

## Littlethorpe Parish Council

Final Minutes of the full council meeting of Littlethorpe Parish Council  
held on **Friday 30th May 2025** at Littlethorpe Village Hall following the Annual Meeting at 17:00

**Attendees:** Cllr Orme, Cllr Winterburn, Cllr Laugher, County Cllr Cunliffe-Lister, The Clerk and 3 members of the public.

### **2526/001 To receive apologies and approve reasons for absence.**

Apologies had been received from Cllr Spoor and were accepted.

### **2526/002 Declarations of interest**

a) To receive any declarations of interest not already declared under council's code of conduct or members Register of Disclosable Pecuniary Interests

b) To receive, consider and decide upon any applications of dispensation

No declarations of interest other than those on the website, or applications of dispensation were received.

### **2526/003 Chairman's Opening Remarks.**

The Chairman welcomed everyone to the meeting and said that he intended for the council to continue working for the interests of the parish transparently and efficiently.

### **2526/004 To confirm the minutes of the meeting held on 28<sup>th</sup> March 2025 as a true and correct record.**

**Resolved:** The minutes of the meeting were unanimously adopted as a true and accurate record.

### **2526/005 Public Participation (to include an update on The Wetlands).**

A member of the public updated the meeting on The Wetlands. He noted that it was the breeding season. Belted Galloways were on Littlethorpe Meadows. There had also been some planting. The drought had had an effect on the Himalayan Balsam, which had died back. New Zealand Pondweed had been spotted, both at The Wetlands, and in some ponds in the village. This needed to be controlled. The willows were still growing and would need to be tended to. Numerous gold and yellow Brimstones had been observed. Early hornets had been spotted, including the Asian variety. These were to be avoided.

### **2526/006 To receive an update from our Ward Councillor**

County Cllr Cunliffe-Lister had circulated a report prior to the meeting, and it is included as Appendix One. She asked the Chairman to pass on her best wishes to Cllr Spoor. She added that she was escalating the situation regarding the road surface on Pottery Lane and was also meeting with Area 6 regarding the signage at Daffodil Bends. Following the meeting County Cllr Cunliffe-Lister confirmed that it was planned for Littlethorpe Parish to be included in the Ripon Canal and Ure Ward.

### **2526/007 To receive the Clerks Report**

The Clerk reported as follows.

"Welcome Everyone to the new financial year!

As you can see from the various documentation that has been circulated, we have passed the internal audit, and everything is ready to be signed off and sent to the external auditors after tonight's meeting. May I express my thanks to Sue Welch, our internal auditor for the completeness of her work and the time taken in going through both our accounts and also our governance papers to ensure that we are maintaining our high level of compliance in all the relevant areas.

I can also confirm that we have received a VAT rebate for the amounts claimable last year and that is safely ensconced in our accounts.

I have been in contact with Area 6 Highways via email and also via my monthly Teams meetings. Sadly there seems to be no progress on the numerous issues we have. Indeed, the situation with the road surface on Pottery Lane is even further away from a solution than it ever has been. I have registered our disappointment at this continuing state of affairs with Melisa Burnham at Area 6.

As usual may I thank everyone for your support.”

**Resolved:** The Clerk’s Report was unanimously approved.

### 2526/008 Financial Matters

a) To approve the bank reconciliation and budget comparison for May 2025.

The Clerk had circulated the report prior to the meeting. Following payment of any outstanding invoices the bank balance stood at £9,688.02 Performance against budget was satisfactory.

**Resolved:** The report was unanimously accepted.

b) To approve the Schedule of Payments.

3.4.25	DD	YLCA	Membership/Subscriptions		£	241.00	
6.4.25	DD	Clerk Salary April	Salary and related costs		£	186.88	
6.4.25	DD	HMRC	Salary and related costs		£	46.60	
08.04.25	DD	VAT	VAT Refund	£	16.83	£	-
30.04.25	DD	NYC	Precept	£	4,619.00	£	-
5.5.25	DD	K Pettitt	Salary and related costs	£	-	£	186.88
6.5.25	DD	HMRC	Salary and related costs			£	46.60
29.4.25	DD	SPA ICT Services	IT			£	36.00
5.5.25	DD	Village Hall	Room Hire			£	12.00
30.05.25	DD	Clerk's Expenses	Office expenses			£	62.80
30.5.25	DD	S Welch	Audit Fees			£	65.00

**Resolved:** The payments were unanimously authorised.

c) To certify Littlethorpe Parish Council as exempt from external audit for fiscal year 2024-25

**Resolved:** This item was unanimously approved.

d) To receive and note the Annual Internal Audit Report for 2024-25 included at page 4 on the Annual Governance and Accountability Return 2024-25.

