

Thorpe on the Hill Parish Council

Annual Parish Council Meeting 28 May 2025 at 7:30pm The Oliver Roper Village Hall

Dear Councillors

You are hereby summoned to a meeting of Thorpe on the Hill Parish Council details above.

Following the election of the Chairman & Vice Chairman there will be a public forum for 20 minutes where members of the public may ask questions or make short statements to the Council. There can be no participation in meetings once public time has ended. Members of the public raising issues or questions should be aware that only items on the meeting agenda can be debated or decided at the meeting, unless the Parish Clerk has delegated powers to deal with it as urgent, e.g. highway repairs. The Chair may decide to answer a question asked by a member of the public or call on a fellow Councillor to do so, or, direct that a written response be given.

A further period of time will be set aside to receive reports from the County & District Councillors.

Signed: Kerrie Vickers, Parish Clerk.

AGENDA

1. Welcome
2. To elect a Chairman and receive the Declaration of Acceptance of Office
3. To elect a Vice-Chairman and receive the Declaration of Acceptance of Office
4. **Public Forum** – members of the public may ask questions or make short statements to the Council.
5. Consider updates from District and County Councillor
6. **Formal Session**
7. Receive Apologies for Absence
8. Receive any Declarations of Interest from Members
9. To agree and sign the minutes of the Annual Parish Council Meeting held on 29 May 2024, available on the Parish Council website Click here to [view](#)
8. **Review of Policies**
 - 8.1 Parish Council Asset Register found [here](#)
 - 8.3 To consider the adoption of the updated Standing Orders – previously circulated
 - 8.4 To consider the adoption of the new Financial Regulations – previously circulated
 - 8.5 To review the membership of the Lake Management Committee
9. **Review of arrangements**
 - 9.1 To consider and approve the schedule of regular payments due in relation to a continuing contract or obligation. List previously circulated.
10. **Finance**
 - 10.1 . To receive and note the Annual Internal Audit Report 2024/25

10.2 . To consider, approve and sign the Annual Governance Statement 2024/25 (Section 1).

10.3 . To certify the accounts before presenting, considering, approving, and signing the Accounting Statement for 2024/25 (Section 2).

10.4. To consider the financial report for this financial year to date **Appendix A**

10.5. Discuss and authorise payments & note income received. **Appendix B**

10.6. To note the increase in the caretaker's salary.

10.7. To note the annual insurance premium of £1740.25

11. To discuss the Clerks report. **Appendix C**

12. Planning. n/a

13. Tennis courts. To discuss requests to use of the courts from persons outside of Thorpe on the Hill.

14. Village Hall decoration. To discuss and agree the budget for the additional decoration for the hall. Details circulated.

15. Solar Farm. To receive an update.

16. Whisby Quarry Future Proposals. To discuss recent correspondence and site visit invitation.

17. Receive and consider correspondence received that has not been circulated to the wider Parish or is not on the agenda.

18. Portfolio holders

14.1 To review the portfolio holders

14.2 To receive any updates

- Lake Management Committee – Cllr's, Bramford, Lyons, Sheldon
- Staffing Committee – Cllr's Ives, Lyons and Sheldon MBE
- Whisby Quarry Liaison meeting – Cllrs Lyons
- Whisby Nature Park Steering Board – Cllr Sheldon MBE
- Allotments – Cllr Lyons
- Planning – Cllrs Lyons, Owen and Williams
- Finance – Cllr Bramford
- Tennis court – Cllr Bramford
- Oliver Roper playpark – Cllr Owen
- Wildlife – Cllr Lyons
- Oliver Roper Parish Meeting Room – Cllrs Ives, Lyons and Owen

19. Future meeting dates

Parish Council Meetings

9 July 2025, 3 September 2025, 15 October 2025, 3 December 2025

Lake Committee Meeting

29 October 2025

Appendix A Financial Report Year to Date

Income	Budget	Actual
Precept		24,350.00
VAT Refund General	1,500.00	
Allotments and lake	1,200.00	1,391.00
Village Hall Site	5,000.00	593.02
Grants	1,500.00	
Interest from Skipton BC	2,000.00	
Interest from Unity Trust	1,000.00	
Total income	12,200.00	26,334.02
Transfer from Skipton Building Society		0.00
Salaries	22,000.00	(1,615.15)
Insurance	2,100.00	(1,740.25)
Audit	650.00	0.00
Expenses, training	150.00	0.00
Subscriptions	400.00	(84.99)
Eric East Lake - repairs/maintenance	1,000.00	0.00
Repairs & maintenance of other assets	2,000.00	0.00
ORPMR recreational site - repairs/maintenance	6,000.00	(1,329.87)
Stationery/office running costs	250.00	(60.13)
Grants and donations (Section 137/S111)	2,000.00	0.00
Transfer to Instant Access Account		0.00
Payments from reserves		0.00
Total Expenditure	36,550.00	(4,830.39)
Total expenditure minus VH project		
Campaigning/planning issues	4,000.00	
Election	3,000.00	
Legal fees	5,000.00	
Purchase of additional/replacement play equipment	20,000.00	
Provision of additional recreational equipment	20,000.00	
General reserves	25,000.00	
	77,000.00	
Balance Sheet		
1. Balance Carried Forward		1,868.95
2. Precept		24,350.00
3. Other receipts		1,984.02
4. Staff costs		(1,615.15)
6. Other Payments		(3,215.24)
7. Carry Forward		23,372.58
Unity Bank Current Account		23,372.58
Unity Trust Instant Access		22214.69
Skipton BS		78016.82
Total in bank		123,604.09

