

## **HAMPSTHWAITE PARISH COUNCIL**

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### **Minutes of the annual meeting of HAMPSTHWAITE PARISH COUNCIL (HPC) on Monday 13 May 2019 in The Village Room, 21 High Street, Hampsthwaite, HG3 2EP**

#### **Present:**

Councillor H. Brown (Chairman), Councillor J. Fairfoot, Councillor G. Howard, Councillor J. Jennings, Councillor J. Backhouse, 3 members of the public and Mr C. Moore (Clerk)

#### **1/2019. Election of Chairman**

a. To Approve Election of Chairman

***It was resolved that*** Councillor H. Brown be elected as Chairman of Hampsthwaite Parish Council

b. Appointed Chairman to sign Declaration of Acceptance of Office.

Elected Chairman duly completed and signed the required declaration of acceptance of office form

c. To Approve Appointment of Vice Chair

***It was resolved that*** Councillor J. Fairfoot be appointed as Vice Chairman of Hampsthwaite Parish Council

#### **2/2019. Apologies:**

a. To Note Apologies and Approve Reasons for Absence

There were none; all members present.

#### **3/2019. 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.

#### **4/2019. Public Participation:**

Member of the HAG provided the following information on on-going planning issues:

- Pedestrian access to development site
- Drainage
- HBC Planning Committee meeting (possibly 25 June)

#### **5/2019. To Approve Co-option of suitable qualifying candidates to Hampsthwaite Parish Council**

***It was resolved to*** co-opt Mr David Collett as a member of Hampsthwaite Parish Council; statutory declaration of acceptance of office form duly completed and signed.

**6/2019. Committees:**

**a. To Approve Terms of Reference for staffing committee**

Terms of reference for said committee approved at the Extra-Ordinary meeting of Hampsthwaite parish Council held 09/04/2019

**7/2019. To Appoint of Parish Representatives to Outside Bodies and Councillor Responsibilities:**

***It was resolved that*** the following Councillors were appointed to the following bodies or council as representatives:

**a. Memorial Hall Committee (1 representative):**

Councillor G. Howard

**b. YLCA (2 representatives):**

Councillor H. Brown and Councillor D. Collett

**c. Safer Neighbourhoods/Committee Resilience what (1 representative)**

Councillor J. Fairfoot

**e. Councillor responsible for reporting footpaths and highway issues.**

Councillor J. Backhouse

**8/2019. To Receive reports for North Yorkshire County Councillor and Harrogate Borough Council**

No reports available.

**9/2019. Matters arising/outstanding from previous meetings:**

***Grange Park Flooding***

Nothing further to report

***Brookfield Garth flooding issues footpath diversion and other matters.***

Nothing further to report

***Medieval Way progress on essential work***

Work ongoing; bench repaired – noted that £500 remains in Medieval Way fund for further work

***Elton Lane update***

No update available

***Report on essential Feast Field work***

No report available

***Fencing specification and schedules for contractors***

No further information available

***Dog fouling***

Anti- dog fouling leaflets printed and ready for distribution by councillors.

***Village in Bloom:***

Mapping of all troughs complete, illustrated planting layout of each trough in planned to assist Community Payback tea.  
 Memorial hall assumed responsibility for all troughs adjacent to building and on building wall

**10/2019. Minutes:**

a. To Approve Minutes of the Ordinary Meeting of Hampsthwaite Parish Council held 09/04/2019 as a true and accurate record of that meeting.

**Amendments** – Councillor Backhouse declared an interest in grass cutting item, not the invoice presented for payment

***It was resolved that*** the minutes of the Ordinary Meeting of Hampsthwaite Parish Council held 09/04/2019 as a true and accurate record of that meeting, subject to the amendments noted above.

b. To Approve Minutes of the Extra Ordinary Meeting of Hampsthwaite Parish Council held 09/04/2019 as a true and accurate record of that meeting.

***It was resolved that*** the minutes of the Extra -Ordinary Meeting of Hampsthwaite Parish Council held 09/04/2019 as a true and accurate record of that meeting.

