



CLAXTON & SAND HUTTON PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Village Hall, Sand Hutton on Monday 14th July 2025

Members Present:

Cllr. Nigel Davies (Chair); Cllr. Kathy Davies; Cllr. Martin Burge; Cllr. Michael Rickleton;

In Attendance:

North Yorkshire County Councillor Caroline Goodrick; Gill Gimes (Parish Clerk)

25/011 Apologies for Absence and consideration of the approval of reasons given for absence.

RESOLVED to note that apologies for absence were received from Cllr. Jon Rooke and Cllr. Colin Russell.

25/012 To consider the approval of reasons given for absence

RESOLVED to note that no reasons were given for absence

25/013 Declaration of Interests

RESOLVED to note that there were no declarations of interest under consideration on this agenda in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

25/014 Minutes of the Parish Council meeting held on Monday 19 May 2025

RESOLVED to confirm the minutes of the meetings held on Monday 19 May 2025

25/015 Matters arising since previous minutes:

a. HMRC penalties & interest

The Council discussed the liabilities due to HMRC covering late filing & late payment penalties and interest due for the tax years 2023-24 & 2024-25 which amounted to £912.92.

RESOLVED to accept the advice from Yorkshire Local Councils' Association (YLCA) regarding the potential to recover the penalty & interest amounts from the previous Parish Clerk, that no action could be taken against the previous Parish Clerk. The Parish Council, as employer, had a duty to confirm that matters with HMRC had been handled correctly and the Council had no systems in place to verify the payments due or that payments had been made for the correct amounts in a timely manner.

Cllr Goodrick informed the Council that she had met with YLCA to discuss issues with the calibre of Parish Clerks in general and their recommendation had been that Parish Councils appointed a separate Finance Committee and Employment Committee to scrutinise more closely and report to Council. Cllr Goodrick and the Council felt that this was onerous. Cllr Goodrick would continue discussions with YLCA.

b. Overpayments to previous Parish Clerk

The Council discussed the draft letter to the previous Parish Clerk concerning the overpayment of salary and the Home Working Allowance amounting to £348.50. Council felt that the draft letter should also include a paragraph concerning the HMRC issues and subsequent cost to the Council arising from the previous Parish Clerk's actions, although accepting that formal action on this would not be taken.

RESOLVED to revised the draft letter to include a paragraph on the HMRC issue. The letter to be circulated for approval, signed by the Chairman when approved and sent to Mrs Fiona Hill.

25/016 Public Questions and Participation

There were no members of the public in attendance.

25/017 Planning

RESOLVED to support the following new planning applications:

ZE25/00658/CAT	Crown reduce to a height of 5 metres and crown thin by 50% 3 No. Leylandi trees Holderness House Main Street Claxton YO60 7SD
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25/018 Parish Matters

1. BT telephone box in Sand Hutton

NOTED that the agreement to purchase the BT telephone box had been withdrawn as North Yorkshire County Council (NYCC) had objected to its withdrawal from use due to the poor mobile signal in Sand Hutton.

2. Feedback on North Yorkshire County Council Local Plan consultation

RESOLVED that the Parish Clerk respond on behalf of the Council noting the importance of sites being made available for affordable housing in Claxton and that two sites had been identified.

3. Approval of expenditure of no more than £200 from ring fenced CLASP funding.

This was deferred to a later meeting as the Chairman was awaiting the relevant information from NYCC.

25/019 Financial Matters

To discuss matters raised with/by Parish Clerk/Responsible Financial Officer:

RESOLVED to confirm and note:

1. Accounts for the year 2025-26

Clerk reported that the current balance held by the Council was £12,892.74 of which £9,721.12 was held in the deposit account and £3,171.62 in the current account. Of the balance held £7,126.01 was held in ring-fenced funds.

2. Payment Approval

26/008 Parish Clerk expenses for stationery £28.97

26/010 Parish Clerk PAYE refunded April £50.00

26/011 HSBC bank charges £5.00

26/012 Parish Clerk May salary £200.58

26/014 Hire of Village Hall for 2025-26 £87.50

26/015 Parish Clerk May salary underpayment £50.00

26/016 HSBC bank charges £5.00

26/017 Information Commissioner's Office annual registration £47.00

26/018 Parish Clerk June salary £250.53

The Chairman confirmed that the Parish Clerk salary was paid by monthly standing order at gross salary (as advised by HMRC) Should HMRC advise that PAYE was payable a direct debit has been put in place so payment would be automatic and within the correct time frame.

RESOLVED to confirm and agree the following payments be made:

N.T Fargher grass cutting 2025-26 £462.00

This is the first tranche of the annual grass cutting and reflects a significant saving on other quotes received.

25/020 Approval of the appointment of additional bank signatories

Following discussion of the internet banking arrangements in place **RESOLVED** to add Cllr Martin Burge and Cllr Kathy Davies to the approved signatories on the Parish Council accounts with HSBC.

25/021 Policies

RESOLVED to approve the draft Standing Orders and Financial Regulations circulated to Council prior to the meeting.

Date of next meetings:

15th September; 17th November; 19th January 2026; 16th March 2026; 18th May 2026

All Parish Council meetings will commence at 7.30pm

Signed:

Chairman

Date: