

Littlethorpe Parish Council

Draft Minutes of the full council meeting of Littlethorpe Parish Council
held on **Thursday 25th September 2025** at Littlethorpe Village Hall at 17:00

Attendees: Cllr Orme, Cllr Luck, Cllr Spoors, The Clerk and 4 members of the public

2526/033 To receive apologies and approve reasons for absence.

Apologies had been received from Cllr Laughner and County Cllr Cunliffe-Lister. These were accepted.

Cllr Orme expressed his thanks on behalf of the parish council for the chairmanship of Cllr Spoors over the last few years. He also expressed his regret that Cllr Winterburn had decided to resign from the parish council on health grounds. He thanked her for her years of service and sent her the council's very best wishes for a speedy recovery.

2526/034 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.

2526/035 To confirm the minutes of the meeting held on 1st August 2025 as a true and correct record.

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

2526/036 Public Participation (to include an update on The Wetlands).

A member of the public gave an update on the wetlands. The good news was that a crane of the avian variety had been spotted. He believed it had come from Nosterfield. However, the bad news was that he had only actually observed 50% of the species which had been reported in the Wetlands Bird Survey. Willows were a major increasing issue. Whilst the willows were cut fairly regularly, the stumps were not being sprayed with chemicals to kill them with the result that the stumps rapidly produced many new shoots, thus increasing the problem. He would write to Yorkshire Wildlife Trust regarding the problem.

Another member of the public raised the possible breach of planning regulations regarding the construction of a garage at Willow Cottage, Pottery Lane. The Clerk would refer the issue to North Yorkshire Planning Enforcement.

Action: The Clerk

2526/037 To receive an update from our Ward Councillor

County Cllr Cunliffe-Lister had passed on her apologies for being unable to attend. She had provided a report which is attached as Appendix 1.

2526/038 To receive the Clerks Report

The Clerk reported as follows:

"This has been a relatively quiet period over the Summer. We have received the money from NYC regarding grass cutting after having invoiced them.

We have had notification that we need to change our email addresses to .gov in order to be able to pass the audit going forward. There will be a cost to this, and I will investigate how best we achieve that. There is, consequently, an IT policy document that the Parish Council needs to sign up to and that is on the agenda for 25th September.

Meetings with Highways go on; owing to holidays, the next one is 30th September, so I will update everyone following that.

It would be remiss of me if I didn't comment following the resignation of Cllr Winterburn this month. Chris has been an excellent parish councillor and a pleasure to work with. She will be sorely missed, and I wish her well for the future."

The Clerk also reported on his investigation regarding the upgrading of the council laptop to Windows 11. He had taken the device into Ripon Laptop Centre and had been informed that, owing to the age, the laptop could not be upgraded. An equivalent new device would cost around £600. He suggested that the Parish Council invest in a new 1TB hard drive to store items on and he would continue to run the email account off his own devices.

Resolved: The Clerk was authorised to spend approximately £50 on a new external hard drive.

2526/039 Financial Matters

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

The Clerk had circulated the report prior to the meeting. Following payment of any outstanding invoices the bank balance stood at £8,428.12 Performance against budget was satisfactory.

Resolved: The report was unanimously accepted.

b) To approve the Schedule of Payments as follows.

4.8.25	DD	Zurich	Insurance	£	214.00
26.8.25	DD	NYC	Grasscutting	£ 89.70	£ -
1.9.25	DD	K Pettitt	Salary and related costs		£ 192.73
8.9.25	DD	HMRC	Salary and related costs		£ 48.20
1.9.25	DD	Village Hall	Room Hire	£ -	£ 18.00
25.9.25	DD	Clerk's Expenses	Office expenses		£ 38.98

Resolved: The schedule of payments was unanimously approved.

2526/040 Planning Matters

a) To discuss planning application 25/03035/FUL. Erection of single storey side/rear extension with addition of pitched roof to existing flat roof at The Old School House, Littlethorpe Lane, Littlethorpe.

Resolved: The Parish Council had no objection to this application

b) To discuss planning application 25/02535/FUL Demolition of existing extensions, proposed 2 storey side and rear extension, proposed front porch extension and conversion of the outbuildings into an annex. Works to also include new drainage runs, installation of EV charger with alterations to parking area and associated landscaping at 1 Railway Cottages, Littlethorpe Lane.

Concern was expressed at the plans having two front doors. It was felt that this may be seen as indicative of the possibility of creating two dwellings. Concerns on drainage were also raised.

Resolved: The Parish Council unanimously agreed to object on these grounds.

2526/041 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.

A resurfacing scheme was to take place this financial year. Drainage would also be investigated. The Clerk would chase up at his Highways Meeting on 30th September.

Action: The Clerk

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

It was understood a large Jetter had been ordered to flush out the gullies. The Clerk would chase up progress on 30th September.

Action: The Clerk

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

It was noted that flooding had occurred again over the weekend. The Clerk would chase up progress on 30th September.

Action: The Clerk

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

Resolved: The hedges had been cut back.

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

The Clerk was still awaiting feedback from Area 6 Highways. The Clerk would chase up progress on 30th September.

Action: The Clerk

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

Cllr Luck had yet to be contacted by anyone from Area 6 Highways. The Clerk would chase up progress on 30th September.

Action: The Clerk

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

The Clerk was still awaiting feedback from Area 6 Highways. The Clerk would chase up progress on 30th September.

Action: The Clerk

h) To update the meeting regarding dog waste bins.

Cllr Orme had requested two new big bins at Green Lane and one near Washington Close. He had sent a reminder but was still waiting for a response.

C/F

2526/042 Governance

a) To update the meeting on the process for co-opting a councillor

The Clerk reported that, following Cllr Winterburn's resignation, he had informed Elections at NYC. Notices had been posted, and he was awaiting the go-ahead for the council to co-opt a parishioner, if no requests for an election had been raised.

C/F

b) To discuss adopting Government emails and website domains.

The Clerk had attended a webinar where options had been discussed. Failure to adopt .gov email addresses and to have our own Parish Council website would mean that we would fail the audit at the year end.

Resolved: It was agreed that the Clerk arrange for email addresses and a hosted website to be set up by Parish on-line for an initial cost of £215 + VAT in year 1, rising to £315 + VAT going forward. In addition the Clerk would still supply the Village Website Editor with the same information that he had always done, and the Village Website would have a link to the new, separate Parish Council website.

c) To adopt and sign the IT Policy document.

Resolved: The IT Policy was adopted unanimously, and the Chairman signed the document.

2526/043 To receive a report from the Village Hall Committee.

Cllr Orme reported that the hall had been redecorated, and the doors had new "kicking plates" fitted. The curtains had been washed.

2526/044 To receive a report from the Alderman Spence Committee

The Clerk had received the following report via email; Lower Ure conservation are now on board with a maintenance plan and assisting with the higher-level stewardship Scheme.

The Army is spending the next few weeks creating a works order and costing for refurbishment of the hut.

The committee now consists of six councillors and six non-voting members in line with the charity commissions guidelines.

The site as a whole is looking good and Robert the ranger continues to keep an eye on it all.

2526/045 To confirm the date of the next meeting.

The date of the next meeting was confirmed as Wednesday 5th November at 17:00.

The January meeting would take place on Thursday 22nd January at 17:00, Village Hall booking permitting.

The meeting closed at 17:46.

Appendix 1
Cllr Felicity Cunliffe-Lister Parish Report
Littlethorpe: September 25

Highways.

I am not aware of any new Highways issues. I have advised Highways that the works you would like to be considered as highest priority for the 26/27 budget is the junction at the bypass.

Uredale Community Partnership (Ripon)

A stakeholder meeting was held last week, the focus being on Ripon's City Investment plan. This included a review of how villages in the city's hinterland rely on its services and employment, how improved transport provision would prevent congestion from through traffic, and the need for a regular service between Ripon and Thirsk Station. I also chaired the Transport & Connectivity Working Group meeting last week. We reviewed the concept of a mobility hub and what we would like it to deliver for the bus station area in Ripon. The proposal was not presented to us as this is still with officers being revised. I have arranged for an NYC officer to attend the next Steering Group meeting to set out what s106 and CIL funds are allocated and available for the region. The recommended cycle route between Ripon and Fountains Abbey will be put forward in a report in November. This is following several meetings with the consultants, reviewing the options. Once submitted, the next issue will be raising funding and identifying first steps that will deliver most benefit.

Locality Budget

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

Quarry Moor

I have been co-opted as a non-voting member of the Alderman T F Spence Committee, and I attended a meeting on 11th August. There has been a delay with the appointment of the Lower Ure Conservation Trust to help manage the site.

Planning

I am not aware of new planning issues.

Housing

I am continuing with my efforts to establish some community led housing in the area.

Boundary Consultation

There is a further consultation on the proposed changes to the divisions within North Yorkshire Council. The review is here

https://www.lgbce.org.uk/sites/default/files/202509/north_yorkshire_further_draft_recommendations_report_v2.pdf and the consultation will run until 13th October 25. Please read para 32 at page 1 for an explanation of what is proposed. It is still proposed that the parish falls within Ripon Canal Ure, but with the development at West Lane moving into Ripon South. Please submit your views on this at <https://www.lgbce.org.uk/>

NRS Healthcare

Please note that this business, that provided wheelchair services and Technology Enabled Care, has gone into liquidation. TEC services are now being provided by MedEquip. The Council has been assured that equipment in peoples' homes will continue to work during the transition period. If anyone needs assistance with this, please let me know as there is a dedicated telephone line and email in place.

Home to School policy

I have been supporting families who need advice or representation at Appeal where the new policy has impacted them. This mostly relates to households to the South of Ripon where Outwood School is deemed to be closer by a fraction of a walked mile to RGS (even though both schools use the same bus stop).

Rubbish Collections

I am aware that the new 4 day working week system has had some significant teething issues. Some collections have been missed completely, as have some households needing assisted collections. I have attended a meeting with the Refuse department and am assured that the rounds are being reviewed and redesigned. If any collections are being missed in the meantime they will endeavour to collect the following day. There has been a recent announcement that in the interest of improving the service there will be a further change to collection days for around 5,000 properties. What I don't know is where these will be. NYC will be writing to these properties in the next couple of weeks to advise them of this.

NYC Pension Fund

I am aware that via the Borders to Coast Pension Pool the NYC Pension Fund has over £9M invested in Check PT Software Technologies (where there is a risk that the company indirectly supports the provision of arms to Israel) and over £800K invested in Israeli government bonds. The BCPP fund is pooled between several Council administrations, and I think it's the case that NYC is not in a position to dictate where investments are or are not made. However, I have asked what the position would be if there was unanimous support between all the councils to ask BCPP to divest of these investments. I have also asked what the current ethical investment guidelines are.