**11/2019. Finance:**

a. To Confirm renewal of YLCA membership (2019/20)

***It was resolved to*** confirm renewal of YLCA membership for 2019/20; required form completed and signed by clerk.

b. To Approve payments as detailed in Appendix 2

INVOICES TO BE PRESENTED FOR PAYMENT 13/05/2019

NAME	PURPOSE	AMOUNT
Ray Skelton	Grass cut	526.28
SSE	Feast Field(electricity)	311.7
SSE	Feast Field (electricity)	21.29
BHIB	Insurance provision 2019/20	526.28
	<b>TOTAL</b>	<b>1385.55</b>

INCOME

HBC	PRECEPT 1ST INSTALLMENT	6000
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***It was resolved to*** settle all above accounts with immediate effect with the exception of the following:

- £311.7 for Feast Field electricity meter reading and electrical appliances to be checked
- £526.28 for HPC 2019/20 insurance provision, to be reviewed to ensure adequate cover for all council activities and assets.

c. To Note budget situation as detailed in Appendix 3

No report available

d. To Approve Bank Reconciliation Statement to 31 March 2019 – end of year

***It was resolved to*** defer consideration of this item to next meeting of HPC

e. To Approve Annual Governance Statement for AGAR 2018/2019

**It was resolved to** defer consideration of this item to next meeting of HPC

f. To Approve Statement of Accounts for AGAR 2018/2019

**It was resolved to** defer consideration of this item to next meeting of HPC

g. To Note Internal Auditors Report for 2018/19

**It was resolved to** defer consideration of this item to next meeting of HPC

**12/2019. Planning**

a. To Consider the following planning applications received:

*Parish Council considered the under-mentioned application, received from Harrogate Borough Council and reached the decision shown*

<b>HBC Reference:</b>	<b>Address/ Description:</b>	<b>Hampsthwaite Parish Council decision:</b>
19/01887/FUL	11 Finden Gardens  Erection of two storey extension and alterations to fenestration	<b>Hampsthwaite Parish Council has no objections to this planning application</b>
19/01899/FUL	21 Dale Close  Demolition of detached garage; erection of single storey extension and garden shed	<b>Hampsthwaite Parish Council has no objections to this planning application</b>
19/01770/FUL	19/01770/FUL Erection of a single storey extension and infill wall	<b>Hampsthwaite Parish Council has no objections to this planning application</b>

b. To Note HBC Planning Decision Notices received

**Application Ref:** 19/01061/FUL

**Address:** 9 Finden Gardens.

**Development:** single storey extension at

**Approved**

c. To Consider any further planning/ enforcement matters

**It was resolved that** Councillor Collett attend next HBC Planning Committee meeting, on behalf of if the planning application for site HM9 is to be considered.

**13/2019. Hampsthwaite Parish Council administration:**

a. To Review grass cutting contracts for 2019/20

Contracts not circulated for review – **it was resolved that** this be actioned as soon as possible.

b. To Consider appointment of Nicola Moorcroft to provide administrative, procedural and technical support (re; contractual terms circulated)

**It was resolved to** appoint Moorcroft to provide administrative, procedural and technical support to HPC until permanent clerk is recruited.

c. To Approve appointment of member as Proper Officer/RFO until such time as permanent clerk/RFO is recruited.

**It was resolved that** Councillor G. Howard be appointed as Proper Officer until such time as permanent clerk/RFO is recruited.

**It was resolved that** Councillor J. Fairfoot be appointed as RFO until such time as permanent clerk/RFO is recruited.

d. To Consider necessity for play area risk assessment

Councillor J. Fairfoot provided a verbal report on his attendance at YLCA 'routine inspection play area training; highlighting the following:

- Requirement to undertake a regular assessment of the risks on the play area and surrounding, using a risk assessment matrix (which he had already undertake)
- Requirement to undertake regular (weekly) routine inspections of the play area
- Requirement to record the above for insurance purposes

**It was resolved that** Councillor Backhouse undertake the regular (weekly) visual inspections when Councillor Fairfoot is on holiday.

e. To Approve work programme for Hampsthwaite Parish Council's compliance with GDPR and DPA 2018

**It was resolved that** in the short term;

- NALC GDPR Toolkit circulated to all members
- Data/information audit for HPC to be complete
- Required consent and privacy notices to be formulated.

**14/209. Councillor Activities:**

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

**It was resolved that** Councillor Collett attend a YLCA new councillor training course as soon as is practicable

b. To Consider any action required arising from Item 14(a)

None raised.

**15/2019. Highways**

a. To Consider report from re ongoing/current Highway issues

Various flooding issues raised, HPC considered these should be referred to NY County Councillor

c. To Consider any further highways related issues and approve necessary action

**UCI World Championship – September 2019**

Councillor Howard highlighted an e-mail correspondence from HBC regarding small grants towards activities celebrating the event (closing date 17 June 2019).

**It was resolved that** Councillor Howard circulate information and canvas support for events, etc – small grants application to be considered at June meeting of HPC

**16/2019. To Confirm date, time and venue for next ordinary meeting of Hampsthwaite Parish Council**

***It was resolved that*** the next ordinary meeting of Hampsthwaite Parish Council be held at 7.15pm on Monday 10 June 2019 in The Village Room, 21 High Street, Hampsthwaite, HG3 2EP

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***Meeting closed at 8.10pm***