

Chairman: Councillor Mike Brown
Clerk/RFO: Mrs Juvina Janik
43 Chapel Street, Hambleton, YO8 9JG Telephone: 01757 229885
Email: jjhambletonpcclerk@gmail.com

Minutes of Hambleton Parish Council meeting held Thursday 8th February 2018 at Hambleton Village Hall, 7pm

18/18 Present and Apologies

Present: Cllrs Brown (Chair), D Brown, Clarke, Senior and Sim were present. Apologies: Cllr Mountford and Turner. Cllr Barnes month 1 of agreed 6 months leave.

Also in attendance: District Councillor Pearson, Juvina Janik (Clerk) and Mrs Millington (resident).

19/18 Declarations of Interest

None declared

20/18 Approve and sign the minutes of Hambleton PC meetings held Thursday 11th January 2018

Resolved: The minutes for the meeting were accepted as a true record by council and signed by the chair.

21/18 Attendees comments

It was proposed that Mrs Millington join the discussion on the item of interest when council discussed it rather than comment individually under this item.

22/18 Clerk Report

Standing Orders updated and printed as adopted in October 2017, booklet made, to be sent out to all members.

Heather Chew at SDC email re rec field and extra bin bags – this was actually Cllr Senior who had cleaned up the field, it is assumed after a football game had taken place. Another bin has been installed which should help alleviate the situation but HRAA need to be informed and requested to ensure the litter is tidied up.

Pre planning application enquiry for War Memorial taken place, notes received from Celia – planning permission will cost £195/2= £97.50 (a 50% reduction is applied to parish council applications) **Resolved:** Clerk to complete the full application form. The pre application enquiry should also be carried out for the Layby plans.

Zurich Insurance policy to be reviewed for any changes. **Resolved:** Cllr M Brown took the insurance documents to review for next meeting.

Ferrybridge D Combined Cycle Gas Turbine – new gas line – work affects Hambleton/Hillam/Gateforth boundary. **Resolved:** Clerk to make the request that heavy machinery does not come through Hambleton village for access.

Drax Repower CCGT update: Consultation remains open until 27th February. It is thought that the application will be submitted in 3-4 months.

Chalk Paint – 2 cans ordered, reimbursement needed. **Resolved:** Clerk to write cheque for reimbursement this meeting.

Arnold Baker 10th Edition: Local Council Administration ordered, cheque needed for SLCC. **Resolved:** Clerk to write cheque this meeting.

DRAFT

Christmas Lights: So far one resident strongly disagrees with having the lights, one resident fully supports having lights. Cllr Pearson explains that Thorpe Willoughby rent their lights from a company who put them up, take them down and store them. Further information has been received from Mrs Millington re the condition of the lights and the tree. **Resolved:** Cllr Mountford to continue research into the process and cost of having lights. Clerk to contact SDC about who puts the Selby town Christmas Tree and its lights. New set of Christmas lights is to be budgeted for. Clerk to find an appropriate Tree Surgeon to prune the Christmas Tree on The Green.

No contact from Robin Forrester – emails are bouncing back. No answer on mobile number, not return messages.

HRAA would like to meet. **Resolved:** Clerk to arrange

Community Litter pick – 16 volunteers on Facebook. **Resolved:** Clerk to contact SDC regarding the risk assessments and liaise with the lead volunteer to explain the safety protocol to be followed.

Litter on A63 over bridge to Thorpe Willoughby. **Resolved:** To be reported to SDC for clearance by clerk.

Play Area inspection due soon. **Resolved:** Streetscape to carry out as usual.

23/18 Finance:

- a) Council reviewed the cashbook and bank statement reconciliation for January. **Resolved:** It was approved and signed by the Chair. **The cashbook reconciles with the bank statement.**

JANUARY 18 RECONCILIATION		
Cash Book balance 29 DEC 2017	£ 53,018.51	
Receipts	£ 30.00	
Payments	£ 7,580.99	
Cash Book balance 31 JAN 2018	£ 45,467.52	
STATEMENT Balance 31 JAN	£ 46,889.67	
o/s chq 338	£ 312.65	Selby District AVS
o/s chq 339	£ 996.00	TCV
o/s chq 342	£ 13.50	HVHMC
o/s chq 346	£ 100.00	DONATION TO CAROLS ON THE GREEN
total cheques o/s	£ 1,422.15	
Statement balance minus o/s chqs	£ 45,467.52	

- b) **Resolved:** February payments (including the 2 cheques agree earlier in the meeting) were checked against the invoices and signed off.

	To	Details	TOTAL	VAT
	Brought forward		£ 25,283.10	£ 2,254.95
2352	J.Janik	Clerk Salary JAN 2018	£	£ -
2353	J.JANIK	REIMBURSE AS ON CLAIM FORM	£ 44.01	£ 2.33
2354	MR JIGGINS	AMENITIES OFFICER JAN	£ 140.00	£ -
2355	HVHMC	NOV,DEC,JAN HALL HIRE	£ 45.00	£ -
2356	Selby District AVS	Newsletter Feb/Mar	£ 312.65	£ -
2357	Community Heartbeat Trust	Community Heartbeat Trust Defib Donation	£ 1,810.00	£ -
2358	J.Janik	Chalk Paint	£ 31.00	£ 5.16
2359	SLCC	Arnold Baker Book 10th Ed	£ 78.40	£ 0.80
DD	YORKSHIRE WATER	Bill 19 JAN 18	£ 8.73	£ -
TOTAL SPEND FEBRUARY 18			£ 2,986.18	£ 8.29
TOTAL ANNUAL SPEND			£ 28,269.28	£ 2,263.24

DRAFT

- c) **Resolved:** It was agreed that the same internal auditor would be approached to carry out the next internal audit
- d) **Resolved:** The cost of the clerk's ILCA course will be £99.00 + VAT, this cost was approved and will be reimbursed to the clerk after the online payment is made.
- e) **Resolved:** A sum of up to £50 was approved for the purchase of an external hard drive to store PC documents.

