

## HAMPSTHWAITE PARISH COUNCIL



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### Minutes of the meeting of the ordinary meeting of HAMPSTHWAITE PARISH COUNCIL (HPC) on Monday 14 October 2019 in The Village Room, 21 High Street, Hampsthwaite, HG3 2EP

#### Present:

Councillor H. Brown (Chairman), Councillor G. Howard, Councillor D. Collett, Councillor J. Jennings, Councillor J. Backhouse, Councillor C. Mounsey, 4 members of the public and Dr J. Knowles (Locum Clerk)

#### **58/2019. Appointment of a Locum Clerk:**

The Chairman advised that the meeting was closed to outside bodies. The Chair advised that they have re-looked at the list of Locum Clerks to help with the administration of HPC and many are ruled out due to availability and location. The Chair has held discussions with Dr J Knowles from Otley who is available for a short-term until the end of January 2020. It was proposed to pay £14.96 per hour with a 3-5 hour a week work schedule and to require a Timesheet. Expenses will be paid at 45p per mile and £4 per week working from home expenses.

a. To agree a job description for the Locum Clerk

Proposed by Cllr C. Mounsey, Seconded by Cllr J. Jennings – agreed unanimously

b. To agree the hours to be worked by the Locum

Proposed by Cllr C. Mounsey, Seconded by Cllr J. Backhouse – agreed unanimously

c. To resolve to exclude members of the press and public due to the nature of the following business being prejudicial to the public interest

***It was resolved to*** exclude the press and public from this meeting due to the confidential nature of agenda item 58/2019d, e and f only - Proposed by Cllr G. Howard, Seconded by Cllr D. Collett – agreed unanimously

d. To agree the salary (hourly) to be paid by the Council in accordance with NJC recommendations

Proposed by Cllr D. Collett, Seconded by Cllr C. Mounsey – agreed unanimously

e. To agree mileage rate and expenses

Proposed by Cllr G. Howard, Seconded by Cllr C. Mounsey – agreed unanimously

f. To resolve to appoint Dr J. Knowles as the Locum Clerk, Proper Officer and Responsible Financial Officer (RFO) and define the period of engagement

Proposed by Cllr J.Jennings, Seconded by Cllr C.Mounsey – agreed unanimously

***It was resolved to*** appoint Dr J. Knowles as the Locum Clerk and he was invited into the meeting and the contract signed and job description handed over.

The meeting was opened to the public and continued.

**59/2019. Apologies:**

a. To Note Apologies and Approve Reason for Absence  
Councillor J. Fairfoot

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

**60/2019. 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.

**61/2019. Public Participation:**

***Residents raised the following matters:***

Objections with regards to a planning application on formation of a highway access on Hollins Lane.

**62/2019. To Receive reports for North Yorkshire County Councillor and Harrogate Borough Council**

No report available.

**63/2019. Minutes:**

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

***It was resolved that*** the minutes of the Ordinary Meeting of Hampsthwaite Parish Council held 09/09/2019 as a true and accurate record of that meeting – Proposed by Cllr G. Howard, Seconded by Cllr C. Mounsey – agreed unanimously and signed by the Chair.

**64. Planning**

a. To Consider the planning applications received:

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

HBC Reference:	Address / Description:	Hampsthwaite Parish Council decisions:
19/03662/FUL	2 Brookfield Garth  Demolition of rear entrance lobby and erection of single storey rear extension	Hampsthwaite Parish Council has no objections to this planning application
19/03568/FUL	40 Hollins Lane  Erection of single storey extension with	Hampsthwaite Parish Council has no objections to this planning application

	alterations to fenestration	
19/04062/FUL	Land Fronting Hollins Lane Formation of highway access	<b>Hampsthwaite Parish Council objects on planning grounds to this planning application</b>

b. To note update on Local Plan from Harrogate Borough Council

This update is to be forwarded by the Chair to all councillors.

