

# 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 1<sup>st</sup> July 2026 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. Co-option of Parish Councillor. To consider the application for co-option of a parish councillor.
7. To consider if the minutes of the Parish Council meeting held 8<sup>th</sup> April 2026 are a true reflection of events.
8. Finance
  - i. Discuss and authorise payments & note income received. Appendix A.
  - ii. To consider the financial report for the financial year 2026/27. Appendix B.
9. Planning. No items at time of agenda distribution.
10. Policies
  - 10.1. Grants Policy.  
Proposals. For the following changes to the Grants Policy to take effect from 01/04/27:
    1. The grants budget should be covered by the precept rather than reserves. This may require increases to the precept to cover this expenditure.
    2. VFTH magazine will be moved under the financial control of the PC and will no longer form part of the grant's regime. The Clerk will handle payments to suppliers like the printer and produce invoices for advertisers. The production of the magazine will remain with volunteers who will also liaise with advertisers to agree content, layout and timing etc.

3. The annual grants budget will be set at £2000 maximum, and a revised set of guidelines will be applied where preference will be given to applications:

- i. from organisations that infrequently apply e.g., previous grant allocations in the last 5 years will be considered.
- ii. where there is element of match funding, i.e., a matched contribution from the organisation.
- iii. which provide the maximum benefit to the village as a whole.

4. Annual grant applications which lead to the total budget exceeding £2000 will only be considered under demonstrably exceptional circumstances.

10.2. Lake Management Committee Policy Review. To consider the amendments as circulated prior to the meeting.

10.3. GDPR Compliance. To complete the checklist to confirm compliance.

11. Use of Village Amenities. Please see attached financial breakdown Appendix (D)

Background. When looking at expenditure and income it has become apparent that there is no clear balance between the costs and income from the variety of users for village amenities. The anomalies, particularly in terms of amounts of money different users pay does not stand the test of being fair and reasonable.

Based upon an evaluation of contributions the following changes are proposed to take effect from 01/04/27, or in the case of annual agreements, at the next annual review.

Proposals

1. The Bowls club license fee will increase to £150 p.a., and in addition they will pay for the water used to irrigate the green.
2. Umbrellas Charity will be exempt from charges for use of the village hall for the monthly Community Café whilst it remains free entry for all.
3. Other users with a charitable purpose may be eligible for a review on a case-by-case basis, providing they can demonstrate a benefit to the wider village community.

12. To consider the request from a mobile cheesemonger and baker to sell their goods from the village hall grounds on a Sunday on a fortnightly basis.

13. Bench at the end of Sempers Close.

14. Caretaker salary review.

15. Discuss, review and received an update on the Parish Clerk report on ongoing/outstanding actions. Appendix D.

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

17. 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 Koenen
- 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 and Ives

18. Future meeting dates

**Parish Council Meetings**

19. 2 September 2026, 14 October 2026, 25 November 2026

**Lake Committee Meeting**

21<sup>st</sup> October 2026

## Appendix A

### Items of expenditure to authorise and income to note.

Date	Payer/Payee	Details	Amount
30.04.2026	Unity Trust Bank	Service charge	-7
08.04.2026	BT Group	Broadband	-53.94
11.05.2026	Lloyds Corporate Credit Card	Mobile top up, Microsoft annual fee, antivirus, Microsoft additional space monthly fee	-152.98
20.05.2026	EDF Energy	Electricity	-178.96
20.05.2026	Secure One	Intruder sensors upgrade	-130.99
20.05.2026	Henry Window Cleaner	Village Hall windows	-15
20.05.2026	LCC Pension Fund	Pension	-274.12
20.05.2026	Keith Jackson	Salary	-87.51
20.05.2026	Zurich Town and Parish	Insurance premium	-2049.95
20.05.2026	Ms K Vickers	Salary	-972.82
20.05.2026	HMRC	Income tax and national insurance	-140.59
29.05.2026	Ms K Vickers	cleaning items	-13.71
29.05.2026	Harvest Electrical	Outside light replacement + rewire to emergency lights	-183.89
29.05.2026	MEC Recycling	wood chippings for track at lake	-174
31.05.2026	Unity Trust Bank	Service charge	-7
01.06.2026	Anglian Water	Water rates	-218.19
08.06.2026	BT Group	Broadband	-53.94
09.06.2026	Lloyds Corporate Credit Card	Microsoft subscription	-3
09.06.2026	Tanks for Everything	Water tank for bowls club	-960
09.06.2026	View from the Hill Magazine	Grant payment	-860
15.06.2026	St Michael's Primary School	Grant payment	-500
15.06.2026	Henry Window Cleaner	Village Hall windows	-15
15.06.2026	Thornton Landscaping	Concrete pad for bowls club tank	-970
17.06.2026	EDF Energy	Electricity	-102.88
19.06.2026	HMRC	Income tax and national insurance	-148.42
19.06.2026	LCC Pension Fund	Pension	-278.24
19.06.2026	Keith Jackson	Salary	-87.51
19.06.2026	Ms K Vickers	Salary	-985.51
		<b>Total expenditure</b>	<b>-9625.15</b>

