

Hampsthwaite Parish Council

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Minutes of the Full Parish Council at the Village Room Held at 7:30 PM on Tuesday, 8 September 2026

Issued: Friday, 11 September 2026

Abbr: KP = Cllr K Pinkney (Chair), BK = Cllr B Kirby, GH = Cllr G Howard, 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, 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.

Minutes

Attendance

Present: Cllr Billy Kirby, Cllr Katy Pinkney, Cllr Geoff Howard (until 21:07), Cllr Rob Selby, Cllr Peter Bishop, Cllr Richard Shrimpton

Apologies: Cllr Paul Bollands

Also present: Clerk Rob Bareham

Min. 2026/09/194 — 1. Welcome by the Chair:

The Chair welcomed members to the meeting of the Full Parish Council, held via Microsoft Teams.

Min. 2026/09/195 — 2. Absence and Apologies:

See items 2.1 - 2.2

Min. 2026/09/196 — 2.1 To Receive Apologies:

Apologies for absence were received from Cllr Paul Bollands.

Min. 2026/09/197 — 2.2 To approve the reason(s) for absence given by Councillors:

It was **RESOLVED** that the reason for absence submitted by Cllr Bollands be approved.

Min. 2026/09/198 — 3. Dispensations & Pecuniary Interests:

See Items 3.1 - 3.2

Min. 2026/09/199 — 3.1 To receive, consider and decide upon any applications for dispensations:

It was **NOTED** that no applications for dispensations had been received. The Clerk took the opportunity to remind members the nature of dispensations and the distinction between pecuniary and non-pecuniary interests, advising that whilst he could offer guidance and direct members to the relevant guidance, the decision as to whether an interest should be declared rested with the individual member.

Min. 2026/09/200 — 3.2 To receive any declarations of interest not already declared under the Councillors Code of Conduct or a members Register of Disclosable Pecuniary Interests:

It was **NOTED** that no declarations of disclosable pecuniary interest or other interests not already recorded were made by members in respect of items on the agenda.

Min. 2026/09/201 — 4. Minutes for approval from Previous Meetings:

See Item 4.1

Min. 2026/09/202 — 4.1 Confirmation of minutes – Tuesday, 11 August 2026

It was **RESOLVED** that the minutes of the Ordinary Meeting of the Parish Council held on Tuesday, 11 August 2026, be confirmed as a correct record and signed by the Chair.

Min. 2026/09/203 — 5. Public Participation Session:

The Chair opened the public participation session. Three members of the public were present and were invited to address the Council.

The first member of the public raised concerns regarding road signage and highway drainage in the parish. Specifically, he reported that a road sign on a lane locally known as Jack Lane incorrectly indicated a straight, narrow road when the road in fact included a steep descent and a sharp bend. He expressed concern that this misleading signage had contributed to a fatal cycling accident in the area approximately three to four weeks previously. He also reported that chevron signs at the bottom of the bend were obscured by overgrown vegetation, with one sign lying flat on the ground. In addition, he raised concerns about blocked roadside gutters and drainage ditches on Grace Plain Lane causing significant flooding, including flooding to a private dwelling, and **NOTED** that a post and rail fence around a deep ditch on the verge was in a state of disrepair, presenting a safety hazard.

The Clerk acknowledged the concerns raised and advised that matters relating to road signage and highway drainage fell outside the jurisdiction of the Parish Council and were the responsibility of North Yorkshire Council Highways. The Clerk undertook to raise the matters directly with North Yorkshire Council Highways on the member of the public's behalf and to provide him with details of the online reporting facility operated by North Yorkshire Council. The member of the public was invited to provide his contact details and any notes he had prepared so that the Clerk could follow up accordingly.

The third member of the public, raised concerns relating to a planning application (subsequently identified as application 26/04671/REM, agenda item 11.1) in respect of land near her property. She expressed concern that a developer appeared to be intending to access or extend drainage infrastructure that ran through or beneath her private land without her knowledge or consent, and that she had not been formally notified of the proposals. She also raised concerns about the capacity of the existing drainage system to accommodate additional dwellings.

The Clerk advised that he had prepared a briefing paper summarising Mrs Holroyd's concerns, which would be circulated to members. The Clerk offered, with the Council's agreement, to write to the developer to raise Mrs Holroyd's concerns on behalf of the Council, and also suggested that the Hampsthwaite Action Group might be able to provide further assistance, particularly in relation to drainage matters, given their experience with similar issues. Mrs Holroyd indicated her agreement for her concerns to be passed to the Action Group. The Clerk undertook to make contact with the Action Group accordingly.

It was **NOTED** that both matters raised by members of the public had been considered and that the Clerk would take forward the actions identified above.

Min. 2026/09/204 — 6. For the council to receive the County Councillors Report:

See Item 6.1

Min. 2026/09/205 — 6.1 For the Committee to receive a report from County Councillor Cllr M Harrison.

It was **NOTED** that Cllr M Harrison had submitted apologies for the meeting, having recently returned from leave. The Clerk advised that a written report had been received from Cllr M Harrison, which covered matters relevant to both Killinghall and Hampsthwaite parishes. The Clerk apologised that the report had not been circulated to members in advance and undertook to distribute it following the meeting.