**Resolved:** This item was unanimously approved.

e) To approve Section 1 - Annual Governance Statement 2024-25 for Littlethorpe Parish Council on page 5 of the Annual Governance and Accountability Return 2024-25

**Resolved:** This item was unanimously approved.

f) To approve Section 2 - Accounting Statements 2024-25 for Littlethorpe Parish Council on page 6 of the Annual Governance and Accountability Return 2024-25

**Resolved:** This item was unanimously approved.

g) To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities.

**Resolved:** This item was unanimously approved.

h) To approve the Asset Register as of May 2025.

**Resolved:** This item was unanimously approved.

### 2526/009 Planning Matters

As no planning applications had been received during the period, this item was carried forward.

**2526/010 To receive information on the following issues and to decide on further action where necessary:**

a) To update the meeting on the blocked drains / potholes at Green Lane / Pottery Lane.

This item had been discussed under 2526/006.

b) To update the meeting on the proposed gully clearing schedule.

The Clerk reported that no progress had been made on this issue.

**C/F**

c) To update the meeting on the flooding at the bypass

The Clerk reported that no progress had been made on this issue.

**C/F**

d) To update the meeting regarding issues of uncut hedgerows raised by a parishioner.

The Clerk reported that he had raised the matter with Area 6 Highways and was awaiting progress.

**C/F**

e) To update the meeting on the problem of speeding on daffodil bends on the A61.

This item had been discussed under 2526/006.

f) To update the meeting on the feasibility of hedgehog warning signs.

Cllr Luck reported that she would draw up a diagram of approximately 600 x 450, which Ripon Men's Shed may be able to turn into signs. The Clerk would check with Area 6 Highways to see whether this was acceptable.

**Action: Cllr Luck, The Clerk**

g) To discuss the proposed speeding monitoring within the village.

The Clerk would check on the results of this initiative

**Action: The Clerk**

**2526/012 To update the meeting on the NYC Parish Liaison regarding the Local Plan**

Cllr Winterburn had attended the online meeting, and a video had been circulated to councillors. The Clerk would put a notice on the noticeboard and would contact the Website editor.

**Action: The Clerk, Cllr Winterburn**

**2526/ 013 To discuss updating the Clerk's PC to Windows 11.**

The Clerk reported that the council laptop could not be upgraded to Windows 11.

**Resolved:** It was agreed to make do until the next financial year, where it could be included in the budget.

**2526/014 Matters Raised by Councillors**

a) Emptying of dog waste bins

**Resolved:** Cllr Orme would contact NYC to try to get them to empty all the dog waste bins in the parish.

**Action: Cllr Orme**

**2526/015 Correspondence**

a) To note the email from a parishioner regarding the uncut hedge at Wyke Lodge.

This item had been covered in 2526/010

b) To agree the invoice for grass cutting to NYC.

**Resolved:** The Clerk would complete the pro-forma.

**Action: The Clerk**

**2526/016 To receive a report from the Village Hall Committee.**

Cllr Laugher reported that the AGM had taken place on the previous evening. The Village Hall was breaking even on the hiring of the premises. It was intended to repaint the hall internally. The loop system and microphone were to be reinstated for meetings.

**2526/017 To receive a report from the Alderman Spence Committee**

A written report had been received stating that the constitution had been rewritten. The activity hut was being refurbished, and general maintenance was continuing on site.

**2526/018 To confirm the dates of the meetings for the full year.**

The following dates were agreed all commencing at 17:00 at the Village Hall.

Friday August 1<sup>st</sup>

Wednesday 10<sup>th</sup> September

Wednesday 5<sup>th</sup> November

The Meeting closed at 18:22

**APPENDIX ONE**  
**Cllr Felicity Cunliffe-Lister Parish Report**

**Highways.**

I have chased for an update on Pottery Lane without a response which I will now escalate. Regarding Daffodil Bends there has been a response from Darren which I'd like to discuss at the meeting (regarding the VAS sign, village gateway signage etc).

