



Minutes of the Annual Meeting of Hampsthwaite Parish Council held in the Village Room, High Street, Hampsthwaite on Tuesday 20th May 2025 @ 7:00pm

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 (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 R Shrimpton, Cllr G Howard, R Bareham (Parish Clerk).

Members of the Public: 1

Minutes

<u>Item</u>	<u>Record</u>	<u>Action By</u>
2025.079	Election of Chairman for 2025/2026	
a)	To receive nominations for the position of Chairman Resolved: Cllr Carney was nominated, seconded and duly accepted the role of Chairman for the forthcoming year.	✓
b)	For the Chairman to sign the Declaration of Office Resolved: Cllr Carney signed the Declaration of Office.	✓
c)	For the council to approve the signing of the Declaration of Office before the next PC meeting (if applicable) n/a	
d)	Chairman's opening remarks Resolved: Cllr Carney thanked the councillors for his election and welcomed all efforts to recruit new councillors.	✓
2025.080	Absence and Apologies	
a)	To Receive Apologies There were no apologies received.	✓

	b) To approve the reason(s) for absence given by Councillors. Cllr Bolland was noted as absent without reason	✓
	c) To note the resignation of Cllr Thompson Resolved: The council noted the resignation of Cllr Thompson and also the resignation of Cllr Andrews. The chair thanked them both for the support of the council and wished them both well for the future. The clerk will notify the Elections Department at NYC.	RB
2025.081	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	✓
2025.082	Minutes for approval from Previous Meetings	
	a) For the council to consider approving the minutes of the Parish Council Meeting of the 8 th April 2025. Resolved: The minutes were signed as a true record.	✓
2025.083	Public participation Session (for the public to talk to councillors about items on the agenda) There were no matters received by the public.	✓
2025.084	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.	✓
2025.085	To receive the Clerks report	
	a) For the council to note the VE Day Celebrations 8 th – 10 th May 2025 Resolved: The council noted the event and wished to thank everyone who made it such a memorable weekend.	✓
	b) For the council to receive 3 sets of Minutes from Hampsthwaite Feast dated 29 th January 2025, 26 th February 2025 and 2 nd April 2025 Resolved: The council noted the receipt of the minutes.	✓
2025.086	Correspondence Report (Items received after publication of the agenda or for items needing discussion)	
	a) For the clerk to update on any correspondence Resolved: The clerk advised that the only item was that the invoice from SWARCO for the VAS sign had come in at £4652.50 + Vat, which was higher than the estimate. JC confirmed the amount to be correct as it now included the extra mounting brackets for each approach to the village, and a spare battery. The council agreed to the revised payment.	RB
2025.087	Matters arising from previous meetings (Items requested to remain on the agenda or to be resolved)	
	a) GH 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. Ongoing: The council agreed to defer this item for 3 months as there was no immediate update.	RB
2025.088	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 clerk to update on any requested items
Resolved: There were no items raised for discussion. ✓
- 2025.089** **Area 6 Highways**
- a) For the clerk to update on Curb Stones (awaiting sourcing)
Ongoing: The matter was still awaiting the curb stones. **RB**
- b) For the clerk to update of the Grit Bins within the Parish
Ongoing: There was no update to this item **RB**
- 2025.090** **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 ZC25.00738.FUL
Saltergate Hill Farm
Skipton Road
Hampsthwaite
North Yorkshire
HG3 2BU
(Closing 17th May 2025)
Resolved: The council had no objection to this application ✓
- b) For the council to consider Planning Application ZC25/01036/DVCON
Hampsthwaite Memorial Hall
Hollins Lane
Hampsthwaite
North Yorkshire
HG3 2EH
(Closing 1st May 2025 – extension requested)
Resolved: The council had no objection to this application ✓
- c) For the council to consider Planning Application ZC25/01187/LB
Saltergate Hill Farm
Skipton Road
Hampsthwaite
North Yorkshire
HG3 2BU
(Closing 18th May 2025)
Resolved: The council had no objection to this application ✓
- d) For the council to note Planning Decision HGTZC25/00859/FUL
1 Park View Cottages Hollins Lane Hampsthwaite North Yorkshire HG3 2HN
(Planning Granted)
Resolved: The council noted the Planning Decision ✓
- e) For the council to note Planning Decision HGTZC25/00996FUL
5 Peckfield Close Hampsthwaite North Yorkshire HG3 2ES
(Planning Granted)
Resolved: The council noted the Planning Decision ✓
- f) For the council to note Planning Decision ZC25/00331/TPO
St Thomas A Becket's Church Church Lane Hampsthwaite North Yorkshire
(Planning Refused)
Resolved: The council noted the Planning Decision ✓
- g) For the council to note Planning Decision ZC25/00818/TPO
Saddlers Cottage Church Lane Hampsthwaite North Yorkshire HG3 2HB
(Planning Granted)
Resolved: The council noted the Planning Decision ✓
- h) For the council to note Planning Enforcement 25/00136/PR05

	Resolved: The council noted the Planning Enforcement	✓
	i) For the council to note TPO No 58/2024(HAR) Saddlers Cottage, Church Lane, Hampsthwaite HG3 2HB Resolved: The council noted the TPO	✓
2025.091	S106 / CIL Funding a) For the clerk to update the council on updating the spend sites for the “Available Commuted Sums” Resolved: The council noted that there was little scope in moving funding. But did ask the clerk to pursue the movement of funds to an “all verges” pot that could be spent wisely.	RB
2025.092	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 updated the council with the following <ul style="list-style-type: none"> • Please see Appendix B • There have been “letdowns” on the below groundwork although it is hoped that Winsley New Lodge will now be the contractor. • The clerk reminded GH that invoices must come through the PC • Stage 2 is still subject to quotations • The clerk confirmed that VAT will be reclaimed on a regular basis • The clerk requested GH to ensure FCC (grant providers) reimburse the council • S106 should be paid to the council and claimed by the council • The council approved GH recommendation to use New Lodge Contractors to install the groundwork 	GH/RB
2025.093	Parish Asset Maintenance a) For the clerk to update on the Parish Tree Survey and for the council to consider any further action Ongoing: GH will provide the clerk with an up-to date map of the trees in the parish to revert to NYC with. b) For the clerk to update on the independent Inspection of the Parish Council’s play equipment on the playing field. Deferred: In view of the work upon the council now, this item was deferred for 3 months.	GH/RB RB
2025.094	Budget & Banking Matters a) For the council to consider the Bank Reconciliation for April 2025 Resolved: The Council noted the Bank Reconciliation b) For the council to consider the Budget Report up to 13 th May 2025 Resolved: The council noted the Budget Report Update	✓ ✓
2025.095	Financial Matters a) For the council to note the query raised with SSE Energy for 2 payments in 2024 Ongoing: The council noted the ongoing dispute with SSE b) For the council to consider payment of the Grassmats invoice INV.2025.05.0011 (£905.00 + £181.00 Vat) Resolved: The council noted GH’s unorthodox payment of this invoice but agreed for the amount to be reimbursed to the Methodist Hall by the clerk c) For the council to consider the Grant Request from Hampsthwaite Feast for £500.00	RB ✓

Resolved: The council agreed to the Grant Request from Hampsthwaite Feast.

✓

- d) For the council to consider payment to J Turnbull Landscapes Inv-1556 (£480.00)

Resolved: The council approved the payment

✓

- e) For the council to consider the clerks salary for April (£283.33)

Resolved: The council approved the payment

✓

- f) For the council to consider payment to HMRC for Month 1 (£64.20)

Resolved: The council approved the payment

✓

- g) For the council to note the 1st instalment of the Precept has been received (£8815.00)

Resolved: The council noted the Precept receipt.