The Clerk advised that Cllr M Harrison's report highlighted that a revised National Planning Policy Framework had been issued. The Clerk **NOTED** that he had not yet had the opportunity to fully assess the document but intended to do so over the coming days and would circulate a summary report to members. It was **NOTED** that the revised framework was understood to make it significantly harder for planning applications to be refused, with objections requiring a stronger evidential basis. The Council noted this development with concern.

Min. 2026/09/206 — 7. To receive the Clerk's report:

See Items 7.1 - 7.4

Min. 2026/09/207 — 7.1 To consider the re-consultation on neighbourhood plan proposals and agree the Council's response to North Yorkshire Council.

The Clerk presented the re-consultation on neighbourhood plan proposals in respect of Knaresborough, Terrington, and Bradleys Both (the latter being a proposal for a modified plan). Members considered whether the Council wished to make any representations in response to the consultation. It was **RESOLVED** that the Council had no comments to make on the re-consultation proposals for Knaresborough, Terrington, or Bradleys Both, as the plans did not materially affect the parish.

Min. 2026/09/208 — 7.2 To consider neighbourhood plan submission proposals and agree the Council's response to North Yorkshire Council.

The Clerk presented the neighbourhood plan submission proposals in respect of Husthwaite, Tadcaster, and Whitby. Members considered whether the Council wished to make any representations. It was **RESOLVED** that the Council had no comments to make on the submission proposals for Husthwaite, Tadcaster, or Whitby, as the plans did not materially affect the parish.

Min. 2026/09/209 — 7.3 To note that instances of damaged and missing street signage within the parish have been reported to North Yorkshire Council for investigation and action as appropriate.

It was **NOTED** that the Clerk had reported instances of damaged and missing street signage within the parish to North Yorkshire Council for investigation and action as appropriate. The Clerk confirmed that four instances of missing or damaged signage had been identified and reported, including signs on Church Lane. Members acknowledged that progress on repairs might be slow but were satisfied that the matter had been formally reported.

Min. 2026/09/210 — 7.4 To consider concerns regarding dogs off lead in Hampsthwaite Churchyard and whether the Parish Council can support community awareness measures to encourage respectful use of the churchyard.

The Clerk reported that a concern had been raised regarding dogs being allowed off lead in Hampsthwaite Churchyard, including instances of fouling. Members expressed their concern at the situation and **NOTED** that existing signage at the churchyard gate asking dog owners to keep dogs on leads was not sufficiently prominent. It was **NOTED** that the matter had been raised for awareness and to consider what support the Parish Council might offer to encourage respectful use of the churchyard.

It was **RESOLVED** that the Clerk write to the vicar to express the Parish Council's concern, to offer the Council's support in promoting community awareness, and to enquire whether improved or more prominent signage might assist in addressing the issue.

Min. 2026/09/211 — 8. Matters Arising from Previous Meetings:

The Clerk reported that he had no matters arising from previous meeting minutes to bring to the Council's attention beyond those covered elsewhere on the agenda, with one exception. The Clerk drew members' attention to a recent meeting of the Feast Committee, at which it had been **NOTED** that the committee was keen to invite the funfair to return for 2027 and had discussed the possibility of making alterations to the entrance to Feast Field. The Clerk advised that Feast Field was not the Council's land and that the entrance strip was understood to be a "ransom strip" in private ownership. The committee's notes had not recorded any action being assigned to pursue the matter with the landowner.

Following discussion, the Council agreed that the Clerk should write to the Chair of the Feast Committee to remind them that any proposed alterations to the entrance would require the permission of the landowner and that such permission should be sought before any works were contemplated. It was further **NOTED** that the original landowner had died but that the land was understood to have passed to a surviving family member. Cllr Bishop provided background information regarding the history of the "ransom strip".

Members discussed the possibility of the Parish Council approaching the landowner to explore whether the land might be donated to or adopted by the Parish Council. It was **RESOLVED** that the Clerk contact the landowner to ascertain whether they would be willing to consider donating or transferring the strip of land to the Parish Council, and to report back to the Council in due course.

Min. 2026/09/212 — 9. Items for Discussion from Councillors or a Member of the Public:

See Items 9.1 - 9.3

Min. 2026/09/213 — 9.1 For the council to consider Cllr Pinkney's proposal for the council to produce Parish a Council newsletter for distribution within the parish.

Cllr Pinkney presented a proposal for the Parish Council to produce a parish newsletter for distribution within the parish. Cllr Pinkney explained that the newsletter would aim to bring together information about community events, groups, and activities across the parish, including updates from the church, school, Memorial Hall, wildlife group, and football club, as well as Parish Council news. Cllr Pinkney advised that she had prepared a draft example, which she offered to circulate to members for consideration.

Members discussed the proposal, including the options for digital and printed distribution, the potential costs of printing, the availability of volunteers for physical delivery, and the use of the parish website and social media as alternative or complementary channels. The Clerk

NOTED that work was ongoing to explore hosting arrangements for the parish website, which might provide an additional platform for distribution.

It was **RESOLVED** that Cllr Pinkney circulate her draft example newsletter to members and, as a first step, publish it digitally via the Parish Council's Facebook page to assess reach and engagement, before the Council considered whether to proceed with a printed edition. It was further **NOTED** that the newsletter, if taken forward, would be produced on a quarterly basis at most, and potentially twice yearly.

