

HUTTON LE HOLE PARISH COUNCIL

Minutes of the Ordinary Council Meeting

held on 25th November 2025 from 7.00pm in Hutton le Hole Village Hall.

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

Emily Jewell - Clerk

0 members of the public.

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.

NOTED: Apologies received from Cllr Shepherd which were accepted. 77/25

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: No declarations of interests received. 78/25

3) PREVIOUS MINUTES

To approve the minutes of the meeting held on 28 October 2025.

RESOLVED: The minutes were agreed and approved. 79/25

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 members of the public present. 80/25

5) CHAIRS REPORT

To receive and note any updates from the chair:

- a) Community Forums
- b) Bins

RESOLVED: Email from the Community Forums to be noted. Cllr Dangerfield will email NYMPA to arrange replacement of beehive bins including location, design and capacity. 81/25

6) PLANNING

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

NYM/2025/0578 – Halfway Barn, Hutton le Hole

Update: Pending Consideration

NOTED: The above decisions were noted and no further applications have been received. 82/25

7) CHANGES TO AGAR AND ASSERTION 10 – DIGITAL COMPLIANCE

a) To receive a report from the Clerk regarding the updates to the website and .gov.uk domain.

b) To consider the features and layout for the new website.

RESOLVED: Council are happy with the website at present and will send headshots for the Councillor page. Once the .gov.uk domain is registered, the website can be viewed and additional features can be proposed. Email addresses will be set up once the domain is registered. The Clerk anticipates this will be complete prior to Christmas.

83/25

8) VILLAGE

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

NOTED: Caretaker has not completed any recent work due to the change in season and weather.

84/25

b) To consider response from George Winn Darley regarding the Asset Statement; *George Winn Darley provided a thorough and comprehensive response to the Asset Statement prepared by Cllr Dangerfield which the Council thanks him for.*

NOTED: The above response will be noted and the Council will continue to keep him up to date as matters progress.

85/25

c) To consider and agree remedial actions to repair damaged dry-stone wall.

RESOLVED: Dave Bentley has carried out repairs and the Council are awaiting his invoice. However, due to budget constrictions and loss of income from the Caretaker Grant, the Council will have to consider the sustainability of maintaining assets that do not belong to them.

86/25

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

It was highlighted that there is a piece of footpath which has become a trip hazard due to movement within the tarmacking.

RESOLVED: The Clerk will contact NYMPA and NYC regarding the footpath to organise a repair. Cllr Thompson will provide a what 3 words location to assist.

87/25

9) NYC VEHICLE ACTIVATED SIGNS PROTOCOL

To consider correspondence received from Monk Fryston Parish Council regarding Vehicle Activated Signs and to decide any action to be taken in respect of the request.

RESOLVED: The Council will send a letter in support of Monk Fryston's request to NYC.

88/25

10) BUSINESS CONTINUITY PLAN

To consider and approve the Business Continuity Plan.

RESOLVED: The BCP was agreed and approved.

89/25

11) NORTH YORKSHIRE COUNCIL – LET'S TALK MONEY CONSULTATION

To consider correspondence received from North Yorkshire Council and prepare a response to the consultation.

RESOLVED: The Council will draft a response to be sent from the clerk email with

HUTTON LE HOLE PARISH COUNCIL

a focus on why commercial properties within the parish do not contribute to the precept despite benefiting from parish amenities. 90/25

12) FINANCIAL MATTERS

- a) To receive and agree the Bank reconciliation from October 2025
RESOLVED: The bank reconciliation was agreed and approved. 91/25
- b) To receive and approve accounts passed for payment up to November 2025
RESOLVED: The payment schedule was agreed and approved. 92/25
- c) To receive the Budget vs Actual to end of October 2025
RESOLVED: The Budget vs Actual was agreed and approved. 93/25
- d) To receive and agree the budget and three year forecast for 2026/2027 and agree the precept demand.
There is significant pressure on the budget this year. With the loss of the Caretaker Grant totalling £2,750, the Council have had to consider the services that can now be offered within the remit of income available to them whilst maintaining sufficient reserves. To prevent an excessive increase in the precept, it has been agreed that the caretaker budget is reduced in line with the loss of income from the caretaker grant which will mean a reduction in the hours available to maintain the village. The Council will have to consider purchases carefully in the following year and donations and grant funding will need to be explored.
RESOLVED: The Council agreed to raise the precept by 5% to £8558 in order to fund community activities and maintenance whilst maintaining acceptable levels of reserves. 94/25

