

Chairman: Councillor Mike Brown
Clerk/RFO: Mrs Juvina Janik
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**Minutes of Hambleton Parish Council meeting
held Thursday 17th MAY 2018 at Hambleton Village Hall, 7.30pm following the AGM**

75/18 Present and Apologies

In attendance: Councillors Mike Brown, David Brown, Roy Clarke, Melissa Mountford, Billy Senior and Richard Sim. Apologies received from Cllr Turner. Councillor Barnes is on leave.

Attendees: District Councillor Chris Pearson, Mrs J. Janik (Clerk), Mrs I. Millington, Mr P Wilson, Mr Phil Zealand (Hambleton Juniors), Mr S Richards (Hambleton Juniors), Mr Tyler and Mr Formstone.

76/18 Declarations of Interest

Cllr David Brown noted that as a resident of Richardson Court item 88a) affects him personally and it may be appropriate to withdraw from that discussion.

77/18 Attendees comments

Resident wished to clarify information relating to item 80/18. Can Hambleton be sure costs will not be incurred? What if any, were the reasons for supporting the boundary change? Are Hambleton PC aware of the financial consequences? **Resolved:** It was made clear that Hambleton did not 'support' the boundary change but currently had no strong arguments against it. The matter would be discussed further when the item was reached on the agenda.

78/18 Approve and sign the minutes of Hambleton PC meeting held Thursday 12th April 2018

Resolved: The minutes for the meeting were proposed as a true record by Cllr D Brown, this was agreed by council and signed by the chair, Cllr M Brown

79/18 Discuss possible future development of Hambleton Recreation Area (Phil Zealand)

Parish Council meeting was closed in order for public to address council Mr Zealand and the volunteers are looking to build the Hambleton Juniors team up into a thriving club with a long term future. They are looking to be using the Recreation Area weekly and have 20+ members. Nigel Croad and Steve Richards have recently gotten involved as coach and development manager respectively. The club wants to offer holiday clubs as well as football team activities. To carry out the development they need to be able to offer suitable facilities, ideally a club house for home and away players to use on match days but also for event use for the club. There are grants they can apply for to carry out the development. The club want to know what restrictions there are with regards to development and the Parish Council's and Hambleton United Charities' permissions. *Meeting re-opened* **Resolved:** Permanent development will not be permitted due to the condition that the land must return to being arable land if the Recreation Area was to close. A temporary building could be permitted. HUC will need to look into the lease terms which they hold with Hambleton Parish Council. The agreement term will need to be extended with the parish council. HUC will arrange to meet to discuss the lease, and will contact Hambleton Parish Council. The parish council will then need to draw up lease terms and a contract with Hambleton Recreation Area Association/Hambleton Juniors. Other issues to be addressed: Insurance and a lease between the parish council and HRAA.

80/18 Discuss press release and residents responses regarding Thorpe Willoughby's request to amend the boundary

A letter of apology from Thorpe Willoughby Parish Council was received in the meeting with regard to not discussing its intention to request a change in the boundary formally with Hambleton Parish Council. The

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press release in the Selby Times was factually incorrect and had raised some unrest amongst residents.

Parish Council meeting was closed in order for public to address council

Hambleton residents Mr Tyler and Mr Formstone have serious concerns regarding the change in the boundary and do not believe Selby District Council have fully considered their concerns. They do not agree with the change. Both residents have serious concerns regarding the future developments in the area.

Meeting re-opened

Resolved: Taking into account the residents’ belief their concerns were not considered in the decision, and given the decision to move the boundary was only agreed on the proviso that Hambleton Parish Council supported the change, Hambleton PC will write formally to Selby District Council with a number of conditions; including that assurances are sought that no expense will be accepted by Hambleton Parish Council and also that the existing residents of Hambleton are able to stay within the Hambleton boundary. Clerk to send a copy of the letter to Mr Formstone also.

81/18 Clerk Report

- End of Year Accounts have been written up with adjustments as stipulated by PKF external audit report from last year and documents completed for approval this meeting, the Annual governance statement must reply ‘No’ to assertion 4 – this is because the paperwork was not available to view on a website during the Exercise of Public rights period specified.
- Annual Governance and Accountability Report docs received and completed
- Cllr Clarke met clerk to update YBS passbook
- Arranged Internal Auditor, Andrew Bosmans, to inspect accounts on Wednesday 23rd
- Quote received from Burns regarding repairs in cemetery £890+VAT to be discussed at BA meeting June.
- Clerk attended General Data Protection Regulations seminar by YLCA – main issue is that clerk cannot be Data Protection Officer due to clerk being the main data processor, like auditing your own work... agenda item 85. Invoice received at 50% of cost of course.
- Letter to Methodist chapel written and sent.
- Newsletter is in process – due to bank holiday I want it get it in for printing on Monday.

