

# MINUTES OF THE MEETING OF HEALAUGH AND CATTERTON PARISH COUNCIL HELD IN THE MEMORIAL HALL HEALAUGH ON 24 MARCH 2025

**Present:**

**Councillors:** Mrs S Westerby (Chairman), Mrs A Bullock, Mr E Richardson, Mr R Walmsley, Mr C Lister  
Mr Mr L T I Grant (Clerk/RFO)

Prior to commencing the meeting under standing orders, The Clerk explained the work which had been carried out since the meeting on 8 July 2024, to ensure that the PC was operating legally, whilst eliminating financial risk to each member of the Parish Council. The Parish Council now has a Public Liability Insurance Policy in place with £10M cover. The PC is now operating in a compliant manner and addressing all the issues raised previously by Internal Auditors over the years. This has taken many months of work to achieve.

<b>1.</b>	<b><u>Apologies for Absence</u></b> None received
<b>2.</b>	<b><u>Public Questions and Statements</u></b> None received
<b>3.</b>	<b><u>Matters Arising from the minutes of the Meeting held on 8 July 2024</u></b> The minutes of the meeting held on 8 July 2024 were approved as a true record by all Councillors present with no abstentions.
<b>4.</b>	<b><u>Highway Matters</u></b>
4.1	<ul style="list-style-type: none"> <li>● None</li> </ul>
<b>5.</b>	<b><u>Police Matters</u></b>
5.1	NY Police involvement in PC Issues - None
<b>6.</b>	<b><u>Financial Matters</u></b>
6.1	Funds Received <ul style="list-style-type: none"> <li>● £630.00 North Yorkshire Council - locality grant</li> </ul>
6.2	Changed Banking arrangements As agreed at the time of his appointment, The Clerk/RFO has started a new bank account with NatWest bank. The account will be used only by the Parish Council, with on line facilities. The former bank account with Lloyds bank will act for memorial hall accounts only and will be separate from the new PC bank account.
6.3	Bank Balance at 28.02.25 <ul style="list-style-type: none"> <li>● Natwest Parish Council Account £1709.49</li> <li>● Lloyds Bank Memorial Hall Account £6141.70</li> </ul> The PC's Natwest bank account has commenced operating in this financial year with £2,00.00 transferred from the Lloyds bank account

6.4	<p>Invoice received previously and paid</p> <ul style="list-style-type: none"> <li>● Refurbished Laptops Ltd £229.00 (Acer laptop with Ubuntu Operating System Software</li> <li>● Clear Insurers £546.60 Annual Insurance Policy</li> <li>● HugoFox.com £143.86 (£119.88 + £23.98 VAT) Annual Website subscription</li> </ul>
6.5	<p>Invoices Received and to be Paid</p> <p>The Clerk confirmed that he will pay his annual salary and expenses at the end of the financial year. Spreadsheets showing details of hours worked and travel, will be circulated to Cllrs for approval by 27 March 2025</p> <p>There were no queries from Cllrs present without abstention, about financial statistics circulated previously.</p>
6.6	<p>Annual Budget and Precept request</p> <p>The Clerk /RFO circulated a copy of the figures assumed, which had been accepted by NYC after clarification about the figures used. The new precept request was £5,000. a significant increase from previous years.</p>
6.7	<p>HMRC and Pensions registration</p> <p>The Parish Council now has a paid employee and has had to register as an employer with HMRC and the Pensions Regulator. As part of the registration process with HMRC, the PC now has to submit employee payment details each month within a specific time scale or face a 'late declaration' penalty, even if no payment is made (nil return).</p> <p>The Pension Regulator has recorded that the PC is now an employer, but will not be required to create a pension scheme for its current employee (the Clerk/RFO), as he is already above pension age.</p>
6.8	<p>Renting the Memorial Hall</p> <p>After discussion, it was agreed that a standard charge of £20.00 be paid by the PC to the Memorial Hall as rent, when PC meetings are held.</p>
6.9	<p>Appointment of Internal Auditor</p> <p>The Clerk/RFO agreed to attempt to source a local Accountant to act as Internal Auditor to the PC.</p>
<b>7.</b>	<b><u>Planning and Related Matters</u></b>
7.1	<p>Planning Applications received and to be determined.</p> <ul style="list-style-type: none"> <li>● None received</li> </ul>
7.2	<p>Planning Decisions Notified</p> <ul style="list-style-type: none"> <li>● None received</li> </ul>
7.3	<p>Planning Enforcement.</p> <ul style="list-style-type: none"> <li>● None received</li> </ul>
<b>8.</b>	<b><u>PC Administration</u></b>
8.1	<p>Parish Council Meetings</p> <p>Following discussion, all Cllrs present without abstention agreed that the dates for future meeting would be those circulated recently. Meetings would be held in Healaugh Memorial Hall.</p>
8.2	<p>Adoption of updated Model Standing Orders</p> <p>All Cllrs present without abstention agreed to adopt the Updated Standing Orders for the Parish Council</p>

8.3	Adoption of Updated Financial Regulations All Cllrs present without abstention agreed to adopt the Updated Financial Regulations for the Parish Council
8.4	Adoption of Updated Code of Conduct All Cllrs present without abstention agreed to adopt the Updated Code of Conduct for the Parish Council.
8.5	Adoption of Asset Register All Cllrs present without abstention agreed to adopt the Updated Asset Register, which confirms that the Parish Council does not own any Assets which need Insurance Cover.
8.6	The Clerk/RFO explained that the Parish Council has to act in an open and transparent manner and allow the general Public free access to all information about the activities of the Parish Council. It will do this by displaying the information on a publicly accessed website maintained by the Parish Council and where possible, by displaying the information on notice boards. Councillors agreed to consider suitable locations for a notice board in both Healaugh and in Catterton, preferably in a highway verge where a licence can be requested from NYC's Highways division. The subject will be discussed again at the next PC meeting.
8.7	Defibrillator The Parish Council continues a search for a suitable location where a heated cabinet can be located to house a defibrillator. To date, no acceptable location has been found.
<b>10</b>	Councillors Business Items for the next Meeting All Parish Councils are being encouraged to consider using a secure email system rather than personal email addresses. The website host can provide this service which meets GDPR requirements at a cost. Cllrs agreed to consider this issue and make a decision at the next meeting.
	<b>Next Meeting</b> 14 April 2025

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