

**MINUTES OF THE MEETING OF SPOFFORTH-WITH-STOCKELD PARISH COUNCIL HELD IN THE LONG
MEMORIAL HALL, SPOFFORTH, ON WEDNESDAY 16th APRIL 2025 AT 7:30PM**

04202501 PRESENT

Chairman Shirley Fawcett, Vice Chairman June Geddes, Cllr Nigel Moore, Cllr Carl Marston, Cllr Chris Heslop, Cllr Gerald Heslop, Cllr J Parker-Beevers.

04202502 ALSO PRESENT

Clerk Becky Beevers

04202503 DECLARATION OF INTERESTS

None to report

04202504 THE MINUTES

The minutes from the meeting on 19th March 2025 were approved and signed.

04202505 ACTION POINTS

CLLR C HESLOP ARRIVES DURING ACTION POINTS DISCUSSION

The action points were discussed and updated:

- Previous Minute Number: 01202511c. The Village Sign cannot be claimed for on insurance. Discussions are ongoing about how to replace.
- Previous Minute Number: 02202512aiii2. Heating Engineer is coming on Monday 21st April to install a new radiator, thermostatic radiator valves and repair a leak.

04202506 CLERK REPORT

- a. The Clerk submitted her notice resigning from the role of Clerk and Responsible Financial Officer to the councillors. Her last day will be 31st May 2025.
- b. Annual AGAR forms are now available, the Clerk will begin completing these for last financial year. Clerk to ask R Marston if she will complete the internal audit.
- c. Village Hall advert in Parish Magazine requires updating, Clerk to speak with the Editor to establish print deadlines.

04202507 CLLR C MARSTON ARRIVES

04202508 CLERK REPORT CONTINUED

- a. Request to purchase a copy of the Village Hall Premises Licence at a cost of £10. This is not provided annually with the licence fee. Approved.
- b. North Yorkshire Boundary Review - Draft Recommendations. Clerk to circulate.
- c. Quarterly Asset Register Review. The insurance value of some of the items was discussed, resolved to action during the insurance renewal in the Summer. Clerk suggested moving the review to half yearly, April and October, resolved by councillors.

04202509 PLANNING APPLICATIONS

To consider and decide on the following planning applications.

- a. 6.122.362.E.FULMAJ ZC25/00746/FULMAJ. Land Rear Of Low Lane Farm. Hybrid application comprising: Full planning application for 9no. dwellings, associated access and landscaping. Outline application for 3no. self-build plots including access and landscaping with all other matters reserved. Deadline: 07 April 2025.
 - i. Response submitted in advance of the meeting due to deadlines: The Parish Council does not object to or support the application but wishes to make comments or seek safeguards.
- b. 6.122.388.C.TPO ZC25/00889/TPO. Whinbrook House 15B High Street. Crown reduction (from 12m to 10m) of 3no. Birch (G2) within Tree Preservation Order 49/2008. Deadline: 14 April 2025.
 - i. Response Submitted: No Objections.

- c. 6.122.71.D.FUL ZC25/00983/FUL. 12 Church Hill. Construction of single storey and first floor extensions. Deadline: 25 April 2025.
 - i. Response Submitted: No Objections.
- d. 6.122.70.T.FUL ZC25/01086/FUL. Bridge House 9 Massey Fold. Conversion of existing garage into habitable space, alterations to fenestration, replacement windows, and the erection of garden terrace. Deadline: 04 May 2025.
 - a. Response Submitted: The Parish Council does not object to or support the application but wishes to make comments or seek safeguards. Concern was expressed about the loss of the garage, creating more congestion on the road, with no room for visitors or deliveries.

04202510 PLANNING DECISIONS

Approved: ZC25/00125/FUL. Eden Park Haggs Road Spofforth North Yorkshire.

04202511 PLANNING ENFORCEMENT

- a. 5/00081/PR05. Land Adjacent To Spofforth Hall Nickols Lane Spofforth North Yorkshire. Alleged Breach: Removal of hedges.
- b. 25/00084/PR15. 23 High Street Spofforth Harrogate North Yorkshire HG3 1BQ. Alleged Breach: Unauthorised Change of Use.

