

# HUTTON LE HOLE PARISH COUNCIL

## Minutes of the Ordinary Council Meeting

held on 9th September 2025 from 7.30pm in Hutton le Hole Village Hall.

Present: Cllr S Bentley (Chair),  
Cllr J Thompson,  
Cllr D Dangerfield,  
Cllr J Fudge  
Cllr E Shepherd

Emily Jewell - Clerk

0 members of the public.

### 1) APOLOGIES FOR ABSENCE NOTED: No apologies received

28/25

### 2) DECLARATIONS OF INTEREST NOTED: None received

29/25

### 3) PREVIOUS MINUTES

a) **RESOLVED:** The minutes of the meeting held on 23<sup>rd</sup> May were agreed and approved.  
30/25

b) **RESOLVED:** The minutes of the meeting held on 29<sup>th</sup> May were agreed and approved.  
31/25

### 4) PUBLIC SESSION

**NOTED:** No members of the public present 32/25

### 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*

**RESOLVED:** The bank reconciliation up to end of August was approved. It was also agreed that future bank reconciliations will be presented in a different format to show transactions through the month clearer.  
33/25

c) *To receive the Budget vs Actual to end of Aug 2025*

**RESOLVED:** The Budget vs Actual was agreed and approved.  
34/25

d) *To approve any payments made outside the meeting since May.*

**RESOLVED:** All payments made between June and August were approved.  
35/25

e) *To receive an update from the Chair regarding Pension Automatic Re-Enrolment.*

**RESOLVED:** This was approved. Smailes Goldie Watson have been instructed to carry out the re-enrolment process on the Council's behalf.  
36/25

f) *To consider and approve the draft letter to the Court Leet requesting financial assistance towards caretaker costs.*

**RESOLVED:** The draft letter was approved and is to be sent to Court Leet via email by the Clerk.  
37/25

### 6) GOVERNANCE AND POLICIES

a) *To review and agree legal updates to the Council's Standing Orders;*

The Clerk informed the Council of the new changes to the model standing orders in respect of Standing Orders 14 and 18 as well as amending Standing Order 15(xv) in respect of the planning application procedure.

**RESOLVED:** These amendments were approved and the new Standing Orders were

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adopted.

38/25

- b) *To review and agree any amendments to the Council's Financial Regulations to be drafted for October's meeting.*

**RESOLVED: Financial Regulations to be revised to reflect internal controls in respect of BACS payments. Draft regulations are to be prepared for approval at next meeting.**

39/25

### 7) CHAIRS REPORT

*To receive and note an update on the following:*

- a) *Pathways4all*
- b) *Caretaker Insurance Certificate*
- c) *Schedule of Business – to be updated.*

Cllr Bentley attended the Ryedale Branch meeting and updated the Council as to new schemes that are taking place including Pathways4all which intends to link Malton, Helmsley, Kirkbymoorside and Pickering by footpath. He also provided the up-to-date certificate of insurance for the Caretaker.

**RESOLVED: The schedule of business will be updated.**

40/25

### 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.*

**RESOLVED: All applications received above considered, no objections were raised and comments have been retrospectively approved.**

41/25

### 9) PLANNING APPLICATION PROCEDURE

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

**RESOLVED: The Council approved the new planning application procedure and this has been adopted.**

42/25

### 10) DELEGATION OF POWERS TO THE CLERK

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

**RESOLVED:** The Council have formally delegated powers to the Clerk under Section 101 Local Government Act 1972 to respond to planning applications which are non-contentious in accordance with the Planning Application Procedure.

43/25

### 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*

**NOTED:** The Clerk provided an update to the Council as to the changes that will be required for the next Audit. This will be added as an item on the next agenda to agree the required changes that need to be implemented.

