

**Hebden Parish Council Annual meeting**  
**Minutes of the meeting held Wednesday 24<sup>th</sup> May 2017**

**Present:** Cllrs, Joy, Hodge, Longthorne, Wilson

**Apologies:** Cllr Coney

**Elect Chairman** Cllr Hodge proposed that Cllr Joy continues as Chairman and Cllr Wilson seconded. Cllr Joy accepted and took the role of Chairman.

**Minutes:** The Minutes of the meeting held 5<sup>th</sup> April 2017, which had been previously circulated, were taken as read and approved.

**Matters Arising:**

Town Hill: N Fairbank had built the wall and it had been backfilled with plants. Local residents had given their approval. The grass seed was beginning to grow. Stones had been placed to delineate the Green and one had been moved. S Naylor still hadn't given a quote for the posts as he said he'd been very busy.

Web site update: The Cllrs all agreed with the constructive criticism from Mr Gardner and Cllr Longthorne agreed to work on the web site and bring it up to date. Mr Gardner had offered help.

Tree safety inspection: The Cllrs had a copy of the notes made by the Clerk and put with these Minutes. There was no danger from any of the trees. Cllr Hodge had sent a warning to the villagers about not taking branches from the fallen fir tree. Cllr Hodge said he'd remove dead branches where practical.

BPS and the "bog" as a Common plus Nat England grant: Emma Bancroft had filled in the BPS form and sent it for checking. The Clerk had emailed her that there was no land use code for the "bog" and she said she'd look into it. There had been a query about Common grazing as there had been 2 years ago when the BPS was applied for. The Cllrs then had said there were no Common grazing rights and this was still the case. The Clerk copied a page from 1880 showing the allotment was rented out then and explained it had continuously been rented out only a few years ago.

YLCA and Transparency Code update: The Clerk had received the online grant form since her return from holiday and hoped to complete it soon and would report back at the next meeting.

Community Energy fund reply: Cllr Coney had spent considerable time filling in the form so it was with disappointment that the application had been refused altho "short listed". He was thanked for his effort.

Trees for up the ghyll- application form: After meeting with G Garrett(YDNP) and Carol Douglas(YDMT) and discussing the area to be planted it was a surprise to get a draft form for 780 trees and a complete tree cover from G Garrett. Cllr Joy and the Clerk had sent emails to both expressing the view that 100 trees would be much more in keeping with what the village had agreed to at the Annual Meeting. A new and blank form had been received and it was agreed Cllr Joy and the Clerk would attempt to complete it at a convenient time next week. Cllr Hodge wanted to know if the plastic guards could be recycled when no longer needed.

Street lighting: The junction box in Brook Street was to be replaced and the light at the top of Chapel Lane repaired. The PECs will now have to be paid for as the grant was refused. The invoices haven't yet been received. One light in the village remains on overnight so the new system is working.

Playground Fence: Hartlington Fencing will renew all the northern end and replace the missing horizontal bars. It was decided that this work must be done for safety reasons so the quote of £450 was accepted.

Brook Street bridge and missing pointing: Cllr Hodge will look into this.

Pot Holes in Main Street: CDC had repaired some of the holes but when the Clerk pointed out that there were more that needed filling was told they did not meet the “intervention levels”

**Correspondence:**

CDC wanted replacement Parish Representatives and the Council was invited to submit nominations. No Cllr wished to be nominated.

**Accounts**

Bank statement c/a@20/05/17 C/A	£ 240.58
Bank statement s/a@ 20/05/17 D/A	£8462.69
Monies received	
VAT repayment	£914.42
Payments for approval	
S Naylor for 5 mowings      £85+ £17 VAT	£102.00
Nigel Fairbanks for wall at TH corner	£450.00

**Annual Return**

Year end accounts. All the Cllrs were given copies of the Income and Expenditure for the year plus the Year End summary. After these had been studied The Chairman and Clerk signed the copy. The Clerk read out all the items on the PKF Annual Governance statement and all were agreed as satisfactory and given a Yes tick. The Accounting Statement was checked and signed. She explained the column of variances as listed.

The Internal audit from the previous year was checked that action on all matters raised had been taken.

The Cllrs were given the Internal Audit for the present year to read. The Clerk agreed to make the necessary corrections and that the Minutes failed to report that the Zurich insurance quote did not have the same cover as compared with AON so had been rejected. Cllr Longthorne has agreed to take over the Parish website and keep it up to date. Cllr Joy and the Clerk had prepared a simple lease for the Toilets when Mr M de Montfort had agreed to take over the building. However this wasn't considered “watertight” and Mr M de Montfort had approached a solicitor. There had been no contact from his solicitor so it was agreed that the Clerk will speak with him as soon as possible and explain that a lease must be agreed before he does any further work on the toilet block. He must also replace the tape down to the beck and agree that there will be a proper fence before too long.

Cllr Wilson said it was possible to download a lease agreement from the site Law Depot for £21 and this was noted.

The Clerk will update the Assets register and make the dated column clearer.

The Clerk will thank Mr Gardner for his work on the Internal Audit and assistance in making the necessary corrections.

**Any Other Business:**

Cllr Joy raised the YDNP Management Plan and suggested the Cllrs read it from the website. Cllr Hodge had been approached by a resident about cars being parked in front of the Notice board so she couldn't read the notices. There had also been earlier a complaint about parking in front of the kissing gate. The Cllrs could think of no practical solution at present.

**Date of next meeting**

**In the Ibbotson Institute on Wednesday 5<sup>th</sup> July at 7.30pm**

