

HILLAM PARISH COUNCIL

CHAIRPERSON: Carly Hayburn-Hayhut

CLERK: Mrs Juvina Janik

43 Chapel Street, Hambleton, Selby YO8 9JG

EMAIL: hillampcclerk@gmail.com

**Minutes of Hillam Parish Council Ordinary Meeting
MONDAY 1 SEPTEMBER 2025, 7PM
held at Monk Fryston and Hillam Community Centre**

2526/9/1 Present and Apologies

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

2526/9/2 Declaration of Interests

None declared.

2526/9/3 To receive updates from PC Wood

TG not in attendance. PC Wood emailed nothing to report but to contact directly with new concerns.

2526/9/4 To approve and sign Minutes for Hillam PC Ordinary Meeting 7/7/2025

The minutes were approved by Council and signed by the Chair.

2526/9/5 To confirm receipt of the Joint Burial Committee Meeting minutes 28 July 2025

The minutes were confirmed to have been received by all Councillors via email.

2526/7/6 To receive comments from Attendees

No attendees.

2526/9/7 To discuss the Time Team proposals for Hillam Heritage Boards (SN)

Mrs Newton very kindly attended and briefed the current Councillors on the previous proposals for Heritage Boards in Hillam to help showcase the interesting historic facts about the village. For a similar trail to Monk Fryston, the cost would be in the region of £7k based on a quote from the same supplier.

Resolved: The Council is in favour of the boards, but more research will need to be done on suitable locations, key information and especially funding – it was agreed this project should not come from the precept money and that various avenues for sourcing funding would be explored, including the National Lottery Heritage Fund, Locality Budget and sponsorship. It was also agreed that the project may need to be done in phases if funding dictates. **Action RE:** find quotes for the design specification preferred by Hillam PC as discussed previously. **Action JJ:** research funding options, discuss most suitable with Councillors and write application, update SN with plan to allow for information to be gathered. **Action MC:** Assist with application.

2526/9/8 To confirm the new village Notice Board specifications and finalise the order to be placed

Following the Heritage Trail Board discussions, the replacement of this noticeboard will now be a part of the Heritage Trail Board project.

2526/9/9 To agree to arrange a free-to-attend defibrillator training session for the community

Following enquiries made, it was found that a Free to attend defibrillator training course could be arranged for 24th October at Monk Fryston and Hillam Community Centre. The hall would not charge for hire due to the nature of the event. The course leader would be running it as a free YAS community training event. Proposed by CHH to agree. Seconded by AO. **Resolved:** All in favour. **Action JJ:** Confirm arrangements, age range, capacity. **Action LHH:** Set up and share registration form and advertising.

2526/9/10 Village Maintenance

- a) Update on traffic regulation order consultations (PA)
Confirmed: 30mph on Betteras Hill Lane will be implemented from 8/9/2025
DYL Consultation: may take 6 months to go through the process.
- b) Update on Website progress (JJ)
Emails now ready to be set up. Email address format to be:
firstname.lastname@hillamparishcouncil.gov.uk and also *chair@* and *clerk@*
Action JJ: Meeting with Aubergine to discuss site map draft to be arranged with clerk RE and LHH. Set up emails.
- c) Matters to report
Noventum have appealed the refusal for a Solar Farm at Austfield Lane. Awaiting contact address for comments to be submitted and a possible hearing date. **Action JJ:** follow up
Action RE: complete a Streetlight Audit

2526/9/11 Planning

- a) No new applications.
- b) Decision notices have been forwarded to councillor emails and are available on the North Yorkshire Council Public Access Planning Portal.