13) MEETINGS 26/27

To consider and agree meeting dates for 26/27 period.

Discussion was initially had over maintaining current meeting schedule of 8 meetings held on 2nd Tuesday of each month except January July, August and December. However, Cllr Steve Bentley formally resigned from the Council, effective 31st March 2026. With the loss of a councillor and reduced budget available, further discussions took place to consider having bi-monthly meetings to reduce the administrative burden and improve the quality of the meetings.

RESOLVED: No decision will be made on this item at this meeting. Clerk to re-add this item to the agenda for February to consider moving to bi-monthly meetings from March 2026. 95/25

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

NOTED: To add the meeting schedule for 26/27. 96/25

15) Date of Next Meeting - 10th February 2026, 7pm at Hutton le Hole Village Hall (Kitchen).

There being no further business to be transacted, the meeting was declared closed at 20:30

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

Dated: 10 February 2026

Prepared by: Emily Jewell, Clerk and RFO

Date: 26.11.25

DRAFT

Hutton le Hole Parish Council

huttonlehole-pc.gov.uk

Bank Reconciliation

<u>Details</u>	<u>Expense</u>	<u>Income</u>	<u>Balance</u>
OPENING BALANCE (Apr 2025 Bank Statement)			£ 9,817.68
OPENING BALANCE (2025-2026 Fical Year)			£ 9,817.68
INCOME			
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	
Total - Income		£ 12,095.95	£ 21,913.63
EXPENSES			
Accounts passed for payment (Apr - Aug)	£ 7,884.33		
Accounts passed for payment (Oct)	£ 1,852.19		
Accounts passed for payment (Nov)	£ 11.99		
Total - Expenses	£ 9,748.51		£ 12,165.12
CLOSING BALANCE (Nov 2025 Bank Statement)			£ 12,165.12

huttonlehole.org.uk

Date: 17/11/2025

Payee (Details)

Accounts Paid

HugoFox

Website Hosting

Amount

£ 11.99

£ 11.99

Chq. No.**Debit**

Total	£	11.99
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Approved for Payment:

Budget vs Actual 2024-25

Budget vs Actual

2025-26

Budgeted

(Apr 2025)

