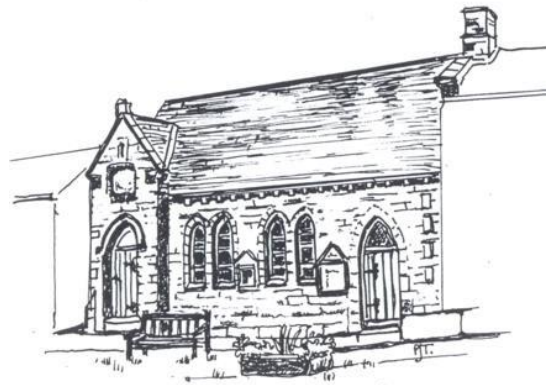


## HAMPSTHWAITE PARISH COUNCIL



E: [clerk@hampsthwaite.org.uk](mailto:clerk@hampsthwaite.org.uk)

### Minutes of the meeting of the ordinary meeting of HAMPSTHWAITE PARISH COUNCIL (HPC) on Monday 13 January 2020 in The Village Room, 21 High Street, Hampsthwaite, HG3 2EP

#### **Present:**

Councillor H. Brown (Chairman), Councillor D. Collett, Councillor G. Howard, Councillor J. Backhouse, Councillor J. Fairfoot, 1 member of the public and Dr J. Knowles (Locum Clerk)

#### **101/2020. Public Participation:**

No matters raised.

#### **102/2020. Apologies:**

a. To Note Apologies and Approve Reason for Absence

Councillor J. Jennings, Councillor C. Mounsey, Councillor M. Harrison (Harrogate BC and North Yorkshire CC)

*It was resolved to* note apologies and approve all reasons for absence.

#### **103/2020. To Note any Declarations of Interest:**

a. To Approve Dispensation Requests

None received.

b. To Note Declarations of Interests not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests

No further declarations made.

#### **104/2020. To Receive reports for North Yorkshire County Councillor and Harrogate Borough Council**

No report received.

#### **105/2020. Minutes:**

a. To Approve Minutes of the Ordinary Meeting of Hampsthwaite Parish Council held 16/12/2019 as a true and accurate record of that meeting.

*It was resolved that* the minutes of the Ordinary Meeting of Hampsthwaite Parish Council held 16/12/2019 as a true and accurate record of that meeting – Proposed by Cllr J Fairfoot, Seconded by Cllr J Backhouse – agreed and signed by the Chair.

#### **106/2020. Planning**

a. To Consider the planning applications received:

No planning applications received.

b. To Note Harrogate Borough Council Planning Decision Notices received

**Applications, planning consent approved:**

**REF:** 19/04673/FUL

**PROPOSAL:** Retention of a garden shed

**LOCATION:** 37 Brookfield

c. To Consider any further planning/enforcement matters

**Enforcement matters:**

The following was reported with an update on this case pending a response from the developers.

**REF:** 19/00701/BRPC15

**PROPOSAL:** Land Comprising Field at 425886 458426

**LOCATION:** Brookfield Crescent

**107/2020. Human Resources:**

a. To Receive an update from the Chair on the recruitment of a new Clerk and Responsible Financial Officer

**It was resolved that** under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the items.

The Chair reported the HPC Recruitment Committee had shortlisted candidates week commencing 6 January and interviewed candidates on 13 January. Subject to references the HPC Recruitment Committee proposed to appoint the preferred candidate as the new Parish Clerk and Responsible Financial officer with a start date of 1<sup>st</sup> February 2020.

**It was resolved to** delegate authority to the Chair to seek references, offer the position to the preferred candidate subject to references and confirm contractual arrangements – with the contract forwarded and agreed by all Councillors prior to it being signed. Proposed by Cllr G Howard, Seconded by Cllr D Collett and unanimously agreed.

**108/2020. Finance:**

a. To Approve payments as detailed in Appendix 1

INVOICES TO BE PRESENTED FOR PAYMENT 13/01/2020

<b>NAME</b>	<b>PURPOSE</b>	<b>AMOUNT</b>
Jason Knowles	Clerk Expenses	28.96
Richard Inman	Dog Bins Emptying	100
Business Stream	Feast Field Utilities	13.91
	<b>TOTAL</b>	<b>142.87</b>

INCOME

NIL

**It was resolved to** settle all the above accounts with immediate effect.

Cllr G Howard signed cheques, countersigned by Cllr J Fairfoot.

b. To Approve Bank Reconciliation Statement to 1 January 2020 (Appendix 2)

***It was resolved to*** approve the bank reconciliation statement as against relevant bank statement and cash book entries. Proposed by Cllr D Collett, Seconded by Cllr G Howard.

c. To Consider the Budget proposals and set the Hampsthwaite Parish Council precept for 2020-2021

***It was resolved that*** the Council approves the budget of £15,695 for 2020-2021, Proposed by Cllr J Fairfoot and Seconded by Cllr G Howard, agreed unanimously.

The Council instructs the Clerk to notify Harrogate Borough Council that the precept requirements for 2020/21 will be £13,000.

