Hampsthwaite Parish Council

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Minutes

of the Full Parish Council Meeting
at the Village Room
Held at 7:30 PM on Tuesday, 13 October 2026

Issued: Tuesday, 3 November 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, 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.

Minutes

Attendance

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

Also present: Clerk Rob Bareham

Members of the public present: 3

Min. 2026/10/254 — 1. Welcome by the Chair:

The Chair welcomed members to the meeting of the Full Parish Council and opened the meeting at 7:30pm

Min. 2026/10/255 — 2. Apologies for Absence:

No apologies for absence had been received.
The clerk offered to contact Cllr Bollard

Min. 2026/10/256 — 3. Dispensations & Pecuniary Interests:

The Chair invited members to declare any interests in items on the agenda and to make any applications for dispensations, in accordance with the Councillors' Code of Conduct and the requirements of the Localism Act 2011.

Min. 2026/10/257 — 3.1 To receive, consider and determine any applications for dispensations.

No applications for dispensations were received. It was **RESOLVED** that no dispensations were required.

Min. 2026/10/258 — 3.2 To receive declarations of interest in respect of items on this agenda not previously recorded in the Members' Register of Disclosable Pecuniary Interests.

No declarations of disclosable pecuniary or other interests were made in respect of items on the agenda. It was **RESOLVED** that no such declarations were required.

Min. 2026/10/259 — 4. Minutes for approval from Previous Meetings:

The Chair invited members to consider the minutes of the previous meeting in accordance with Schedule 12, Paragraph 41 of the Local Government Act 1972.

Min. 2026/10/260 — 4.1 Approval of the Minutes of the Meeting Held on 8 September 2026 (LGA 1972 Schedule 12 para 41)

The minutes of the meeting held on 8 September 2026 were presented for approval. The Clerk drew attention to one minor correction: the welcome section had incorrectly referred to a Teams meeting and this would be removed. Subject to that correction, it was **RESOLVED** that the minutes of the meeting held on 8 September 2026 be approved as a true and accurate record and be signed by the Chair.

Min. 2026/10/261 — 5. Public Participation Session:

The Chair opened the public participation session. Members of the public raised the following matters:

(a) Parish Council website accessibility - A member of the public reported that the Council's website had become inaccessible via mobile and tablet devices. The Clerk noted this was likely related to the transition to the .gov.uk domain and suggested the SSL security certificate may not have been applied to the new domain. The Clerk undertook to investigate and resolve the matter. **ACTION**: Clerk to investigate the SSL security issue on the Parish Council website and arrange resolution.

(b) Tree Preservation Orders on Hollins Lane (Agenda item 12.1) - A member of the public attending in relation to a planning application at Barton House (application no 26/02480/OUT for up to 4 dwellings adjacent to 80 Hollins Lane) raised the matter of Provisional Tree

Preservation Order No. 65/2026, which relates to four trees in the area. The member of the public **NOTED** that there had been some confusion over the consultation process, and that North Yorkshire Council had extended the consultation period to 10 November 2026. The member of the public requested that the Council write to North Yorkshire Council in support of making the four trees subject to permanent Tree Preservation Orders. The Chair confirmed this was on the agenda under item 12.1 and that the Clerk would write a letter of support if the Council so wished.

(c) Drainage concerns on Hollins Lane / Barton House. A member of the public and the County Councillor in attendance provided further detail regarding drainage proposals associated with planning application 26/04671/REM, including concerns about a developer's requirement to access private land without the landowner's agreement in order to connect to the public sewer. It was **NOTED** that an authorised contractor had previously accessed land without the landowner's permission. The County Councillor clarified the legal position under the Water Industry Act 1991. Members discussed whether the Council should add an addendum to its existing planning objection for application 26/02480/OUT, highlighting the drainage and infrastructure concerns. The Clerk confirmed he would add a supplementary representation to the Council's existing objection to reflect these drainage concerns should the council wish. **ACTION**: Clerk to add a supplementary representation to the Council's existing planning objection regarding the Barton House application (26/02480/OUT, highlighting the drainage and infrastructure concerns raised.

(d) Feast Field Portakabins. A member of the public (also attending in another capacity) enquired about progress regarding the Portakabin site visit, the fire risk assessment, and the water tap. Members provided updates, noting that cleaning work had commenced, the potential source of the water leak had hopefully been identified, and that the fire risk assessment and electrical checks were to be discussed under agenda items 16.5 and 16.6.