28.04.2026	Peace and Purpose - inv 1080	Hall hire	16
28.04.2026	Mrs A R Peacock - inv 1079	Hall hire	60
08.05.2026	Ashaye AO	Hall hire	90
11.05.2026	Deborah & David Hunter	Allotment rent	40
11.05.2026	B Bond - inv 1078	Hall hire	16
14.05.2026	Lincoln Featherbenders	Annual licence fee	1000
15.05.2026	Richard Fryer	Allotment rent	40
26.05.2026	K Cluett	Hall hire	45
03.06.2026	Hopma	Allotment rent	20
04.06.2026	27th Lincoln Scout Group - 1071	Hall hire	180
04.06.2026	27th Lincoln Scout Group - 1087	Hall hire	24
04.06.2026	K Everatt	Allotment rent	40
04.06.2026	Peace and Purpose - 1084	Hall hire	24

08.06.2026	Mrs A R Peacock - 1086	Hall hire	60
08.06.2026	Paul East - 1088	Hall hire	80
15.06.2026	B.Bond - Inv 1085	Hall hire	32
16.06.2026	Hopkinson - tennis	Tennis court key access	10
19.06.2026	Ofgem	Feed in tariff	211.98
22.06.2026	Benjamin KW - tennis	Tennis court key access	10
		<b>Total income</b>	<b>1998.98</b>

## Appendix B

Income	Budget	Actual
Precept	26,220.00	26,220.00
VAT Refund	1,500.00	0.00
Village hall	5,000.00	1,278.48
Lake	1,150.00	1,000.00
Allotments	200.00	260.00
Interest from Skipton BC	1,500.00	0.00
Interest from Unity Trust	500.00	0.00
Grants	1,500.00	0.00
		<b>2,538.48</b>
Salaries	20,000.00	(4,821.68)
Insurance	2,100.00	(2,049.95)
Audit	1,000.00	0.00
Expenses, training	150.00	0.00
Subscriptions	400.00	(389.24)
Eric East Lake - repairs/maintenance	1,000.00	(274.00)
Repairs & maintenance of other assets	1,000.00	(130.64)
ORPMR recreational site - repairs/maintenance	8,000.00	(4,042.87)
Stationery/office running costs	250.00	(126.08)
Grants	3,670.00	(2,870.76)
		0.00
<b>Total Expenditure</b>	<b>37,570.00</b>	<b>(14,705.22)</b>
Campaigning/planning issues	4,000.00	
Election	4,000.00	
Purchase of additional/replacement play equipment	30,000.00	
Provision of additional recreational equipment	30,000.00	
General reserves	31,420.00	
	<b>99,420.00</b>	
<b>Balance Sheet</b>		
1. Balance Carried Forward		1,029.51
2. Precept		26,220.00
3. Other receipts		2,538.48
4. Staff costs		(4,821.68)
6. Other Payments		(9,883.54)
7. Carry Forward		15,082.77
Unity Bank Current Account		15,082.77
Unity Trust Instant Access		18106.92
Skipton BS		80284.22
<b>Total</b>		<b>113,473.91</b>

## Appendix C

Date raised	Item	Position at last meeting	Person/s responsible
July 2025	Bowls Club water tank	The concrete base will be done this month, and the tank will be ordered.	All
July 2025	Traffic calming	As work has now officially begun, the contactor will be contacted for an update regarding the traffic calming measures. <b>Action Parish Clerk.</b>	All
February 2026	Village Hall	Village hall fees and general use to be reviewed. Ongoing.	Councillor's Bramford, Ives and Koenen.
April 2026	Grants Policy	Review. The working party have met and have some proposals to put to the Parish Council which will be on the next agenda.	Councillor's Lyons, Sheldon and Parish Clerk.
May 2026	Asset Register	Review. At the Annual Parish Council Meeting it was agreed the asset register should be reviewed.	All

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

Appendix D

I & E for use of TOTH Village Amenities

		Bowls club	Scouts	Umbrellas	Fishing Club	Allotments
<b>Capital cost paid by PC over last 5 years</b>	Shed	1627	0	0	0	0
	Pavilion	4770	0	0	0	0
	wood for benches at lake				50	0
	Water Tank replacement (1)	4000			0	0
	Grant for container removal		800			
	Wood chippings				270	0
<b>Totals</b>		<b>10397</b>	<b>800</b>	<b>0</b>	<b>320</b>	<b>0</b>
<b>Operating costs</b>	Grass removal (S North)	100	0	0	0	0
	Electricity (guesstimate)	10	25	25	0	0
	Water (guesstimate)	350	10	10	0	0
	Hedge Cutting Effect					45
	<b>Total</b>	<b>460</b>	<b>35</b>	<b>35</b>	<b>0</b>	<b>45</b>
<b>Income</b>	license fee or annual rents	5	100	0	1000	320
	Hire of hall	0	1100	280	200	0
	<b>Total</b>	<b>5</b>	<b>1200</b>	<b>280</b>	<b>1200</b>	<b>320</b>
	<b>Operating Surplus /Deficit</b>	<b>-455</b>	<b>1165</b>	<b>245</b>	<b>1200</b>	<b>275</b>
<b>No of members/users</b>		16	70	50	45	16
<b>Active</b>		5 months	all year	all year	all year	9 months

In some cases, the above figures are best estimates where precise breakdowns are not available

