

**HAMBLETON PARISH COUNCIL**  
**MINUTES OF THE ORDINARY MEETING HELD ON THE 21<sup>st</sup> November 2017**

**Present:** Cllrs Davies (Chairman), Sycamore, Cameron, Robinson, Peaker and Jenkinson, the Clerk, 2 members of the public.

- 1. 17/072 Apologies for Absence:** Cllr Squires.
- 2. 17/073 Declarations of Interest:** Nil
- 3. 17/074 Minutes:** It was resolved that the minutes (previously circulated) of the Ordinary Parish Council meeting held on 3<sup>rd</sup> October 2017 be approved and signed by the Chairman as a true and accurate record.
- 4. 17/075 Matters Arising:** Nil
- 5. 17/076 Police:** reports for September and October had been received and the detail was noted. The Clerk advised that Preesall Town Council had decided not to continue with the Police Forum.
- 6. 17/077 Items Introduced by the Public:**  
i) **Gala:** an email had been received from the Gala Committee advising that a request had been received from the fairground company (Cubbins) seeking permission to pitch rides and accommodation vehicles on the field for a longer period than previous year's. The Gala representative had stated that their liability insurance was only valid for the actual gala day so they would not be able to extend their liability for the fairground. Members agreed that vehicles could arrive on the field on Thursday but would need to leave by Sunday evening at the latest and that Cubbins would need to complete their own application for use of the field and supply a copy of the appropriate liability cover. The Clerk was asked to respond in this way to the email from the Gala Committee.
- 7. 17/078 BKV/WIB:**  
Two representatives from the BKV Committee were in attendance to confirm that a Silver Gilt Medal had been awarded by Britain in Bloom. Members congratulated the BKV Committee and thanked the volunteers for all their hard work. The certificate will be displayed in the meeting room and the Clerk was asked to put a photo of the certificate on the Parish Council's website.  
The BKV committee are intending to place notices in the village and school newsletters asking for families to adopt a flower bed during the summer. It was suggested that contact be made with the people who had expressed an interest in volunteering and a meeting arranged to discuss assistance with the works associated with the BKV competitions. The end of the war was discussed as a possible theme for the 2018 season including a warhorse. It was suggested that the BKV representatives and the Parish Council meet before the next meeting to discuss further (7pm).  
**Sponsor Signs:** it was agreed that only one sign per sponsor should be displayed on flower beds and that if work was undertaken free of charge, a plaque be placed on any item that is constructed / repaired. It was also agreed that the Spar sign continue to be displayed at the entrance to the village and the Parish Council's sponsor sign be placed by the flower bed on the hill.  
**Welcome to Hambleton Sign:** the Parish Council explained that they planned to improve the sign and alternatives to the seeders would be investigated. The Clerk was asked to contact the lengthsman to clear the bedding plants from the seeder, weed the rockery, paint out the music notes on the welcome to Hambleton sign and remove the notes plaques behind the seeders.
- 8. 17/079 Reports of Meetings:**  
a) **Village Hall Management Committee:** It was reported that a cost for a new door entry system was being obtained and the use of the hall as a cinema was being investigated.

**b) Area LALC Meeting:** it was reported that Representatives from Wyre Council had been in attendance to discuss Planning Policy.

**9. 17/080 Bob Williamson Park:**

**a) Ponds:** the Clerk reported that the bid for LEF funding was almost complete and further analysis of the questionnaires needed to be completed. A letter had been drafted to confirm that the Parish Council would pay the Contributing Third Party (CTP) of £1445 should the bid be successful. It was proposed that the letter be approved and the Chairman was asked to sign. Cllr Robinson asked that thanks to the Clerk be recorded in the minutes as appreciation of her hard work to complete the LEF application.

**It was resolved to confirm the above proposal.**

**b) Outdoor Gym Equipment:** a quote and plan had been received from Kompan and quotes received for the same equipment and an alternative scheme from Fresh Air Fitness. It was proposed that the Parish Council aim to install some equipment by the summer of 2018 and that the Clerk contact Fresh Air Fitness to arrange a meeting on site so they could prepare a plan and discuss funding options before perhaps holding an open meeting to show the community the outdoor gym proposals.

