

Thorpe on the Hill Parish Council

Meeting Agenda

Dear Parish Councillor's,

You are hereby summoned to a meeting of Thorpe on the Hill Parish Council to be held on Wednesday 3rd September 2025 at The Oliver Roper Village Hall at 7pm where the undermentioned business will be transacted.

There will be a 20-minute public forum at the start of the meeting followed by updates from our County and District Councillor's. Your presence is required during this time.

Signed: **K. Vickers**, Parish Clerk.

1. Chair's welcoming remarks and note to the public to remind them of the Standing Orders regarding public participation in meetings - Notably 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.
2. Public time (20 mins) - members of the public may ask questions or make short statements to the Council.
3. To receive updates from District and County Councillors.
4. Formal Session
5. Apologies for absence and declarations of interest in accordance with the requirements of the Localism Act 2011 to include any declaration of gifts and hospitality over £25.
6. To consider if the minutes of the Parish Council meeting held 9th July 2025 available to view [here](#) are a true reflection of events.
7. To consider whether the Parish Council will move any items on the agenda to the closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 as per Standing Order 7h. Should this resolution be passed the public and press will be required to leave the meeting at this stage.
8. Finance
 - i. Discuss and authorise payments & note income received. Appendix A
 - ii. To consider the financial report for this financial year to date. Appendix B
 - iii. To acknowledge the increase in the clerk's salary as per the Conditions of Service stated in the contract of employment in relation to the National Joint Council for Local Government Services which is backdated to April 2025.
 - iv. Increase in employer pension contributions. To note the increase in employer pension contributions backdated to April 2025.
 - v. To note the conclusion of the internal audit for quarter 1, available to view on the website [here](#).
9. Discuss, review and received an update on the Parish Clerk report on ongoing/outstanding actions. Appendix C

10. Planning – n/a

11. Village Hall . To consider if the Parish Council should approve a budget to fund the printing and framing of village images and delegate the task to the Chair and Clerk.

12. To receive and consider correspondence received that has not been circulated to the wider Parish or is not on the agenda.

13 .To receive verbal updates from portfolio holders.

Portfolio holders

- Allotments – Cllr Lyons
- Finance – Cllr Bramford
- Lake Management Committee – Cllr's Bramford, Lyons, Sheldon MBE
- Oliver Roper playpark & tennis courts– Cllr Owen
- Planning – Cllrs Koenen, Lyons and Williams
- Staffing Committee – Cllr's Ives, Lyons and Sheldon MBE
- Whisby Quarry Liaison meeting – Cllrs Lyons
- Whisby Nature Park Steering Board – Cllr Sheldon MBE
- Wildlife – Cllr Lyons
- Village Hall – Cllrs Lyons, Ives and Owen

14. Future meeting dates

Parish Council Meetings

To consider the request from the Parish Clerk to amend the date of the next meeting.

15 October 2025, 3 December 2025.

Lake Committee Meeting

29 October 2025

Appendix A

Appendix A

Items of expenditure to authorise

03.07.2025	Mr & Mrs Lyons	TOTH scaled map	-48.54
06.07.2025	Mr & Mrs Lyons	Printing costs	-25.28
08.07.2025	BT Group	Broadband	-49.14
10.07.2025	Lloyds Corporate Credit Card	Frames, mobile top up, Microsoft, key safe, monthly fee	-957.13
17.07.2025	EDF	Electricity	-9.48
17.07.2025	Steve North	Grass cutting/bins emptied/	-715
18.07.2025	LCC Pension Fund	Pension	-293.25
18.07.2025	Mr I Elms	Salary	-65.43
18.07.2025	HMRC	Tax/National Insurance	-127.81
18.07.2025	Ms K Vickers	Salary	-858.75
18.07.2025	Mr J Burden	Salary	-181.4
31.07.2025	Unity Trust	Service charge	-6
07.08.2025	BT Group	Broadband	-49.14
11.08.2025	Lloyds Corporate Credit Card	Microsoft monthly fee+Lloyds monthly fee	-4.99
19.08.2025	EDF	Electricity	-46.48
19.08.2025	Mr M Murray	Gardening services	-105
19.08.2025	Henry Window Clean	VH windows x 2 months	-30
20.08.2025	Mr J Burden	Salary	-181.4
20.08.2025	HMRC	Tax/National Insurance	-178.66
20.08.2025	Mr I Elms	Salary	-65.43
20.08.2025	Ms K Vickers	Salary	-965.88
20.08.2025	LCC Pension Fund	Pension	-406.19
			-
			5370.38

