

HUTTON LE HOLE PARISH COUNCIL

www.huttonlehole-pc.gov.uk

Minutes of the meeting of Hutton le Hole Parish Council held on Tuesday 8 September at 7.00pm in the Hutton le Hole Village Hall

Present: Cllr Fudge (Chair), Cllr Thompson, Cllr Shephard

In Attendance:

Clerk: Mrs E Jewell

No members of the public were present

MINUTES

In the absence of the Chairman, Cllr Fudge as Vice-Chair took the chair for the meeting in accordance with paragraph 11(2) of Schedule 12 to the Local Government Act 1972.

35/26 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.

*Apologies were received from Cllr Dangerfield and Cllr Riseley-Prichard. **The Council RESOLVED to approve the reasons received.***

36/26 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

37/26 Previous Minutes

- i. To confirm the minutes of the Ordinary Parish Meeting held on 14 July 2026 as a true and accurate record.

It was RESOLVED that the previous minutes of the meeting held on 14 July 2026 are a true and accurate record and they were duly signed.

38/26 Finance

- i. To consider and approve the following financial documents:
 - a. Bank Reconciliation to 31 August 2026;
 - b. Payment Schedule to 2 September 2026;
 - c. Budget vs Actual to 31 August 2026.
- ii. To receive an update in respect of the move from NatWest to Unity Trust Bank
- 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.

HUTTON LE HOLE PARISH COUNCIL

www.huttonlehole-pc.gov.uk

- iv. To consider any items for the budget for 27/28 including election costs.

It was **RESOLVED** to approve all banking documentation. The Clerk provided an update in respect of the move from NatWest to Unity Trust Bank. The switch has been rejected due to the signatories on the NatWest account not matching the letter signed in July. The letter was amended to include the correct signatories and this was signed by Cllr Shephard and Cllr Thompson. A further discussion was held regarding election costs within the budget. It was noted that having a buffer within the budget for the election was a sensible idea and, if not required, it can be spent within the community.

The following payments were authorised:

P&A Gospel	Caretaker	£336.00	OSA 1906 ss9–10
Hugofox	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
Hugofox	Email x 1	£2.99	LGA S111
Smailes Goldie Watson	Payroll Fee	£105.00	LGA 1972 s112
Smailes Goldie Watson	Pension Fee	£96.00	LGA 1972 s112
P&A Gospel	Caretaker	£656.00	OSA 1906 ss9–10
P&A Gospel	Caretaker	£390.00	LGA 1972 s111

39/26 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;
It was NOTED that Cllr Shephard has spoken to Phil. Grass cutting from top to bottom to take place. Hours on track currently.
- 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 Thompson advised that some of the bins have been installed now. NYMPA had said that they would look to relocate some of the better condition bins. Bin by the beck has been removed completely. There is a 'mud patch' which the Council will ask Phil to seed.
- iii. To consider inviting the Chair of the NYMNP to meet with the Parish Council to discuss the maintenance of the village and proposed enhancement scheme.

HUTTON LE HOLE PARISH COUNCIL

www.huttonlehole-pc.gov.uk

Cllr Thompson is due to see the Chair of NYMNP in a few weeks and will speak to him regarding the email sent by Cllr Dangerfield which is yet to receive a response.

40/26 Speeding

- i. To consider the response received from North Yorkshire Police in respect of the speeding concerns raised by the Council in the meeting of 14 July 2026 and to consider further action to be taken including further responses back to North Yorkshire Police and the implementation of a Community Speed Watch.

It was RESOLVED to look into implementation of a Community Speed Watch scheme and defer this item. The Clerk will look into the logistics of such a scheme and add this item back to the agenda for November.

41/26 Policy Review

- i. To review and approve for adoption the following policies and notices:
 - a. Risk Register
 - b. Risk Assessments
 - c. Complaints Policy

The Council considered the documents drafted by the Clerk. It was RESOLVED to approve all policies, and these will be added to the website.

42/26 Staffing Matters

- i. To consider the exclusion of the press and the public from this item in accordance with the Public Bodies (Admission to Meetings) Act 1960 on the grounds that this matter relates to a person's employment or terms and conditions of service.
- ii. To consider the 26/27 National Joint Council (NJC) pay scales and the Clerk's pay and if appropriate, consider whether to resolve to increase the Clerk's salary in line with the NJC's pay scales with effect from 1 April 2026.

No members of the public or press were in attendance. It was RESOLVED to increase the pay of the Clerk as per the appropriate scales provided by the NJC. This is to be backdated to 1 April 2026.

With no further business to be transacted, the Chair closed the meeting at 8pm.

Signed
Chair

Prepared by: Mrs E Jewell
Clerk & RFO
18.9.26

Hutton le Hole Parish Councilwww.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	
M Group Telecom		£ 390.00	
Total - Income		£ 5,093.72	£ 14,856.43
EXPENSES			
Accounts passed for payment - May 26	£ 1,727.79		
Smailes Goldie Watson - Payroll	£ 105.00		
Smailes Goldie Watson - Pension Renrollment	£ 96.00		
Phil Gospel	£ 336.00		
Accounts passed for payment - July 26	£ 1,279.30		
Hugofox	£ 2.99		
Hugofox	£ 11.99		
Hugofox	£ 11.99		
Hugofox	£ 2.99		
Hugofox	£ 11.99		
Hugofox	£ 11.99		
Total - Expenses	£ 3,598.03		£ 11,258.40
CLOSING BALANCE (Aug 2026 Bank Statement)			£ 11,258.40

Hutton le Hole Parish Council

huttonlehole-pc.gov.uk

Accounts Passed For Payment

Date: 02/09/2026

<u>Payee (Details)</u>	<u>Amount</u>	<u>Chq. No.</u>
<u>Accounts Paid</u>		
P&A Gospel	£ 336.00	BACS
Caretaker	£ 336.00	
Smailes Goldie Watson	£ 201.00	BACS
Payroll	£ 105.00	
Pension Re-enrollment	£ 96.00	
Hugofox - July	£ 26.97	Debit
Email x 1	£ 2.99	
Email x 5	£ 11.99	
Website Hosting	£ 11.99	
HugoFox - Aug	£ 29.96	Debit
Email x 1	£ 2.99	
Email x 5	£ 11.99	
Website Hosting	£ 11.99	
Email x 1	£ 2.99	
<u>Accounts Unpaid</u>		
P&A Gospel	£ 1,046.00	BACS
Caretaker - 1284	£ 656.00	
Caretaker - 1284	£ 390.00	
Smailes Goldie Watson	£ 105.00	BACS
Payroll - July	£ 105.00	
Total	£ 1,744.93	

Approved for Payment:

Hutton le Hole Parish Council Budget 2026/27	Budget 2025-2026	Actual 31 Mar 2026	Budget 2026-2027	Actual Aug 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	500.00	500.00	0.00	390.00
Total Income	12,079.78	12,095.95	9,242.78	5,093.72
Employment Expenses				
Salary	3,781.35	4,384.37	3,960.00	1,768.23
Holiday Pay	0.00	0.00	466.00	178.89
Expenses	150.00	0.00	0.00	0.00
HMRC	0.00	0.00		323.40
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	2,735.52
Administrative Expenses				
Training	50.00	68.45	100.00	0.00
Website & Email	199.00	294.92	395.00	134.85
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	526.51
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	5,093.72
Expenses	-11,618.35	-12,150.92	-9,922.25	-3,598.03
Contingency Fund	450.00	450.00	450.00	450.00
Total - Reserves (Year End)	9,829.11	9,762.71	7,580.53	11,258.40
Cashflow (months of expenses)	10.2	9.6		13.6