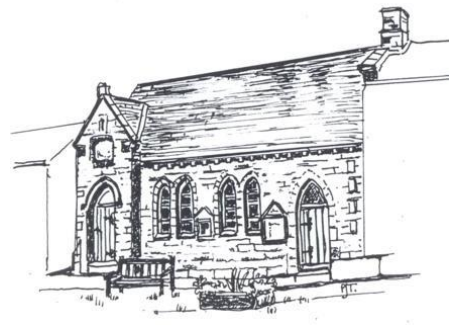


HAMPSTHWAITE PARISH COUNCIL



Minutes of the meeting of the ordinary meeting of HAMPSTHWAITE PARISH COUNCIL on Wednesday 14th October 2020 which was held remotely via a Zoom meeting.

Commenced: 6.05pm

Concluded: 6.55pm

Present: Cllr Brown (Chairman)

Cllr Howard

Cllr Jennings

Cllr Fairfoot

Cllr Collett

Clerk: R. Crabtree

2021/019 Introduction from the Chairman

Cllr Brown welcomed all to the meeting.

2021/020 Public participation

No public present.

2021/021 To receive apologies and approve reasons for absence

Apologies were received by Cllr Backhouse and reasons were approved.

2021/022 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

Cllr Jennings declared an interest in item 2021/030a.

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

None received.

2021/023 To confirm the minutes of the meeting held on 27th July 2020 as a true and correct record

Resolved to approve the minutes of the meeting held on 27th July 2020 as a true and accurate record.

2021/024 To note the Clerks Report

The Clerks report was noted. (See Appendix 1)

2021/025 Financial matters

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

Resolved to approve the bank reconciliation and budget comparison. (See Appendix 2)

b) To note the conclusion of the 2020/21 NJC pay award at 2.75% to be backdated to 1st April 2020

The conclusion of the NJC pay award was noted and approved by all councillors.

c) To note the increase in home allowance from 1st April 2020 and agree to pay the Clerk at this rate

Resolved that the increase in home allowance was noted and all agreed to pay the Clerk at the rate.

2021/026 Matters requested by councillors

a) To consider and agree any necessary action regarding the Feast Cabins and Feast Field including purchasing supplies (HB)

Resolved that the Parish Council will consider the leases of the Feast Cabin and Field at the next meeting in light of the Covid pandemic. The Clerk was requested to check when the Football Club and the Feast last made a payment.

Resolved that the costs of purchasing supplies will be considered via email due to requiring further information from Cllr Howard and his internet being intermittent at points during the meeting.

Resolved that the Clerk will contact the Community Payback Team and insurance provider to enquire if it was possible for the volunteers to repair the cabins and if so, all agreed for the volunteers to carry out the work including repairing the kitchen units and door.

It was noted that the electrician had recommended upgrading the fuse board in the cabins and the Clerk will obtain quotes for this to be considered at a later date.

The cleaning arrangements for the cabins were discussed and all agreed that the current arrangements are suitable and will consider this at later date if required.

b) To consider and agree necessary action regarding Community Payback

It was noted that Cllr Howard had purchased supplies for the volunteers to carry out work in the village. This was approved by the Clerk and is to be reimbursed.

2021/027 Organisational matters

a) To consider and agree arrangements for Christmas

Resolved that the Clerk will contact the insurance provider and Community Payback Team and enquire if the volunteers can install a small Christmas Tree on the Village Green once a Risk Assessment has been completed. All agreed to purchase a Christmas Tree this year if the Parish Council does not receive a donation.

b) To consider and agree arrangements for Remembrance Sunday

Resolved that the Parish Council will lay a wreath at the Remembrance Service. Cllr Jennings offered to make the wreath and Cllr Brown agreed to attend the service.

2021/028 To review the following policies:

a) Retention and Disposal Policy

Resolved to approve the policy.

b) Complaints Policy

Resolved to approve the policy.

c) Contracts and Procurement Policy

Resolved to approve the policy.

d) Disciplinary Policy

Resolved to approve the policy.

e) Financial Regulations

Resolved to approve the policy.

f) Grievance Policy

Resolved to approve the policy.

g) Pensions Policy

Resolved to approve the policy.

2021/029 Councillor Activities

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

The Clerk had received an update from PCSO Walker, the Police Community Support Officer and gave the councillors an update.

2021/030 To consider the following new correspondence received and decide action where necessary

a) To note the public path diversion at Cruet Farm, Hollins Lane.

The diversion was noted.

b) To consider a request for a memorial bench to be installed at the play area

Resolved to agree that the memorial bench can be installed at the play area on the condition that if the Parish Council does not renew the lease for the Field, it would be the donor's responsibility to remove the seat from the play area and seek permission for it to be sited elsewhere.

c) To consider the street name for land adjacent to Cruet House, Hollins Lane

Resolved to agree the proposed street name.