04202512 MATTERS REQUESTED BY COUNCILLORS

- a. VE Day - 8th May 2025.
 - i. Ongoing support from Cllr C Heslop, Cllr G Heslop and Cllr Marston.
- b. Platinum Jubilee Wood progress.
 - i. A water tank has been installed and filled on site to enable easy watering. Cllr Geddes to provide a watering can.
 - ii. Clerk to ask G Marston for a quote to replace the Gate Post.
- c. Commuted Sums - Sub-committees required for Ginny Greenholes and Long Memorial Hall.
 - i. Ginny Greenholes: Carl and Chris to support. Hedge cutting to be considered for placement of equipment
 - ii. Long Memorial Hall – 2028 is 100th anniversary. Suggestions given by councillor Geddes about how to spend the commuted sum, a subcommittee is needed to ensure the hall is kept sustainable for the next generation. To be discussed separately, with all councillors involved
- d. Spofforth with Stockeld Parish Open Spaces Sites.
 - i. Three sites identified on East Park Road, further discussion needed on how commuted sums can be used here.
- e. Request to purchase a new lawn mower for the church.
 - i. Councillors unanimously agreed to the cost of £1200 under the Section 137 donation.

04202513 FINANCIAL MATTERS.

To approve the following accounts for payment:

Apologies from the Clerk, the remuneration requested in the agenda was incorrect due to an formula error in excel. new amount requested £311.95. Time sheet was available for councillors to review. Agreed.

April	Name of supplier / contact	Payment for	Expenses	Remuneration
	M Kay	Locksmith – Village Hall Cleaners Cupboard. Payment approved by s quoram of councillors on email due to payment terms.	£160.00	
	R Harrison	Open Spaces Care Taker		£122.00
	H Bowes	Village Hall Cleaner – noted that March is a 5 week month.		£425.50
	J Steggles	Village Hall Booking Clerk		£162.75
	R Beevers	Parish Clerk		£249.75
	HMRC Cumbernauld	Parish Clerks NI and PAYE		£62.20
	R Beevers	Expenses (Ink for printer, staples)	£34.74	
	Leighton Electrical	Electrician's works at Village Hall following Fire Risk Assessment.	£317.69	
	YLCA	Annual Membership Fee	£470.00	
	Vision ICT	Creation and hosting of villagehallbookings email address	£26.00	
	Rialtas	Software support and maintenance	£243.60	
Total			£1252.03	£1022.20

- a. To note payments previously authorised and income received.
 - i. March bank statement reviewed by Councillors.
- b. Following a successful grant application, £20,000 has been received for playground improvements. Resolved to move the money into the reserve account.
- c. Review of hourly rate for Village Hall Cleaner. Resolved £12.50 an hour.
- d. Annual Direct Debit Review. Councillors approved the following payments:
 - i. NYC Paper at £5.99 per empty.
 - ii. NYC Plastic at £6.15 per empty.
 - iii. NYC Trade Waste at £21.73 per empty.
 - iv. TV Licence - £174.50 per year.
 - v. British Gas Lite – Gas at 6.58p per KWH and 62.1p daily standing charge.
 - vi. British Gas Lite – Electricity at 22.05p per KWH and 79.78p daily standing charge.
 - vii. BT – £47.94 per month.

04202514 REVIEW OF MODEL STANDING ORDERS FROM NALC

Councillors resolved to adopt NALC Model Standing Orders. Clerk to add to website.

04202515 TO CONSIDER THE FOLLOWING NEW CORRESPONDENCE RECEIVED AND DECIDE ACTION WHERE NECESSARY:

- a. Request from the Leader of 1st Spofforth Rainbows for a donation towards start up costs. It is non-profit group, run by volunteers. Cllrs Resolved to support the group with a donation, but would like some further details about the start up costs and business plan to be able to confirm the donation amount. Clerk to invite leader to the next ordinary meeting.

04202516 EMPLOYMENT MATTERS.

- a. To resolve to exclude members of the press and public under the Public Bodies (Admissions to Meetings) Act 1960) due to the business at agenda item 14b being prejudicial to the public interest.
- b. To consider recruitment for a new Parish Clerk and Responsible Financial Officer. Councillors resolved to place an advert in the White Rose Bulletin at a cost of £20 per week. Clerk to place Advert ASAP for four weeks. Job Description and Hourly Rate will be drafted by the Clerk and confirmed by councillors on email. Recruitment will be reviewed during the next ordinary meeting.
- c. The Village Hall Caretaker starts on 21st April, £14 an hour, 2 hours per week as standard, extra hours to be agreed as needed.

04202517 TO NOTIFY THE CLERK OF MATTERS FOR INCLUSION ON THE AGENDA OF THE NEXT MEETING.

The Chairman closed the meeting at 21:49

TO NOTE THE DATE, TIME, AND VENUE OF THE NEXT MEETING OF THE PARISH COUNCIL

Future meetings will be held on the third Wednesday of the month, the next meeting is:

Annual Meeting of the Parish Council: Wednesday 21st May 2025 at the Village Hall at 7pm

Ordinary Meeting of the Parish Council: Wednesday 21st May 2025 at the Village Hall at 7:30pm