(e) Feast Field lease. A member of the public enquired about the remaining term of the lease on Feast Field. The Clerk confirmed that, based on the information available, the lease was understood to have been granted for 25 years from 2006, with approximately five years remaining. Members **NOTED** that the matter would need to be kept under review. the member of the public asked if there had been an response to Minute ref 2026/09/211 regarding the "ransom strip" that is currently in private ownership.

The public participation session was then closed.

Min. 2026/10/262 — 6. County Councillor's Report:

It was **NOTED** that a verbal report was received from the County Councillor (attending in an advisory capacity) on matters of relevance to the parish.

Min. 2026/10/263 — 6.1 County Councillor's Report (Cllr M Harrison).

The County Councillor reported on the following matters:

(a) Finden Gardens traffic regulation order. The County Councillor confirmed that the formal traffic regulation order consultation document had been published and covered both sections of Finden Gardens. The consultation period was noted as closing on 5 November 2026. Members **NOTED** that the scheme, if implemented, was likely to displace vehicles into the Memorial Hall car park, which was already under pressure. The County Councillor acknowledged the concern and **NOTED** that the wider issue of public car parking provision in the village required consideration.

(b) National planning scheme of delegation. The County Councillor advised that changes to the national scheme of delegation for planning were being introduced by the Government. Key changes included a requirement that any development of fewer than 10 dwellings must be determined under delegated authority and may not proceed to planning committee, and that where a development of 150 or more dwellings is proposed and the authority intends to refuse, the ability to refuse is significantly constrained. These changes were required to be in place by the end of October 2026.

(c) Home to school travel policy consultation. The County Councillor provided context for North Yorkshire Council's consultation on proposed changes to its Home to School Travel Policy, noting that the consultation related to specific operational amendments rather than a review of the substantive changes made two years previously. Examples of proposed amendments included the treatment of rural roads considered hazardous in winter and the methodology for measuring distances to school. It was **NOTED** that this item also appeared on the agenda under item 7.5.

Min. 2026/10/264 — 7. Clerk's report:

The Clerk presented his report on actions taken since the previous meeting, correspondence received, and matters requiring the Council's attention.

Min. 2026/10/265 — 7.1 For the Council to consider the laying of the wreath at Remembrance Day 2026

The Clerk confirmed that the wreath for Remembrance Day 2026 had been purchased. It was **RESOLVED** that the Chair lay the wreath at the Remembrance Day service 2026 on behalf of the Council.

Min. 2026/10/266 — 7.2 For the Council to consider the supply of the Christmas Tree for 2026

The Council considered the supply of the Christmas tree for the village green for 2026. It was **RESOLVED** that the Clerk arrange the supply of the Christmas tree on the same basis as in previous years. **ACTION**: Clerk to arrange the Christmas tree for 2026.

Min. 2026/10/267 — 7.3 For the Council to note removal of "abandoned" cars adjacent to Cockhill Beck

It was **NOTED** that the abandoned vehicles previously sited adjacent to Cockhill Beck had been removed. Members **NOTED** that the vehicles appeared to have been moved to an alternative location and the situation would continue to be monitored.

Min. 2026/10/268 — 7.4 For the Council to note the response to NYC on attachments by the PC to NYC's property.

It was **NOTED** that a response had been submitted to North Yorkshire Council following an audit of attachments by the Parish Council to North Yorkshire Council's street furniture, principally relating to Christmas lights affixed to street lighting columns. The Clerk confirmed that the response had been submitted and n further action was necessary.

Min. 2026/10/269 — 7.5 For the Council to note the consultation for its "Home to School Travel Policy"

It was **NOTED** that North Yorkshire Council had issued a consultation on proposed changes to its Home to School Travel Policy. The County Councillor had provided context for this consultation under item 6.1. The Council noted the consultation for information.

Min. 2026/10/270 — 7.6 For the Clerk to inform the Council on surveying work undertaken on Feast Field on behalf of Yorkshire Water.

It was **NOTED** that Yorkshire Water had undertaken surveying work on Feast Field to locate the mapping of underground sewage pipes. The Clerk confirmed that the survey had been completed and no further action was required at this stage.

Min. 2026/10/271 — 7.7 For the Clerk to update the Council on progress for traffic restrictions at Finden Gardens

It was **NOTED** that the formal traffic regulation order consultation for Finden Gardens had been published. The matter had been covered in the County Councillor's report under item 6.1. The consultation was noted to close on 5 November 2026.