Actual

16/10/2025

Variance

Variance %

Last Updated 17/11/2025

Carried Forward

£9,817.68

£9,817.68

£0.00

0.0%

INCOME

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

Total Income =

£12,079.78

£12,095.95

£16.17

0.1%

Expenditure

Clerk - Salary - assuming 4hrs pw
including holiday pay

£3,781.35

£3,005.74

£775.61

20.5%

Clerk - Allowances

£181.00

£181.00

£0.00

0.0%

Working from Home

£150.00

£150.00

100.0%

Clerk – Expenses

HMRC

£270.40

Payroll

£440.00

£315.00

£125.00

28.4%

Internal Audit

£180.00

£330.00

-£150.00

-83.3%

Caretaker

£5,400.00

£4,483.00

£917.00

17.0%

Village supplies

£400.00

£429.93

-£29.93

-7.5%

Insurance

£320.00

£304.00

£16.00

5.0%

YLCA Membership

£70.00

£70.00

£0.00

0.0%

Poppy Wreath

£20.00

£20.00

100.0%

Info Commissioner

£47.00

£47.00

100.0%

Village Hall Wi-Fi

£60.00

£60.00

£0.00

0.0%

Salt Provision

£300.00

£300.00

100.0%

Website

£199.00

£210.99

-£11.99

-6.0%

Training

£50.00

£68.45

-£18.45

-36.9%

Recruitment costs

£20.00

£20.00

£0.00

0.0%

Total projected budget spend

£11,618.35

£9,748.51

£2,140.24

18.4%

Surplus/Deficit to date

£461.43

£2,347.44

£2,124.07

Assigned Reserves

Designated reserves

£0.00

Contingency fund

£450.00

Total =

£450.00

Carried Forward to Qtr 3

£9,829.11

£12,165.12

£2,336.01

23.8%

Hutton le Hole Parish Council
Budget 2026/27

	Budget 2025-2026	Actual 31 Oct 2025	Forecast 31 Mar 2026	Budget 2026-2027
Income				
Taxation (Precept)	8,150	8,150	8,150	8,233
NYMPA -Caretaker Grant	2,750	2,750	2,750	0
Court Leet	300	300	300	300
NYC Grass Cutting	185	185	185	185
HMRC - VAT Reclaim	195	211	211	200
Other - Donations	500	500	500	0
Total Income	12,080	12,096	12,096	8,917
Employment Expenses				
Salary	3,781	3,006	4,549	3,960
Holiday Pay	0	0	186	466
Expenses	150	0	0	0
Payroll Service	440	210	440	450
Other	181	451	451	312
Total - Employment Expenses	4,552	3,667	5,627	5,188
Administrative Expenses				
Training	50	68	68	100
Website & Email	199	199	344	395
Insurance	320	0	304	320
Internal Audit	180	330	330	350
ICO Registration Fee	47	0	47	47
YLCA Membership Fee	70	70	70	70
Village Hall Wifi	60	60	60	60
Other	320	20	340	320
Total - Administrative Expenses	1,246	747	1,563	1,662
Operational Expenses				
Caretaker	5,400	4,003	5,000	2,650
Asset Maintenance	0	0	0	0
Additions & Improvements	400	430	800	400
Other	20	0	0	0
Total - Operational Expenses	5,820	4,433	5,800	3,050
Reserves				
Opening Balance	9,818	9,818	9,818	8,473
Income	12,080	12,096	12,096	8,917
Expenses	-11,618	-8,848	-12,990	-9,900
Contingency Fund	450	450	450	450
Total - Reserves (Year End)	9,829	12,616	8,473	7,040
Cashflow (months of expenses)	10.2			8.5

Hutton le Hole Parish Council
3 Year Forecast 26-29

Year 1
2026-27

Year 2
2027-28

Year 3
2028-29

Income

Taxation (Precept)	8,232	8,314	8,397
NYMPA - Caretaker Grant	0	0	0
Court Leet	300	300	300
NYC Grass Cutting	185	185	185
HMRC - VAT Reclaim	200	200	200
Other - Donations	0	0	0
Total Income	8,916	8,999	9,082

Employment Expenses

Salary	3,960	4,078	4,200
Holiday Pay	466	480	494
Expenses	0	0	0
Payroll Service	450	464	475
Other	312	312	312
Total - Employment Expenses	5,188	5,334	5,481

Administrative Expenses

Training	100	100	100
Website & Email	395	408	416
Insurance	320	329	335
Internal Audit	350	360	367
ICO Registration Fee	47	47	47
YLCA Membership Fee	70	72	73
Village Hall Wifi	60	60	60
Other	320	329	335
Total - Administrative Expenses	1,662	1,705	1,733

Operational Expenses

Caretaker	2,650	2,650	2,650
Asset Maintenance	0	0	0
Additions & Improvements	400	412	420
Other	0	0	0
Total - Operational Expenses	3,050	3,062	3,070

Reserves

Opening Balance	8,473	7,039	5,487
Income	8,916	8,999	9,082
Expenses	-9,900	-10,101	-10,284
Contingency Fund	450	450	450
Total - Reserves (Year End)	7,039	5,487	3,835
Cashflow (months of expenses)	8.5	6.5	4.5