2021/031 To consider ongoing/current Highway issues and decide action where necessary

It was noted that there are numerous potholes on Brookfield Crescent.

2021/032 To note matters for information and items for inclusion on the agenda of the next meeting

The Clerk will request items a week before the next meeting.

2021/033 To confirm the date, time and venue for next ordinary meeting of Hampsthwaite Parish Council

The next meeting date is to be confirmed.

Appendix 1 – Clerks Report

Brief outline of work completed since July 2020 by the Council and Clerk:

- Prepared to reopen the cabins including preparing the Risk Assessment and guidelines, signage, contacting relevant people, arranging inspections, setting up the cabins.
- Updated the website regularly
- Kept finance documents up to date
- Considered planning applications
- Started to prepare the budget for 2021/2022
- Arranged for mole hills to be dealt with and a fence around the play area to be repaired

Below is a schedule of payments since the last meeting held in July 2020

| Date | Cheque No. | Supplier | Details | Amount |
|------------|------------|------------------|--------------------------------|---------|
| 23/07/2020 | 1727 | Ray Skelton | Grass cutting | £526.28 |
| 04/08/2020 | 1728 | Ray Skelton | Grass cutting | £526.28 |
| 04/08/2020 | 1729 | A. Saul | Village Planting | £132.09 |
| 04/08/2020 | 1730 | R. Crabtree | SLCC Membership | £40.00 |
| 05/08/2020 | 1731 | YLCA | Internal Audit | £140.00 |
| 06/08/2020 | DD | Hydro Electric | Feast Field Cabins | £62.29 |
| 06/08/2020 | dd | Hydro Electric | Feast Field Cabins | £88.76 |
| 09/09/2020 | 1732 | H. Brown | Stationary | £13.68 |
| 09/09/2020 | 1733 | G. Nelson | Repairs at Feast Cabins | £60.00 |
| 09/09/2020 | 1734 | Ray Skelton | Grass Cutting | £526.28 |
| 07/10/2020 | 1735/1736 | R. Crabtree | Salary | £539.25 |
| 07/10/2020 | 1737 | HMRC | PAYE & NI | £134.80 |
| 07/10/2020 | 1738 | Ray Skelton | Grass Cutting | £526.28 |
| 07/10/2020 | 1739 | T. C. Electrical | Electrical inspection - Cabins | £150.00 |
| 07/10/2020 | 1740 | Pestec | Mole Hills on Fest Field | £143.00 |

Bank Reconciliation for August 2020

| BANK STATEMENTS | | |
|---|------------|-------------------|
| Bank balance as at 26th August 2020 | £20,034.11 | |
| Total | | £20,034.11 |
| Unpresented cheques: 1714 | £40.00 | |
| Closing balance per bank statements | | £19,994.11 |
| CASH BOOK | | |
| Opening balance | | £17,026.98 |
| Receipts to date | | £8,275.77 |
| Payments to date | | £5,308.64 |
| Closing balance per cash book as at 26th August 2020 | | £19,994.11 |

Enforcements since July 2020

20/00146/PR15

LOCATION: 8 Hollins Close

ALLEGED BREACH: Installation of boiler flue

20/00383/PR15

LOCATION: Land East of Hampsthwaite Cricket Club Church Lane

ALLEGED BREACH: Creation of hardstanding and siting of shipping containers on agricultural field.

Planning applications and decisions since the last meeting held in July 2020

| HBC Reference: | Details | Address | Comment | Outcome |
|----------------|---|---------------------------------|---|-----------|
| 20/01040/REM | Reserved matters application for the erection of 5 no. residential dwellings (appearance, layout, scale, landscaping considered) under permission 20/00869/DVCON: Variation of conditions 4 (parameters plan), 7 (access), 20 (trees) of Planning Permission 16/05517/OUT - Outline planning application for the development of 5 no. residential dwellings with access considered. | Cruet House Hollins Lan | The Parish Council objects to the finish of the building as this is out of keeping with other residential buildings in Hampsthwaite Village. The finish stated in the application would have a detrimental impact on the street scene. | Approved |
| 20/01672/FUL | Demolition of single storey extension and detached garage; erection of single storey extension and detached garage; loft conversion including installation of dormer and alterations to fenestration. (Revised Scheme) | 27 Hollins Close | No objections | Withdrawn |
| 20/02974/FUL | Erection of a single storey extension and installation of 1no. new window. | Sandstone 2 Brookfield Crescent | No objections | Current |
| 20/03036/TPO | Various works to trees safeguarded by Tree Preservation Order 10/2019. | Farleigh House 43 Hollins Lane | The Parish Council has no objections to the work being carried out as described in Appendix 1 | Approved |
| 20/02143/FUL | Erection of a detached dwelling with new drive. | 18 Finden Gardens Hampsthwaite | The Parish Council objects on the planning grounds set out below: · This new driveway is coming out onto what is already a tight bend on an unadopted road. The visibility approaching the bend from Finden gardens bungalows is poor. It is a very well | Refused |