Min. 2026/09/214 — 9.2 For Cllr Pinkney to update the council on Renewing the Playground Equipment

Cllr Pinkney updated the Council on proposals to renew the playground equipment at Feast Field. Cllr Pinkney advised that she had booked time at the Memorial Hall on 25 September to hold a community consultation event at which parents, children, and local residents would be invited to view options for new or refreshed playground equipment, including costings and catalogue materials provided by suppliers. The purpose of the event was to gauge community views before the Council considered any formal proposals, including possible fundraising or grant applications.

It was **NOTED** that Cllr Pinkney had obtained updated pricing from suppliers and had arranged for display materials to be available at the consultation event. Members were supportive of the initiative and **NOTED** that the event would be advertised in due course. It was further **NOTED** that the cost of replacement playground equipment at comparable parishes had been in the region of £100,000 to £121,000.

Min. 2026/09/215 — 9.3 For the Council to consider holding the Annual Parish Meeting on the same evening as the Memorial Hall AGM, subject to the requirements of the Local Government Act 1972, and the Council's Standing Orders.

Cllr Pinkney raised the possibility of holding the Annual Parish Meeting on the same evening as the Memorial Hall Annual General Meeting, subject to the requirements of the Local Government Act 1972 and the Council's Standing Orders.

The Clerk advised that, whilst it would be technically possible to hold the two meetings on the same evening, the Annual Parish Meeting would need to be constituted as a separate meeting from the Memorial Hall AGM, and careful technical planning would be required to ensure compliance with statutory requirements. The Clerk **NOTED** that the Annual Parish Meeting was required to be held no later than 1 June in each year and that, by convention, it had previously been held at 7:30pm followed by a Full Council meeting.

Members discussed the proposal. It was **NOTED** that the Chair of the Memorial Hall would need to be consulted on any such arrangement. It was **RESOLVED** that the Clerk write to the Chair of the Memorial Hall to formally raise the proposal and seek their views, and to report back to the Council in due course.

Min. 2026/09/216 — 10. Area 6 Highways:

See Items 10.1

Min. 2026/09/217 — 10.1 For the Council to Receive the Clerk's Report on Matters Relating to Highways 6.

The Clerk reported that the Area 6 Highways officer, Chris Blackburn, had been on leave for the past two weeks and that the Clerk had been unable to obtain updated information in the interim. The Clerk undertook to follow up with Mr Blackburn on outstanding matters.

It was **NOTED** that a damaged bollard outside the joiners' premises on the main road remained on the ground. The Clerk confirmed this had been reported and would be chased up. It was further **NOTED** that a second bollard at approximately 60 degrees opposite the public house had been repaired by a separate team. Members commented on the inconsistency of repairs being carried out by different teams without reference to nearby outstanding defects.

The Clerk advised that he would raise the outstanding bollard and any other reported highway defects with the relevant officer, and **NOTED** that using the 'what3words' application to pinpoint locations had proved effective in reporting defects accurately.

It was **NOTED** that the concerns raised by the member of the public during the public participation session (item 5) regarding signage on Jack Lane and drainage on Grace Plain Lane would also be reported to North Yorkshire Council Highways by the Clerk.

Min. 2026/09/218 — 11. Planning Consultations to Consider:

See Items 11.1 - 11.2

Min. 2026/09/219 — 11.1 For the council to consider Planning Consultation 26/04671/REM and, pursuant to the Town and Country Planning Act 1990 and the Local Government Act 1972, agree the Parish Council's response to the Local Planning Authority.

The Council considered planning consultation 26/04671/REM in respect of land off Brookfield Fold, Hampsthwaite, Harrogate, North Yorkshire HG3 2FZ. The Clerk provided background, noting that this appeared to be a reserved matters application following an earlier outline approval granted by North Yorkshire Council, with the number of proposed dwellings having been reduced from five to three. Members discussed the application, including concerns raised during the public participation session by Mrs Holroyd regarding access to drainage infrastructure on her private land, the capacity of the existing drainage system, and the adequacy of the single-track access road serving the site.

It was **RESOLVED** that the Parish Council object to planning application 26/04671/REM on the grounds of limited access, the single-track road being inadequate to serve the proposed development and likely to hinder emergency vehicles, and on grounds of drainage, including the concerns raised by a parishioner regarding the impact on existing drainage infrastructure

and the capacity of the system to accommodate additional dwellings. The Clerk was also authorised to raise the parishioner's concerns regarding access to private land in the Council's formal response to the Local Planning Authority.

Min. 2026/09/220 — 11.2 For the council to consider Planning Consultation 26/04358/FUL and, pursuant to the Town and Country Planning Act 1990 and the Local Government Act 1972, agree the Parish Council's response to the Local Planning Authority.

The Council considered planning consultation 26/04358/FUL. Members discussed the application, which related to works to a property on Church Lane. Having considered the nature and extent of the proposed works, members were satisfied that the proposals would not result in any significant adverse impact on the surrounding area, would not be visible from the public highway, and were in keeping with the character of the locality, including the proposed reinstatement of railings.

