

**HILLAM PARISH COUNCIL**

CHAIR: Carly Hayburn-Hayhut

CLERK: Mrs Juvina Janik

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DRAFT Minutes of Hillam Parish Council Ordinary Meeting**MONDAY 3 NOVEMBER 2025, 7PM held at Monk Fryston and Hillam Community Centre****2526/11/1 Present and Apologies**

Councillors in attendance: C. Hayburn-Hayhut (Chair), M. Cooke (VC), R. Evans, L. Hutchinson-Hayhut and A. Oliver. Also in attendance: J. Janik (clerk). Apologies from Councillor N. Tuddenham and P. Atkinson received and accepted.

2526/11/2 Declaration of Interests

None declared.

2526/11/3 To receive updates from PC Wood and County Councillor

TG not in attendance. PC Wood due to attend December meeting.

2526/11/4 To approve and sign Minutes for Hillam PC Ordinary Meeting 6/10/2025

Following some minor typo updates, Minutes were approved by Council and signed by the Chair.

2526/11/5 To receive comments from Attendees

No attendees.

2526/11/6 Village Maintenance

- a) 5 Streetlights identified not working. **Action RE:** To report online via the NYC portal. **Action JJ:** Contact NYC to follow up on the delay for repair.
- b) VAS data collected. The "7-day 85th percentile speed" for Hillam Lane, before the VAS was 38.1mph. After the VAS being installed this figure is now 33.2mph, showing a clear impact on speeds through the village. Monitoring form for the Locality Budget grant was completed and signed, ready to be sent back to NYC by JJ.
- c) JJ has submitted a pre enquiry form to the National Lottery Heritage fund and contacted Yorkshire Green about the possibility of funding the heritage trail project.
- d) Ao will attend the Remembrance service at St. Wilfrid's on Remembrance Sunday. **Action JJ:** Source wreath. **Action AO:** Collect wreath.
- e) Other updates:
LHH – Monk Fryston Education Foundation: one new applicant. Intend to share recent achievements of those who got funding to boost engagement and raise awareness of the fund.
NT – Joint Burial Committee: update to come.

2526/11/7 To approve and adopt the updated Policies and Assurance Statements in accordance with YLCA guidance for 2025

Policies approved and adopted:

Publication Scheme (FOIA)	Complaints procedure
Privacy Notices	Code of Conduct
Data Protection and Information Security	Expenses policy
Subject Access Request Form	Health and Safety Policy

Data Breach Reporting Form	Disabled Access Audit
Grievance Policy	Sickness, Absence & Medical Capability
IT Policy	

Assurance Statements (in place either because a Policy is not applicable to Hillam Parish Council or because a third party is responsible for this on its behalf) approved and adopted:

Minute Book	Investment certificates/Bonds
Members Register of Interests	Schedule of Fees for Information
Declarations of Acceptance of Office	Contract of Employment
CCTV Policy	Certificate of Waste Disposal
Burials, Graves and Cemetery	Asbestos/COSHH
Asset register	Transparency Code

Actions: Items to be completed:

All - Risk Register to be updated to include non-financial Risks – started in New Year

Staffing Committee - Contract of Employment to be updated/Pension and Auto Enrolment

JJ - Business Continuity Plan/ Data Audit to be carried out/ Website Accessibility Statement /Account

Keeping Process Assurance Statement/ Record of Local Government Association Grants received

Proposed by MC and seconded by AO that policies, once all adopted, should be reviewed on a 3 yearly basis or where legislation dictates. **Resolved:** All in favour. **Action RE:** Create online policy register which can be kept up to date. **Action JJ:** Format policy documents to include the logo.

2526/11/8 To discuss the Hillam Plan and Presentation

The plan document was presented by MC. It was formatted into presentation format by LHH and included the new logo design. The document is intended to introduce the PC, its principles and its work to the community, setting out the short, mid and long term objectives it has for the village, guiding decisions and celebrating achievements. To be in place starting April 2026. **Action All:** Work to continue to finalise the structure of the document and complete the content. **Action JJ:** Complete a page explaining the Precept and how it is spent within the village.

