

HAMPSTHWAITE PARISH COUNCIL



Minutes of the meeting of the ordinary meeting of HAMPSTHWAITE PARISH COUNCIL on Monday 10th February 2020 in The Village Room, 21 High Street, Hampsthwaite, HG3 2EP

Commenced: 7.15pm

Concluded: 8.55pm

Present: Cllr Brown (Chairman)

Cllr Mounsey

Cllr Collett

Cllr Howard

Cllr Backhouse

Clerk: R. Crabtree

116/2020 Public Participation

No matters raised.

117/2020 To resolve to appoint Rebecca Crabtree as the Clerk and Responsible Financial Officer and sign the contract

Resolved to appoint Rebecca Crabtree and the contract will be signed at the next meeting.

118/2020 To receive any apologies and approve the reasons for absence

Apologies were received and approved from Cllr Jennings and Cllr Fairfoot.

119/2020 Declarations of interest

a) To receive any declarations of interests not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests

None received.

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

None received.

120/2020 To Receive reports for North Yorkshire County Councillor and Harrogate Borough Council

Cllr Harrison gave the following update:

- The Local Plan has now been approved by the Government Inspector.
- The appeal has been refused at Church Lane.
- Flooding was discussed. It was noted that the Hollins Lane did flood but there was noticeable improvement. This will be monitored.
- The sale on Crescent Gardens has now completed. The overall costs will not be published until everything has been finalised.
- The stile that was installed during the Brookfield Development was discussed as this is private land. All agreed for Michael to look into a solution for this.

121/2020 To approve the minutes of the Ordinary Meeting of Hampsthwaite Parish Council held 13th January 2020 as a true and accurate record of that meeting

Resolved to approve the minutes of the meeting held on 13th January 2020.

Proposed: Cllr Collett

Seconded: Cllr Howard

122/2020 Planning

a) To consider and decide upon the following planning applications:

The applications were considered and comments were agreed.

HBC Reference:	Address	Description:	Comments
19/05286/FUL	18 Finden Gardens	Erection of detached garage and formation of access from public highway	No comment
20/00114/FUL	Flat 1&2, Springhaven, Hollins Way	Erection of two storey detached garage/store	No comment
19/05202/FUL	88 Brookfield Crescent	Erection of single storey extension	No comment

b) To note any Harrogate Borough Council Planning Decision notices received

The decision notices were noted.

HBC Reference:	Address	Description:	Comments	Status
19/04677/FUL	Brook Cottage, 7 High Street	Erection of single storey extension and installation of 1. Roof light	No objection	Approved
19/04981/FUL	9 Hollins Close	Erection of 1No 2 storey extension, single storey extension and first floor extension; installation of dormer window and 2 roof lights; erection of detached garage.	No objection	Approved
19/04961/FUL	8 Hollins Close	Erection of 2 two storey extensions, conversion of existing loft to form additional living space, alterations to fenestration; demolition of existing garage and erection of replacement garage	The Parish Council does not object or support but wishes to make comments: The Council requests conditions that the extension and garage be constructed with appropriate building materials to be in keeping and the roof tiles match the existing	Approved

c) To consider any further planning/enforcement matters

Noted.

123/2020 Finance

a) To note and approve the schedule of payments

Resolved that the Schedule of Payments are approved.

Cheque Number	Payee	Details	Amount
1705	J. Knowles	Mileage	£12.15
1706	H. Brown	Windows 10 subscription	£119.99
			£132.14

b) To receive and approve the RFOs report

Resolved to approve the RFOs report.

124/2020 Council Website and E-mail

a) To receive an update on the Parish Council Website and email addresses

The Clerk confirmed that a new Parish Council website has been prepared and will be live shortly. Cllr Howard agreed to delete all Parish Council content on the Village website and put a URL link to the new website.

It was noted that the Clerk has a new email address and any correspondence will now be sent to the Clerk and she will then forward to the relevant persons.

Resolved to add this to the next agenda to agree the option of having councillor photos on the website.

125/2020 To receive information on the following ongoing issues and decide further action where necessary

a) To consider Hampsthwaite Parish Council Internal Audit Report and necessary actions to address matters raised

It was noted that most of the issues raised on the previous internal audit have now been dealt with but the Clerk will ensure any outstanding items are dealt with before the next audit.

b) To approve the HPC asset register/schedule

Resolved to defer to the next meeting.

c) To consider the schedule and procurement of grass cutting contracts for 2020-2021

Resolved that the Clerk will prepare a specification and once agreed by the councillors, will send it out to contractors to obtain quotes.

d) To consider necessary action regarding the Feast Cabins

Cllr Brown made all aware that inspections are required on the cabins to ensure the Parish Council is compliant and the cabins are safe for use.

Resolved that the Clerk will prepare a schedule of statutory inspections and will obtain quotes to be agreed at the next meeting.

e) To consider actions with regards to the Play Area Inspection Report

Resolved that no further work is required.

f) To receive an update on the future arrangements between HPC and Community Payback

Cllrs were awaiting a draft job list from Cllr Howard.

Resolved to defer this to the next meeting.

g) To receive an update on the waste bin situated at the play area

Resolved that the Clerk will contact HBC and request the bin to be emptied due to it being situated at the play area and being a Health and Safety issue.

h) To consider and agree a date for the Annual Parish Meeting and decide upon any arrangements

Cllr Brown asked if Councillors would agree to holding an Annual Parish Meeting for the electors and invite speakers. All agreed.

Resolved that the Annual Parish Meeting will be held on Thursday 14th May 2020 at 7pm. This will be included on the next agenda to agree arrangements.

i) To consider and agree arrangements for the Christmas tree

Resolved to defer to the next meeting.

126/2020 Councillor Activities

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

None received

127/2020 Highways

- a) To consider ongoing/current Highway issues and decide action where necessary**

The recent flooding was discussed.

Resolved that the Clerk will contact T. Simpson at the Highways department for an update.

128/2020 To consider the following new correspondence received and decide action where necessary

- a) To consider planting in verges on Hollins Lane**

This was discussed and the Highways advice was noted. All agreed that it is not the Parish Councils responsibility.

Resolved that the Clerk will respond to the resident.

129/2020 To note matters for information and items for inclusion on the agenda of the next meeting

It was noted that Cllr Brown had received correspondence from NYCC regarding a hedge on Hollins and the Clerk will respond stating it is not the Parish Councils responsibility.

Items to be included on the next agenda:

- Community payback
- Grass cutting
- Asset Register
- Annual Parish Meeting
- Meeting dates
- Website
- Feast cabins
- Clerks contract

130/2020 To confirm the date, time and venue for next ordinary meeting of Hampsthwaite Parish Council

The next ordinary Parish Council meeting will be held on Monday 9th March 2020.