Appendix B

Expenditure to authorise

03.04.2025	Ian Sheldon	Move radiator	-244.8
03.04.2025	Lindum Fire Ltd	Additional	-468.48
07.04.2025	BT Group	Broadband	-44.34
09.04.2025	Lloyds Corporate Credit Card	Mobile top up, microsoft, mont	-29.99
17.04.2025	EDF	Electricity	-186.06
17.04.2025	LCC Pension Fund	Salary	-293.25
17.04.2025	HMRC	PAYE	-158.21
17.04.2025	Frank Taylor	Salary	-131.94
17.04.2025	Mr J Burden	Salary	-172.8
17.04.2025	Ms K Vickers	Salary	-858.95
17.04.2025	Henry Window Clean	VH windows	-15
30.04.2025	Unity Trust	Service charge	-6
06.05.2025	Harvest Electrical	Call out to solar meter	-72
06.05.2025	Zurich Town and Parish	Insurance premium	-1740.25
06.05.2025	Hudsons	VH windows	-10
06.05.2025	Secure One	Call out to fault	-242.5
08.05.2025	BT Group	Broadband	-49.14
12.05.2025	Lloyds Corporate Credit Card	Microsoft annual fee + monthly fee+Llyods monthly fee	-106.68
			-4830.39

Items of income to note

01.04.2025	NKDC		24350
04.04.2025	Barrowcliffe 965	Hall hire	25
04.04.2025	Offgem RHI	Feed in tariff	12.02
07.04.2025	Cluett 962	Hall hire	45
08.04.2025	Rodgerson	Tennis court key	10
08.04.2025	Lincoln Featherbenders	License fee inv 877	1000
08.04.2025	Lincoln Featherbenders	Hall hire inv 967	20
09.04.2025	Umbrella's	Hall hire inv 970	28
11.04.2025	TOTH Bowls Club	License fee inv 977	5
11.04.2025	Mrs A R Peacock	Hall hire inv 971	60
11.04.2025	Mrs Bond	Hall hire inv 966	76
14.04.2025	Deborah Hunter & David Hunter	Allotment rent	40
14.04.2025	K Golding	Hall hire inv 968	60
15.04.2025	Peter Lansdowne-Gray	Allotment rent	20
15.04.2025	Murray JY	Hall hire inv	16
16.04.2025	Kinton	Hall hire inv 978	75
17.04.2025	Banfield	Hall hire inv 979	30
22.04.2025	Lyons N & S	Allotment rent	40
22.04.2025	Hopma	Allotment rent	20
22.04.2025	K Everatt	Allotment rent	40
22.04.2025	Umbrella's	Hall hire inv 949	28
22.04.2025	Umbrella's	Hall hire inv 869	28
06.05.2025	Richard Fryer	Allotment rent	40
06.05.2025	Mrs Peacock	Hall hire inv 984	60
06.05.2025	Ashaye AO	Hall hire	120
08.05.2025	K Golding	Hall hire inv 980	30
08.05.2025	Jane Steward	Allotment rent	40
12.05.2025	Murray JY	Hall hire	16
			26334.02

Appendix C

Parish Clerk report outstanding/ongoing Parish Council decisions

Date raised	Item	Current position	Person/s responsible
June 2022	VH renovation	A meeting with the director was requested on 11 March 2025 but a date has still not been offered despite several follow up emails.	All
April 2025	Whisby Quarry Steering Group	NKDC are seeking to dissolve the Steering Group. Further information being sought.	Cllr's Sheldon, Lyons and Parish Clerk
April 2025	Communication	Informal evening surgeries to be arranged for a trial period. TBC	All
April 2025	Signage/bus shelter Lincoln Lane/Middle Lane	Councillor Briggs had agreed to look into this but has lost his seat at LCC. New Councillor to be briefed.	Parish Clerk
April 2025	Village hall photo's/decoration	Old photo's of TOTH have been donated and cabinets priced up.	All

All other actions from Parish Council meetings are either completed or itemised above.

