

Hampsthwaite Parish Council

Parish Clerk: Robert Bareham

Tel: 07935 378544

Email: clerk@hampsthwaite-pc.org.uk

URL: <https://www.hampsthwaite-pc.org.uk/>



Minutes of the Ordinary Meeting of Hampsthwaite Parish Council held at the Village Room, Hampsthwaite on Tuesday 10th March 2026 @ 7:30pm

Abbr: JC = Cllr J Carney (Chairman), BK = Cllr B Kirby, GH = Cllr G Howard, KP = Cllr K Pinkney, RS = Cllr R Shrimpton, PB = Cllr P Bolland, 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, MotP = 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 G Howard, Cllr K Pinkney, Cllr R Shrimpton, Cllr R Selby, Cllr Kirby, R Bareham (Parish Clerk)

Members of the Public: 5

Minutes

<u>Item</u>	<u>Record</u>	<u>Action By</u>
2026.081	Welcome by the Chairman In the absence of the out-going chair, the meeting was opened at 7:30pm by Cllr Howard	✓
2026.082	Election of Chairman for 2025/2026	
a)	To receive nominations for the position of Chairman Cllr Pinkney was nominated for the role of Chairperson. Cllr Pinkney was proposed, seconded and elected as the Chairperson for Hampsthwaite Parish Council for 2026-2027.	✓
b)	For the Chairperson to sign the Declaration of Office The new Chair 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**
The chair thanked the council for their support and expressed her gratitude to the outgoing Chair for the previous hard work. ✓
- 2026.083** **Absence and Apologies**
- a) To Receive Apologies.
No apologies received ✓
- b) To approve the reason(s) for absence given by Councillors.
Cllr Bollands was absent without reason ✓
- 2026.084** **Dispensations & Pecuniary Interests**
- a) To receive, consider and decide upon any applications for dispensations.
There were no applications for dispensation 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.
There were no further declarations of interest made. ✓
- 2026.085** **Minutes for approval from Previous Meetings**
- a) For the council to consider approving the minutes of the Ordinary Meeting of the Parish Council of the 14th April 2026.
Resolved: The Council agreed that the minutes were a true and accurate record. ✓
- 2026.086** **Public participation Session** (for the public to talk to councillors about items on the agenda)
- a) MoP's discussed item 2026.093 (a) ✓
With consideration to the discussion, item 2026.093 (a) was brought forward. The council agreed to Option B.
Please see Appendix A for the agreed response.
- 2026.087** **To receive the Councillors report**
- a) For the council to receive the report from Cllr M Harrison. ✓
- Cllr Harrison reported that NYC had as expected, opened the second "Call for Sites" for North Yorkshire.
 - Reminded the council that there would be overnight closures on the A59 to finish the Kex Gill Project
 - Reminded councillors that their cars now must be registered to use recycle centres. This is to deter commercial waste and to ensure the centres are used by North Yorkshire residents.
 - Legal action against the Mayor is still being considered over the syphoning of funds from NYC's awarded budget, in favour of York.
- 2026.088** **To receive the Clerks report**
- a) For the council to note the "Parish Charter" from NYC
Resolved: The council noted the Charter. ✓
- b) For the council to note Premier Coaching are hosting a Schools Fair Play Tournament at the beginning of June on Feast Field. Their Liability Insurance is also attached for inspection.
Resolved: The council noted the event ✓
- 2026.089** **Councillor Vacancies & Co-option** Matters (To receive written applications for the office of Parish Councillor and to coopt a candidate to fill the existing vacancy)
- a) To note the resignation of Cllr Carney.