Min. 2026/10/272 — 7.8 For the Council to note the issues with a stile on the footpath between Hollins Lane and Rowden Lane, has been reported to NYC for resolution.

It was **NOTED** that an issue with a stile on the public footpath between Hollings Lane and Rowden Lane had been reported to North Yorkshire Council for resolution. The Clerk advised that it appeared a fence had been erected in front of the stile, obstructing the route. The matter had been reported to the appropriate authority and the Clerk would report back on any progress.

Min. 2026/10/273 — 8. Matters Arising from Previous Meetings:

The Chair invited updates on actions arising from previous meetings.

Min. 2026/10/274 — 8.1 Update on action: 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.

Cllr Pinkney provided an update on the action to circulate a draft newsletter to members and publish it digitally via the Parish Council's Facebook page. Cllr Pinkney advised that the newsletter had not yet been circulated and that she was reconsidering the format and approach to distribution. It was **NOTED** that this action remained outstanding and would be brought back to the Council in due course.

Deferred. The chair deferred this item. It will be considered at the Full Parish Council meeting on 10 November 2026.

Min. 2026/10/275 — 8.2 Update on action: 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.

The Clerk reported on the action to write to the Chair of the Memorial Hall to formally raise the proposal for a joint meeting and seek their views. The Clerk confirmed that an email had been sent and a positive response received indicating agreement in principle. It was **NOTED** that the Clerk would progress the matter further and report back to the Council on the finer details.

ACTION The clerk will explore any limitations there might be to having the AMP with the MH Annual meeting.

Min. 2026/10/276 — 9. Items Requested for Discussion from Councillors or a Member of the Public:

The Chair invited consideration of items requested for discussion by councillors or members of the public.

Min. 2026/10/277 — 9.1 For the Council to consider any action to the MoP's request for hedges to be cut back and the siting of a bench.

The Council considered a request received from a member of the public regarding the cutting back of an overhanging hedge and the siting of a bench on the footpath between Brookfield and Creet Fold / Hollings Lane. Members discussed the location, which was described as becoming hazardous for pedestrians, particularly those with pushchairs, due to an overgrown hedge on the corner. The Clerk confirmed that a formal process exists to require landowners to cut back vegetation encroaching beyond the curtilage of their property. It was **RESOLVED** that:

(i) the Clerk write to the relevant landowner requiring the hedge to be cut back to within the curtilage of the property, in accordance with the relevant legislation; and

(ii) the request for a bench to be sited at this location not be progressed, on the grounds that

the footpath at this point is too narrow to accommodate a bench safely.
ACTION: Clerk to write to the landowner of the property at the junction of Brookfield and Hollings Lane, requiring the hedge to be cut back and to update the Mop on the councils decision..

Min. 2026/10/278 — 9.2 Cllr Pinkney to update the Council on a further invoice received from SSE Inv-IVO4958828 (£79.29 + £15.86 Vat)

Cllr Pinkney updated the Council on a further invoice received from SSE (Inv-IVO4958828, £79.29 + £15.86 VAT), which appeared to relate to an administration charge connected to a previous disputed invoice. Cllr Pinkney advised that she had emailed SSE but had not yet received a response and would contact them by telephone during the following week.
ACTION It was agreed that Cllr Pinkney would pursue the matter with SSE and report back to the Council.

Min. 2026/10/279 — 10. Area 6 Highways:

The Chair invited the Clerk to report on Area 6 Highways matters.

Min. 2026/10/280 — 10.1 Clerk's Report on Area 6 Highways Matters,

The Clerk reported that he had been unable to arrange his regular liaison meeting with the Area 6 Highways manager, who had been absent for a period. The Clerk confirmed he would continue to pursue a meeting and report back. Members raised concerns about the accumulation of weeds and grass growth in gutters, particularly on Dale Close, which was beginning to impede water flow. The Clerk confirmed he would raise this with the Area 6 Highways manager, noting that the effectiveness of available herbicide treatments had reduced significantly in recent years. It was **NOTED** that the Clerk would pursue a meeting with the Area 6 Highways manager and raise the vegetation and gutter issues on Dale Close and Brookfield. **ACTION**: Clerk to raise gutter vegetation concerns on Dale Close with the Area 6 Highways manager.

Min. 2026/10/281 — 11. Planning Consultations to Consider:

The Council considered planning consultations received since the previous meeting.

Min. 2026/10/282 — 11.1 No planning consultations received since the previous meeting.