**It was resolved to approve the proposal.**

**c. Lease:** an amended draft lease had been received from Wyre Council. The clerk explained the various clauses that had been amended:

i) The Clerk's name as signatory was now shown in full.

ii) Reference to Accessway had been removed from clauses 8.1 and 8.2.

iii) The word "play" had been removed from clause 11.2.

iv) It was stated in clause 11.3 that the landlord shall be responsible for the repair and maintenance of existing play equipment as at the date of this lease and listed on the attached schedule but shall not be required to maintain or repair to any better state than as at the date of the lease. It also stated that play equipment could be removed by the landlord without replacement. Members requested that notification be given by Wyre Council before any equipment is removed. It was noted that the schedule of equipment was correct.

v) a break clause had been inserted stating that the tenant may terminate the lease after the first 30 years by serving not less than 12 month's notice in writing.

**It was resolved to approve the above amendments and the Wyre Council be asked to state that equipment cannot be removed without advising the Parish Council.**

**d. Wyre Maintenance Schedule:** it was suggested that a meeting be arranged with Wyre Council to discuss the schedule.

**It was resolved to approve the above proposal.**

**e) Section 106 Monies:** Wyre Council had asked if the monies wanted to be used as match funding for a larger master plan for the park. It was felt that the Church Lane entrance needed upgrading so plans to use some of the monies should proceed. It was proposed that the Clerk advise Wyre of the above and ask for confirmation that draft ideas will be available for the Parish Council's January meeting. It was felt that Wyre should also be made aware of the plans for Outdoor Gym equipment so that the two projects could be completed by summer 2018.

**It was resolved to proceed as proposed.**

**f) Gala:** an application for use of the Bob Williamson Park on 4th July 2018 had been received from the Gala Committee. It was proposed that the application be approved.

**It was resolved to approve the application.**

**10. 17/081 Other:**

**a) Allotments:** Cllr Squires had informed the Clerk that she had been contacted about possible available land in Scronkey. This information had been shared with the allotment group, but feedback had indicated that the land was too great a distance from Hambleton. Three other possible plots had been identified by the same person and these were being investigated.

**It was resolved to await further feedback.**

**b) Halite:** the notes of the community meeting held on 10th November had been circulated to members prior to the meeting. Cllr Peaker confirmed he was planning to attend a further Community Liaison Panel meeting later in November.

**It was resolved that no further action was required at this time.**

**c) i) Christmas Tree Switch On:** Cllr Davies confirmed he would organise the road closure notices and Cllr Jenkinson advised that he had a number of cones that could be used for the event. The Clerk advised that she would be away for the switch on, but would contact the lengthsman to be available to set the traffic cones and remove after the event. Cllr Jenkinson to liaise with the lengthsman. The WI would be providing Marshals for the event.

**ii) festive Funding:** a letter had been received from Wyre Council confirming funding of £2326.00 for festive lighting. It was now too late to organise the full scheme but the following was being organised:

15ft Christmas trees at the Spar and Ryecroft Corner

Lights at the shops

Light and motifs at the village Hall

The clerk had given all the details to PRS Electrical and they would be organising the lights. Cllr Davies reported that the electrical supply for the village hall would be installed by the end of the week. Letters had been delivered to all local businesses asking for donations to the festive lighting, but contributions had only been received from the Spar and the WI. The Clerk advised that she did not have time this year to visit all the businesses to ask for donations, but if Councillors wanted to make contact they should proceed. Cllr Robinson confirmed that the trees would be erected the weekend of 2nd December.

**d) Rockery / Seeders:**

**It was resolved that the lengthsman would be asked to clear.**

## 11. 17/082 Policies

**a. Health and Safety:** a draft policy had been circulated to members before the meeting and it was proposed the policy be adopted.

**It was resolved that the policy be adopted.**

**b. Safeguarding Policy:** Cllr Sycamore had been proposed as the Safeguarding Officer and she had suggested changes to the policy. It was proposed the policy be amended and presented at the January meeting.

**It was resolved to proceed as proposed.**

**c. Risk Assessment - Christmas Lighting:** in line with insurance requirements, a draft policy had been drafted and circulated by the Clerk prior to the meeting and it was proposed the assessment be approved.