It was **RESOLVED** that the Parish Council raise no objection to planning application 26/04358/FUL.

Min. 2026/09/221 — 12. Planning Decisions to Note:

See Item 12.1

Min. 2026/09/222 — 12.1 The Council has received and recorded the Local Planning Authority's decision on Tree Preservation Order TPO 05/2026 (HAR).

It was **NOTED** that the Council had received and recorded the Local Planning Authority's decision on Tree Preservation Order TPO 05/2026 (HAR), relating to Barton House, Hollings Lane.

Min. 2026/09/223 — 13. Planning Enforcements to Note:

See Item 13.1

Min. 2026/09/224 — 13.1 For the council to note the current position in relation to Planning Enforcement case 26/00982/PR.

It was **NOTED** that the current position in relation to planning enforcement case 26/00982/PR had been received and recorded by the Clerk. Cllr Howard drew members' attention to the matter in the context of works at the Memorial Hall, noting that a neighbour had objected to the removal of three saplings at the rear of the Memorial Hall on the grounds that the original planning approval required their retention. It was **NOTED** that the three saplings had died from ash dieback following completion of the building works, that photographic evidence of this had been retained, and that the Council intended to replace the central sapling. Members were satisfied that the Council's position was sound.

Min. 2026/09/225 — 14. Update on Matters Relating to S106 / CIL Funding:

Nothing to add from the council

Min. 2026/09/226 — 15. Update on Matters Relating to the Memorial Hall and The Arts & Craft Studio:

The Council received an update on matters relating to the Memorial Hall and the Arts and Craft Studio. The Clerk advised that a written update had been prepared but that, due to a technical issue with the new IT system, it had not been successfully circulated to all members in advance of the meeting. The Clerk undertook to resend the update following the meeting.

Cllr Howard provided a verbal update. He reported that the building works were complete and that the interior fitting-out of the Arts and Craft Studio was well advanced, with the majority of equipment and fittings having been received and installed. A first meeting of a local steering group had taken place to address risk assessments, policies, safety matters, and training requirements, and Cllr Howard reported that a number of individuals with relevant expertise had joined the group. He **NOTED** that he had drawn on contacts from comparable community organisations, including a men's shed, a heritage railway, and repair cafes, to inform the development of the Studio's policies.

Cllr Howard advised that a generous additional donation, in the sum of thousands of pounds, had been received from a private individual to assist with the fitting-out of the Studio. He expressed his gratitude to the Parish Council for its support, without which the project could not have been brought to this stage.

It was **NOTED** that a grand opening event had been planned for Saturday, 3 October 2026, from 11:30am to 1:30pm, with entertainment to be provided by Ripon City Band and refreshments available. Members noted the date with pleasure.

Cllr Howard also raised the matter of insurance for the Studio and **NOTED** that the Clerk would need to ensure that the Council's insurance arrangements were updated to reflect the Studio's activities. The Clerk confirmed that this would be progressed once details of what to be insured had been received from Cllr Howard.

Min. 2026/09/227 — 16. Update on Matters Relating to Parish Assets & Maintenance:

See Items 16.1 - 16.5

Min. 2026/09/228 — 16.1 For the council to note EDF has issued a credit note of £24.42 in respect of the electrical supply to the Village Green, and the Council's account remains in credit at £174.42.

It was **NOTED** that EDF had issued a credit note of £24.42 in respect of the electrical supply to the Village Green, and that the Council's account in respect of that supply remained in credit at £174.42. The Clerk undertook to obtain a meter reading for the Village Green to ensure the account remained accurate.

Min. 2026/09/229 — 16.2 Feast Field Portakabins: Repair and Refurbishment Programme

The Council considered the repair and refurbishment of the Feast Field Portakabins. The Clerk advised that the Portakabins were a Parish Council asset and that responsibility for their maintenance rested with the Parish Council. Members **NOTED** that the condition of the cabins had not previously been subject to a formal inspection regime and that a number of maintenance issues had been identified, including damage to the floor adjacent to the main door (believed to be caused by water ingress), concerns about the integrity of the door seals, the security of the lock on the left-hand cabin, the general cleanliness of the kitchen and toilet areas, the presence of evidence of rodents, and the need for PAT testing of electrical appliances. Concern was also expressed that access to the cabins had not been effectively controlled and that the keys had been copied and distributed over a number of years.

Following discussion, the Council agreed the following actions:

- Cllr Pinkney would arrange for a volunteer with practical skills to inspect the floor and door of the left-hand cabin, assess whether repairs or replacements were required, and obtain details of the costs of any materials needed.
- The Clerk, Cllr Kirby, and Cllr Pinkney would arrange a site visit to carry out a full walkthrough and inventory of the cabins, including the kitchen and toilet areas, and to assess the condition of the lock.
- The lock on the left-hand cabin would be addressed following the site visit, with a view to resetting control of access.
- The Clerk would investigate the introduction of a formal inspection regime for the Portakabins and other parish assets and bring a proposal to the next meeting.
- Cllr Pinkney would seek volunteers to carry out a deep clean of the cabins once immediate repairs had been completed.

It was **RESOLVED** that the Council authorise the Clerk and Cllr Pinkney, in conjunction with Cllr Kirby, to progress the site visit and the repair works described above, and to report back to the Council at the next meeting with a full assessment and proposed action plan.