It was **NOTED** that no planning consultations had been received since the previous meeting. No action was required.

Min. 2026/10/283 — 12. Planning Decisions to Note:

The Chair invited the Council to note planning decisions issued since the previous meeting.

Min. 2026/10/284 — 12.1 For the Council to note Provisional TPO No 65/2026 (HAR)

It was **NOTED** that Provisional Tree Preservation Order No. 65/2026 (HAR) had been made in respect of four trees in the parish. Members had received representations from a member of the public during the public participation session requesting that the Council write to North Yorkshire Council in support of the four trees being made subject to permanent Tree Preservation Orders. The consultation period was noted to close on 10 November 2026. It was **RESOLVED** that the Clerk write to North Yorkshire Council expressing the Council's support for making the four trees subject to permanent Tree Preservation Orders under Provisional TPO No. 65/2026. **ACTION**: Clerk to write to North Yorkshire Council in support of making the four trees permanent under Provisional TPO No. 65/2026 (HAR).

Min. 2026/10/285 — 13. Planning Enforcements to Note:

The Chair invited the Council to note any planning enforcement matters.

Min. 2026/10/286 — 13.1 No planning enforcement matters notified.

It was **NOTED** that no planning enforcement matters had been notified since the previous meeting.

Min. 2026/10/287 — 14. Update on Matters Relating to S106 / CIL Funding:

The Chair invited updates on matters relating to Section 106 (S106) Agreements and Community Infrastructure Levy (Community Infrastructure Levy) funding.

Min. 2026/10/288 — 14.1 Update on action: The Clerk proceed with the S106 funding meeting and report back to the Council on the outcome;

The Clerk reported that the Section 106 funding meeting had taken place and notes had been circulated to members. It was **NOTED** that funding appeared to be provisionally available for the bridge replacement, works to the Feast Field Portakabins, and fencing. The Clerk confirmed that Project Initiation Documents would need to be submitted to formally request the funding, and that three competitive quotations would be required before any commitment could be made.

Min. 2026/10/289 — 14.2 For the Clerk to update the Council on possible S106 funded projects.

The Clerk updated the Council on possible Section 106 funded projects. It was **NOTED** that the projects under consideration included replacement of the footbridge, works to the Feast Field Portakabins, fencing, and reinstatement of the village green bench. The Clerk confirmed he would liaise with the Section 106 officer to progress the relevant Project Initiation Documents. Members also **NOTED** that a further request should be made to the contractor for an updated quote for stump grinding on the village green, to enable reinstatement of the bench, with a view to revising the associated Section 106 allocation. **ACTION**: Clerk to

request an updated quote from the contractor for stump grinding on the village green and to progress Section 106 Project Initiation Documents for agreed projects.

Min. 2026/10/290 — 15. Update on Matters Relating to the Memorial Hall and The Arts & Craft Studio:

The Chair invited an update on matters relating to the Memorial Hall and the Arts & Craft Studio.

Min. 2026/10/291 — 15.1 Memorial Hall and Arts & Craft Studio Update.

An update report had been circulated to members by email prior to the meeting. It was **NOTED** that the grand opening of the Arts & Craft Studio had been well attended and positively received, and that a programme of activities was being developed for launch from the end of October 2026. It was further **NOTED** that the Studio committee was in the process of arranging appropriate insurance, that a quote had been requested by the Clerk, and that any additional insurance premium would be met in full by the Memorial Hall rather than the Parish Council. Members noted with pleasure that an approach had been received from a care home worker exploring the possibility of residents attending the Studio to participate in activities. The Council recorded its thanks to all involved in bringing the Studio to fruition.

Min. 2026/10/292 — 16. Update on Matters Relating to Parish Assets & Maintenance:

The Chair invited updates on matters relating to parish assets and maintenance.

Min. 2026/10/293 — 16.1 Update on action: 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.

Cllr Pinkney updated the Council on progress to restore the water supply and identify the source of the leak at Feast Field. Cllr Pinkney reported that a plumber had attended the site and, based on visual inspection and knowledge of the pipe layout, believed the leak to be located approximately 50 metres from the tap, at a pipe joint beneath the field. It was **NOTED** that the location appeared to be outside the football pitch markings. The proposed remedial action was to excavate at the suspected location, replace the pipe joint, and reinstate the ground. It was **NOTED** that a local volunteer had offered to undertake this work if the Council was agreeable. In the interim, the water supply had been isolated at the tap cupboard, with keys held at the Memorial Hall, and water could be turned on as required. The Council **NOTED** that a Section 75 notice had been served and that the Council was under a legal obligation to carry out the repair. It was **RESOLVED** that the proposed approach of excavating at the suspected leak location and replacing the pipe joint be authorised, and that the Clerk report back to the Council on the outcome and any associated costs. **ACTION**: Cllr Pinkney to coordinate the excavation and repair works and report back to the Council.