Income to note

04.07.2025	Offgem RHI	Feed in tariff	38.8
04.07.2025	A Different Angle Ltd 999	Hall hire	120
04.07.2025	Mrs A R Peacock	Hall hire	60
08.07.2025	K Golding	Hall hire	30
09.07.2025	Umbrella's 983	Hall hire	28
09.07.2025	Umbrella's 996	Hall hire	28
14.07.2025	HMRC VTR	VAT reclaim	1713.53
14.07.2025	Umbrella's 996/2	Hall hire	28
18.07.2025	Hayley Lewis	Hall hire	45
22.07.2025	James Storry	Hall hire	105
28.07.2025	27th Lincoln Scouts - 995	Hall hire	30
28.07.2025	27th Lincoln Scouts - 1000	Lake licence	100
29.07.2025	Wood S	Hall hire	10
31.07.2025	Unity Trust	Service charge	-6
06.08.2025	B Bond - 1004	Hall hire	24
08.08.2025	Mrs A R Peacock - 1007	Hall hire	60
11.08.2025	Ashaye AO - 1006	Hall hire	165
14.08.2025	Martin A	Tennis court key	10
15.08.2025	Murray JY -	Hall hire	16
15.08.2025	K Golding - 1003	Hall hire	30
			2635.33

Appendix B

Income	Budget	Actual
Precept	24,350.00	24,350.00
VAT Refund	1,500.00	1,713.53
Allotments and lake	1,200.00	1,611.00
Village Hall Site	5,000.00	2,163.56
Total income current account	32,050.00	29,838.09
Grants	1,500.00	250.00
Interest from Skipton BC	2,000.00	
Interest from Unity Trust	1,000.00	280.53
Total income saving account		530.53
Transfer from Skipton Building Society		0.00
Salaries	22,000.00	(7,938.00)
Insurance	2,100.00	(1,740.25)
Audit	650.00	(288.00)
Expenses, training	150.00	0.00
Subscriptions	400.00	(334.07)
Eric East Lake - repairs/maintenance	1,000.00	(149.45)
Repairs & maintenance of other assets	2,000.00	(480.00)
ORPMR recreational site - repairs/maintenance	6,000.00	(4,788.37)
Stationery/office running costs	250.00	(211.38)
Grants and donations (Section 137/S111)	2,000.00	(1,050.00)
Transfer to Instant Access Account		0.00
Payments from reserves		0.00
Total Expenditure	36,550.00	(16,979.52)
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		5,488.09
4. Staff costs		(7,938.00)
6. Other Payments		(9,041.52)
7. Carry Forward		14,727.52
Unity Bank Current Account		14,727.52
Unity Trust Instant Access		22,745.22
Skipton BS		7,8016.82
Total in bank		115,489.56

Appendix C

Date raised	Item	Position at last meeting	Person/s responsible
April 2025	Communication	Informal evening surgeries to be arranged for a trial period. TBC	Cllr's Koenen & Lyons
July 2025	Bench on Clay Lane	Parish Clerk to try to establish ownership of the land where the resident has identified.	Parish Clerk
July 2025	Bowls Club water tank	Parish Clerk to contact club to ask the queries raised at the meeting of 9 th July 2025. Club to supply quotes	Parish Clerk
July 2025	Traffic calming	Parish Clerk to contact Cllr Woodruff (LCC) to request a meeting.	Parish Clerk
July 2025	White lines on Middle Lane	Parish Clerk to contact Highways.	Parish Clerk

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