

# HUTTON LE HOLE PARISH COUNCIL

## Minutes of the Ordinary Council Meeting

held on 25<sup>th</sup> March 2026 from 7.00pm in Hutton le Hole Village Hall.

Present: Cllr D Dangerfield (Chair),  
Cllr J Thompson,  
Cllr J Fudge  
Cllr J Riseley-Prichard (Co-opted at the meeting)

In attendance:

Emily Jewell - Clerk

0 members of the public.

## AGENDA

### 1) ELECTION OF CHAIR

**RESOLVED: to elect Cllr Dangerfield as chair for the meeting. 115/25**

### 2) APOLOGIES FOR ABSENCE

- a) To receive and note apologies from Councillors unable to attend the meeting.
- b) To consider reasons for absence provided by Councillors and if felt relevant resolve to accept.

**NOTED: No apologies received. Cllr E Shephard was absent without apologies. 116/25**

### 3) DECLARATIONS OF INTEREST

- a) To approve dispensation requests.
- b) To note Declarations of Interest not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests.

**NOTED: No members of the council had any declarations of interests or requests for dispensation 117/25**

### 4) CO-OPTION OF NEW COUNCILLORS

To receive applications from applicants and vote on co-option of new councillors.

**RESOLVED: to co-opt Joanna Riseley-Prichard as a Councillor to Hutton le Hole Parish Council. Cllr Riseley-Prichard signed the declaration of office in the presence of the Proper Officer and will complete her Register of Interests within 28 days. 118/25**

### 5) PREVIOUS MINUTES

To approve the minutes of the meeting held on 10 February 2026.

**RESOLVED: The minutes of the meeting of Hutton le Hole Parish Council held on 10 February 2026 be approved as a true record and signed by the Chair. 119/25**

- 6) **PUBLIC SESSION** - to allow members of the public to make representations, ask questions and give evidence in respect of any items of business on the agenda (Maximum 3 mins each).

**NOTED: No members of the public in attendance 120/25**

### 7) CLERKS REPORT

To receive and note any updates from the Clerk:

## HUTTON LE HOLE PARISH COUNCIL

### a) BT/Openreach Claim

*Hutton le Hole Parish Council have an ongoing claim with Openreach regarding the damage caused to the bird mouth fencing whilst they were servicing one of the telegraph poles. Clerk has received an email from Keoghs explaining that the investigation is ongoing and that there is no further information to be provided at this time. Cllr Dangerfield would like to escalate the claim. The council were in agreement with the proposed course of action.*

**RESOLVED: to correspond with Keoghs to chase a further response to the claim to establish liability and express intention to escalate further.** 121/25

## 8) FINANCIAL MATTERS

### a) To receive and agree the Bank reconciliation from February 2026

**RESOLVED: to approve the bank reconciliation until the end of February 2026** 122/25

### b) To receive and approve accounts passed for payment up to 19 March 2026

**RESOLVED: to approve the following payments:**

Payment to	Amount	Cheque/Bacs
Hugofox	£11.99	Debit
Hugofox	£20.99	Debit
Caretaker	£208.00	BACS
Dave Bentley	£96.00	BACS

**Further information regarding the payments can be found on the payment schedule.** 123/25

### c) To receive the Budget vs Actual to end of February 2026

**RESOLVED: to approve the Budget vs Actual as an accurate record** 124/25

### d) To appoint an internal auditor for AGAR 25/26.

**RESOLVED: to appoint Alison Dodgson from Smailes Goldie to be internal auditor for the AGAR 25/26.** 125/25

## 9) GOVERNANCE

To consider and approve the following policies and documents:

- a) Equal Opportunities Policy
- b) Complaints Policy and Procedure
- c) Data Audit Map

*The Council considered draft policies as listed above.*

**RESOLVED: to approve all draft policies and adopt for use.** 126/25

## 10) PLANNING

### a) To consider any Planning Applications/Decisions received from NYMNPA.

b) To consider any Planning Applications received from NYMNPA since the circulation of the agenda.

**NOTED: No planning applications received.** 127/25

## 11) VILLAGE

### a) To receive a report from Cllr Dangerfield regarding work undertaken by the Caretaker since the last meeting and correspondence undertaken with NYMPA;

**NOTED: Cllr Dangerfield has met with the caretaker who has done work on the beck in respect of mole control and general tidying. The caretaker has 22 hours left which can be rolled over to next year.** 128/25

HUTTON LE HOLE PARISH COUNCIL

- b) To receive a report from Cllr Dangerfield regarding the meeting with NYMPA;  
**Cllr Dangerfield & Cllr Fudge met with two of the NYMP park rangers 3 weeks ago. New bins are to be installed by the park authority.**  
**RESOLVED: to issue a notice to residents regarding the installation of the new bins to replace the beehive bins.** 129/25
- c) To agree and authorise any actions needed to maintain the village.  
**RESOLVED: Cllr Fudge to liaise with Clerk regarding concrete wall to forward to Highways. Further resolved to approve the payment to Dave Bentley who has repaired the stone wall and the invoice is on the payment schedule.** 130/25
- d) To discuss and consider the organisation of a community litter pick with NYMPA  
**NOTED: NYMPA will organise the litter pick.** 131/25

**12) CARETAKER CONTRACT**

To review and approve the caretaker contract for 26/27.  
*The Council considered a draft contract for the 26/27 period which included reduced hours from 312 to 150 hours for the year in line with the removal of the Caretaker Grant funding.*

**RESOLVED: to approve the draft contract with one amendment to the scope of the contract to remove the reference to repairs to bird mouth fencing.** 132/25