Min. 2026/10/294 — 16.2 Update on action: 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.

Quotes not all in by the clerk.

Local quote available
2 weeks lead time
£12k for removal/supply and install removal

Council approved Hardcastle Quote ! All agreed caveate lead time and time to replace.
Billy will message KP with better weekends than others

The Clerk reported on progress in obtaining quotations for replacement of the footbridge. Three quotations had been sought; one had been received from a local Hampsthwaite contractor (Robin Hardcastle) covering dismantling, removal, disposal, supply of a new bridge from Bison, and installation, with a total cost of just under £12,000. The bridge specification included treated Douglas fir timber decking with steel beams, galvanised fixings, a projected service life of 40 to 50 years, and a 20-year warranty, with a two-week lead time from order. Members **NOTED** that other quotations received were coming in at a similar overall figure of approximately £12,000 installed, though direct comparison was difficult due to differences in scope. Members were satisfied that the quotes received were broadly comparable and consistent. Members discussed the urgency of the matter, noting a perceptible movement in the bridge structure and the risk of deterioration over winter. It was **RESOLVED** that:

1. the quotation from Robin Hardcastle for the supply and installation of a replacement bridge at a cost of just under £12,000 be accepted, subject to confirmation of programme;

2. the Clerk liaise with the contractor regarding timing of works, having regard to the football club's fixture list, to minimise disruption; and

3. the Clerk progress the relevant Section 106 Project Initiation Document to fund the works.

ACTION: Clerk to accept the quotation on the provision that the alternative quotes, do not come in significantly under the Robin Hardcastle quotation, liaise with the contractor on programme, and progress the Section 106 funding application.

Min. 2026/10/295 — 16.3 Update on action: *It was RESOLVED that the Council authorise the Clerk and Cllr Pinkney, in conjunction with Cllr Kirby, to progress the Portakabin 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 Pinkney updated the Council on progress with the Feast Field Portakabin site visits and repair works. Cllr Pinkney reported that she and Cllr Bishop had attended the site on several occasions over recent weeks to carry out cleaning, including the kitchen area and toilets. A number of defects had been identified for remediation, including: the oven requiring deep

cleaning; flooring requiring partial replacement; door barrel locks requiring replacement and new keys cutting; door seals requiring replacement to prevent water ingress; and the requirement for fire extinguishers, a fire blanket, and smoke alarms to be installed. It was **NOTED** that progress was being made and that the further assessments required were to be considered under agenda items 16.5 and 16.6.

Min. 2026/10/296 — 16.4 Update on action: Damaged bollard opposite the pub

No one knows who owns the bollards so will approach NYC to repair

The Clerk reported on the outstanding matter of the damaged bollard opposite the public house. It was **NOTED** that the bollard outside had been reinstated. The Clerk drew members' attention to the fact that the Council's asset register listed approximately 20 bollards along the high street. It was unclear whether ownership rested with the Parish Council or with North Yorkshire Council as highways authority. The Clerk confirmed he would raise the question of ownership with the relevant officer at North Yorkshire Council before committing to repair expenditure. **ACTION**: Clerk to raise the question of bollard ownership with North Yorkshire Council and report back.

Min. 2026/10/297 — 16.5 For the Council to consider mandating Cllr Pinkney arranging a Fire Risk Assessment of the Feast Field Portakabins and delegating the Clerk authority to approve payment up to £250.00.

The Council considered mandating Cllr Pinkney to arrange a fire risk assessment of the Feast Field Portakabins, and delegating authority to the Clerk to approve payment of up to £250.00 for this work. It was **RESOLVED** that:
(i) Cllr Pinkney be mandated to arrange a fire risk assessment of the Feast Field Portakabins; and
(ii) the Clerk be granted delegated authority to approve payment of up to £250.00 for the fire risk assessment upon receipt of a satisfactory invoice.
ACTION Cllr Pinkney to arrange a fire risk assessment for the Feast Field Portakabins upto £250.00

Min. 2026/10/298 — 16.6 Dependent on the outcome report under 16.5, for the Council to consider mandating Cllr Bishop to arrange the emergency electrical checks on the Feast Field Portakabins, the PAT testing of up to 50 items of electrical appliances and for the Clerk to have delegated authority to approve payments up to £600.00 for the work described.