✓

- h) For the council to note the VAT Reclaim for 2023-2024 has been submitted (£1143.00)

Resolved: The council noted the VAT reclaim submission

✓

- i) For the council to note the VAT Reclaim for 2024-2025 has been submitted (£3003.85)

Resolved: The council noted the VAT reclaim submission

✓

- j) For the council to consider payment to SSE Energy Invoice IVO2857934 (£2669.23 + £53.67 Vat)

Resolved: The clerk will withhold payment pending the "complaint" with SSE (2025.095 (a))

✓

- k) For the council to consider payment to Vision ICT Invoice 20141 (£50.00 + £10.00)

Resolved: The council approved the payment

✓

- l) For the council to consider payment to Elkerlodge Services Ltd Inv-0508 (£265.00 + £53.00 Vat)

Resolved: The council approved the payment

✓

2025.096

Summary Payments to consider:

Payment to	Amount
b) Grassmats (Inv.2025.05.0011)	£1086.00
c) Hampsthwaite Feast	£500.00
d) J Turnbull (Inv-1556)	£480.00
e) R Bareham (April Salary)	£283.33
f) HMRC (Month 1)	£64.20
j) SSE Energy (Inv IVO2857934)	£2722.90
k) Vision ICT (Inv 20141)	£60.00
l) Elkerlodge Services Ltd (Inv-0508)	£318.00
Total	£5514.43

Resolved: The payments were approved except (j)

2025.097

Year End 2024 - 2025

- a) For the clerk to update on matters relating to the Year End

Deferred: These matters will be addressed at the next meeting.

RB

- b) For the council to consider using Heelis & Lodge for the 2025-2026 Internal Audit.

Resolved: The council agreed to the auditor for 2025-2026

✓

- 2025.098 Staffing & Training Matters**
- a) For the council to consider the clerks additional 13 hours for April 2025
Resolved: The council approved the clerks' additional hours. ✓
- b) For the council to note the clerk's holiday from the 26th May 2025 for 1 week.
Resolved: The council noted the clerk's holiday ✓
- 2025.099 To confirm the date of the next Council meeting(s):**
- Ordinary Meeting of the Parish 10th June 2025 @ 7.30pm**
Council
(Cut-off date for agenda items 3rd June 2025 please)
- Resolved:** The council noted the date of the June meeting ✓
- 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 ✓

The Chair closed the Meeting at 8:29pm

Signed.....

Dated.....

Appendix A

Just a brief report from me:

Planning Matters

The next stage in the development of the county-wide local plan is the consultation on the 'Issues and Options'. The Issues and Option Consultation is intended to start a conversation about what the places and spaces across the North Yorkshire Local Plan area will be like in the future (up to the year 2045) and how the new local plan can influence that. It does not contain any future policy wording or propose site allocations as these will be developed and set out in subsequent drafts of the local plan. Feedback from this consultation will help in preparing the growth strategy for the area, together with local plan policies and sites to deliver it. Consultation will take place for a period of eight weeks between 19 May 2025 and 15 July 2025.

Waste Collection

New domestic waste collection arrangements have been introduced across the area, with collections now routinely taking place Tuesday-Friday. A few minor teething problems have been reported, and I am investigating some reported missed street bin collections.