**Housing**

I have been exploring the viability of redundant council owned garage sites for affordable housing. I am working on pulling together a proposal for NYC to review. I am due to meet the Chief Exec of a local building society next week to discuss the viability of creating accommodation units in High Street locations, where there is a shop on the ground floor and vacant floors above.

I am making enquiries regarding the old Kell Bank school in Fearby, with a view to establishing a Community Led Housing trust to purchase the site and create community owned affordable housing.

**Community Partnership (Ripon)**

Work continues within the Transport & Connectivity Working Group:

- I have already circulated the VOIP factsheet.
- NYC's Senior Transport Officer is attending our meeting this week to report on proposals for the mobility hub project for Ripon's Bus Station.
- I have been in touch with Ripon BID and the Mayor's office to represent the group's support for a bus service between Thirsk train station and Ripon.
- I have been in touch with the Mayor and the NYC about the proposed sale of Ripley castle and the impact this might have on the car park, if not retained as a car park or if sold off as a separate parcel. I have asked for this to be assessed and for next steps to be considered should this be the outcome.
- Following a review of cycle and walking routes between Ripon and Fountains Abbey, NYC's officers are now working up proposals and costings (as part of Ripon's LCWAIP).
- The timings for the roll-out of the Gigabit broadband scheme (for those that do not already have fibre to the door broadband) are now available. There's a map that shows the next phase of delivery <https://labs.thinkbroadband.com> where you need to follow the key to see what works are planned. If you visit [www.quickline.co.uk](http://www.quickline.co.uk) you can put in your website to find out if there is delivery planned.
- Having had a response from DCC about smart meter connectivity I am chasing up clarification. The DCC are likely to give this at the next Area Constituency Committee meeting (end of May), the indication is that there are plans to move across to mobile phone signal network where this an option, using existing masts. I have asked what the timescale is for this and if a change of policy requires a change in legislation. I will report further. I have asked for whatever data might be available to show how many meters have been installed and not connected, how many are operating and how these compare with national average and the average in areas where mobile connectivity is permitted. The DCC have already indicated that if they are provided with all the relevant details for a dwelling that has an unconnected smart meter (energy provider, meter number etc) they will look at what can be done on a case-by-case basis. I know a resident in another parish has had success on this front. I am also in discussion with MCO and NYC about the establishment of a Masham Community Network, and how this will operate either alongside or within the existing Uredale one.

**Destination Management Plan**

I have met the new Head of Tourism, Tony Watson, and discussed the need for the DMP to be delivered in line with the DMP proposals and monitored. I have asked for a detailed breakdown of what has been delivered and what is planned for my division, and for this to be presented at the ACC meeting at the end of the month.

### **Locality Budget**

Although a smaller sum, I can now distribute this if there are any applications to be made.

### **Planning**

I am not aware of planning issues other than what is on your agenda.

### **Long Course Weekend**

The route has now been confirmed for the marathon and half marathon routes (which require road closure). The route is circular and goes as far as Kirkby Malzeard before returning to Masham.

### **School Admissions**

I am sorry to say that the recent motion at Full Council to change the Home to School policy to include catchment schools was voted down. The motion had my full support, and the impact of the current policy will be significant, disproportionately impacting rural families and communities. I will continue to challenge the assessment of the savings the policy is meant to be creating and challenge the policy on behalf of families impacted.

### **International Day of Older Persons**

This is on 1st October, and the aim of the day is to raise awareness of the opportunities and challenges arising from an ageing population. If there are any community groups/coffee mornings etc that might want to take part in this event please let me know. NYC are making plans for the celebrations.

### **Police, Fire; Crime Panel**

I attended the panel last month, which scrutinises the Deputy Mayor's role and the delivery of fire and police services. She announced the appointment of additional police officers to the force. The need to focus on rural crime and to work with landowners to control wildfires in dry months was discussed and the DM will be reporting further on this.

