

HUTTON LE HOLE PARISH COUNCIL

www.huttonlehole-pc.gov.uk

Minutes of the meeting of Hutton le Hole Parish Council held on Tuesday 14 July at 7.00pm in the Hutton le Hole Village Hall

Present: Cllr Dangerfield (Chair), Cllr Fudge, Cllr Thompson, Cllr Shephard, Cllr Riseley-Prichard

In Attendance:

Clerk: Mrs E Jewell

No members of the public were present

MINUTES

21/26 Apologies for Absence

- i. To receive apologies for absence and record these in the minutes
- ii. To consider the approval of the reasons for absence given by councillors.

It was noted that all councillors were present for the meeting and so no apologies were received.

22/26 Declarations of Interest

- i. To receive, consider and decide upon any applications for dispensation
- ii. To receive any declarations of interest not already declared under the Council's Code of Conduct or a member's Register of Disclosable Pecuniary Interests

It was noted that no declarations of interest were received.

23/26 Previous Minutes

- i. To confirm the minutes of the Annual Meeting of the Parish Council held on 12 May 2026 as a true and accurate record;

It was RESOLVED that the minutes of the Annual Meeting of the Parish Council held on 12 May 2026 were a true and accurate record of the meeting and were duly signed by the chair.

- ii. To confirm the minutes of the Ordinary Parish Meeting held on 12 May 2026 as a true and accurate record.

It was RESOLVED that the minutes of the Ordinary Meeting of the Parish Council held on 12 May 2026 were a true and accurate record of the meeting and were duly signed by the chair.

24/26 Finance

- i. To consider and approve the following financial documents:
 - a. Bank Reconciliation to 30 June 2026;

HUTTON LE HOLE PARISH COUNCIL

www.huttonlehole-pc.gov.uk

- b. Payment Schedule to 8 July 2026;
- c. Budget vs Actual to 30 June 2026.

It was **RESOLVED** unanimously to approve all banking documents listed above and the following payments:

E Jewell	Clerk Salary	£980.36	LGA S112
HMRC	Tax and NI	£245.00	LGA S112
Hugofoox	Email x 1	£2.99	LGA S111
Hugofox	Email x 5	11.99	LGA S111
Hugofox	Website Hosting	11.99	LGA S111
Hugofox	Email x 1	2.99	LGA S111
Hugofox	Email x 5	11.99	LGA S111
Hugofox	Website Hosting	11.99	LGA S111

- ii. To receive an update in respect of the move from NatWest to Unity Trust Bank
*Clerk advised that the new bank account was open. Unfortunately, due to an administrative issue relating to the addresses on the account, a letter of authority needed to be prepared and signed by signatories to authorise the current account switch from NatWest to Unity Bank. **The above report was NOTED.***
- iii. To consider letter of authorisation for the Current Account Switch prepared by the Clerk for signature by the three signatories to allow the temporary use of the previous Clerks' home address to facilitate the switch.
It was **RESOLVED** unanimously that the letter was approved and *signed by signatories Cllr Dangerfield, Cllr Fudge and Cllr Shephard and will be sent to Unity Trust bank to authorise the switch.*

25/26 Village

- i. To receive a report from Cllr Fudge and Cllr Shephard regarding work undertaken by the Caretaker since the last meeting and correspondence undertaken with NYMPA;

*Phil has made contact with Cllr Dangerfield to explain that he is behind on his hours and proposes to do some grass cutting and fence painting in the coming weeks. **The above report was NOTED.***

- ii. To receive an update regarding the replacement bins which the Council had expected to be installed, to consider the current position following the non-installation of those bins, and to resolve whether any further action should be taken and, if so, what action should be taken.

*Cllr Dangerfield will meet with ranger Matt Fitzgerald on Friday to do a village walkaround. Bins are a priority. We have been informed that one of the bins may be at the depot in Helmsley so we are hopeful that one bin may be replaced soon. Further information on the village enhancement scheme is to be obtained in due course. **The above report was NOTED***

- iii. To consider inviting the Chair of the NYMNP to meet with the Parish Council to

HUTTON LE HOLE PARISH COUNCIL

www.huttonlehole-pc.gov.uk

discuss the maintenance of the village and proposed enhancement scheme.