	Resolved: The council noted the resignation and formally thanked Mr Carney for his work as a both Chair and as a Councillor.	✓
	b) For the clerk to update the council on vacancies matters. Ongoing: The council noted that the vacancy was currently being advertised.	RB
2026.090	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 footpath from Hampsthwaite to Birstwith Ongoing: The council noted that a Teams meeting has been arranged for the 19 th May 2026 and the clerk will report back at the next meeting.	RB
	c) For the clerk to update the council on insuring the Memorial Hall Building fabric. Ongoing: The clerk confirm that the Parish Council would insure the “fabric” of the Memorial Hall from the 1 st June 2026 and the additional premium is to be borne by the Memorial Hall at £924.00. GH will arrange to reimburse the council and requested a copy of the certificate when available.	GH/RB
2026.091	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) There were no items requested for discussion.	✓
2026.092	Area 6 Highways	
	a) For the council to note the filling of grit bins by NYC and consider any further actions Resolved: The council noted the clerks report	✓
	b) For the clerk to update the council on extending the 20mph speed limit through the village Ongoing: The council noted the clerks report	RB
	c) For the clerk to update the council on the yellow lines at the entrance to Finden Gardens and for the council to consider any further action Ongoing: The council noted the clerks report	RB
2026.093	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 Consultation 26.01024.FUL 1 Park View Cottages Hollins Lane Hampsthwaite G3 2HN Resolved: See item 2026.086 (a)	✓
	b) For the council to consider Planning Consultation 26.01676.FUL 2 Brookfield Hampsthwaite HG3 2EF Resolved: The council considered the application and agreed on Option A: The Parish Council has no objections.	✓
	c) For the council to consider Planning Consultation 26.01723.FUL Coach House Church Lane Hampsthwaite HG3 2HB	

	Resolved: The council considered the application and agreed on Option C: The Parish Council does not object but wishes to make comments / seek safeguards. See Appendix B	✓
	d) For the council to consider Planning Consultation 26.01781.FUL 7 Brookfield Crescent Hampsthwaite HG3 2EE Resolved: The council considered the application and agreed on Option A: The Parish Council has no objections.	✓
2026.094	S106 / CIL Funding	
	a) For GH to update the council on any applications in progress for S106 Ongoing: GH informed the council that PID's had been submitted for: <ul style="list-style-type: none"> • Rebuilding of the Village Green Seat. • The access ramp for the rear of the Memorial Hall • Money still available for "wilding sites" 	
2026.095	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: The council received Cllr Howard's report. See Appendix C	
	b) GH to provide a financial briefing to the council on projected income and anticipated expenditures ahead of the PC Meeting. The council will also review and consider pre-approving payments for expected costs. Resolved: Cllr Howard requested approval for anticipated invoices from : <ul style="list-style-type: none"> • New Lodge - £6500.00 (Hall - estimate) • New Lodge - £1000.00 (Feast Cabin) • New Lodge - £2300.00 (Repair to water pipe) • New Lodge - £5200.00 (Hall – rear steps) The council agreed to payments up to the limits advised. Cllr Howard will forward the invoices to the clerk once received.	GH/RB
2026.096	Parish Asset Matters & Maintenance	
	a) To note the request to GC Groundcare to cut all sites in under the Parish Council control Ongoing: Cllr Pinkney asks the clerk to review the previous quotation from GC Groundcare and ensure there is a saving on Nurture's quote.	RB
	b) To consider the quotation from GC Groundcare for the cutting of the remaining sites in the parish and the "one off" payment to bring the sites under control Resolved: The council agreed to the proposal	✓
	c) To consider responding to the invoice from Nurture Landscape Ltd (Inv-3027271) Resolved: After considering items 2026.096 (a) & (b) The council agreed that this invoice should not be paid.	RB
	d) To note EDF had credited to our account invoice KI-D767396E-0001 (£56.93) Ongoing: Cllr Pinkney will review the documents from EDF for items 2026.096 (d) & (e), and update the council at the next meeting.	KP
	e) For the council to consider EDF invoice KI-44460AEC-0001 (£40.04 + £2.00 Vat) Ongoing: See 2026.096 (e)	KP
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- 2026.097 Budget, Banking & Policy Matters**
- a) For the council to consider the Bank Reconciliation for April 2026.
Resolved: The council noted the Bank Reconciliation. ✓
- b) For the council to consider the Budget Report dated 10th May 2026.
Resolved: The council noted the Budget Report. ✓
- 2026.098 Financial Matters:**
- a) For the council to consider the clerks salary for April 2026 (£611.58)
Resolved: The council approved the payment. ✓
- b) For the council to consider payment to HMRC for Month 1 (£193.42)
Resolved: The council approved the payment. ✓
- c) For the council to note payment to Nobel Stationers Ltd (£11.66 + £2.33 Vat)
The council noted the payment. ✓
- d) For the council to note payment to GBB Services Inv 1601 (£500.00 + £100.00 Vat)
- e) The council noted the payment. ✓
- 2026.099 Year Ending 2025 -2026**
- a) For the clerk to update on matters relating to the Year End
Ongoing: The clerk informed the council that documents for the Internal Audit will be completed by the 25th May 2026 **RB**
- b) For the council to consider using Heelis & Lodge for the 2026-2027 Internal Audit.
Resolved: The council agreed to retaining Heelis & Lodge as the internal auditor for 2026-2027 **RB**
- 2026.099 Summary of Payments:**
- | Payments to Consider: | | Amount |
|--|---------------------------|-----------------|
| a) R Bareham Salary (April 2026) | | £611.58 |
| b) HMRC (Month 1) | | £193.42 |
| | Total Payments (a) | £805.00 |
| Payments to Note: | | |
| c) Nobel Stationers Ltd (Inv-GB600FGB6JKDLI) | | £13.99 |
| d) GBB Services Ltd (Inv-1601) | | £600.00 |
| | Total Payments (b) | £613.99 |
| | Total (a + b) | £1418.99 |
- Resolved:** The summary was noted.
- 2026.100 Staffing & Training Matters**
- a) For the clerk to update the council on any staffing matters.
Ongoing: The clerk was please to confirm that they had completed and passed their CiLCA qualification and as Hampsthwaite PC had contributed 40% of the cost, once at least two-thirds of councillors are elected (not co-opted), the council may by resolution, adopt the “General Power of Competence (GPC) under the Localism Act 2011”. **RB**
- 2026.101 To confirm the date of the next Council meeting(s):**
- a) **Annual Meeting of the Parish 9th June 2026 @ 7:30pm**
Council
(Cut-off date for agenda items 2nd June 2026 please)
<http://www.hampsthwaite-pc.org.uk/>