Cllr Geoff Howard left the meeting at 21:07 (left the meeting after an altercation with the clerk).

Min. 2026/09/230 — 16.3 Bridge over the beck into the playground - to note the bridge is leaning and in need of repair or replacement, and to consider whether Section 106 monies may be used to fund the necessary works.

The Council considered the condition of the bridge over the beck providing access into the playground at Feast Field and whether Section 106 (S106) monies might be used to fund repair or replacement works.

Cllr Pinkney reported that the bridge had been inspected informally by a volunteer with practical skills, who had identified that the timber support beams beneath the bridge were split and in poor condition, that the bridge was leaning to one side, and that the surface was

uneven, creating a trip hazard for pedestrians, pushchair users, wheelchair users, and cyclists. It was **NOTED** that, whilst the bridge was not considered to be at immediate risk of structural failure, its condition was likely to deteriorate further over the winter months and that early action was advisable.

The Clerk advised that a meeting had been arranged with North Yorkshire Council's S106 team for the following Friday to discuss whether S106 monies allocated to the Feast Field area or the adjoining cricket club area could be applied to the cost of bridge replacement. The Clerk's recommendation was that replacement of the bridge as a whole, rather than a temporary repair, would represent the most appropriate course of action given the condition of the structure.

It was **RESOLVED** that:

- (i) A warning sign indicating an uneven surface be erected at the bridge as an interim safety measure;
- (ii) The Clerk proceed with the S106 funding meeting and report back to the Council on the outcome;
- (iii) The Clerk obtain details of contractors specialising in small footbridge construction and seek three competitive quotations for the replacement of the bridge, considering both timber and metal options, and report back to the Council in due course.

Min. 2026/09/231 — 16.4 To consider the Notice pursuant to Section 75 of the Water Industry Act 1991, received on 13 August 2026, and agree any response or further action by the Council.

The Council considered the Notice received on 13 August 2026, pursuant to Section 75 of the Water Industry Act 1991, relating to a water leak identified at Feast Field. The Clerk advised that Yorkshire Water had identified a leak following unusual meter activity and had contacted him to confirm the Council's responsibility for the supply. The water supply to the site had been switched off at the mains at the footpath boundary by Yorkshire Water. The Clerk **NOTED** that the leak was believed to originate from a tap and associated pipework within the meter box on the site, and that it was possible the tap had been damaged during or following the Feast event.

The Clerk advised that to identify the precise source of the leak it would be necessary to restore the water supply temporarily and observe whether water was visibly escaping from the tap. A suitable tool would be required to operate the stopcock at the street.

It was **RESOLVED** that the Clerk arrange for a suitable person with the necessary equipment to attend the site to restore the water supply temporarily, identify the source of the leak, and arrange for any necessary repair works to be carried out as a matter of urgency, reporting back to the Council on the outcome and any associated costs.

Min. 2026/09/232 — 16.5 To consider a request from Nidd United Maroons U12s for the temporary use of Hampsthwaite Feast Field for football training and to determine the Council's response.

The Council considered a request from Nidd United Maroons Under-12s for the temporary use of Hampsthwaite Feast Field for football training. It was **NOTED** that the arrangement was intended to be temporary, pending the team's planned move to alternative facilities at Ripley.

It was **RESOLVED** that the Council approve the temporary use of Hampsthwaite Feast Field by Nidd United Maroons Under-12s for football training, subject to such terms and conditions as the Clerk considered appropriate.

Min. 2026/09/233 — 17. Update on Matters Relating to the Budget, Banking & Policy Matters:

See Items - 17.1 - 17.2

Min. 2026/09/234 — 17.1 For the Council to receive the Bank Reconciliation for August 2026

It was **NOTED** that the bank reconciliation for August 2026, prepared by the Responsible Financial Officer (RFO), had been received and considered by the Council, confirming that the Council's cash book balances agreed with the bank statements for the period. No queries or concerns were raised by members.

Min. 2026/09/235 — 17.2 For the Council to Receive the Financial Report for August 2026

The Council received and considered the Financial Report for August 2026, prepared by the Responsible Financial Officer (RFO). It was **RESOLVED** that the Financial Report for August 2026 be received and noted.

Min. 2026/09/236 — 18. Payments to Consider:

See Items 18.1 - 18.2

Min. 2026/09/237 — 18.1 For the council to consider approval of the Clerk's salary for August 2026 (£620.93), pursuant to the Council's power to incur expenditure and manage staff costs under the Local Government Act 1972, and in accordance with the Council's Financial Regulations and approved budget.

It was **RESOLVED** that the Clerk's salary for August 2026 in the sum of £620.93 be approved for payment, pursuant to the Council's power to incur expenditure and manage staff costs under the Local Government Act 1972 and in accordance with the Council's Financial Regulations and approved budget.

Min. 2026/09/238 — 18.2 For the council to consider approval of the payment to HMRC for Month 5 (£197.81), pursuant to the Council's power to incur expenditure and meet

statutory payroll liabilities under the Local Government Act 1972, and in accordance with the Council's Financial Regulations and approved budget.