An email has already been drafted. Cllr Dangerfield will meet with Matt on Friday. Once the meeting has taken place, we can consider the email further and send to the Chair, Mr Jim Bailey. It was unanimously RESOLVED to send an email to the Chair of the North York Moors National Park to discuss village issues further.

26/26 BT/Openreach Claim

- i. To receive an update from the Clerk in respect of the progress of the claim
- ii. To consider and approve next steps to be taken to finalise the claim.

Clerk provided an update that she has heard from Keoghs in June who explained that M Group would be the company dealing with the claim and any compensation. We have recently had an email accepting liability and offering the full amount of £390 for compensation. This would be full and final settlement of the claim. If the Council wished to pursue matters further, then the compensation should be refused and not signed. It was RESOLVED unanimously to accept the offered compensation of £390 and return the signed form. The Clerk will sign on the Council's behalf and return the form. Payment can take up to 10 days and then the Caretaker can be instructed to carry out the repairs on the fencing.

27/26 Parking and Traffic

- i. To consider the parking and traffic issues that have been raised in the village including unauthorised parking, car horns in the middle of the night and speeding and to resolve whether to take any further action in respect of the issues raised.

It was RESOLVED unanimously to write to North Yorkshire Council and Highways to raise the issue of speeding through the village inviting them to consider a speed survey.

28/26 Sheep in the village

- i. To consider recent correspondence received regarding the sheep in the village and to consider any further action to be taken and responses to be given when contacted regarding the sheep.

Discussion took place in respect of the sheep and their welfare. Mr Rob Archer is the farmer with ownership of the sheep and queries relating to their welfare should be directed to him. Sheep have been part of the village for years and permission has been granted by Court Leet and as such, will remain in the village. It was RESOLVED that Cllr Riseley-Prichard would speak to Mr Archer regarding the sheep's welfare and to obtain details should MOP's reach out to the Council.

29/26 Policy Review

- i. To review and approve for adoption the following policies and notices:

HUTTON LE HOLE PARISH COUNCIL

www.huttonlehole-pc.gov.uk

- a. Data Protection Policy and Complaints Procedure
- b. Privacy Notice
- c. Retention Schedule
- d. Subject Access Request Procedure & Form

*The Council reviewed the documents prepared by the Clerk and received an update in respect of the legislative change that requires all organisations to have a Data Protection Complaints handling policy. It was **RESOLVED unanimously to approve and adopt all documents. The Clerk will create a Data Protection section on the website to keep all data protection related documentation in one place.***

30/26 Staffing Matters

- i. To agree a meeting of the Staffing Committee to conduct the Clerk/RFO's annual appraisal and to confirm whether the meeting will be held in private under the Public Bodies (Admission to Meetings) Act 1960 / Local Government Act 1972 s100A.

It was unanimously RESOLVED to hold the Clerk's annual appraisal on 8 September 2026 prior to the next ordinary meeting of the council. This is to be held in private, and public and press are to be excluded from this meeting.

- ii. To consider delegating powers to the Chair of the staffing committee to authorise the Clerk's timesheets in order to meet payroll requirements for each quarter and if agreed, to resolve to delegate the powers.

It was RESOLVED unanimously to maintain the current procedure for authorising Clerk's timesheets. Timesheets are to be sent to all councillors and to be authorised by two.

31/26 Registers of Interests

- i. To receive an update regarding the recent legislative change requiring councillors' home addresses to be withheld from the public Register of Interests unless a councillor expressly requests publication, and to invite each councillor to confirm whether they wish to opt in to publication of their home address or have their home address removed/withheld from the public version of the Register.

It was RESOLVED unanimously that all Councillors would prefer their home addresses to be kept private.