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

- b) **Ordinary Meeting of the Parish Council** **14th July 2026 @ 7:30pm**
(Cut-off date for agenda items 7th July 2026 please)

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

The meeting closed at 8:17pm

Signed.....

Dated.....

Appendix A

Hampsthwaite Parish Council

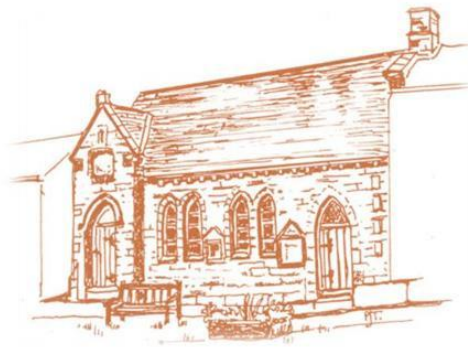
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HAMPSTHWAITE PARISH COUNCIL – FORMAL OBJECTION

Planning Application: 26/01024/FUL

Site: 1 Park View Cottages, Hollins Lane, Hampsthwaite

Option B: The Parish Council objects on the planning grounds set out below:

1. Introduction

Hampsthwaite Parish Council has carefully reviewed the submitted application, supporting documentation and public representations.

The Parish Council fully supports and endorses the detailed submission made by a local resident, which identifies substantial discrepancies, inconsistencies and omissions within the application documentation.

The Parish Council considers those concerns to be material and well-founded and expands upon them below.

2. Accuracy and Reliability of the Application

The Parish Council objects on the basis that the application is:

Factually inconsistent, internally contradictory, and not capable of being relied upon as a sound basis for determination.

Numerous inconsistencies have been identified, including:

- Conflicting statements regarding whether development has already commenced
- Incorrect or inconsistent descriptions of:
 - Parking provision
 - Existing site use
- Failure to acknowledge:
 - Existing trees
 - Trees now subject to protection
- Incorrect statements regarding prior engagement with the Local Planning Authority
- Submission of incorrect supporting documents, including a Screening Assessment relating to a separate site
- Failure to include the approved extension (May 2025) within drawings
- Incorrect or disputed land ownership boundaries

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- Site Notice lacking a clear consultation deadline

2.1 Impact on Consultation

The Parish Council considers that:

- The application does not provide clear or accurate information
- Consultees and the public have not been able to properly assess the proposal

Policy Context

- NPPF Paragraph 44 states that Local Planning Authorities should ensure applicants engage early and provide appropriate information.
- NPPF Paragraph 45 emphasises the need for applications to be accompanied by sufficient information to allow assessment.
- NPPF Paragraph 31 requires that decisions are based on relevant and up-to-date evidence.

The Parish Council considers these requirements are not met, and therefore the application cannot be determined on a sound or fair basis.

Conclusion on Objection 1

The application fails to provide reliable, consistent or adequate information, resulting in a flawed consultation process.

3. Highway Safety and Access

The Parish Council also objects on highway safety grounds.