44/25

b) *To consider and approve draft IT Policy*

**RESOLVED:** The draft IT policy was approved and adopted.

45/25

### 12) VILLAGE

a) *To receive a report from Cllr Dangerfield regarding work undertaken by the Caretaker since the last meeting;*

**NOTED:** Cllr Dangerfield provided an update in respect of the Caretaker and the hours that he has completed so far in respect of village maintenance. He has used up 205 hours so far. The Caretaker's update can be found at Appendix One.. Concerns have also been raised by the caretaker in respect of litter which the Council will consider

46/25

b) *To update on a walk-around with NYMNPA re Beehive Bins and Caretaker Grant funding;*

**NOTED:** There was a walk around with Mr Joel Brookfield and his colleague Ben in respect of the Caretaker Grant which will no longer be provided after 2025. This will be replaced with new funding which is yet to be determined. The NYMNP will look to assist the council with replacing the beehive bins which are now no longer fit for use

47/25

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.*

**RESOLVED:** Cllr Dangerfield to liaise with Cllr Fudge and draft an asset management statement for NYMNP. Cllr Bentley to contact NYMNP regarding volunteer litter picking.

48/25

### 13) AWARDS FOR ALL GRANT FUNDING

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

**NOTED:** The NYMNP have indicated that they may be able to assist the Council with the replacement of the Millennium Bench and the Council will await the outcome of this before considering grant funding.

49/25

### 14) SPEED CALMING MEASURES

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

There has been several emails circulated to the Council in respect of petitions for lower speed limits in villages.

**RESOLVED:** Cllr Bentley will ask Maddy Hudson to circulate for villagers views.

50/25

### 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*

**RESOLVED:** This is not something that can be enforced by the Council and is to be forwarded to Highways. Cllr Bentley will respond to the resident.

51/25

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### 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.*

**RESOLVED: The Clerk will look to develop a map of the parish with footpaths so that a response can be compiled for the consultation.** 52/25

### 17) PUBLIC ENGAGEMENT

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

**RESOLVED: The Council considered current procedures of updating the noticeboard and website as sufficient and that the public are reminded they can contact councillors with any concerns they may have.** 53/25

### 18) STAFFING MATTERS

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

**RESOLVED: All members of the public and the Clerk were excluded for this item.**

54/25

### 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.*

Members unanimously agreed that Emily Jewell had fully satisfied the requirements of the 3-month probationary period. Emily had hit the road running and her approach had been extremely positive and professional not only in terms of her excellent skill set but also in demonstrating a commitment to training and improvement.

**RESOLVED: Chair to formally advise the Clerk of the outcome.**

55/25

Members also approved the new NALC pay scales increasing the Clerk's hourly rate from £15.58 per hour to £16.08 per hour (SCP 17) in accordance with the NALC pay agreement. The associated back pay to be paid in October 2025.

Members also confirmed an increase in Anne-Marie Benson hourly rate from £16.10 to £16.62 (SCP 19) for the quarter ending June 2026 and authorised the associated back pay to be paid in October 2025.

**RESOLVED: Chair to formally advise the payroll provider of the outcome.**

56/25

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

**NOTED: No items received.**

57/25

### 20) Date of Next Meeting - 28<sup>th</sup> October 2025 at Hutton le Hole Village Hall (Main Hall).

Signed.....

**Cllr Steve Bentley (Chair)**

Dated: 28 October 2025

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

**Date:** 10.9.25

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### APPENDIX ONE – CARETAKER UPDATE

Hello Steve and David,

I have got the stones placed in front of the bench on the green next to the cherry tree, it should bed in well now it's a bit damper and the turf I lifted can recover.

I've been cutting the Bankside's that only get done about once a year, so that is looking tidier.

I had a comment about litter on the roadside going out towards Blakey, asking why it hadn't been picked up like normal, now it's grass cutting is drawing to a close is it worth having a good litter pick in the areas that don't get done before grasscutting?

On the note of grasscutting, there are mole hills springing up all over, I won't be able to cut those areas next year, a set of blades on my ride on is about £150 plus the time to change them, and half a day of cutting mole hills would ruin a brand new set! I know we spoke about moles filling the gutter below the car park with soil, and the need to stop those and clear the soil to stop the drains blocking, the other area I presume we would need to control them would be around the pinfold, after David, the dry stone wallers comments about the holes underneath the walls which could have contributed to the wall collapsing a couple of years ago. Personally I think leaving moles to damage the green is a mistake, a couple of years left unchecked and the village will look very different, it's worth remembering pre me doing the village Geoff was constantly trapping moles whilst tending his flock.

Kind regards,  
Phil