Michael

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





Memorial Hall Arts and Crafts Studio

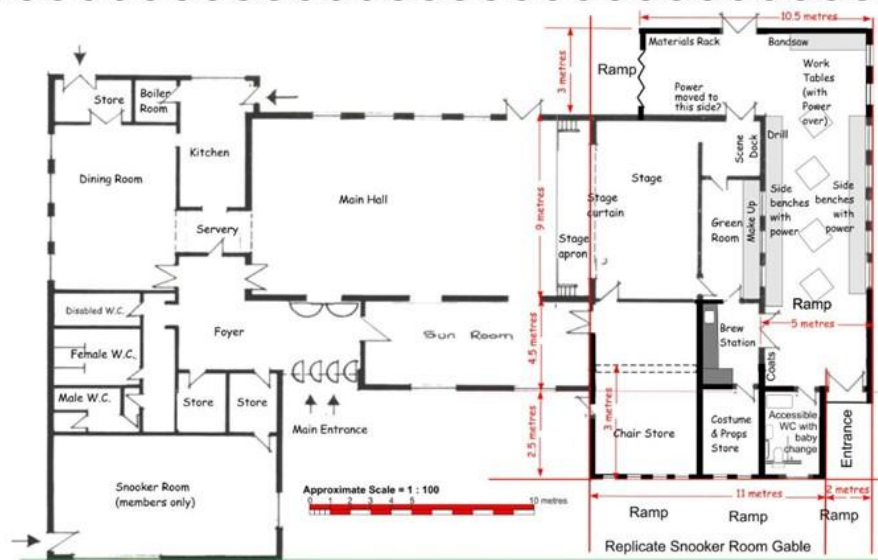
20/05/25

Options and Additions

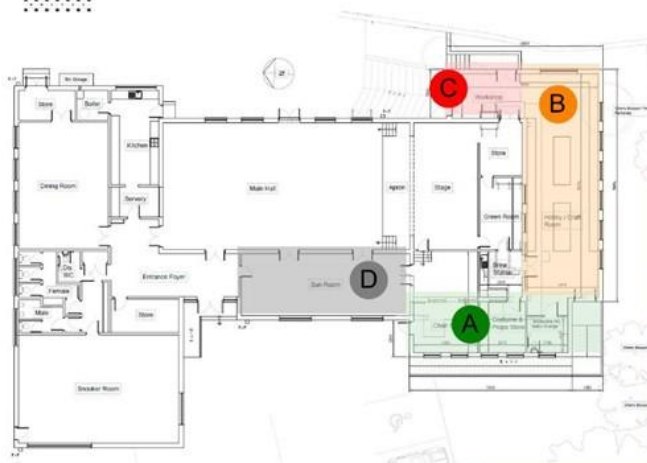
Progress to Date

- We have full planning approval
- Some minor amendments also approved
- Additional planning approvals awaited
- We have secured significant funding
- Five more grant applications pending

Arts & Crafts Studio Plan



Purposes



Section A

- improved backstage facilities inc. Accessible W.C. and Brew Station
- Costume & Props store
- a display area / meeting space
- enlarged Chair Store which will free existing Sun Room (currently, and over-flow Chair Store)

Section B

- a practical workspace
- Repair Cafe
- upcycling Re-Makery
- Men's Shed (and Women!)
- STEM activities for all ages
- antique restoration
- jewellery making
- basic woodwork & crafts
- practical hobbies space

Section C

- scene dock
- enlarged wings
- better stage access
- scenery construction space
- large project space - e.g. to accommodate Community Payback Team & Volunteers e.g. to repair and maintain village street furniture.

Section D

- Existing Sun Room Cleared of Chair Store overflow to enable better use - e.g. General Drop-In Resource Centre Village & Family History Centre

Progress in Stages?

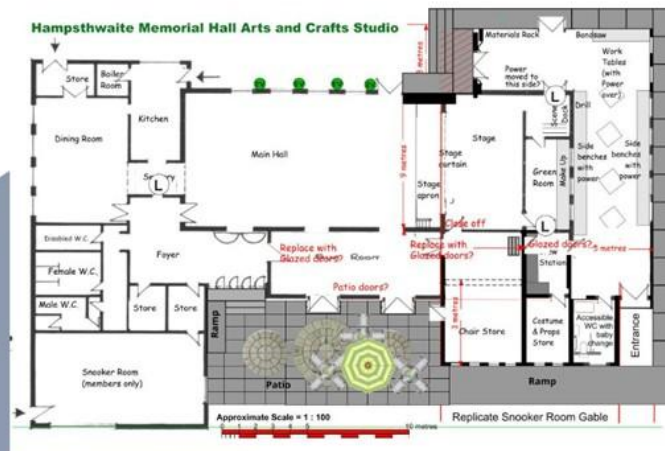
- 1) Foundations up to damp proof course (DPC) – this work is set to begin before the end of this month and by its nature presents opportunities for some additional work to be done cost effectively?
- 2) Build basic 'shell' from DPC onwards – if conventional build, this could follow on from foundations: if SIPs there could be 6-12 weeks delivery time. Also consider brick 'slips' for the outer leaf or brick and stone as existing?
- 3) Interior finishing to include: partitioning, plastering, painting, heating, lighting, WC and other services.
- 4) Interior fitting out to include: work surfaces, tool/equipment storage, equipment installation.