Next Meeting – 8 September 2026, 7pm at Hutton le Hole Village Hall

Hutton le Hole Parish Council

www.huttonlehole-pc.gov.uk

Bank Reconciliation

<u>Details</u>	<u>Expense</u>	<u>Income</u>	<u>Balance</u>
OPENING BALANCE (Apr 2026 Bank Statement)			£ 9,762.71
OPENING BALANCE (2026-2027 Fical Year)			£ 9,762.71
INCOME			
NYC - Precept Installment		£ 4,279.00	
HMRC - VAT Reclaim		£ 233.65	
NYC - Grass Cutting		£ 191.07	
Total - Income		£ 4,703.72	£ 14,466.43
EXPENSES			
Accounts passed for payment - May 26	£ 1,727.79		
Hugofox - Email x 5	£ 11.99		
Hugofox - Website	£ 11.99		
Hugofox - Email x 1	£ 2.99		
Smailes Goldie Watson - Payroll	£ 105.00		
Smailes Goldie Watson - Pension Renrollment	£ 96.00		
Phil Gospel	£ 336.00		
Hugofox	£ 2.99		
Hugofox	£ 11.99		
Hugofox	£ 11.99		
Total - Expenses	£ 2,318.73		£ 12,147.70
CLOSING BALANCE (June 2026 Bank Statement)			£ 12,147.70

Hutton le Hole Parish Council

huttonlehole-pc.gov.uk

Accounts Passed For Payment

Date: 08/07/2026

<u>Payee (Details)</u>	<u>Amount</u>	<u>Chq. No.</u>
<u>Accounts Paid</u>		
Clerk	£ 980.36	BACS
<i>Net Salary - April-June</i>	£ 980.36	
HMRC	£ 245.00	BACS
<i>Tax and NI</i>	£ 245.00	
Hugofox - June	£ 26.97	Debit
<i>Email x 1</i>	£ 2.99	
<i>Email x 5</i>	£ 11.99	
<i>Website Hosting</i>	£ 11.99	
HugoFox - July	£ 26.97	
<i>Email x 1</i>	£ 2.99	
<i>Email x 5</i>	£ 11.99	
<i>Website Hosting</i>	£ 11.99	
<u>Accounts Unpaid</u>		
Total	£ 1,279.30	
Approved for Payment:		

Hutton le Hole Parish Council Budget 2026/27	Budget 2025-2026	Actual 31 Mar 2026	Budget 2026-2027	Actual May 26
Income				
Taxation (Precept)	8,150.00	8,150.00	8,558.00	4,279.00
NYMPA - Caretaker Grant	2,750.00	2,750.00	0.00	0.00
Court Leet	300.00	300.00	300.00	0.00
NYC Grass Cutting	184.78	184.78	184.78	191.07
HMRC - VAT Reclaim	195.00	211.17	200.00	233.65
Other - Donations	500.00	500.00	0.00	0.00
Total Income	12,079.78	12,095.95	9,242.78	4,703.72
Employment Expenses				
Salary	3,781.35	4,384.37	3,960.00	893.44
Holiday Pay	0.00	0.00	466.00	73.32
Expenses	150.00	0.00	0.00	0.00
HMRC	0.00	0.00		78.40
Payroll Service	440.00	420.00	450.00	201.00
Other	181.00	181.00	312.00	264.00
Total - Employment Expenses	4,552.35	4,985.37	5,188.00	1,510.16
Administrative Expenses				
Training	50.00	68.45	100.00	0.00
Website & Email	199.00	294.92	395.00	80.91
Insurance	320.00	304.00	320.00	0.00
Internal Audit	180.00	330.00	350.00	252.00
ICO Registration Fee	47.00	47.00	47.00	0.00
YLCA Membership Fee	70.00	70.00	70.00	73.00
Village Hall Wifi	60.00	60.00	60.00	0.00
Other	320.00	20.00	320.00	66.66
Total - Administrative Expenses	1,246.00	1,194.37	1,662.00	472.57
Operational Expenses				
Caretaker	5,400.00	5,459.00	2,650.00	336.00
Asset Maintenance	0.00	0.00	0.00	0.00
Additions & Improvements	400.00	489.93	400.00	0.00
Other	20.00	22.25	22.25	0.00
Total - Operational Expenses	5,820.00	5,971.18	3,072.25	336.00
Reserves				
Opening Balance	9,817.68	9,817.68	8,710.00	9,762.71
Income	12,079.78	12,095.95	9,242.78	4,703.72
Expenses	-11,618.35	-12,150.92	-9,922.25	-2,318.73
Contingency Fund	450.00	450.00	450.00	450.00
Total - Reserves (Year End)	9,829.11	9,762.71	7,580.53	12,147.70
Cashflow (months of expenses)	10.2	9.6		14.7