Dependent on the outcome of the fire risk assessment under item 16.5, the Council considered mandating Cllr Bishop to arrange emergency electrical safety checks and portable appliance testing (PAT testing) of up to 50 items of electrical equipment at the Feast Field Portakabins, and delegating authority to the Clerk to approve payment of up to £600.00 for this work. It was **RESOLVED** that:
(i) Cllr Bishop be mandated to arrange the emergency electrical safety checks and PAT testing

of up to 50 electrical items at the Feast Field Portakabins; and
(ii) the Clerk be granted delegated authority to approve payment of up to £600.00 for the works described, subject to the outcome of the fire risk assessment under item 16.5.
ACTION Cllr Bishop to arrange electrical testing and PAT testing up to £600.00 subject to the completion of item 16.5.

Min. 2026/10/299 — 16.7 For the Council to consider replacement of the defib pads and batteries at the Memorial Hall. (Pads = £45.00 + Vat & Batteries = £37.99 + Vat)

The Council considered the replacement of the defibrillator pads and batteries at the Memorial Hall, at a cost of £45.00 + VAT for pads and £37.99 + VAT for batteries. It was **RESOLVED** that the replacement of the defibrillator pads and batteries at the Memorial Hall be approved, at a total cost of £45.00 + VAT for pads and £37.99 + VAT for batteries, and that the Clerk arrange payment accordingly.
ACTION the clerk to arrange replacement of the pads & batteries

Min. 2026/10/300 — 17. Update on Matters Relating to the Budget, Banking & Policy Matters:

The Chair invited updates on budget, banking, and policy matters.

Min. 2026/10/301 — 17.1 To consider and ratify the Parish Council's acknowledgment of the 2024/25 External Auditor's Report. (Noting that the report was received, published on the Parish Council website, and displayed on the Parish Council notice board at the time of receipt, but was not formally recorded as being considered in the meeting minutes).

The Council considered the ratification of its acknowledgement of the 2024/25 External Auditor's Report. It was **NOTED** that the report had been received, published on the Parish Council website, and displayed on the Parish Council notice board at the time of receipt, but had not been formally recorded as considered in the meeting minutes. It was **RESOLVED** that the Council ratify its acknowledgement of the 2024/25 External Auditor's Report and that this be recorded in the minutes accordingly.

Min. 2026/10/302 — 17.2 To consider and ratify the Parish Council's acknowledgment of the 2025/26 External Auditor's Report.

The Council considered ratification of its acknowledgement of the 2025/26 External Auditor's Report. It was confirmed that the report had been finalised, advertised, and displayed on the notice board. It was **RESOLVED** that the Council ratify its acknowledgement of the 2025/26 External Auditor's Report.

Min. 2026/10/303 — 17.3 For the Council to receive the Bank Statement & Reconciliation for September 2026

It was **NOTED** that the bank statement and reconciliation for September 2026 had been circulated to members. No questions were raised.

Min. 2026/10/304 — 17.4 For the Council to receive the RFO's Financial Report dated 8th October 2026

It was **NOTED** that the Responsible Financial Officer's financial report dated 8 October 2026 had been circulated to members. No questions were raised.

Min. 2026/10/305 — 18. Payments to Consider:

The Chair invited the Council to consider the payments listed below.

Min. 2026/10/306 — 18.1 For the Council to consider the clerks Salary £749.84 for September 2026

It was **RESOLVED** that payment of the Clerk's salary of £749.84 for September 2026 be approved.

Min. 2026/10/307 — 18.2 For the Council to consider payment to HMRC for Month 6 (£254.18)

It was **RESOLVED** that payment to HMRC for Month 6 in the sum of £254.18 be approved.

Min. 2026/10/308 — 18.3 For the Council to consider payment to Business Stream Inv 11693274 (£19.93)

It was **RESOLVED** that payment to Business Stream (Inv 11693274) in the sum of £19.93 be approved.

Min. 2026/10/309 — 18.4 For the Council to consider payment to PKF Littlejohn Inv-SB20262627 (£840.00 + £168.00 Vat)

It was **RESOLVED** that payment to PKF Littlejohn (Inv-SB20262627) in the sum of £840.00 + £168.00 VAT (total £1,008.00) be approved. It was **NOTED** that this represented the external audit fee, which is tiered according to the Council's income and expenditure, and that the higher charge in the current year was attributable to the Council's turnover.