3.1 Location within 60mph Environment

The proposed access is located within a:

- 60mph section of Hollins Lane

The Parish Council notes:

- The applicant's stated distance to the 30mph zone appears incorrect
- The access therefore operates fully within a high-speed rural road environment

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3.2 Reliance on Mitigation Measures

The proposal relies on:

- Double yellow line restrictions
- Prevention of parking in visibility areas

The Parish Council considers:

These are not inherent safety features but rely on enforcement and compliance.

3.3 Constrained Design

The submitted drawings indicate:

- Constrained turning geometry
- Limited manoeuvring space
- Reduced margin for driver error

3.4 Additional and Altered Traffic Movements

The proposal will:

- Introduce new access movements onto Hollins Lane
- Potentially increase vehicle use associated with the property

This must also be considered alongside:

- The approved extension, which is not properly reflected in the plans

Policy Context

- NPPF Paragraph 111 states:

“Development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety...”

- NPPF Paragraph 112 requires development to:
 - Provide safe and suitable access for all users

👉 The Parish Council considers that:

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- The reliance on mitigation
- The high-speed context
- The constrained design

Result in an arrangement that does not clearly demonstrate a safe and suitable access.

Conclusion on Objection 2

The proposed access arrangement gives rise to unacceptable highway safety risks, particularly within a 60mph environment.

4. Overall Position

Hampsthwaite Parish Council objects to this application on the following grounds:

1. Invalid and unreliable submission

- Contradictory and inaccurate information
- Incorrect supporting documentation
- Failure to enable fair consultation

2. Highway safety concerns

- Access onto a 60mph road
- Reliance on mitigation rather than design
- Inadequate clarity on traffic impacts

5. Recommendation

The Parish Council respectfully requests that:

The application be refused.

Alternatively:

The application should be withdrawn and resubmitted with accurate, consistent and complete documentation, allowing for a proper consultation and assessment.

Appendix B

Hampsthwaite Parish Council

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HAMPSTHWAITE PARISH COUNCIL – FORMAL RESPONSE

Planning Application: 26/01723/FUL

Site: Coach House, Church Lane, Hampsthwaite

Option C: The Parish Council does not object but wishes to make comments / seek safeguards:

Consideration

Hampsthwaite Parish Council has considered the above application and does not object in principle to the proposed change of use.

However, the Parish Council strongly supports the comments and recommendations of the Local Highway Authority, particularly in relation to the provision of adequate off-street parking.

The proposal creates a four-bedroom holiday let requiring a minimum of two off-street parking spaces. The conversion of the garage into habitable accommodation results in the loss of an existing off-street parking space. Although two spaces are indicated, they are not clearly shown and no dimensions have been provided.

The Parish Council considers this significant given the constrained nature of Church Lane and the need to avoid additional on-street parking pressure.

Any parking spaces must measure at least 5 metres in length by 2.4 metres in width, include adequate turning space within the site, and be retained free from obstruction for the lifetime of the development.

Conclusion

The Parish Council requests that planning permission, if granted, is subject to the Local Highway Authority condition (MHC-09A), and that full details of parking and manoeuvring areas are submitted and approved prior to development.

This is necessary to ensure that the development does not result in increased on-street parking or harm to highway safety.

Appendix C

MEMORIAL HALL : ARTS AND CRAFTS STUDIO (aka COMMUNITY SHED) UPDATE April 13th 2026

Throughout April and into May, the Community Payback Team have assisted in applying a mist coat of paint to walls and ceilings. Similarly, they have used primer, undercoat and gloss to paint the woodwork. This work continues. New Lodge contractors have completed the installation of the 13A power circuits, installed emergency lighting and an outside light. Additionally, the rear access steps were made safe by means of securing a handrail to complete this aspect of the project. Logic Fire and Security engineers installed additional sensors and call-points to their previously installed wiring to add these to the existing fire alarm system. Aply assisted by a local resident, the Brew Station kitchen units have been installed awaiting now only the fitting and plumbing in of the sink unit – soon to follow. Another resident donated the bookcase now being stocked by technical reference books, also donated by residents,

MEMORIAL HALL : ARTS & CRAFTS STUDIO (aka COMMUNITY SHED) : PROGRESS THROUGHOUT APRIL 2026



Rear entrance to Community Shed is now made safe with handrail. Inside, our Technical Reference Library is positioned ready to be stocked and the Brew Station Area is almost completed

Budget:

There has been no invoice from New Lodge since our last meeting but, based on the Price to Fit Out we have been adhering to thus far, it should prove to be reasonably modest, although there will be some relatively minor additions to cover any extras – e.g. additional electrical work. The full cost of constructing the rear access steps with handrail, together with the eventual creation of an access ramp to the front, will each be met from Section106 funding allocated to Verges and therefore do not affect the budget shown below. The front access ramp may be constructed by others so that we might take this opportunity to 'draw a line' under our commitment to New Lodge Contractors and thank them for the excellent work they have done.

