



Hapton Parish Council

Monday, 10th July 2017

Present: Councillor Downham (in the Chair) and Councillors Kayley and Lakeland.

Others: Michael Greenwood (Lengthsman) and Steve Watson (Clerk)

Parish Council Agenda

Councillor Downham opened the meeting and welcomed everyone.

	Action	Who by
17/18/039 Council Vacancy		
New Councillor Harry Kayley signed the Acceptance of Office and Disclosable Pecuniary Interest forms. Annmarie Differ expressed an interest in the vacancy. RESOLVED: That Annmarie Differ is co-opted onto the Parish Council.		
17/18/040 Apology for absence and reasons given		
Apologies were submitted on behalf of Councillors Tim Birbeck and Amanda Webber. Borough Councillor Jean Cunningham also submitted her apologies.		

17/18/041 Declarations of Disclosable Pecuniary Interest / Code of Conduct		
There were no declarations of disclosable pecuniary interest.		
17/18/042 RESOLVED: That the meeting would be adjourned to welcome comments from members of the public.		
There were no resident's present.		
There was no Police report and there had not been a PACT meeting.		
There was no County Councillor report.		
There was no Borough Council report.		
17/18/043 The meeting was formally re-convened for business		
17/18/044 Minutes of the last meeting held on the 12th June 2017.		
The minutes of the last meeting were submitted for approval as a correct record.		
RESOLVED: That the Minutes of the Parish Council meeting held on the 12th June 2017 are approved as a correct record.		
17/18/045 Matter Outstanding as listed		
The following outstanding issues will be dealt with at the next meeting.		
<ul style="list-style-type: none"> • Traffic Light update - JG • Recreation Ground Update - JG • Fencing Quote - TB • Camera Quote – TB • Dog Fouling Update – JG • Cars - JG • Community Centre Items - JG • Land Registry - JG 		
Councillor Lakeland provided a map and the boundaries between Cronker and Hameldon Woods was agreed. A footpath map is to be requested from the Borough Council and the process for diverting footpaths is to be sought.		
The 2 Social Media Policies were discussed and it was agreed to adopt the more detailed policy once the references to Huncoat are changed to Hapton.	Make changes	Clerk
The Lengthsman provided a drawing and costings for the bridge. The materials would cost £1,600. It was agreed that external funding would be		

sought to provide a bridge and steps. Ownership of the land must be determined and it was agreed to visit the solicitors.	solicitors	JL & CD
17/18/46 Updates		
Website		
The website has been updated and Councillor Kayley's details are to be included. The Facebook page is not being updated, an adverts asking for articles is to be put on the Facebook Page. The Lengthsman will provide before and after pictures of jobs carried out for the Facebook page.	Details	Clerk
Update on Events		
It was agreed that the Bonfire Event would be held on Saturday 4 th November at 6:30pm and hotdogs will be provided by the Parish Council. Music was suggested. Armistice day is at the Methodist Church on the 12 th November and Councillor Kayley will order the wreath and Councillor Birbeck will be asked to source the bugler and the school are to be contacted about setting up. The Christmas Light Switch On will be held on Monday 4 th December at 6:30 for 6:45 switch on.	Hotdogs Wreath Bugler	JL & CD HK TB
17/18/047 Councillor Reports including reports from representatives of outside bodies		
The Heritage Group update is on the Facebook page regarding the Hapton Big Dig Project. There will be a joint event, Saturday 10 th Jun 2018 with the Heritage Group. There were no further reports.		
Community Centre Update		
There was no further update.		
17/18/048 Lengthsman		
Suggested jobs included trees on Water Street and a branch in the allotments is to be removed once the current tenant leaves. The paths across the green will be weeded when the weather permits. Branches hanging over the Chapel have been removed and platers and baskets are to be watered once a fortnight.		
17/18/049 Allotments		
A list of rents paid was circulated and agreed. 2 tenants with outstanding rent will be terminated and advised that £50 of their bond money will be used to tidy the plot unless they leave it cleared within a week.		

