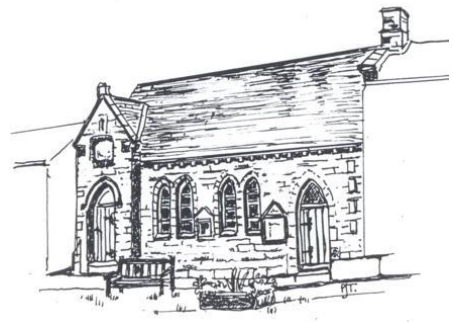


HAMPSTHWAITE PARISH COUNCIL



Minutes of the meeting of the ordinary meeting of HAMPSTHWAITE PARISH COUNCIL on Monday 27th July 2020 which was held remotely via a Zoom meeting.

Commenced: 6.00pm

Concluded: 7.15pm

Present: Cllr Brown (Chairman)

Cllr Howard

Cllr Jennings

Cllr Fairfoot

Clerk: R. Crabtree

2021/006 Introduction from the Chairman

Cllr Brown welcomed all to the meeting.

2021/007 Public participation

No public present.

2021/008 To receive apologies and approve reasons for absence

Apologies were received by Cllr Collett and Cllr Backhouse and reasons were approved.

2021/009 Declarations of interest

a) To receive any declarations of interest not already declared under council's code of conduct or members Register of Disclosable Pecuniary Interests

None declared.

b) To receive, consider and decide upon any applications of dispensation

None received.

2021/010 To confirm the minutes of the meeting held on Wednesday 6th May 2020 as a true and correct record

Resolved to approve the minutes of the meeting held on Wednesday 6th May 2020 as a true and accurate record.

2021/011 To note the Clerks Report

The Clerks Report was noted.

2021/012 Financial matters

a) To approve the bank reconciliation and budget comparison for July 2020

Resolved to approve the bank reconciliation and budget comparison for July 2020.

b) To approve the bank reconciliation and budget comparison for 2019/2020

Resolved to approve the bank reconciliation and budget comparison for 2019/2020.

c) To approve the Asset Register

Resolved to approved the Asset register.

d) To certify Hampsthwaite Parish Council as exempt from external audit for fiscal year 2019/2020

Resolved that Hampsthwaite Parish Council is exempt from external audit for the year 2019/20 as its annual turn-over does not exceed £25,000.

e) To note the Annual Internal Audit Report for 2019/2020 included at page 4 of the Annual Governance and Accountability Return 2019/2020

Resolved that Annual Internal Audit Report for 2019/20 included at page 4 of the Annual Governance and Accountability Return 2019/20 be noted.

f) To note the Internal Audit Review for 2019/2020

Resolved to defer this to the next meeting.

g) To approve Section 1 - Annual Governance Statement 2019/2020 for Hampsthwaite Parish Council on page 5 of the Annual Governance and Accountability Return 2019/20

Resolved that Hampsthwaite Parish Council approve Section 1 Annual Governance Statement 2019/20 for Hampsthwaite Parish Council on page 5 of the Annual Governance and Accountability Return 2019/20.

h) To approve Section 2 - Accounting Statements 2019/20 for Hampsthwaite Parish Council on page 6 of the Annual Governance and Accountability Return 2019/2020

Resolved that Hampsthwaite Parish Council approve Section 2 Section 2 - Accounting Statements 2019/20 for Hampsthwaite Parish Council on page 6 of the Annual Governance and Accountability Return 2019/2020

i) To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, SI 2020/404 The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 and the Transparency Code for Smaller Authorities. This includes:

- Certificate of Exemption
- Annual Internal Audit Report 2019/20
- Section 1 – Annual Governance Statement 2019/20
- Section 2 – Accounting Statements 2019/20
- Analysis of variances
- Bank Reconciliation to 31 March 2020
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

Resolved that, in accordance with the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, [SI 2020/404](#) The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 and the Transparency Code for Smaller Authorities, Hampsthwaite Parish Council will publish the documents on a Council website.

2021/013 Matters requested by councillors

a) To note the resignation of Cllr Mounsey and agree any action (HB)

It was noted that Cllr Mounsey had resigned from her role as Councillor. The Notice of Councillor Vacancy has been publicised and no election has been requested. All Councillors agreed to a co-opt a councillor once face to face meetings commence.

b) To consider and agree any necessary action regarding the Feast Cabins and Feast Field (HB)

The Clerk confirmed that a Risk Assessment will need to be carried out before the Feast Cabin can be used by the clubs.

Resolved that the Clerk will prepare a Risk Assessment with help from Cllr Howard. It was noted that inspections are required at the Cabin by an electrician and plumber and these will be organised by the Clerk in time for the reopening of the Cabin. A letter will be sent to the clubs with an update.

c) To consider and agree necessary action regarding Community Payback (GH)

Resolved that the Community Payback Team can start work in the Village once a contract has been prepared and signed. The proposed task list was agreed apart from the Christmas Tree.

It was confirmed that Cllr Howard can purchase equipment as long as it within budget and the Clerk is made aware of each purchase.

Cllrs requested Cllr Howard to include the Noticeboard repairs on the task list.

d) To receive an update on the waste bin situated at the play area and agree any necessary action (HB)

It was noted that there has been a lot of complaints about the waste bin. The Parish Council has contacted Harrogate Borough Council previously to empty the bin but they have refused as they didn't install it and it cannot be added to the route as there is no access for the bin lorry. The Community Payback Team have been emptying the waste bin recently but have since stopped due the pandemic.

Resolved that the Community Payback Team will continue to empty the waste bin.

e) To consider and agree any action regarding the land next to the Church yard (HB)

Cllr Brown made councillors aware that a resident has been cutting the grass voluntarily and had contacted Cllr Brown regarding the gate that needs repairing. This was discussed.

Resolved to contact the volunteer to ask if she is happy to continue cutting the grass and prepare a thank you letter. Cllr Howard agreed to look at the gate and see if the Community Payback Team could repair it.

f) To consider the memorial benches in the village and agree any action (GH)

Resolved to adopt the Memorial Bench Policy.

A request for a memorial bench to be replaced was approved and Cllr Howard agreed to let the resident know.

2021/014 Councillor Activities

a) To note reports from outside bodies, councillor activities and training and decide action where necessary

Cllr Fairfoot made councillors aware that there have been some complaints about the hedge on the Hollins Lane.

Resolved that a letter will be sent to the homeowner.

Cllr Brown made councillors aware that she had visited the footpath on Brookfield Garth after a resident had contacted the Parish Council. She confirmed that it does not look like it is going to be reinstated.

Resolved that the Clerk will contact the Footpaths Officer at NYCC for clarification.

2021/015 To consider the following new correspondence received and decide action where necessary

a) To consider and agree contributing towards planting in the village

It was noted that a resident has been planting flowers around the village voluntarily.

Resolved to agree to pay for the costs incurred for the plants and a letter will be sent thanking the resident.

b) To note the update regarding Brookfield Rise and Brookfield Amenity Space

Noted.

c) To note the approval of Harrogate District Community Infrastructure Levy (CIL) Charging Schedule

Noted.

2021/016 To consider ongoing/current Highway issues and decide action where necessary

a) Public Path Diversion Order at Barton House

Resolved that the Councillors required further information and this is to be deferred.

2021/017 To note matters for information and items for inclusion on the agenda of the next meeting

- Christmas tree

2021/018 To confirm the date, time and venue for next ordinary meeting of Hampsthwaite Parish Council

Resolved that a date will be confirmed when required.