It was **RESOLVED** that the payment to HMRC for Month 5 in the sum of £197.81 be approved for payment, pursuant to the Council's power to incur expenditure and meet statutory payroll liabilities under the Local Government Act 1972 and in accordance with the Council's Financial Regulations and approved budget.

Min. 2026/09/239 — 19. Payments to Note:

See Items 19.1 - 19.5

Min. 2026/09/240 — 19.1 The Clerk has purchased a replacement keyboard and the Council is asked to note the retrospective expenditure under section 111 of the Local Government Act 1972. Inv GB694HSSFAEUD (£26.66 + £5.33 Vat)

It was **NOTED** that the Clerk had purchased a replacement keyboard, invoice GB694HSSFAEUD, at a cost of £26.66 plus £5.33 VAT, and that the Council was asked to note this retrospective expenditure under section 111 of the Local Government Act 1972.

Min. 2026/09/241 — 19.2 For the Council to note the payment to Microsoft for M365 Business Standard for 17/08/2026 to 16/08/2027, invoice GB-TI2604047224, (£129.60 plus £25.92 VAT), in accordance with the Local Government Act 1972 and the Accounts and Audit Regulations 2015.

It was **NOTED** that payment had been made to Microsoft for M365 Business Standard for the period 17 August 2026 to 16 August 2027, invoice GB-TI2604047224, in the sum of £129.60 plus £25.92 VAT, in accordance with the Local Government Act 1972 and the Accounts and Audit Regulations 2015. The Clerk advised that the subscription had been upgraded from a personal to a business standard licence.

Min. 2026/09/242 — 19.3 For the Council to note emergency repairs to the Council's laptop by Pase 4 in the sum of £54.17 plus £10.83 VAT, in accordance with the Local Government Act 1972 and the Accounts and Audit Regulations 2015.

It was **NOTED** that emergency repairs to the Council's laptop had been carried out by Pase 4 in the sum of £54.17 plus £10.83 VAT, following a failure of the device, in accordance with the Local Government Act 1972 and the Accounts and Audit Regulations 2015. The Clerk advised that the repair had been necessary as the laptop had ceased to boot and that all Parish Council data had been preserved.

Min. 2026/09/243 — 19.4 For the council to note that the Clerk has upgraded the laptop to Windows 11 Pro, Invoice Inv-6392299823825570145, £99.99 plus £20.00 VAT, as a one-off purchase required for access to necessary features.

It was **NOTED** that the Clerk had upgraded the Council's laptop to Windows 11 Pro, invoice Inv-6392299823825570145, at a cost of £99.99 plus £20.00 VAT, as a one-off purchase required to access features necessary for the Council's administrative functions.

Min. 2026/09/244 — 19.5 For the council to note that payment of Invoice No. 6293 (£7480.40 + £1496.08 Vat) from Tableform Ltd, due on 28 August 2026, be made in accordance with the invoice payment terms, under section 111 of the Local Government Act 1972.

It was **NOTED** that payment of invoice No. 6293 from Tableform Ltd in the sum of £7,480.40 plus £1,496.08 VAT, due on 28 August 2026, had been made in accordance with the invoice payment terms and under section 111 of the Local Government Act 1972. It was **NOTED** that this represented one of the final payments in respect of the Memorial Hall works.

Min. 2026/09/245 — 20. Receipts, Remittance and Credits to Note:

See Items 20.1 - 20.3

Min. 2026/09/246 — 20.1 For the council to note remittance from NYC £6720.00 (\$106 for Verge Access)

It was **NOTED** that a remittance of £6,720.00 had been received from North Yorkshire Council, representing Section 106 (\$106) funding in respect of verge access works.

Min. 2026/09/247 — 20.2 For the Council to note receipt of the VAT reclaim for Q1 in the sum of £6,681.18, in accordance with the Accounts and Audit Regulations 2015.

It was **NOTED** that a VAT reclaim for Quarter 1 in the sum of £6,681.18 had been received, in accordance with the Accounts and Audit Regulations 2015.

Min. 2026/09/248 — 20.3 For the Council to note receipt from North Yorkshire Council for the Playground Inspection payment (invoice to follow), under the Open Spaces Act 1906 and the Public Health Acts Amendment Act 1907.

It was **NOTED** that a receipt had been received from North Yorkshire Council in respect of the annual playground inspection payment (invoice to follow), under the Open Spaces Act 1906 and the Public Health Acts Amendment Act 1907. The Clerk advised that the playground inspection, procured through North Yorkshire Council, represented good value in comparison with commissioning an independent inspection and provided appropriate cover for the Council's liability.

Min. 2026/09/249 — 21. Staffing & Training Matters:

See Item 20.1

Min. 2026/09/250 — 21.1 For the council to note the automatic NJC pay increase to he clerks salary, backdated to April 2026

It was **NOTED** that the Clerk's salary had been subject to an automatic pay increase in accordance with the National Joint Council (NJC) pay award, backdated to April 2026, under the Clerk's National Joint Council Green Book contract.

Min. 2026/09/251 — 22. To Confirm the Date(s) of the Next Council Meeting(s):

See Items 22.1 - 22.2

Min. 2026/09/252 — 22.1 Ordinary Meeting of the Parish Council 13th October 2026 @ 7:30pm (Cut-off for agenda items 6th October 2026)

It was **NOTED** that the next Ordinary Meeting of the Parish Council would be held on Tuesday, 13 October 2026 at 7:30pm, with the cut-off for submission of agenda items being 6 October 2026.