### **Save on your energy bills with a Community Buying Scheme**

The Big Community Switch has been launched today; it's a free community group buying scheme which gives access to tariffs which are often not available on the open market. More information is here:

[www.northyorks.gov.uk/energyswitching](http://www.northyorks.gov.uk/energyswitching)

### **Boundary Commission**

I have already circulated the proposed new boundary for you to consider and comment on as part of the consultation. Whilst it is proposed that parishes to the south of the ward are allocated to Nidderdale divisions, this division will gain North Stainley and West Tanfield. Although I will be sorry to lose some parishes, I represent more residents than I should at the moment. I support the current proposals, the alternative included part of Ripon in the division which would require me to report to Ripon City Council which I do not support. Please submit your views on this.

### **Toothbrushing Scheme**

I have been in touch with an NHS co-ordinator who provides support for the scheme that requires school children to brush their teeth every day at school. This is to help address oral health issues, in light of the very limited access to NHS dentists in the area. I have put forward several schools for the scheme. I am pleased to report that Masham has taken up the offer.

### **Fraud Awareness**

Mark Lacy, Trading Standards officer, is available to give fraud awareness talks to community groups and I have put him in touch with several in the division. He is able to talk about current scams, what to look out for and how Trading Standards can help.

### **Rubbish Collections**

As of w/c 21 st April, collections in the Harrogate locality changed to a four-day week. For those impacted you should have had a letter advising you of your new day. Avoiding Mondays means that there will be less disruption over Bank Holidays.

### **Consultation starts on plan to drive economy and support communities**

The first major step towards creating a new plan to support sustainable economic growth and prosperous communities in North Yorkshire up to 2045 has begun. Residents and businesses in the county are being asked to give their views on North Yorkshire Council's first Local Plan, which sets out where land should be provided to accommodate new homes and jobs and the infrastructure needed to go with them.

The strategy also looks at how to protect and enhance the landscape and the historic heritage of the county, address climate change and create healthy communities. The single countywide policy will replace adopted plans for the previous district and borough council areas of Craven, Hambleton, Harrogate, Richmondshire, Ryedale, Scarborough and Selby.

The Government is due to announce changes to the Local Plan system nationally to make it simpler and shorter, but the council has agreed to press ahead of the revised policies so a countywide plan can be put in place as soon as possible. Any changes brought in by central government can then be transferred to the new plan.

The consultation runs from Monday, May 19 until July 15. People can take part in the consultation online by visiting the council's website at [www.northyorks.gov.uk/localplan](http://www.northyorks.gov.uk/localplan).

### **Support schemes for young people seek more volunteers**

The organisers of schemes in North Yorkshire which help young people reach their full potential are looking for more volunteers. North Yorkshire Youth's aim is to help young people realise their potential through various support services.

Volunteers with the Independent Visitor scheme befriend young people in local authority care, get to know them and enjoy activities together once a month for a minimum of two years. This can include anything from going for a walk, talking over a coffee, trying a new sport or visiting parks and museums. The Buddy Network scheme, meanwhile, is designed to help and support young people as they reach the end of existing support. Participants meet volunteers for an hour on a regular basis to chat and offer help and advice. This takes place in the community for about six months. The schemes have been judged a great success, with those taking part talking about how they have brought stability to their lives, introduced positive role models and have enabled them to look to the future with positivity. Anyone who would like to volunteer for either the Independent Visitor scheme or the Buddy Network can contact Stef Benson on 07398 149496 or email [stef@nyy.org.uk](mailto:stef@nyy.org.uk).

For details on the schemes visit the North Yorkshire Youth website at <https://nyy.org.uk/>.

### **North Yorkshire Business Week: A Celebration of Innovation and Growth**

North Yorkshire Council is proud to announce the launch of North Yorkshire Business Week, taking place from 16 to 20 June 2025. This inaugural event is a week-long celebration of North Yorkshire's business community, packed with free online and in-person events for businesses, designed to inspire innovation, share best practice, and provide practical support for growth. The week kicks off with a flagship launch event at Harrogate Convention Centre on Monday 16 June, featuring keynote speakers, an expert panel Q&A, networking sessions, and a business support expo. Later in the week, a maritime and renewables sector conference will be held at Scarborough Spa on Thursday 19 June. In between there will be a wide range of expert-led workshops on topics including finance, marketing, and recruitment. The week will be concluded with business support drop-ins led by our Business North Yorkshire team. The full event programme is now live, and booking is open. Find out more and get booking details via the council's website. To contact the team directly, email: [business.nyc@northyorks.gov.uk](mailto:business.nyc@northyorks.gov.uk)