An invoice has been received from Logic Fire and Security in response to their connecting additional sensors and call-points to extend the existing fire alarm system. Also a final quotation to manufacture all the work surfaces we require has been received from TableForm Ltd (ILS). Each of these amounts is included below as Future Expenditure. Most of the tool and equipment needed has already been donated or obtained a low cost, and a Knabs Ridge grant application is underway to cover the cost of storage for them. It should be possible to cover the cost of any other unforeseen smaller items out of the income from the weekly Village Market, The Local Lotto, and Easy Fundraising.

Assuming VAT recovery and the PC contribution as agreed, together with the Section106 allocations already set aside for this project, there should be sufficient funding to complete the project as shown below although it can be seen there is very little 'headroom' so additional funding is still being sought after.

Geoff Howard 18th May 2026

INVOICES (NEW LODGE)						
DATE	VALUATION	INVOICE NO.	NET	VAT	GROSS	
27 May 2025	Valuation 1	1328	£26,193.94	£5,238.79	£31,432.73	
12 Jun 2025	Valuation 2	1332	£35,047.10	£7,009.42	£42,056.52	
21 Jul 2025	Valuation 3	1336	£20,160.79	£4,032.15	£24,192.94	
5 Sep 2025	Valuation 4	1348	£47,718.83	£9,543.76	£57,262.59	
20 Oct 2025	Valuation 5	1355	£48,713.18	£9,742.64	£58,455.82	
4 Dec 2025	Valuation 6	1364	£32,841.92	£5,568.38	£38,410.30	
26 Jan 2026	Valuation 7	1371	£20,312.00	£4,062.42	£24,374.52	
24 Mar 2026	Valuation 8	1384	£18,589.37	£3,717.87	£22,307.24	
Total =			£249,577.13	£48,915.43	£298,492.66	
				(to reclaim)		
Price to Fit-Out =			£252,210.32		£302,652.38	
Still to Pay =			£2,633.19		£3,159.83	
ADDITIONS (PC PAID)						
DATE	SUPPLIER	INVOICE NO.	NET	VAT	GROSS	
22 Jan 2026	WindowCraft	5683	£5,080.00	£1,016.00	£6,096.00	
20 Jan 2026	B&Q		£741.60		£741.60	
18 Feb 2026	Calvert Carpets		£1,108.80	£221.76	£1,330.56	
22 Feb 2026	Sensory Education	991258771	£848.32	£169.67	£1,017.99	
5 Jun 2025	Furniture for Schools		£772.00	£154.40	£926.40	
Total =			£8,550.72	£1,561.83	£10,112.55	
BUDGET						
DATE	SOURCE	WHERE HELD				
	Section 106 (Memorial Hall)	NYC	£140,000.00 Claimed on receipt of invoices			
	FCC	FCC	£82,000.00 Claimed on receipt of invoices			
	Parish Council	PC	£0.00 not yet included			
24 Oct 2025	Memorial Hall contribution	Memorial Hall	£10,000.00 transferred to PC 24 Oct			
24 Oct 2025	Players	Memorial Hall	£5,000.00 transferred to PC 24 Oct			
10 Dec 2025	YDMT	Memorial Hall	£5,000.00 transferred to PC 10 Dec			
28 Jan 2026	NYC+NiddPlus+Knabbs	Memorial Hall	£8,000.00 transferred to PC 28 Jan			
8 Apr 2026	Memorial Hall contribution	Memorial Hall	£13,000.00 transferred to PC 8 April			
Current PC Total =			£263,000.00			
ANALYSIS						
Total PC Expenditure			£258,127.85			
Total PC Income			£263,000.00			
plus PC contribution			£10,000.00			
Total =			£273,000.00			
Total PC Budget Remaining =			£14,872.15			
FUTURE EXPENDITURE						
New Lodge still to pay			£2,633.19			
Logic Fire & Security			£3,245.18			
Tableform Ltd			£7,826.40			
Total Future Expenditure =			£13,704.77			