A tenant has asked to pay the bond in 4 monthly instalments. It was agreed that a policy of payment of the bond over a 4 month installments period is agreed for all new tenants. Vacant plots are to be advertised.																										
A tenant who recently had 2 plots but had only paid 1 bind has return 1 plot and requested the bond is returned. As the tenant still has 1 allotment plot it was agreed that the bond will be for this plot and not returned. The tenant has also asked for the 2017 rent to be returned, it was noted that there has not been a letter of termination as required by the tenancy agreement and 2 months' notice. The rent return will be pro-rata'd on receipt of the notice to quit and taking into account the 2 months' notice required.																										
A no fly tipping notice is to be requested from the Borough Council. There are vacant plots and no waiting list, there were no late applications. There was no update on the Bridge Inn.	Sign	Clerk																								
Carol was thanked for all the work she has done with the Allotment Rents.																										
17/18/050 Planning																										
The following planning applications were considered:																										
<ul style="list-style-type: none"> • APP/2017/0320 - Proposed extension to existing ground floor kitchen, bedroom and additional storey, 6 BARLEY TOP HAMELDON 																										
There were no comments on the application.																										
17/18/051 Finances																										
The following invoices were tabled.	Bill's for payment:																									
<table border="0"> <tr> <td>1.</td> <td>Clerk's Salary – June (Standing Order) PAID</td> <td>£184.48</td> <td>S/O</td> </tr> <tr> <td>2.</td> <td>HMRC Clerk Tax</td> <td>£46.12</td> <td>100201</td> </tr> <tr> <td>3.</td> <td>M J Greenwood Lengthsman</td> <td>£400.00</td> <td>S/O</td> </tr> <tr> <td>4.</td> <td>M J Greenwood Lengthsman</td> <td>£61.65</td> <td>100202</td> </tr> <tr> <td>5.</td> <td>Briercliffe Parish Council Scribe</td> <td>£85.67</td> <td>100203</td> </tr> <tr> <td>6.</td> <td>Lianne Abram Internal Audit</td> <td>£150.00</td> <td>100204</td> </tr> </table>	1.	Clerk's Salary – June (Standing Order) PAID	£184.48	S/O	2.	HMRC Clerk Tax	£46.12	100201	3.	M J Greenwood Lengthsman	£400.00	S/O	4.	M J Greenwood Lengthsman	£61.65	100202	5.	Briercliffe Parish Council Scribe	£85.67	100203	6.	Lianne Abram Internal Audit	£150.00	100204		
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The Expenses cheque book is with the Internal Auditor, it was agreed to pay the bills from the environmental account and transfer the full amount of £343.44 from the Expenses account to the Environmental Account.																										
The following bank balances for 30 th June were noted.																										
<ul style="list-style-type: none"> • Fundraising Account 	£ 1,714.65																									
<ul style="list-style-type: none"> • Expenses 	£17,759.52																									
<ul style="list-style-type: none"> • Env. Account 	£ 2,600.00																									
<ul style="list-style-type: none"> • Total 	£22,074.17																									

The Budget Monitoring Report and Bank Reconciliations were noted.		
Resolved: That the above bills are paid.		
£50.00 in Allotment Bond money and £82.50 in rents has been paid.		
17/18/052 Clerk's Report including Correspondence		
The Clerk's report was noted.		
RESOLVED: That the Clerk's Report and correspondence is noted.		
17/18/053 Visual Audits		
There is litter in the corner of the new car park opposite the railway station		
17/18/054 Delegation of urgent decisions needed to be taken before the next meeting.		
RESOLVED: That any urgent decision prior to the next meeting are delegated to the Clerk in consultation with the Chair and Vice-Chair.		
17/18/055 Date of next meeting		
It was agreed to include a chapter of the Good Councillor Guide at future meetings.	Agenda	Clerk
Date of the next meeting Monday 11 th September 2017 and will start at 7:00pm.		
The meeting closed at 8:55 and all present were thanked for attending.		