82/18 Finance:

a) Council reviewed the cashbook and bank statement reconciliation for APRIL 2018.

Resolved: It was approved and signed by the Chair.

The cashbook reconciles with the bank statement.

APRIL 18 RECONCILIATION	
Cash Book balance 29 MARCH 2018	£ 40,923.42
Receipts	£ 15,921.94
Payments	£ 3,550.82
Cash Book balance 29 APRIL 2018	£ 53,294.54
STATEMENT Balance 29 APRIL 2018	£ 53,822.93
Less o/s cheque J.Janik	£ 516.39
Less o/s cheque HVHMC	£ 12.00
	£ 53,294.54

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b) **Resolved:** MAY payments were checked against the invoices and signed off.

	To	Details	TOTAL	VAT
	Brought forward		£ -	£ -
2380	JJanik	Clerk Salary APR 18	£ -	£ -
2381	MR JIGGINS	Monthly Duties 5 WEEKS TO 17TH MAY	£ 175.00	
2382	HVHMC	HALL HIRE Mar/Apr 18	£ 24.00	
2383	NYCC	VAS INSTALMENT 3 OF 4	£ 1,740.00	£ 290.00
2384	RG HILTON & CO	PAYE ADMIN to 5/4/18	£ 84.00	£ 14.00
2385	ADVANSYS	2YR REG OF .GOV DOMAIN	£ 72.00	
2386	YLCA	GDPR TRAINING	£ 22.50	
TOTAL SPEND APRIL 18			£ 2,633.89	£ 304.00
TOTAL 2018-19 ANNUAL SPEND			£ 2,633.89	£ 304.00

83/18 Annual Governance and Accountability Return 2017/18: To consider and complete Section 1

Section 1 had been distributed prior to the meeting for councillors to read the statements. It was explained that assumption 4 will state 'No' due to the fact that the Documents from last years Annual Return were not displayed on a website as well as in the notice board, this did not comply with regulation 15 of the Accounts and Audit Regulations 2015.

Resolved: Council agreed that the Annual Governance Statement was completed correctly and the Chair, Cllr Brown, signed the document.

84/18 Annual Governance and Accountability Return 2017/18: To receive and approve the Accounting Statements, Section 2

This document had also been distributed prior to the meeting for councillors to examine.

Resolved: Council approved the figures and the Chair, Cllr Brown, signed the document.

85/18 To discuss the post of Data Protection Officer – this should not be the Clerk

After attending the GDPR training course, the clerk explained that actually she could not be appointed Data Protection Officer and nor could the councillors due to the fact that they all handle and process the data. It is very likely that parish council's may be exempt from having a DPO, we awaiting the bill being passed in parliament. The council must still be compliant with the new GDPR. Resolved: Hambleton Parish Council will look at an appointment of DPO, possibly via YLCA, if it is necessary and the bill is not passed.

86/18 To consider the donation request from Age UK Selby Branch

Resolved: A donation of £100, the same as last year, was approved. Clerk to account for this in June.

87/17 Village Maintenance

- a) To discuss the maintenance of the grass at the village hall. **Resolved:** clerk to look at the conditions placed on the planning approval and associated documents
- b) To discuss pruning of Christmas tree on the green. **Resolved:** It was proposed and seconded that the quote provided by Marcus Taperell should be accepted and that the clerk is to ask if he could take down the tree lights while he was up in the tree.
- c) Any updates on ongoing issues.

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- Website: Site map created, needs images and the appropriate documents
- Ginnel: No further response – Cllr D Brown to draft a follow up letter.
- Hedge at Garth Drive Play Area: Resident has removed the fence but has been told that cutting back of the hedge cannot take place until after the birds nesting season in September. Resident believes she has information to show her boundary line is up to the play area fence and that the land is actually hers. Council await contact from residents’ legal advisor.
- Apple Tree Drive road sign: faded and difficult to read. **Resolved:** Clerk to request replacement from SDC

88/18 Planning Applications for consideration:

- a) 2018/0397/REM – Reserved matters application relating to access, appearance, landscaping, layout and scale of approval 2017/0312/OUT, Land East of Richardson Court. **Resolved:** Building inspectors to ensure windows fitted in residence on plot one do not overlook the existing bungalow and that builders adhere to plans.
- b) APP/N2739/W/18/3197955 – appeal lodged with Secretary of State in respect of refusal of planning permission application for Change Of Use from single dwelling to Nursery at 33 Gateforth Lane. **Resolved:** No comments.
- c) Notices of decision: None to report.

89/17 Items for the newsletter: Information regarding the clarification around the boundary change request as reported in the Selby Times and the action to be taken by the parish council.

90/17 Confirm the date of the next meeting: 4th June 2018. To be preceded by a Burial Authority meeting.

91/18 Meeting closed 10.10

Signed: _____ Date: _____