Funding

Some additional details awaited but having established the Parish Council can reclaim VAT, all the signs are we can afford either:

- full build and fit out from day one
- the basic 'shell' which is eminently affordable with existing funds and may allow some scope for other work around the hall whilst the required machinery etc. is on site.
- There are 5 additional grant applications 'in the pipeline'.
- . . . and there's next year and the year after!

- outside the Old Hall in 1965.
- an opportunity to recreate?
- a bonus for weddings?



- Full studio extension completely fitted out
- Studio extension 'shell' completed with interior joinery, WC, services and heating – work-surfaces etc. to follow (use existing furniture in the interim)
- Move gas meter – needs to be done
- Create 'Patio' outside Sun Lounge – i.e. capitalise on groundworks activity whilst on site? Ref. 1965 photo
- Create Sun Lounge direct access to 'Patio' via French doors – great for weddings?

Funding Opportunities

- Section 106 (secured) – Studio shell plus?
- FCC (secured) - Studio shell
- nPower (result in May) – Studio fit out
- Nidd Plus (result in May?) Sun Lounge
- Knabs Ridge (1) (result by Aug 14th 2025) – Studio fit out
- Knabs Ridge (2) (result by Aug 14th 2025) – Sun Lounge
- Fortus Foundation – re-apply in August? – stage lighting control balcony?
- Freemasons grant – applied for
- Parish Council – contingency agreed
- Memorial Hall – incidentals and 'normal' maintenance (e.g. carpets? decorating?)
- Fund raising events?

Studio Fitting Out

HAMPSTHWAITE MEMORIAL HALL, ARTS & CRAFTS STUDIO

ISLAND BENCHES – 3 off needed

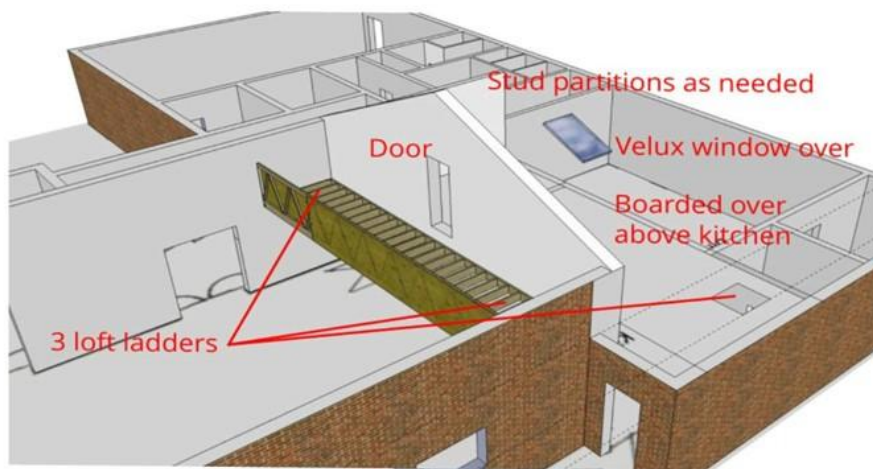


SIDE BENCHES – several needed



Lockable tool/equipment storage with Traffic Light system

Possible Additions (2)



Stage Lighting Control Balcony.

- All hi-tech equipment properly and permanently wired up ready for use.
- Ample storage above kitchen
- Avoids need to reduce audience size during productions

Possible Additions (3)


- Fit out Sun Lounge with IT etc. to establish a resource base for Village and Family History
- General improvement of Sun Lounge inc. carpeting.
- Renew Foyer carpet and also carpet the Small Hall? – Yoga, Pilates and Baby Massage main activities in there (originally a school dining room).
- Add two double Electric Vehicle charging points to rear of Hall.
- Install additional solar panels to increased roof space.
- Renovate Main Hall floor and redecorate whole Memorial Hall



Video to support grant applications



Proposal for the Memorial Hall Arts & Crafts Studio



With thanks to:
Charlie Charlesworth