Min. 2026/10/310 — 18.5 For the Council to consider payment to SALC for pay role services Inv-31835 (£102.00 + £20.40 Vat)

It was **RESOLVED** that payment to SALC (Society of Local Council Clerks — payroll services, Inv-31835) in the sum of £102.00 + £20.40 VAT (total £122.40) be approved.

Min. 2026/10/311 — 19. Payments to Note:

The Chair invited the Council to note payments made since the previous meeting under delegated authority.

Min. 2026/10/312 — 19.1 For the Council to note payment to RBL Poppy Shop Inv12002524583 (£27.50)

It was **NOTED** that payment to the RBL Poppy Shop (Inv 12002524583) in the sum of £27.50 had been made in respect of the Remembrance Day wreath.

Min. 2026/10/313 — 19.2 For the Council to note the purchase of new HP Officejet Pro 8124e Serial No TH57UPP05V Inv~ 211494 (£74.97 + £15.00 Vat)

It was **NOTED** that payment for a new HP Officejet Pro 8124e printer (Serial No. TH57UPP05V, Inv~ 211494) in the sum of £74.97 + £15.00 VAT (total £89.97) had been made, following the failure of the previous printer.

Min. 2026/10/314 — 19.3 For the Council to note payment to Amazon Inv GB6AZXL4LAEUD (£21.92 + £4.39 Vat)

It was **NOTED** that payment to Amazon (Inv GB6AZXL4LAEUD) in the sum of £21.92 + £4.39 VAT (total £26.31) had been made.

Min. 2026/10/315 — 19.4 For the Council to note payment to Amazon Inv GB605UJQAPABLI (£2.49 + £0.50 Vat)

It was **NOTED** that payment to Amazon (Inv GB605UJQAPABLI) in the sum of £2.49 + £0.50 VAT (total £2.99) had been made.

Min. 2026/10/316 — 19.5 For the Council to note payment to Amazon Inv GB68J3CVBAEUI (£17.95 + £3.59 Vat)

It was **NOTED** that payment to Amazon (Inv GB68J3CVBAEUI) in the sum of £17.95 + £3.59 VAT (total £21.54) had been made.

Min. 2026/10/317 — 19.6 For the Council to note payment to Amazon Inv GB68L92N1AEUI (£4.75 +£0.95 Vat)

It was **NOTED** that payment to Amazon (Inv GB68L92N1AEUI) in the sum of £4.75 + £0.95 VAT (total £5.70) had been made.

Min. 2026/10/318 — 19.7 For the Council to note payment to Amazon Inv GB68KEA5AAEUI (£11.99 + £2.33 Vat)

It was **NOTED** that payment to Amazon (Inv GB68KEA5AAEUI) in the sum of £11.99 + £2.33 VAT (total £14.32) had been made.

Min. 2026/10/319 — 19.8 For the Council to note payment to Amazon Inv GB6063G222UOPI (£32.92 + £6.58 Vat)

It was **NOTED** that payment to Amazon (Inv GB6063G222UOPI) in the sum of £32.92 + £6.58 VAT (total £39.50) had been made.

Min. 2026/10/320 — 19.9 For the Council to note payment to Amazon Inv GB68L8WPBAEUI (£9.07 + £1.82 Vat)

It was **NOTED** that payment to Amazon (Inv GB68L8WPBAEUI) in the sum of £9.07 + £1.82 VAT (total £10.89) had been made.

Min. 2026/10/321 — 19.10 For the Council to note payment to Amazon Inv GB6AYE862AEUD (£24.49 + £4.90 Vat)

It was **NOTED** that payment to Amazon (Inv GB6AYE862AEUD) in the sum of £24.49 + £4.90 VAT (total £29.39) had been made.

Min. 2026/10/322 — 19.11 For the Council to note payment to Amazon Inv GB68JUVPWAEUI (£6.77 + £1.36 Vat)

It was **NOTED** that payment to Amazon (Inv GB68JUVPWAEUI) in the sum of £6.77 + £1.36 VAT (total £8.13) had been made.

Min. 2026/10/323 — 19.12 For the Council to note payment to Amazon Inv GB6AYE85NAEUD (£8.32 + £1.67 Vat)

It was **NOTED** that payment to Amazon (Inv GB6AYE85NAEUD) in the sum of £8.32 + £1.67 VAT (total £9.99) had been made.

