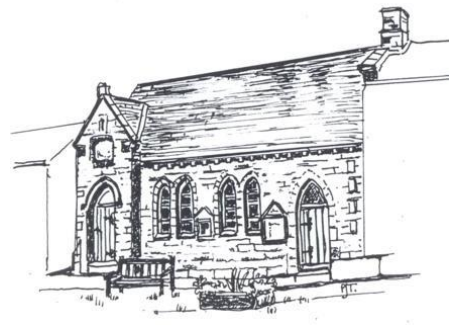


HAMPSTHWAITE PARISH COUNCIL



Minutes of the ordinary meeting of HAMPSTHWAITE PARISH COUNCIL on Monday 22nd March 2021 which was held remotely via a Zoom meeting.

Commenced: 6.00pm

Concluded: 6.50pm

Present: Cllr Brown (Chairman)

Cllr Howard

Cllr Fairfoot

Cllr Collett

Cllr Jennings

Clerk: R. Crabtree

2021/078 Introduction from the Chairman

Cllr Brown welcomed all to the meeting.

2021/079 Public participation

No public were present.

2021/080 To receive apologies and approve reasons for absence

Apologies were received from Cllr Harrison and Cllr Backhouse and reasons approved.

2021/081 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

Councillor Howard declared an interest in 2021/087 (i) Memorial Hall refurbishment.

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

None received.

2021/082 To confirm the minutes of the meeting held on 15th February 2021 as a true and correct record

Resolved to approve the minutes of the meeting held on 15th February 2021 as a true and accurate record.

2021/083 To receive a report from Cllr Harrison

Cllr Harrison was not present.

2021/084 To note the Clerks Report

The Clerks report was noted.

2021/085 Financial matters

a) To approve the bank reconciliation and budget comparison

Resolved to approve the bank reconciliation and budget comparison (See Appendix 1)

2021/086 To receive information on the following ongoing issues and agree action where necessary:

a) To receive an update about the speed sign and 30mph sign

Resolved to defer to the next meeting as the Clerk had not received a response from NYCC.

2021/087 Matters requested by councillors and Clerk

- a) To discuss NYCC Community Partnership scheme and agree any other necessary action regarding adverse weather procedures (GH)**

Resolved that the scheme was a good idea and the Clerk was requested to make enquiries about the scheme and obtain quotes for clearing the paths in winter.

- b) To consider involvement in the Keep Britain Tidy campaign and agree any necessary action (HB)**

Resolved that the PC will support and manage the campaign and the Clerk was requested to investigate it further including insurance, Risk Assessment and other requirements. Cllr Howard offered the use of the Memorial Hall. The date that it will be held will be confirmed at the next meeting.

- c) To consider the hedge on Hollins Lane and agree any necessary action (HB)**

Resolved to defer this item to the next meeting to allow Cllrs to investigate further.

- d) To consider the Adopt a Kiosk scheme and agree any necessary action (HB)**

Resolved that the Clerk will enquire about the scheme and add to the next agenda for Cllr's to consider.

- e) To consider and agree arrangements for the Annual Parish Meeting and the Annual Meeting of the Council (BC)**

Resolved to defer to the next meeting once there is an update from the Government.

- f) To consider the schedule and procurement of grass cutting contracts for 2021-2022 (BC)**

Resolved to agree the quote from Ray Skelton. The Clerk was requested to obtain a quote for cutting the area of grass near the Church.

- g) To consider and agree the Feast Cabin contracts and invoices (BC)**

It was noted that the football club had received one month's extension to their contract at no extra charge.

Resolved that due to a number of reasons the Clerk will backdate invoicing from May 2020 and will prepare new contracts.

- h) To consider and agree to tender for a contractor to carry out tasks below the required amount that three quotes are required (BC)**

Resolved that the Clerk will prepare a Job Specification to be approved at the next meeting.

- i) To receive an update about the Memorial Hall refurbishment and agree any necessary action (GH)**

Resolved that the PC agree in principle to support the refurbishment and apply for the grant as the owner of the Memorial Hall. Cllr Howard will forward the application form to all Cllr's and the Clerk was requested to contact the assessor to find out what the PC is required to do. The Clerk will arrange an extraordinary meeting once she has received all the required information to make a decision and will include the following items on the Agenda; to form a Memorial Hall committee, approve the Terms of Reference and elect a trustee to the Management Committee of the Memorial Hall.

2021/088 Councillor Activities

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

No update.

2021/089 To consider the following new correspondence received and decide action where necessary

- a) To note the Local government reorganisation consultation**

Noted.

2021/090 To consider ongoing/current Highway issues and decide action where necessary

Resolved to contact NYCC Highways Department again about the damage to the kerbing and grass at the junction of Rowden Lane and High Street.

2021/091 To note matters for information and items for inclusion on the agenda of the next meeting

- Speed signs
- Memorial Hall
- Keep Britain Tidy
- Adopt a Kiosk Scheme
- NYCC Community Partnership scheme and adverse weather procedures

- Hegde on Hollins Lane
- Contractor Job Specification

2021/092 To confirm the date of the next meeting

Resolved that the Clerk will arrange a meeting once she has received all the information required for the Council to make a decision on the issues raised.

Appendix 1

Bank Reconciliation

Financial year 2020/2021

Prepared by: Rebecca Crabtree, Responsible Finance Officer

Date: 15th March 2021

BANK STATEMENTS		
Bank balance as at 1st March 2021	£21,515.70	
Total		£21,515.70
Unpresented cheques: 1746, 1754 and 1758	£15.78	
Closing balance per bank statements		£21,499.92
CASH BOOK		
Opening balance		£17,026.98
Receipts to date		£15,039.37
Payments to date		£10,566.43
Closing balance per cash book as at 1st March 2021		£21,499.92

Unpresented cheques

Cheque no.	Details	Amount
1758	G. Howard	£15.78

The table below shows the current expenditure to the end of February 2021

Items	Proposed Budget 2020/2021	Current
PAYE	£80.00	
Clerk's Salary (incl Tax)	£3000.00	£2388.25
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	£490.95
Village Grass Cutting	£3500.00	£3069.79
Village Green Inspection, Maintenance	£200.00	
Bus Shelter Maintenance	£100.00	
Medieval Way	£100.00	£100.00

Community Payback Materials	£200.00	£31.75
Village Planting	£300.00	£162.19
Newsletters	£300.00 (Received £500 Grant)	£581.60
Village Room Rent	£180.00	£192.00
Play Area Inspection, Maintenance and repairs	£500.00	£55.00
Staff & Councillor Training/Books	£500.00	£15.00
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	£769.14 (Received refund of £263.60)
Feast Bridge Inspection, Maintenance & repair	£100.00	
IT (Laptop/Printer/ Software)	£150.00	
Village Christmas Tree (Installation, Removal, Lights)	£600.00	£85.00
Dog Bins	£100.00	£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	£9741.12
Contingency	£18,300.00	
RESERVE ACCRUALS		
Medieval Way	£500.00	£550.74
HAG - Planning Fund	£5062.11	
NYCC Grant - Medieval Way	£550.00	

Please note: The difference is £825.41 in VAT.