,834.94	£ 1,190.21
Extended Area as revised planning (external walls, internal wall & roof structure, roof coverings)	£ 4,425.96	£ 1,106.49
Stage 3		
Paving to Front of Sun Room (Based on Indian Flags) including drain alterations	£ 7,515.00	£ 7,515.00
Stage 4 - Fit-Out		
New Extension		
Ceiling Plastering	£ 6,093.40	
Wall Plastering	£ 5,665.00	
Internal Joinery	£ 2,391.80	
Existing Property		
Alteration & Refurbishment Works to Existing Areas	£ 16,585.80	£ 4,812.50
New & Existing Areas		
Decoration	BY OTHERS	
Wall Tiling	£ 456.00	
Floor Coverings	BY OTHERS	
Allow Provisional Sum of £15,000 for Plumbing, Heating & Electrical (Specification to Develop with Client)	£ 15,000.00	£ 200.00 For strip out etc
Allow Provisional Sum of £1,500.00 for Supply of Sanitaryware to Accessible WC	£ 1,500.00	
GRAND TOTAL (Excluding VAT)	£ 241,595.67	
TOTAL THIS VALUATION		£ 81,401.83
LESS PREVIOUS VALUATION		£ 61,241.04
TOTAL AMOUNT DUE (Excluding VAT)		£ 20,160.79

THE FOLLOWING WORKS ARE CARRIED OUT BY OTHERS OR AT A LATER DATE

Works to Form New Main Hall Double Door Opening / Window Opening W01 (Required due to presence of future ramp)
Supply of Brew Station Units, Sink etc
External Works (Steps / Ramps / Paving etc)
Fitted Furniture
Altering Incoming Services (Gas / Electric / Water)
Plastering of New Block Walls to Workshop Area
Any wall plastering to costume store
Decoration
Floor Coverings