

Littlethorpe Parish Council

Draft Minutes of the full council meeting of Littlethorpe Parish Council held on **Thursday 22nd January 2026** at Littlethorpe Village Hall at 17:00

Attendees: Cllr Orme, Cllr Laugher, Cllr Luck, Cllr Robinson the Clerk and two members of the public.

2526/059 To receive apologies and approve reasons for absence.

Apologies had been received and were accepted from County Councillor Cunliffe-Lister and two members of the Alderman Spence Committee.

2526/060 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.

2526/061 To confirm the minutes of the meeting held on 5th November 2025 as a true and correct record.

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

2526/062 Public Participation (to include an update on The Wetlands).

A member of the public reported on the Wetlands. Fewer Murmurations had been reported this year and fewer birds as a whole had been reported. The member of the public had been in contact with Yorkshire Wildlife Trust and reported that plans were being made to convert Littlethorpe Meadows into permanent wildflower meadows. Cattle, (Galloway) would be permitted to graze there. The Trust needed to rely on funding, which was not always forthcoming. There would be more reed cutting on a rotational basis and it was planned to put in more lagoons with islands. It was hoped that bitterns would breed there. A female Marsh Harrier had been spotted for the first time, as had Bearded Tits and Chetties Warblers.

2526/063 To receive an update from our Ward Councillor

As County Cllr Cunliffe-Lister was unable to attend there was no report other than the one that had been circulated an hour before the meeting. This would be posted on the websites.

2526/064 To receive the Clerks Report.

The Clerk had circulated his report prior to the meeting. It read as follows.

“Happy New Year to you all! Following the resignation of Cllr Spoor, I have made NYC aware of the vacancy and have posted the relevant paperwork both on the notice board and on our website. I have also been in touch with Parish Online Support and deactivated his new email address. I would like to add my thanks to Gerry for all the work that he has put in towards the parish, both as Chairman and as a Parish Councillor. His calming demeanour and sage advice will be greatly missed. All councillors should now have their new .gov email addresses set up and these should be operational. Please shout if you are having any problems. I have spent a great deal of time trying to set up the new Parish Council Website. This is available on <https://littlethorpe-pc.gov.uk>. It is still undergoing some tweaks from myself but is almost there. I submitted our budget requirements to NYC and have had a response to say they have received the email, so that should be in hand for next year. As our meeting was too late for the deadline for the Bellwood Farm planning application, I have managed to get an extension to enable us to discuss. As ever, thank you to everyone for your support.”

Resolved: The report was unanimously approved.

2526/065 Financial Matters

a) To approve the bank reconciliation and budget comparison for January 2026.

The Clerk had circulated the report prior to the meeting. Following payment of any outstanding invoices the bank balance stood at £6,824.75. Performance against budget was satisfactory.

Resolved: The report was unanimously accepted.

b) To approve the Schedule of Payments and Receipts as follows.

6.11.25	DD	HMRC	Salary and related costs	£	48.20
6.11.25	DD	Clerk's Expenses	Office expenses	£	60.49
6.11.25	DD	Steve Turner	Grasscutting	£	89.70
28.11.25	DD	Parish Online	IT	£	215.00
6.12.25	DD	HMRC	Salary and related costs	£	48.20
1.12.25	DD	K Pettitt December	Salary and related costs	£	192.73
1.12.25	DD	YLCA	Training	£	13.70
6.12.25	DD	Village Hall	Room Hire	£	18.00
5.1.26	DD	K Pettitt January	Salary and related costs	£	192.73
13.1.26	DD	HMRC	Salary and related costs	£	48.20
23.1.26	DD	Clerk's Expenses	Office expenses	£	52.00
				£	-
				£	48.20
				£	52.00

Resolved: The schedule of payments was unanimously approved.

c) To approve the appointment of the Internal Auditor for 2025/26

Resolved: Sue Welch was unanimously approved as the Internal Auditor for 2025/2026 at the same cost as the previous year.

2526/066 Planning Matters

a) To discuss planning application 25/04397/FUL proposed conversion of existing commercial buildings to 7 residential units at Bellwood Farm, Harrogate Road, Littlethorpe

Resolved: it was unanimously agreed that the Parish Council should neither support nor object to this application but would emphasise their concerns on traffic flow and speeds on the A61. The Clerk was also asked to obtain a list of "material considerations and weighting" from NYC Planning in order to understand further how planning decisions were made.

Action: The Clerk

2526/067 To receive information on the following issues and to decide on further action where necessary:

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

The Clerk reported that to his knowledge, all gullies had now been cleared and were on the annual gully clearing rota.

Resolved

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

The Clerk reported that this issue was on a list for Highways to resolve but was a capital project. He would keep an eye on it.

C/F

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

The Parish Council felt, given the outcome of the traffic survey, they had done as much as they could to progress this issue and the subject would be closed.

Resolved

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

There had been no progress on this item.

C/F

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

The Clerk had circulated the recommendations on a new 20mph speed limit within the village.

Resolved: It was unanimously agreed to accept the recommendations, with a proviso that gritting services would remain unaltered.

f) To update the meeting regarding dog waste bins.

There had been no further progress on this matter.

C/F

2526/068 Governance

a) To re-adopt the Standing Orders as circulated prior to the meeting.
These had been circulated prior to the meeting.

Resolved: The Standing Orders were unanimously approved.

b) To re-adopt the Financial Regulations as circulated prior to the meeting.
These had been circulated prior to the meeting.

Resolved: The Financial Regulations were unanimously adopted.

c) To re-adopt the Code of Conduct as circulated prior to the meeting.
This had been circulated prior to the meeting.

Resolved: The Code of Conduct was unanimously adopted.

d) To adopt the Risk Assessment for Littlethorpe Parish Council as circulated prior to the meeting.
The Risk Assessment had been circulated prior to the meeting. Following suggested amendments, a revised copy had been circulated.

Resolved: The revised copy was unanimously adopted.

2526/069 Correspondence

a) To discuss the letter from HAMS regarding Grasscutting
The letter was noted.

Resolved: The Clerk was asked to write to HAMS confirming that we would be responsible for the areas of grass cutting detailed, which would be performed by a parishioner. He would invoice NYC in the new financial year and that amount would be passed on to the parishioner.

Action: The Clerk

b) To note the email regarding the final recommendations of the Electoral Review for North Yorkshire.
The email was noted. Littlethorpe would be in the Ripon Canal and Ure Ward, moving from the Masham and Fountains Ward from May 2027.

2526/070 Website and Email

a) To update the meeting on the website and the new email addresses for councillors and Clerk.
As included in the Clerk's Report, the new website and email addresses were now in operation. Items would be placed by the Clerk on the new website as well as being sent to the current village website to ensure that as many parishioners as possible would have access to the information.

2526/071 To discuss ownership of the Parish Emergency Plan.

Resolved: Cllr Luck would take on the responsibility for this document from Christine Winterburn.

2526/072 To receive a report from the Village Hall Committee.

It was reported that the Village Hall is in good financial health. Commuted Sums had been used for a number of improvements. The Wi-Fi had been upgraded.

2526/073 To receive a report from the Alderman Spence Committee

There had been no progress from the committee. However it was anticipated that the next meeting of Ripon City Council would enable the Committee to move forward.

2526/074 To confirm the date of the next meeting 19th March 2026 at 17:00.

Resolved: The next dates were agreed as follows:

19th March 17:00 – Ordinary Meeting

14th April 19:00 for 19:30 Annual Parish Meeting

19th May 17:00 – Annual Meeting of the PC followed by Ordinary Meeting.

The Meeting closed at 18:00.