| | | | | |
|--------------|---|--------------------------------|---|----------|
| | | | used pedestrian route from Brookfield, with many children and families using it to access the village and school. A detached dwelling on this bend would be overbearing. | |
| 20/02643/FUL | Erection of detached annex, access steps and retaining wall, formation of additional parking and turning area and demolition of existing garage (Revised Scheme). | 4 Meadow Close Hampsthwaite | <p>The Parish Council objects on the planning grounds set out below:</p> <ul style="list-style-type: none"> · Objections disproportionate size for the proposed development on the site. · Close proximity to the adjoining property that would lead to loss of amenity. · Over intensive development in a garden creating a new dwelling. | Approved |

Appendix 2

Bank Reconciliation

Financial year 2020/2021

Prepared by: Rebecca Crabtree, Responsible Finance Officer

Date: 8th October 2020

| BANK STATEMENTS | | |
|--|------------|-------------------|
| Bank balance as at 29th September 2020 | £25,934.15 | |
| Total | | £25,934.15 |
| Unpresented cheques: 1714 | £40.00 | |
| Closing balance per bank statements | | £25,894.15 |
| CASH BOOK | | |
| Opening balance | | £17,026.98 |
| Receipts to date | | £14,775.77 |
| Payments to date | | £5,908.60 |
| Closing balance per cash book as at 29th September 2020 | | £25,894.15 |

Unpresented cheques

| Cheque no. | Details | Amount |
|------------|---------|--------|
| 1714 | ICO | £40.00 |

The table below shows the current expenditure to the end of January 2020.

| Items | Proposed Budget 2020/2021 | Current July 2020 |
|--|------------------------------|----------------------|
| PAYE | 80.00 | |
| Clerk's Salary (incl Tax) | 3000.00 | £706.55 |
| General Expenses (Mileage, Postage, Stationary) | 300.00 | £53.68 |
| Insurance | 700.00 | 790.93 |
| Internal Audit | 200.00 | £140.00 |
| YLCA Membership | 420.00 | |
| Feast Field Rent to NYCC | 700.00 | |
| Feast Field/Cabins Maintenance/H&S | 500.00 | £60.00 |
| Village Grass Cutting | 3500.00 | £2192.65 |
| Village Green Inspection, Maintenance | 200.00 | |
| Bus Shelter Maintenance | 100.00 | |
| Medieval Way | 100.00 | |
| Community Payback Materials | 200.00 | |
| Village Planting | 300.00 | £132.09 |
| Newsletters | 300.00 | £461.60 |
| Village Room Rent | 180.00 | £192.00 |
| Play Area Inspection, Maintenance and repairs | 500.00 | |
| Staff & Councillor Training/Books | 500.00 | |
| Councillor Expenses | 100.00 | |
| New Grit Bins and Maintenance | 225.00 | |
| Tree Inspections and Maintenance | 500.00 | |
| Snow Clearing/Leaf Clearing | 200.00 | |
| Clear and maintain Cockhill Beck | 100.00 | |
| Seating/Bench Inspection, Maintenance & Repairs | 100.00 | |
| Noticeboard Inspection, Maintenance & Repair | 50.00 | |
| Signage Inspection, Maintenance & Repair | 50.00 | |
| Planting Troughs Inspection, Maintenance & Repair | 50.00 | |
| Electricity and Water for Village Green/Field | 300.00 | £544.09 |
| Feast Bridge Inspection, Maintenance & repair | 100.00 | |
| IT (Laptop/Printer/ Software) | 150.00 | |
| Village Christmas Tree (Installation, Removal, Lights) | 600.00 | |
| Dog Bins | 100.00 | |
| VE Day 75 Celebration | 500.00 | |
| Website & HPC Email | 550.00 | £125.00 |
| Information Commissioners Office | 40.00 | £40.00 |
| Neighbourhood Plan | 200.00 | |
| | | |

| | | |
|---------------------------|-----------------|-----------------|
| Total | 15695.00 | £5438.59 |
| | | |
| Contingency | 18300.00 | |
| | | |
| RESERVE ACCRUALS | | |
| Medieval Way | 500 | |
| HAG - Planning Fund | 5062.11 | |
| NYCC Grant - Medieval Way | 550 | |

Please note: The difference is £470.01 in VAT.