

HUTTON LE HOLE PARISH COUNCIL

Dear Councillors,

You are summoned to attend an ordinary Meeting of the Hutton le Hole Parish Council commencing at 7.30pm on **Tuesday 9th September 2025** in Hutton le Hole Village Hall.



E Jewell

Supporting Documents

Draft Minutes 23rd May 2025
Draft Minutes 29th May 2025
Draft letter to Court Leet
Budget vs Actual Aug 25
Bank Reconciliation June – Aug 25
Payment Schedule Aug 2025
Draft Standing Orders
Draft IT Policy
Draft Planning Application Procedure
Draft Scheme of Delegation
NJC Pay Scales Update

AGENDA

1) 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.

2) 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.

3) PREVIOUS MINUTES

- a) To approve the minutes of the Meetings held on 23rd May 2025.
- b) To approve the minutes of the Extraordinary Meeting held on 29th May 2025.

4) 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).

5) FINANCIAL MATTERS

- a) To receive and agree an update in respect of funds held and money movement since the last meeting.
- b) To receive and agree the Bank reconciliation from June to Aug 2025
- c) To receive the Budget vs Actual to end of Aug 2025
- d) To approve any payments made outside the meeting since May.
- e) To receive an update from the Chair regarding Pension Automatic Re-Enrolment.
- f) To consider and approve the draft letter to the Court Leet requesting financial assistance towards caretaker costs.

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6) GOVERNANCE AND POLICIES

- a) To review and agree legal updates to the Council's Standing Orders;
- b) To review and agree any amendments to the Council's Financial Regulations to be drafted for October's meeting.

7) CHAIRS REPORT

To receive and note an update on the following:

- a) Pathways4all
- b) Caretaker Insurance Certificate
- c) Schedule of Business

8) PLANNING

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

CLERKS UPDATE

NYM/2025/0334, Site address: NYM Car Park, Moor Lane, Hutton le Hole

This application was withdrawn and no further action is required.

NYM/2025/0063. Site address: Beck Garth, Hutton le Hole

This application was amended on 6 June 2025. An email was sent around to the Councillors regarding comments. No objections were raised and this was emailed back to the planning authority. No final decision has been reached.

NYM/2025/0417, Site address: Orchard Dene, Hutton le Hole

This application was received on 19 June 2025. An email was sent around to the Councillors and to Maddy Hudson to obtain resident's views. No responses received and no objections raised. Application approved.

NYM/2025/0435, Site Address Old Post Office, Hutton le Hole

This application was received on 8 July 2025. An email was sent around to the Councillors and to Maddy Hudson to obtain resident's views. No responses received and no objections raised. Application approved

NYM/2025/0470, Site Address Moor Garth, Hutton le Hole

This application was received on 17 July 2025. An email was sent around to the Councillors and to Maddy Hudson to obtain resident's views. No responses received and no objections raised. Application approved

- b) To approve, retrospectively, the comments submitted to the Planning Authority on applications **NYM/2025/0063**, **NYM/2025/0417**, **NYM2024/0435** and **NYM/2025/0470** on behalf of the council.

9) PLANNING APPLICATION PROCEDURE

To consider and approve policy and procedure for receipt and action on Planning Applications received.

10) DELEGATION OF POWERS TO THE CLERK

To consider and approve Scheme of Delegation of powers to the Clerk.

11) CHANGES TO AGAR AND ASSERTION 10 – DIGITAL COMPLIANCE

- a) To receive a report from the Clerk regarding the changes made to the SAPPP Practitioners Guide
- e) To consider and approve draft IT Policy

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12)VILLAGE

- a) To receive a report from Cllr Dangerfield regarding work undertaken by the Caretaker since the last meeting;
- b) To update on a walk-around with NYMNPA re Beehive Bins and Caretaker Grant funding;
- c) To receive comments from councillors regarding work completed since the last meeting and to consider requests for specific items over the next month;
- d) To consider the condition and upkeep of Parish Council assets and agree any necessary maintenance or actions.

13) AWARDS FOR ALL GRANT FUNDING

To consider and approve grant application to fund repairs/replacement of the Millennium Bench and bins.

14)SPEED CALMING MEASURES

To update on speed calming measures and decide whether to take any action.

15)NO STOPPING/NO PARKING SIGNAGE

To consider a request from a resident regarding the installation of no stopping/no parking signs on Westside Road and agree any action

16)PUBLIC RIGHTS OF WAY PRIORITISATION

To consider the North York Moors National Park Authority's review of the PROW network in light of reduced funding and to identify any routes within the parish that could be prioritised.

17)PUBLIC ENGAGEMENT

To consider whether and how members of the public may suggest matters for future consideration by the Council.

18)STAFFING MATTERS

To consider the Exclusion of Members of the Public for item 19.

19)CLERK'S PROBATION PERIOD

To consider and approve the completion of the Clerk's probationary period and salary increase in line with the NJC pay scale increase.

20) TO NOTIFY THE CLERK OF ANY ITEMS FOR AGENDA OF THE NEXT PARISH MEETING

21) Date of Next Meeting - 28th October 2025 at Hutton le Hole Village Hall (Main Hall).

Email:clerk@huttonlehole.org.uk or phone (or text) 07875760267