Min. 2026/09/253 — 22.2 Ordinary Meeting of the Parish Council 10th November 2026 @ 7:30pm (Cut-off for agenda items 3rd November 2026)

It was **NOTED** that the following Ordinary Meeting of the Parish Council would be held on Tuesday, 10 November 2026 at 7:30pm, with the cut-off for submission of agenda items being 3 November 2026.

The meeting closed at 21:33.

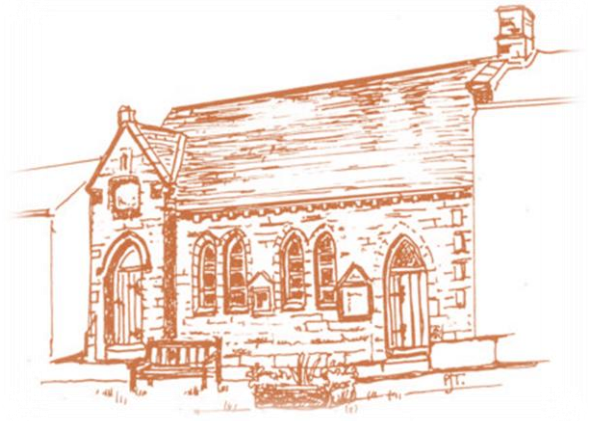
Signed: _____

Chair of the Full Parish Council

Date: _____

Supplementary Documents

UNAPPROVED MINUTES



To: North Yorkshire Council
Application: 26/04671/REM
Site: Land off Brookfield Fold, Hampsthwaite

Hampsthwaite Parish Council objects to the application in its current form (Option B).

The Parish Council acknowledges that outline planning permission was granted under application **HGT22/01392/OUT**. However, the Council notes that **access, appearance, landscaping, layout and scale** were expressly reserved for subsequent approval and therefore remain matters for consideration as part of the current Reserved Matters application (Outline Permission HGT22/01392/OUT, Condition 1).

The Council recognises that the principle of residential development on the site has been established through the grant of outline planning permission. Nevertheless, the Local Planning Authority is required to have regard to all material planning considerations when determining the reserved matters and to be satisfied that the details now submitted adequately address the requirements of the outline consent and relevant planning policy.¹

1. Drainage and Infrastructure Concerns

The Parish Council's principal concern relates to the adequacy, deliverability and certainty of the proposed drainage arrangements.

The outline permission requires the development to be served by **separate systems of foul and surface water drainage extending to agreed points of discharge** (Outline Permission HGT22/01392/OUT, Condition 9). Furthermore, the outline permission requires details of the surface water drainage scheme to be submitted and approved prior to the commencement of development (Outline Permission HGT22/01392/OUT, Condition 10).

Whilst the Council recognises that matters relating to land ownership, easements and private rights of access are generally civil matters rather than planning considerations, it is nevertheless concerned that the current submission does not adequately demonstrate that the proposed foul drainage solution is deliverable in practice.

In particular, uncertainty appears to remain regarding:

- The precise route of any foul drainage connection;
- Whether any works are required outside the application site;

¹ Town and Country Planning Act 1990, Section 70(2).



- Whether the scheme relies upon infrastructure located on third-party land;
- Whether all necessary rights, easements and consents can reasonably be secured;
- Whether the proposed drainage arrangements can be implemented without adverse effects on neighbouring land and property;

The Parish Council notes that concerns regarding drainage infrastructure are not new. During consideration of the outline application, issues relating to drainage and sewerage provision were identified by statutory consultees. The outline decision notice records comments from Yorkshire Water Services Ltd concerning drainage matters (Outline Permission HGT22/01392/OUT, Informative 1).

Of particular significance is the fact that the outline decision notice expressly records that the proposed drainage route appeared likely to cross land owned by North Yorkshire Council and that separate landowner consent may therefore be required (Outline Permission HGT22/01392/OUT, Informative 2).

The Parish Council is concerned that the current Reserved Matters submission does not clearly demonstrate how the foul drainage strategy anticipated by the outline permission can be delivered, notwithstanding the specific concerns identified within Informative 2 regarding potential reliance upon land outside the application site.

The Council considers that uncertainty regarding the implementation of the drainage strategy raises legitimate questions regarding the deliverability of the development as proposed.² While the existence or otherwise of private rights cannot in itself determine a planning application, the Local Planning Authority must be satisfied that sufficient information has been provided to demonstrate that the development can be implemented in a satisfactory and practical manner.

The Council further notes that concerns regarding infrastructure capacity, sewerage provision and drainage arrangements have been consistently raised throughout the planning history of the site by local residents and by the Parish Council itself.

2. Access and Highway Safety Concerns

The Parish Council also has continuing concerns regarding the proposed access arrangements for the development.

The Council notes that access was expressly reserved for subsequent approval under the outline permission and therefore remains a matter properly before the Local Planning Authority for consideration as part of this Reserved Matters application (Outline Permission HGT22/01392/OUT, Condition 1).