The Locum Clerk informed Councillors that the Council budget is indicative but that a resolution is required to reallocate money within the budget.

d. To Consider conditions on the future use of H.A.G finances

***It was resolved that*** the funds accepted by Hampsthwaite Parish Council, from the Hampsthwaite Action Group, will be earmarked solely for the purpose of the Council to obtain support and engage with residents on potential impacts and challenges from future threats of disproportionate and unsustainable housing development in and around the village. These funds will be the responsibility of the Parish Council and will be used to seek professional advice and engage with residents (through consultation, newsletters, online) only.

Proposed by Cllr J Backhouse and Seconded by Cllr D Collett.

The amount of £5,062.11 is earmarked as reserves.

e. To Consider future arrangements between HPC and Community Payback

The Locum Clerk reported that contact with Tony Sutcliffe identifies that Community Payback have full public liability insurance for any work undertaken that they have completed a risk assessment for. The work they do is varied and covers painting and decorating with a working height restriction of 600mm off ground, gardening, path clearing of vegetation, litter picking, bulb planting, leaflet delivery. They will also undertake jobs that the supervisor has experience in completing. It must be emphasised that all work must be firstly assessed by Tony Sutcliffe and a full risk assessment completed before it can be undertaken and that there is full written permission from relevant parties for the work to be undertaken and that HPC must also provide details of their public liability insurance.

***It was resolved that*** Community Payback be contacted to put in place a new contract.

The Council also requested Cllr G Howard draw up a suggested jobs list for consideration by Council at the next meeting.

**109/2020. Policies.**

a. To Approve the Equal Opportunities policy for HPC

Draft Equal Opportunities Policy circulated to all members prior to this meeting.

***It was resolved to*** approve and adopt the Equal Opportunities Policy. Proposed by Cllr J Fairfoot, Seconded by Cllr D Collett. Signed by the Chair on behalf of the Council.

**110/2020. Hampsthwaite Parish Council Administration Matters:**

a. To Consider HPC Internal Audit report and necessary actions to address matters raised

***It was resolved to*** request the new Clerk to review and resolve any outstanding issues in terms of Audit requirements.

b. To Approve the appointment of an Internal Auditor from the Yorkshire Local Council's Association Audit Panel

***It was resolved to*** appoint Yorkshire Local Council Association's Audit Services to undertake HPC internal audit for 2019/2020. Proposed by Cllr D Collett, Seconded by Cllr J Fairfoot.

c. To Approve the HPC asset register/schedule

Due to the lateness of the hour this item of business is deferred to the next ordinary meeting of HPC.

d. To Consider the schedule and procurement of grass cutting contracts for 2020-2021

Due to the lateness of the hour this item of business is deferred to the next ordinary meeting of HPC. The Locum Clerk was requested to forward invoices to the Chair for the grass cutting this year.

e. To Consider necessary action re: Feast Cabins

Due to the lateness of the hour this item of business is deferred to the next ordinary meeting of HPC.

f. To Consider the issue of moles on the playing fields

***It was resolved to*** delegate authority to the Clerk to instruct Pesttec to visit the playing fields.

g. To Consider actions with regards to the Play Area Inspection Report

Due to the lateness of the hour this item of business is deferred to the next ordinary meeting of HPC.

h. To Consider request to establish land ownership on land behind The Bungalows at Cockhill Beck

***It was resolved to*** seek to establish a community-led volunteer group, independent of the Parish Council, that could take this up as a project.

**111/2020. Councillor Activities:**

a. To Confirm membership of councillor representatives on Outside Bodies

Due to the lateness of the hour this item of business is deferred to the next ordinary meeting of HPC.

b. To Note reports from outside bodies, councillor activities and training

Nothing reported.

c. To Consider any action required arising from Item 111(b)

No actions.

**112/2020. Highways**

a. To Consider ongoing/current Highway issues

Tree located outside the Methodist Church obscuring the lighting.  
To contact Cllr M Harrison regarding concerns over potholes in the village.

b. To Approve necessary action with regards to the above

***It was resolved that*** the Locum Clerk report the above highways issue.

**113/2020. To Note Correspondence Received**

The following correspondence was received (10.12.19-06.01.20) and noted:

1. YLCA – White Rose Update

2. Harrogate BC – Latest News
3. YLCA – Reminder of Free Training Event for Councils in the Harrogate Borough with Gross Income or Expenditure not exceeding £25,000 per annum – Friday 24 January, The Council Chamber, Harrogate Borough Council Offices, 10am – 2pm
4. Harrogate BC – Parish Consultation meeting – Wednesday 22 January, Bishop Monkton Village Hall at 6pm
5. Harrogate BC – Community Infrastructure Levy Draft Charging Schedule - Consultations

**114/2020. To Note matters for Information and items for next monthly meeting agenda**

- Clerks Appointment/Contract
- HPC Website

The Council would like to place on record their thanks to the out-going Locum Clerk Jason Knowles for all his assistance and support over the past few months.

**115/2020. To Confirm date, time and venue for next ordinary meeting of Hampsthwaite Parish Council**

***It was resolved to*** confirm the next meeting of Hampsthwaite Parish Council will be held on Monday 10 February 2020 at 7.15pm in the Village Room, Hampsthwaite.

***Meeting closed at 9.45pm***

**Chair.....**