2526/11/9 Planning

a) Applications to be considered: None

b) Notices of Decision

i) ZG2025/0937/HPA | Iona Betteras Hill Road | Granted

c) Other Planning updates

i) Email regarding a collective approach to LVS – to be discussed at the MF meeting tonight

ii) Noventum Appeal – no updates

2526/10/8 Finance

a) To approve the Financial reconciliations for October 2025. **Resolved:** The reconciliation was checked against the bank statement and approved.

OCTOBER RECEIPTS TOTAL: Zero

OCTOBER PAYMENTS TOTAL: £653.38

Ref: 25-040	Payee: Juvina Janik - September Salary	Amount: £312.88	VAT £0
Ref: 25-041	TP Jones & Co LLP – Payroll services Q2	Amount £50.50	VAT £8.42
Ref: 25-041	Payee: SG PARKIN Landscapes	Amount: £290	VAT £0

OCTOBER 2025 BANK RECONCILIATION

Cashbook opening balance: 1.10.25 £25,085.74

Receipts £ 0

Payments £ 653.38

Cashbook closing balance: 31.10.25 £23,888.37

Reconciliation:

Bank Statement Balance 31 Oct 25 £23,888.37

Less o/s payments £-

Add o/s receipts £-

Reconciled balance: £23,888.37**b) To confirm payments to be made in November 2025**

Ref: 25-043 JUVINA JANIK OCTOBER SALARY £312.88

Ref: 25-044 YLCA TALKING TABLES TRAINING MC £105.00

Ref: 25-045 SG PARKIN LANDSCAPES OCTOBER CUT INV 3696 £240.00

Ref: 25-046 MFHCA HALL HIRE Q3 6HR X £10PH £60.00

c) To approve sponsorship of St Wilfrid's floodlightsProposed by LHH, seconded by MC to sponsor 2 weeks of Floodlights at £35 pw. **Resolved:** All in favour.

Ref: 25-047 MONK FRYSTON PAROCHIAL CHURCH COUNCIL £70.00

LIGHTS SPONSORSHIP x 2 WEEKS

c) To approve funding for Hillam LightsProposed by LHH and seconded by CHH to donate £150 towards Hillam Lights 2025 to continue to show support for the community event. **Resolved:** All in favour.

Ref: 25-048 A OLIVER REIMBURSE FOR POPPY WREATH £20.00

Ref: 25-049 DONATION TO HILLAM LIGHTS 2025 £150.00

TOTAL PAYMENTS THIS MONTH: £957.88**2526/11/11 To set the Precept**Based on the current number of Band D equivalents and the 2% rise in Precept agreed at October meeting, the amount being raised by the precept in 2026-27 is £15,550.00. **Action JJ:** Submit the precept demand.**2526/11/12 Updates on website actions**JJ confirmed Aubergine262 to go ahead with the additional pages. Wix log in details shared. Authorised drone footage will be charged at £350. Proposed by RE and seconded by AO to go ahead with the authorised drone footage. **Resolved:** All in favour. **Action RE:** Book drone flight.**2526/11/13 To discuss if there is a need for a Parish Council Laptop**Policies have been updated, business continuity needs to be a priority and data security is becoming even more important; for these reasons, it was proposed by CHH and seconded by AO that a Hillam PC Laptop would be essential to meet regulations. **Resolved:** All in Favour. **Action CHH:** Research and select a suitable model which offers value for money under £400.00 including licenses. RE will set up laptop for use including appropriate security software.**2526/11/14 Items for the next Agenda**

Website Preview / PC Wood / I Bloom winter update / Risk Register (January)

2526/11/15 Items for Social Media

Next Hillam News profile: CHH

Remembrance Service attendance

2526/11/16 To confirm the date and time of the next Ordinary PC MeetingMonday 1st December 2025, at the earlier time of 6.30 if possible. Future meetings Monday 5th January, 2nd Feb, 2nd March 2026.**2526/11/17 Meeting close – 9.29pm**

Signed: _____

Date: _____