The Parish Council has consistently raised concerns regarding access arrangements throughout the planning history of the site, including the suitability of the local highway network, emergency vehicle access, service

² Planning Practice Guidance: Determining a Planning Application (Department for Levelling Up, Housing and Communities).



vehicle access and the ability of the surrounding road infrastructure to safely accommodate additional vehicle movements.

In particular, the Council remains concerned that insufficient information has been provided to demonstrate:

- Safe and suitable access for all users of the development;
- Adequate access for emergency service vehicles at all times;
- Adequate access for refuse collection and servicing vehicles;
- Safe interaction between construction traffic and existing residents during the construction phase;
- Appropriate visibility and manoeuvrability for vehicles entering and leaving the site; and
- That the proposed access arrangements can operate without creating unacceptable impacts on highway safety or the convenience of existing road users.

The Council notes that the National Planning Policy Framework requires developments to provide safe and suitable access for all users and that transport impacts should be appropriately assessed.³

Whilst recognising that the principle of development has been established through the outline permission, the Council considers that sufficient detail should still be provided at Reserved Matters stage to demonstrate that the access arrangements are safe, practical and capable of accommodating the form of development proposed.

Until such evidence is provided, the Parish Council is not satisfied that the requirements of the outline permission in relation to access have been adequately addressed.

3. Conclusion

In the absence of further clarification, the Parish Council is not satisfied that the submitted Reserved Matters adequately demonstrate a deliverable drainage solution or acceptable access arrangements.

Accordingly, Hampsthwaite Parish Council objects to the application on the grounds that insufficient information has been provided to demonstrate:

1. A satisfactory, deliverable and lawful foul drainage strategy;
2. Compliance with Conditions 9 and 10 of the outline permission;
3. That any off-site works necessary to implement the drainage strategy are capable of lawful implementation;
4. That the proposed drainage arrangements can be delivered without unacceptable impacts on neighbouring land and infrastructure;
5. Safe and suitable access arrangements for residents, visitors, service vehicles and emergency services; and

³ National Planning Policy Framework, Chapter 9 (Promoting Sustainable Transport), particularly paragraphs concerning safe and suitable access for all users.



That the reserved matters relating to access have been adequately addressed in accordance with Outline Permission HGT22/01392/OUT, Condition1.

4. Option A – Refusal

Refuse the application on the grounds that insufficient information has been provided to properly assess the proposed drainage and access arrangements and to demonstrate compliance with the requirements of the outline permission.

5. Option B - Deferral Pending Further Information

Alternatively, defer determination of the application pending submission of additional information demonstrating:

- A technically acceptable foul drainage solution;
- Compliance with Conditions 9 and 10 of the outline permission;
- Confirmation from relevant statutory consultees regarding the acceptability of the drainage proposals;
- Clarification of the route and implementation of all drainage infrastructure;
- That any necessary off-site works are capable of lawful implementation; and
- That safe and suitable access arrangements have been fully demonstrated.

Until these matters have been satisfactorily resolved, the Parish Council considers that insufficient information has been provided to enable a proper assessment of the Reserved Matters application.

MEMORIAL HALL : ARTS AND CRAFTS STUDIO (aka COMMUNITY SHED) UPDATE August 2026

All building works and landscaping now completed, the focus is now on fitting out the interior ready for full operation from October 2026 onwards. Tooling and equipment is being organised to ensure safe controlled access according to the age, experience and qualifications of the user. Where deemed necessary, equipment is fitted with NVR starters and key operated switches. Machines are currently also being fitted with appropriate guarding and personal protection equipment is made available.

Planning continues for public accessibility from October, with good advice from the UK Mens Shed Association (UKMSA – see <https://menssheds.org.uk/>) and the Repair Cafe Foundation (see <https://www.repaircafe.org/en/>) both of which have provided valuable advice and guidance on H&S and insurance matters. In addition, personal contacts have been established with the organisers of the East Leeds Repair Cafes (<https://www.leedsnandemethodist.org.uk/circuit-projects/east-leeds-repair-cafe.html>), the Horsforth Shed (<https://www.horsforthshed.co.uk/>), and the Derwent Valley Light Railway (<https://dvlr.org.uk/>) each of who have been most generous with their sharing of experience and resources..

Planning continues for a Grand Opening on Saturday 3rd October, followed by another 'Kids Can Do It' Craft Day during October Half Term..The initial Shed Steering Group, who themselves have considerable experience and expertise, held their initial meeting and others are scheduled.

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



Fitting out the interior - electronics area completed and 'Kids Can Do It' ready for October half term.



I.T. area developing well with generously donated printer/scanners and even a 3D printer!

Budget:

Following an additional and most generous donation from a local resident we have been able to make some progress in terms of fitting out the interior of the Community Shed in readiness of a Grand Opening planned for October 3rd at 11,30am

An application to register the Memorial Hall Charity with HMRC in order to claim Gift Aid continues. It is anticipated this will result in a budget of some £4,000 plus to meet the cost of further fitting out and finishing.

Finally, additional grant applications have been made to introduce more modern computer controlled equipment to empower even our younger residents to produce high quality work and experience real-world technologies used in industry. A child can design something on screen and then watch computer controlled equipment produce the object. This gives a powerful experience of seeing an idea become reality.

Geoff Howard 7th Sept 2026