**65/2019. Finance:**

a. To Approve payments as detailed in Appendix 1

INVOICES TO BE PRESENTED FOR PAYMENT

14/10/2019

NAME	PURPOSE	AMOUNT
G.Scruton	Feast Field Fence Repair	500
Ray Skelton (Harrogate) Ltd	Grounds Maintenance	526.28
Yorkshire Water	Feast Field Supply	8.18
Enid Taylor Ltd	Newsletter	142
	<b>TOTAL</b>	<b>1176.46</b>

INCOME

NIL

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

Cllr G.Howard signed cheques, countersigned by Cllr H.Brown

b. To Approve Bank Reconciliation Statement to 30 September 2019 (Appendix 2)

No bank reconciliation statement available.

c. To Sign contract for website provision for Town and Parish Council websites, as resolved at September meeting

Cllr G. Howard and Cllr D. Collett raised some concerns over one of the providers. The Clerk was instructed to discuss with Vision ICT their proposal and liaise with Cllr C. Mounsey – the package to include a stand-alone Parish Council website and individual e-mail addresses.

d. To Consider necessary action re payroll services

***It was resolved that*** the Locum Clerk contact T P & Jones of Harrogate regarding costs of payroll services.

e. To Receive an update on installation of ‘post box’ on Village Rooms outside wall and consider any necessary action

This item of business is deferred to the next ordinary meeting of HPC.

f. To Note correspondence has been sent to HAG

Cllr H. Brown informed Council that correspondence had been sent to HAG. A response has been received stating that the disbanded HAG has an expectation that the monies fund raised will be ring fenced by the Parish Council for any future planning issues and that there has been no objections from any donors to this request. **It was resolved that** the Chair will get legal advice with regards to this response.

g. To Consider HPC budget provision as against current income and expenditure  
**It was resolved that** the Locum Clerk would undertake a review.

h. To Consider quote for fencing requirements at play area  
**It was resolved that** the Locum Clerk contact Harrogate BC with regards to commuted sums available and that the Locum Clerk then contact G. Scrutin with regards to the quote for the work.

i. To Consider quote for extending fencing at cabins and explore commuted sums  
**It was resolved that** the Locum Clerk contact Harrogate BC with regards to commuted sums available and that the Locum Clerk then contact G. Scrutin with regards to the quote for the work.

j. To Consider Insurance cover and quotes  
This item of business is deferred to the next ordinary meeting of HPC.

k. To Receive an update on Medieval Way/Highways and consider any identified funding requirement  
Cllr G. Howard identified that there has been no progress with highways to date and that this item of business be deferred to the next ordinary meeting of HPC.

**66/2019. Hampsthwaite Parish Council Administration Matters:**

a. To Approve a timetable for development of HPC asset register/schedule  
Cllr G. Howard and Cllr D. Collett to work together on the asset register and forward to the Locum Clerk.

b. 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.

c. To Consider necessary action regarding Information Commission registration  
**It was resolved that** the Locum Clerk would register HPC with the Information Commissioners Office.

d. To Approve registration as an Employer with HMRC  
**It was resolved that** the Locum Clerk would register HPC with the HMRC.

e. To Consider necessary action re Employers Liability Insurance  
**It was resolved that** Cllr D. Collett would undertake a review of HPC current insurance cover.

f. To Consider Play Area Inspection Report and agree any necessary action  
Due to the lateness of the hour this item of business is deferred to the next ordinary meeting of HPC.

**67/2019. Councillor Activities:**

a. To Note reports from outside bodies, councillor activities and training  
Cllr G. Howard outlined that he had attended a meeting with regards to VE Day 75 celebrations in May 2020. An event is being planned for Friday 8 May and HPC may wish to consider providing some budget to support the event.

The Chair identified that Sustrans had been in touch with regards to proposals for extending the Nidderdale Greenway. The Chair has invited them to come and speak with HPC.

Cllr D.Collett identified that there is a need to develop a workplan with regards to the Internal Audit report for the current financial year.

b. To Consider any action required arising from Item 67(a)

Due to the lateness of the hour these items of business are deferred to the next ordinary meeting of HPC:

**68/2019. Highways**

a. To Consider ongoing/current Highway issues

Cllr J. Backhouse reported that a pothole on Church Lane has been repaired.  
It was agreed that there is a flooding issue on Hollins Lane that needs reporting.

b. To Approve necessary action with regards to the above

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

**69/2019. To Note Correspondence Received**

No correspondence reported.

**70/2019. To Note matters for Information and items for next monthly meeting agenda**

- Parish Council website
- VE Day 75<sup>th</sup> Anniversary
- Installation of a posting box on Village Room wall
- Internal Audit Workplan
- Village Christmas Tree

**71/2019. 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 11 November 2019 at 7.15pm in the Village Room, Hampsthwaite.

***Meeting closed at 9.25pm***

**Chair.....**