

HUTTON LE HOLE PARISH COUNCIL

Minutes of the Ordinary Council Meeting

held on 28th October 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.

MINUTES

1) APOLOGIES FOR ABSENCE

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

NOTED: No apologies received.

56/25

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.

NOTED: DOI received from Cllr Bentley in respect of planning application that was received after the distribution of the agenda.

57/25

3) PREVIOUS MINUTES

To approve the minutes of the meeting held on 9 September 2025.

Resolved: Minutes of the previous meeting approved and agreed.

58/25

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).

NOTED: No public attendance and so no representations received.

59/25

5) FINANCIAL MATTERS

- a) To receive and agree the Bank reconciliation from September 2025
RESOLVED: The bank reconciliation was agreed and approved. **60/25**
- b) To receive and approve accounts passed for payment up to October 2025
RESOLVED: There was a small administrative error on the Accounts Passed for Payment which missed a payment of £25.80. Accounts Passed for Payment approved for a total of £1852.19. **61/25**
- c) To receive the Budget vs Actual to end of Sept 2025
RESOLVED: The Budget vs Actual was agreed and approved. **62/25**
- d) To receive and agree the draft budget for 2026/2027
RESOLVED: Budget for Phil to do general maintenance to reduce by £2750 to reflect the loss of the Caretaker Grant. It is intended to use precept money to fund the maintenance and budget hours for Phil to do the maintenance. Asset maintenance such as bird mouth fencing/benches/bins etc, we would bid to the park and the Council are yet to understand how that would work. Clerk to add two lines to the budget - Caretaker routine maintenance / asset maintenance. Cllr Thompson informed that the farmer responsible for the sheep had mentioned that the Rare Breed Society could contribute towards fencing costs. **63/25**

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6) GOVERNANCE AND POLICIES

- a) To review and agree any amendments to the Council's Financial Regulations

RESOLVED: The Financial Regulations were agreed and approved

64/25

7) CHAIRS REPORT

To receive and note any updates from the chair.

RESOLVED: The Council require a business continuity plan. Councillor Bentley will draft a plan for approval. A Letter of Engagement for Smailes Goldie Watson was received to continue as the payroll provider which was signed and sent back.

65/25

8) PLANNING

To consider any Planning Applications/Decisions received from NYMNPA.

RESOLVED: An application was received from Councillor Bentley, NYM/2025/0672.

Councillor Bentley left the meeting and Councillor Dangerfield chaired the motion. The Council discussed the application and raised no objections. The Clerk will respond to NYMNPA.

66/25

9) CHANGES TO AGAR AND ASSERTION 10 – DIGITAL COMPLIANCE

- a) To receive a report from the Clerk regarding the changes made to the audit requirements.

NOTED: An update to assertion 10 was reported by the Clerk.

67/25

- b) To consider and vote on the current website and transition to a new website provider.

RESOLVED: The council all voted in favour of moving to HugoFox to provide the new website.

68/25

- c) To consider and vote on the transition to a .gov.uk domain and domain name.

RESOLVED: The council all voted in favour of adopting www.huttonlehole-pc.gov.uk

69/25

- d) To consider and vote on new .gov.uk email address for Clerk and Councillors.

RESOLVED: The council all voted in favour of .gov.uk email addresses for both Clerk and Councillors to be set up once .gov.uk domain has been registered.

70/25

10) VILLAGE

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

NOTED: Concrete blocks in the beck have been removed. Update on Caretaker hours up to the end of September which show there are 77 hours remaining.

71/25

- b) To update on Asset Statement

RESOLVED: Cllr Dangerfield has prepared extensive Asset Statement. This is to be sent to NYMPA for consideration.

72/25

- c) To receive comments from councillors regarding work completed since the last meeting and to consider requests for specific items over the next month;

NOTED: No items to raise.

73/25

11) MOBILE TELEPHONE MASTS

To receive a request made to Councillor Bentley regarding mobile telephone masts and decide any action to take.

RESOLVED: The Council noted the matter but agreed that it is not within its remit to become involved at this time.

74/25

12) INSURANCE

To consider insurance renewal and other quotes and approve insurance provider for 26/27.

RESOLVED: The Council agreed to renew their insurance with Zurich for £304.

75/25

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

NOTED: No items received.

76/25

HUTTON LE HOLE PARISH COUNCIL

14) Date of Next Meeting - 25th November 2025 at 7pm Hutton le Hole Village Hall

Signed.....
Cllr Steve Bentley (Chair)

Dated: 25 November 2025

Prepared by: Emily Jewell, Clerk and RFO

Date: 29.10.25

DRAFT