Min. 2026/10/324 — 19.13 For the Council to note payment to Amazon Inv GB68JPRFLAEUI (£4.75 + £0.95 Vat)

It was **NOTED** that payment to Amazon (Inv GB68JPRFLAEUI) in the sum of £4.75 + £0.95 VAT (total £5.70) had been made.

Min. 2026/10/325 — 19.14 For the Council to note payment to Amazon Inv GB60024NK37DDI (£13.32 + £2.67 Vat)

It was **NOTED** that payment to Amazon (Inv GB60024NK37DDI) in the sum of £13.32 + £2.67 VAT (total £15.99) had been made.

Min. 2026/10/326 — 19.15 For the Council to note payment to Amazon Inv GB68JLJI5UAEUI (£21.78 + £4.36 Vat)

It was **NOTED** that payment to Amazon (Inv GB68JLJI5UAEUI) in the sum of £21.78 + £4.36 VAT (total £26.14) had been made.

Min. 2026/10/327 — 19.16 For the Council to note payment to Amazon Inv GB68KE7NLAEUI (£3.20 + £0.64 Vat)

It was **NOTED** that payment to Amazon (Inv GB68KE7NLAEUI) in the sum of £3.20 + £0.64 VAT (total £3.84) had been made.

Min. 2026/10/328 — 19.17 For the Council to note payment to HP Instant Ink Inv HUKDN1135797560 (£5.41 + £1.08 Vat)

It was **NOTED** that payment to HP Instant Ink (Inv HUKDN1135797560) in the sum of £5.41 + £1.08 VAT (total £6.49) had been made. The Clerk **NOTED** that the replacement printer purchased under item 19.2 included six months' free printing, which would effectively offset this cost going forward.

Min. 2026/10/329 — 20. Receipts, Remittance and Credits to Note:

The Chair invited the Council to note receipts, remittances, and credits received since the previous meeting.

Min. 2026/10/330 — 20.1 For the Council to note the receipt of the Precept Pt 2 (£30500.00)

It was **NOTED** that the second instalment of the Precept for 2026/27 in the sum of £30,500.00 had been received.

Min. 2026/10/331 — 20.2 For the Council to note Virgin Money Cashback (1.62)

It was **NOTED** that a Virgin Money cashback payment of £1.62 had been received.

Min. 2026/10/332 — 20.3 For the Council to note Virgin Money Cashback (£0.43)

It was **NOTED** that a Virgin Money cashback payment of £0.43 had been received.

Min. 2026/10/333 — 21. Staffing & Training Matters:

The Chair invited the Council to consider staffing and training matters.

Min. 2026/10/334 — 21.1 For the Council to consider the clerk's additional hours of Aug - 7hrs, Sept - 6hrs (for End of Year Accounts)

The Council considered payment for the Clerk's additional hours worked in August 2026 (7 hours) and September 2026 (6 hours) in connection with the preparation of the end-of-year accounts. It was **RESOLVED** that payment for the Clerk's additional hours of 7 hours in August 2026 and 6 hours in September 2026 be approved.

Min. 2026/10/335 — 21.2 For the Council to consider the clerk's expenses for October 2026 (£52.80)

The Council considered the Clerk's expenses for October 2026 in the sum of £52.80. It was **RESOLVED** that the Clerk's expenses of £52.80 for October 2026 be approved.

Min. 2026/10/336 — 22. To Confirm the Date(s) of the Next Council Meeting(s):

The Chair invited the Council to confirm the dates of forthcoming meetings.

Min. 2026/10/337 — 22.1 Ordinary Meeting of the Parish Council - 10 November 2026, 7:30pm (Cut-off for agenda items 3rd November 2026)

It was **NOTED** that the next Ordinary Meeting of the Parish Council would be held on 10 November 2026 at 7:30pm. The cut-off for agenda items was 3 November 2026.

Min. 2026/10/338 — 22.2 Finance Committee Meeting - 8 December 2026, 7:30pm (Cut-off for agenda items 1st December 2026)

It was **NOTED** that the Finance Committee Meeting would be held on 8 December 2026 at 7:30pm. The cut-off for agenda items was 1 December 2026. The Chair **NOTED** that she would not be present at that meeting.

The meeting closed at 21:06.

Signed: _____

Chair of the Full Parish Council Meeting

Date: _____