**It was resolved to approve the risk assessment.**

## 12. 17/083 Finance:

**a) Newsletter:** it was proposed that a donation of £200 be given to the newsletter.

**It was resolved to approve the above proposal,**

**b) Bills for Payment: It was resolved that the following be approved for payment.**

	Payee	Amount
a.	A. Taylor – October Salary and September hours c/o	£511.80
b.	PAYE October	£127.80
c.	K Coleman Expenses: Mileage/telephone	£53.60
	Copying/postage/other	£41.25
d.	K Coleman October Salary and extra hours	£606.03
e.	M Mallon – Grass Cutting	£595.00
f.	Arien Designs Ltd – new Jubilee Sign	£88.80
g.	Napthens Solicitors	£600.00
h.	Mail Boxes Etc – printing of questionnaire	£20.00
i.	A Taylor – materials for repair of Public Footpath	£17.81
j.	A Taylor – Clothing Allowance (Feltons Ltd)	£100.00
k.	Hambleton O'60s Friendship Group S137	£50.00
l.	K Coleman November Salary	£521.74
m.	A Taylor November Salary	£163.60

n.	Newsletter S137 Donation	£200.00
o.	PAYE November	£41.00

**c) Signing of bank statements:** the October and November bank statements were initialled to acknowledge income of £250 rights of way scheme and interest 0.32.

**d) Bank Reconciliation:** reconciliations for October and November were presented and it was proposed that these be approved.

**It was resolved to approve the reconciliations.**

**e) Budget Review:** a spread sheet had been circulated to members prior to the meeting. It was noted that the budget was forecasting overspends in the following areas

- Clerk Salary – due to extra hours
- Amenity Cleansing / Maintenance: due to two Wyre Council maintenance contract invoices being paid in the same financial year.
- Special Projects: pond survey, fence work at park, Napthens.

A brief discussion followed regarding the **2018 / 2019 Budget**. It was suggested that reserves should be earmarked for play equipment for the park and money allocated to this fund on an annual basis. The level of reserves was also discussed and it was felt these should be akin to the annual budget amount. Cllr Davies advised that he had been asked who was responsible for litter picking in the village. A discussion ensued regarding the lengthsman's duties and it was proposed that this be discussed in detail at the January meeting. It was suggested that an item be included in the green book about keeping the village tidy.

**It was resolved that the 2017/2018 overspend be noted.**

**f) Insurance:** the clerk confirmed that the insurance claim for damage to the notice board and fencing on the park had been paid less the excess of £250. It was proposed that a decision on the works and the purchase of a new notice board be postponed until the outcome of recent grant applications was known.

**It was resolved to approve the above proposal.**

### 13. 17/084 Planning Applications:

**a) 17/00994/REM:** variation of condition 1 - Maple Lodge Mill Lane, Hambleton.

**b) 17/00805/REMMAJ:** variation of condition 1 on application 16/00166/REMMAJ, Land at Carr Lane, Hambleton.

**c) 17/01037/FUL:** Conversion of garage to living accommodation, 7 Bluebell Avenue, Hambleton.

**d) 17/00961/FUL:** Erection of rear dormer, 2 Woodhall Gardens, Hambleton.

**It was resolved that the Council had no objections to the above applications.**

**e) 17/00822/FUL:** Erection of a building for holiday use, Highfield Farm Fisheries, Ghants Lane, Hambleton.

**It was resolved that the Council object to this revised application for the same reasons as previously submitted.**

### 14. 17/085 Correspondence:

**a. Insurance Newsletter:** the newsletter had been circulated to members prior to the meeting and a Risk Assessment had already been prepared for the Christmas Tree lighting.

**It was resolved to note the details.**

**b. LALC:** an email had been received from LAC about NALC's new diversity commission.

**It was resolved that no further action was needed.**

**It was resolved that the January meeting be held on 9<sup>th</sup> January and the February meeting on 13<sup>th</sup> February 2018.**

**Date of Next Meeting: ORDINARY PARISH COUNCIL MEETING  
Tuesday 9th January 2018, Village Hall 7.30 PM**

**Signed .....** **Date .....**