**13) To notify the clerk of any items for agenda of the next parish meeting:**

**Resolved: to add the following items to the May agenda;**

- Internal Control Committee
- Staff Committee
- Move to Unity Trust Bank
- Caretaking Committee
- Access along Green Lane

133/25

**14) NEXT MEETING:**

It was noted that in accordance with the agreed schedule, the next meeting of the Parish Council would be held on **TUESDAY 12 MAY 2026**. The Annual Parish Meeting and the Annual Meeting of the Parish Council will also be held on this date. 134/25

There being no other business, the Chair thanked all for attending and closed the meeting closed at 20:05

Signed.....  
**Chairman to the Council -**

Dated: 18 May 2026

**Prepared by:** Emily Jewell, Clerk and RFO

**Date:** 29 March 2026

**Hutton le Hole Parish Council**

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**Bank Reconciliation**

<u>Details</u>	<u>Expense</u>	<u>Income</u>	<u>Balance</u>
<b>OPENING BALANCE (Apr 2025 Bank Statement)</b>			£ 9,817.68
<b>OPENING BALANCE (2025-2026 Fical Year)</b>			£ 9,817.68
<b>INCOME</b>			
George Winn Darley - Donation		£ 500.00	
NYC - 1st Precept Payment		£ 4,075.00	
HMRC VART Reclaim		£ 211.17	
NYC - Grass Cutting Grant		£ 184.78	
NYC - 2nd Precept Payment		£ 4,075.00	
Court Leet		£ 300.00	
NYMPA		£ 2,750.00	
<b>Total - Income</b>		<b>£ 12,095.95</b>	<b>£ 21,913.63</b>
<b>EXPENSES</b>			
Accounts passed for payment (Apr - Aug)	£ 7,884.33		
Accounts passed for payment (Oct)	£ 1,852.19		
Accounts passed for payment (Nov)	£ 11.99		
Accounts passed for Payment (Feb)	£ 2,050.45		
Hugofox - Website	£ 11.99		
Hugofox - Emails	£ 11.99		
<b>Total - Expenses</b>	<b>£ 11,822.94</b>		<b>£ 10,090.69</b>
<b>CLOSING BALANCE (Feb 2026 Bank Statement)</b>			<b>£ 10,090.69</b>

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## Accounts Passed For Payment

Date: 17/03/2026

<u>Payee (Details)</u>	<u>Amount</u>	<u>Chq. No.</u>
<b><u>Accounts Paid</u></b>		
<b>HugoFox</b>	£ 23.98	Debit
Website Hosting	£ 11.99	
Emails - Feb	£ 11.99	
<b>P&amp;A Gospel</b>	£ 208.00	BACS
Caretaker	£ 208.00	
<b><u>Accounts Unpaid</u></b>		
<b>Dave Bentley</b>	£ 96.00	BACS
Dry Stone Wall repair	£ 96.00	
<b>Total</b>	£ 327.98	

Approved for Payment:

## Budget vs Actual 2024-25

### Budget vs Actual

**2025-26**

**Budgeted**                      **Actual**                      **Variance**                      **Variance %**  
*(Apr 2025)*                      *01/03/2026*

*Last Updated 01/03/2026*

<b>Carried Forward</b>	<b>£9,817.68</b>	<b>£9,817.68</b>	<b>£0.00</b>	<b>0.0%</b>
<b>INCOME</b>				
NYC Precept	£8,150.00	£8,150.00	£0.00	0.0%
NYMPA	£2,750.00	£2,750.00	£0.00	0.0%
Court Leet	£300.00	£300.00	£0.00	0.0%
NYC Grass Cutting	£184.78	£184.78	£0.00	0.0%
VAT Recovery	£195.00	£211.17	£16.17	8.3%
Donation - Dry Walls	£500.00	£500.00		
<b>Total Income =</b>	<b>£12,079.78</b>	<b>£12,095.95</b>	<b>£16.17</b>	<b>0.1%</b>

#### Expenditure

Clerk - Salary - assuming 4hrs pw including holiday pay	£3,781.35	£4,022.97	-£241.62	-6.4%
<i>Clerk - Allowances</i>				
Working from Home	£181.00	£181.00	£0.00	0.0%
Clerk – Expenses	£150.00		£150.00	100.0%
HMRC		£361.40		
Payroll	£440.00	£420.00	£20.00	4.5%
Internal Audit	£180.00	£330.00	-£150.00	-83.3%
Caretaker	£5,400.00	£5,155.00	£245.00	4.5%
Village supplies	£400.00	£489.93	-£89.93	-22.5%
Insurance	£320.00	£304.00	£16.00	5.0%
YLCA Membership	£70.00	£70.00	£0.00	0.0%
Poppy Wreath	£20.00	£22.25	-£2.25	-11.3%
Info Commissioner	£47.00	£47.00	£0.00	0.0%
Village Hall Wi-Fi	£60.00	£60.00	£0.00	0.0%
Salt Provision	£300.00		£300.00	100.0%
Website	£199.00	£270.94	-£71.94	-36.2%
Training	£50.00	£68.45	-£18.45	-36.9%
Recruitment costs	£20.00	£20.00	£0.00	0.0%
<b>Total projected budget spend</b>	<b>£11,618.35</b>	<b>£11,822.94</b>	<b>£156.81</b>	<b>1.3%</b>

#### Surplus/Deficit to date

	<b>£461.43</b>	<b>£273.01</b>	<b>£140.64</b>	
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#### Assigned Reserves

Designated reserves	£0.00			
Contingency fund	£450.00			
<b>Total =</b>	<b>£450.00</b>			

#### Carried Forward to Qtr 3

	<b>£9,829.11</b>	<b>£10,090.69</b>	<b>£261.58</b>	<b>2.7%</b>
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