2526/9/12 Finance

- a) To confirm receipt of External Auditor Report and implement any necessary actions
Council confirmed receipt via email and a copy of the Section 3 report was signed by the Chair.
Action JJ: Restate 2025 figures as necessary for the 2025-26 AGAR.
- b) To approve the financial reconciliations for July and August 2025

JULY 2025: BANK RECONCILIATIONS**Barclays Current Account**

Cashbook Opening Balance 25.6.2025: £ 0.49
 Receipts in to 10.7.2025: £ 0.00
 Payments out £ 0.49 (transferred to remaining PC Account on Account Closure)
 Cashbook Closing Balance 10.7.2025: £ 0.00
 Bank Statement Balance 10.7.2025: £ 0.00
 THIS ACCOUNT IS NOW CLOSED.

Barclays Business Saver

Cashbook Opening Balance 25.6.2025: £1270.97
 Receipts in to 10.7.2025: £ 0.00
 Payments out £1270.97 (transferred to remaining PC Account on Account Closure)
 Cashbook Closing Balance 10.7.2025: £ 0.00
 Bank Statement Balance 10.7.2025: £ 0.00
 THIS ACCOUNT IS NOW CLOSED.

Virgin Money Current Account

Cashbook Opening Balance 1.7.25 £15,037.07
 Receipts £5,592.73
 Payments £1,153.40
 Cashbook Closing Balance: 31.7.25 £19,476.40
 Bank Statement Balance 31.7.2025 £19,476.40
 Less Outstanding Payments £ None
 Add Outstanding Receipts £ None
 Reconciled Balance: £19,476.40

Payments made in August 2025:

Ref 25-031	Payee: J Janik July Salary	Amount: £312.88	VAT £0
Ref 25-032	Payee: Aubergine 262 Ltd WCAG website set up	Amount: £538.92	VAT £89.82
Ref 25-033	Payee: PKF Littlejohn LLP External Auditor	Amount: £252.00	VAT £42.00
Ref 25-034	Payee: K. Duckett July Path-keepers	Amount: £200.00	VAT £0
Ref 25-035	Payee: Monk Fryston & Hillam CC	Amount: £ 40.00	VAT £0

AUGUST 2025 BANK RECONCILIATIONVirgin Money Current Account

Cashbook Opening Balance 1.8.25	£19,476.40
Receipts	£ 0
Payments	£1,350.30
Cashbook Closing Balance: 31.8.25	£18,126.10
Bank Statement Balance 31.8.2025	£18,126.10
Less Outstanding Payments	£ None
Add Outstanding Receipts	£ None
Reconciled Balance:	<u>£18,126.10</u>

c) To confirm payments to be made in September 2025

Ref: 25-037	Payee: J Janik - August Salary	Amount: £312.88	VAT £0
Ref: 25-038	Payee: Cloud Next Limited	Amount: £59.98	VAT £9.99
Ref: 25-039	Payee: K Duckett – August Path-keepers	Amount: £200.00	VAT £0

2526/9/13 To discuss the 'Hillam Plan'; determine future objectives and vision for PC (MC)

Members have discussed the 'Plan' on numerous occasions in advance of the meeting. A list of items raised has been circulated and a summary has been produced. Working through the list, it was agreed that Hillam PC does many of these things already and that having a formal document/plan would back up these actions and show clear reasoning for some decisions that are made at meetings. For example, having a clear 'Vision' which can be stated on the website and in formal documents, information for Councillors and the public on what the PC 'duties' are by law and what 'powers' it can exercise and also Core Principles around which decisions can be made.

The list of priorities is long, and there needs to be a strategy in place to ensure the PC can work through these. PC must celebrate its achievements to show the difference it can make and encourage community engagement. **MC and JJ** to meet to discuss. **Action LHH:** Write up 'Vision' for website.

2526/9/14 Items for the next Agenda

Hillam In Bloom – winter plans // VAS // Streetlights // Budget // Plan

2526/9/15 Items for Social Media

Light Valley Solar (JJ) // In Bloom (LHH)

The next Hillam News update via RE

2526/9/16 To confirm the date and time of the next Ordinary PC Meeting

Monday 6 October 2025, 7pm.

2526/9/17 Meeting close – 9.02pm

Signed: _____ Date: _____