

SHERIFF HUTTON PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD IN THE MISS WARD ROOM, METHODIST CHURCH, SHERIFF HUTTON ON THURSDAY 8th MAY 2025 AT 7.30PM

PRESENT: Councillors: Penny Bean (Chairman), Marcus Oxendale, Dave Smith, Ed Stephenson, Philip Lazenby, Sally Wright & Sam Warriner.

ALSO PRESENT Louise Pink – Clerk. 3 members of the public (part meeting only). Cllr Caroline Goodrick (part meeting only).

A1. ELECTION OF THE CHAIRMAN

Cllr Penny Bean was appointed as Chairman.

A2. CHAIRMAN'S DECLARATION OF OFFICE

The Chairman signed the declaration of office.

A3. ELECTION OF THE VICE CHAIRMAN

Cllr Oxendale was elected as Vice Chairman.

A4. TO APPOINT PARISH REPRESENTATIVES TO OUTSIDE BODIES:-

- (a) YLCA -. No representative agreed, to be done collectively.
- (b) Sheriff Hutton Charities - Councillors Penny Bean & Sally Wright

A5. TO REVIEW THE COUNCILS FOLLOWING POLICIES:-

- (a) To review and adopt the Standing Orders - The clerk advised that this policy needs further review and as such, she asked for this to be rolled over to the June meeting.
- (b) After review, the Financial Regulations & Financial Risk Assessment policy documents were adopted.
- (c) After review, the Code of Conduct policy document was adopted.
- (d) After review, the Co-Option policy document was adopted.
- (e) After review, the Publication Scheme policy document was adopted.
- (f) After review, the Complaints Procedure policy document was adopted.
- (g) After review, the Equality & Diversity policy document was adopted.

Clerk to add copies of policies b, c, d, e, f & g to the parish council website.

1. APOLOGIES OF ABSENCE

None.

2. DECLARATION OF INTERESTS

None declared.

3. MINUTES

The council resolved that the minutes of the meeting held on Thursday 10th April 2025 were agreed and as such, were signed by the Chairman.

4. PUBLIC FORUM

3 members of the public were present at the meeting, all of which are members of the Neighbourhood Plan working group. Discussion held under Item 7, Matters Arising – Neighbourhood Plan.

Approved Chairman

4A. EXCLUSION OF THE PUBLIC

Not Required.

5. MATTERS ARISING FROM THE MINUTES

Nothing noted.

6. CLERK'S REPORT

Nothing noted.

7. MATTERS ARISING

(a) A full update on the Neighbourhood Plan was provided by members of the Neighbourhood Plan working group, including the following:-

- Housing Need Assessment - It was agreed to invite a representative from the NYC Affordable Housing Unit to attend a future parish council meeting.
- Funding whilst the new grant is received - After discussion, it was agreed for the parish council to fund upto £500.00 towards necessary work, until the next grant is achieved.
- Issues that they would like to raise with NYC Highways, including conversations surrounding topics such as verges/landscape and crossings. After discussion, it was agreed by the parish council for the working group to meet with NYC Highways to speak about these topics. The working group to advise the parish council of the date and time of any planned meetings so that a member of the parish council can attend.
- Planned future open day in the Village Hall.
- Production of a Design Code for the village.

The parish council thanked all members of the working group for all their hard work on the Neighbourhood Plan.

8. PLANNING

a. The following new planning application was received this month:-

ZE25/00438/FUL Land At 463854 466789 Cornborough Road, Sheriff Hutton
Upgrade to existing agricultural site access (retrospective).
Decision - No Objection.

b. The following results were received of applications decided:-

ZE25/00200/CAT May Rose Cottage, Main Street, Sheriff Hutton
Remove Leylandii hedge and replant in existing place.
APPROVED.

ZE25/00224/73A Gower Hall, Thornton Le Clay
Variation of Conditions 02 of planning approval 21/00739/HOUSE dated 19/07/2021 to allow alterations to the fenestration arrangement.
APPROVED.

c. Any other planning matters:-

North Yorkshire Council have advised of an appeal hearing on the 3rd June 2025 for the following planning applications:-

ZE23/00437/FUL – Land at Cornborough Road, Sheriff Hutton

Approved Chairman

Change of use of former agricultural building for use as (small breeds) dog breeding kennel and domestic storage.

22/00102/FUL – Land at Cornborough Road, Sheriff Hutton
Change of use of land to a gypsy/traveller site.

9. VILLAGE REPAIRS

New water burst at the top of Daskett Hill. Clerk to report.

10. FINANCIAL MATTERS

a. The Clerk submitted the following accounts for payment by BACS:-

Parish Council Invoices:-

L Pink	Clerks Salary (Net)	£641.57
L Pink	Expenses	£31.37
HMRC	Tax & NI	£214.34
Zurich Municipal	Annual Insurance Premium	£311.73
M.A.H Garden Maintenance	Grass Cutting – April	£1440.00
NPower	Continuous Festive Lighting	£780.36

Neighbourhood Plan Invoices

None.

The accounts listed for payment were accepted. Clerk to make the payments via BACS using the online banking process.

b. No payments submitted by cheque.

c. The following income was received:-

North Yorkshire Council	Precept – 1 st Instalment	£12,250.00	BACS
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d. The following invoice was received after the production of the agenda and after discussion was agreed for payment:-

Parish Council Invoices

Sherriff Hutton Methodist Church	Rent	£60.00	BACS
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Parish Council Invoices

None.

e. The bank balances were noted from April 2025.

f. The actual vs. budget figures were noted.

g. Any other urgent request submitted to the meeting:-

The clerk advised that an invoice has been received from NYC for the parish council maintenance for 2024-25 for £2,388.20. However, the invoice has no back up. The clerk has requested back up and as it hasn't been received in time for the May meeting, this invoice to be rolled over to the June meeting.

Approved Chairman

11. CORRESPONDENCE

A list of correspondence since the last meeting was issued to all Councillors.

12. REPORT FROM COUNTY COUNCILLOR

Cllr Goodrick was present at the meeting and spoke of further future budget cuts to services.

13. REPORTS FROM PARISH COUNCILLORS

Issues of cars parking on footpaths was noted. Note to be added to the next Village News.

14. MATTERS FOR INCLUSION IN THE VILLAGE NEWS

Note regarding the festive lighting bill.

15. MATTERS FOR INCLUSION ON THE NEXT AGENDA

Neighbourhood Plan update.
2024/25 Annual Return.

16. DATE AND TIME OF NEXT MEETING

The next parish council meeting is to be held on Thursday 12th June 2025 in the Miss Ward Room at the Methodist Church @ 7.30pm.

The meeting closed at 9.15pm.

Approved Chairman