24/18 To approve Staffing Committee recommendations for 'Working From Home' payment to clerk

The staffing committee propose that the clerk is to be paid an annual sum of £195, in monthly instalments through payroll administration. It is proposed that the payment be paid retrospectively for the years Nov 2015/Oct 16 and Nov 2016/Oct 17 plus November-Dec 17 and Jan- Feb 18 in one lump sum of £455.00. It was proposed by Cllr D Brown that the motion be passed. This was seconded by Cllr Sim. Council was unanimously in favour. **Resolved:** The motion is passed and the Chair will contact the Payroll Administration. The lump sum payment will be paid in March.

25/18 Update on Defibrillator process

Hambleton Village Hall Management Committee give their permission for the defibrillator to be installed on the wall and connected to the electricity supply. HVHMC will cover the cost of the electricity to the cabinet. The quote for installation by MBL Electrical is £159+VAT. Clerk met with electrician to show the location and job. The request form needs to be completed and the cheque needs to be sent to order the equipment.

Resolved: Installation quote is to be accepted. Clerk to complete order form and send along with cheque. Installation should be arranged once equipment arrives.

26/18 Update on layby at cemetery

P&T Contracts have been informed that the council would like to discuss the quote and have a site meeting. A pre planning application enquiry (as was done for the War Memorial) could be carried out for a cost of £25.

Resolved: Clerk to arrange meeting with P&T Contracts for Councillors to attend for discussion. Clerk to arrange a pre planning application enquiry meeting, payment approved.

27/18 Discuss quotes regarding website and finalise provider

Cllr Sim has received several more quotes but believes Code Media is still offering the best package. £1440 for build and first year of hosting. £240 per year for hosting. £50 per hour for additional work if necessary. Should be able to have a .gov URL if approved. The site should be available in 6 weeks. Cllr Clarke proposes that the Code Media package is accepted. Cllr D Brown seconds the proposal. **Resolved:** Cllr Sim is to go ahead with Code Media package.

28/18 To approve letter to chief constable regarding speed concerns on A63

No changes. **Resolved:** Clerk to finalise layout and send letter to Chief Constable and copy in Julia Mulligan.

29/18 Planning:

- a) Applications for consideration:
 - i) Community Governance Review: Thorpe Willoughby Parish Council – Request to amend parish boundary.

At this point Mrs Millington was invited to join the discussion. Hambleton Parish Council found the wording of the letter and the fact that Thorpe Willoughby PC had no formal contact with Hambleton PC disrespectful and presumptuous. It would have been expected that a letter of intention would be sent as a polite notice. This has been put down to a misunderstanding/miscommunication of the informal discussion that were had.

The boundary change would see 8 residents become part of Thorpe Willoughby. It was agreed that these residents should reserve the right to be buried in Hambleton Cemetery.

DRAFT

Hambleton Parish Council would not be discussing the issue with the 8 residents, but will write to them to remind them they have the right to express their observations to Selby District Council who are obliged to take any concerns into account.

It was suggested that with regards to planning applications, the boundary change would see Thorpe Willoughby as the consulted parish council which would make more sense given the proximity of the land to existing Thorpe Willoughby developments.

Resolved:

Hambleton Parish Council have the following observations:

- Hambleton parish council will not accept responsibility for any of the costs involved in the process as this was a request from Thorpe Willoughby PC.
- Affected Hambleton residents must have their concerns taken into account

Clerk to send observations and contact the 8 affected Hambleton residences by letter explaining how they should submit any concerns to Selby District Council for consideration.

- ii) 2018/0088/TPO: Application for consent to crown lift by approximately 3.6m and removal of branches to ensure shape is retained to 1no Sycamore Tree (T9) covered by TPO 7/1995 – 5 The Willows

Resolved: Work should be carried out by a professional with the appropriate qualifications and experience.

- iii) Appeal Hearing: Land at Field Lane, Thorpe Willoughby. Hearing arranged for 21 February.

Resolved: No Hambleton representation necessary

- b) No Notices of Decision to report

30/18 Village Maintenance

- a) Streetlight 11 on Westcroft Lane is out. **Resolved:** Approval for clerk to order the work to done by same electrician that has carried out the previous two repairs.
- b) Resident emailed with concerns of speeding on Westcroft Lane and also Dog Mess. Council have a letter to be sent to the chief constable regarding speeding in the village and have ordered more chalk spray and have more stickers being put on lamp posts by some volunteers in the village. **Resolved:** Await the outcome of the letter and raise the further concerns once dialogue has begun. Newsletter campaign, use of chalk spray should highlight the dog mess that is left on path, await the outcome of these strategies before implementing further actions.
- c) Matters to report to the clerk:
 - i) Lots of leaves on Gateforth Lane, unsafe and slippery when wet. **Resolved:** Clerk to report to SDC for path cleaning
 - ii) Flytipping issues in the village. **Resolved:** Clerk to investigate use of the SDC camera
 - iii) Streetlight 77 is out on A63. **Resolved:** Clerk to report to NYCC

31/18 Confirm the date and time of the next ordinary meeting:

Resolved: Next meeting Thursday 8th March 2018, 7pm @ the Village Hall

32/18 Meeting closed 21.25

Signed: _____ Date: _____