

Hirst Courtney and West Bank Parish Council.
Minutes of the Full Council Meeting.
Monday 26th February 2018 at 7.00pm
at The Sloop Inn.

Present:

Councillors: Cllr I. Forbes (Vice-Chair), Cllr A. McGuigan, Cllr G. Burbidge, Cllr J. Barrett, Cllr C. Stephenson.

Proper Officer/Clerk: Mrs S. Rockliff

Members of the Public: Cllr M. Jordan, Selby District Councillor (SDC)

Cllr Forbes opened the meeting at 7.00pm. He introduced Mrs S. Rockliff as the new Proper Officer/Clerk to the members of the parish council.

1. Apologies for Absence:

Apologies for absence were received from Cllr R. Wagstaff (Chair) and Cllr D. Webster.

Resolved that the apologies for absence be accepted.

2. Declarations of Interest;

There were no declarations of interest received.

3. Minutes of the Previous Meeting;

The minutes of the meeting held on the 29th January 2018 were considered.

Resolved that the minutes of the meeting be accepted as a correct record.

4. Questions from the Public

Cllr Stephenson reported that he had been asked about the condition of the Temple Hirst village sign. It was agreed that this was a matter for Temple Hirst Parish Council.

Resolved that the clerk contact Temple Hirst Parish Council to inform them of the question.

5. Selby District Councillor's Report

Cllr Jordan thanked the Parish Council for inviting him to attend the meeting. He clarified that he was not the representative for NYCC, this was Cllr J. McCartney. SDC have voted on the council tax for 2018/19. SDC will be publishing documents relating to the pool of sites consultation. He informed the council that NYCC would no longer be cutting grass verges and parish councils need to plan for this.

Resolved that the SDC's report be noted.

6. The Annual Return

6.1. External Auditor's Report. Councillors considered the external auditor's report for 2016/17. It was agreed that all findings should be acted upon for the 2017/18 Annual Governance and Accountability Return (formerly the Annual Return).

Resolved that the external auditor's report be accepted.

6.2. Internal Audit for 2017/18. Cllr Forbes explained that the internal auditor must be independent of the parish council. The purpose was to seek assurance that there was a system of internal control, not just to check the accounts. The clerk reported that Janet Bennett, from Yorkshire Internal Audit Services, had been asked if she could complete the Internal Audit for the council on the 10th May. Cllr Burbidge asked if smaller councils were charged less than larger councils.

Resolved that Yorkshire Internal Audit Services complete the Internal Audit. The clerk to ask about scale of fees for smaller councils.

7. Standing Orders

Councillors considered draft Standing Orders which were created from a model provided by the National Association of Local Councils (NALC). Cllr Forbes explained that he and Cllr Wagstaff had met with the clerk to look at the model and create the draft. Cllr Stephenson asked about the length of time people could speak for in 3f and 3g. Cllr Forbes said that these were considered suitable time periods for members of the public to speak. Cllr Stephenson asked about the need for 3w, the length of council meetings. Cllr Jordan was granted permission to speak. He said that this was recommended as long meetings were not conducive to good decision making.

Resolved that the Standing Orders for Hirst Courtney and West Bank Parish Council be adopted.

8. Financial Regulations

Councillors considered draft Financial Regulations which were created from a model provided by NALC. Cllr Forbes explained that he and Cllr Wagstaff had met with the clerk to look at the model and create the draft. Attention was drawn to 6.18 and 6.19 regarding the use of a Debit Card for payments and the use of personal credit and debit cards by councillors and staff.

Resolved that the Financial Regulations for Hirst Courtney and West Bank Parish Council be adopted.

9. Registers of Interest

Councillors received copies of their Registers of Interest.

Resolved that Councillors review their Registers of Interest and return them to the clerk.

10. Correspondence Received

10.1. Letter from SDC regarding an anomaly in the calculating of the council tax base by SDC. The previously notified figure was 111.20 and the actual figure is 111.21. It will have no impact on Band D charges.

Resolved that the letter be noted.

10.2. Email from a new resident of Hirst Courtney. The resident said how welcome she and her husband had been made to feel in the village. She asked about the old notice board in her garden wondering if it could be removed. Cllr Forbes said it belonged to the cricked club and he would arrange to have it removed. She also asked about the issue of dog fouling as she had noted that it was being left on the pavements by some dog owners. Councillors agreed that this was an issue but dog waste bins had been provided. She also asked what was the development at the 'white house near The Sloop. Councillors agreed that this was the old school.

Resolved that the email be noted. The clerk to inform the resident of the answers.

10.3. Email from e-on regarding their charge for electricity. E-on charge 15.75p per kwh for an unmetered supply. The council is not under a contract so could look elsewhere. The number and type of lights was last reviewed in 2008.

Resolved that the email be noted. The clerk to look further into electricity supply charges.

10.4. Email from Defra/NALC regarding a survey on the crime of fly tipping in rural areas. This email had been circulated electronically to councillors. Councillors agreed that fly tipping was an issue. Cllr Forbes said that people providing a rubbish removal system should be licenced and the public should be obliged to check the licence.

Resolved that the email be noted. Councillors to respond to the survey.

11. Annual Spring Clean.

Councillors considered a date and time for the annual spring clean. Cllr Jordan suggested that Cllr McCartney be contacted regarding litter pickers as he had provided them for other parish councils.

Resolved that the Annual Spring Clean be held at 10am on the 25th March, meeting at the Play Area. The clerk to contact Cllr McCartney re litter pickers. The clerk to arrange for a poster to be displayed on the noticeboards and website.

12. Hirst Courtney Playing Field.

12.1. Quotations had been received from 2 businesses for replacement fencing but they could not be compared as each had quoted for different types of fencing.

Resolved that the matter be considered at the next meeting. The businesses be asked for additional quotes.

12.2. The newsletter from York and North Yorkshire Play and Recreation Association (Y&NYPR) regarding a forthcoming seminar on playground inspection training was considered.

Resolved that the parish council would not attend the seminar. Playground inspection would continue to be provided by ROSPA.

13. Street Lamps.

Councillor Forbes asked about street lamp number 36. The clerk confirmed that it had been reported.

Resolved that the update be noted.

14. Planning Matters.

The clerk reported that she had spoken to the Planning Enforcement Officer from SDC. The Planning Enforcement Officer had been out to visit the development at the old school and the only difference to the plans is a door that has been put in on the eastern elevation at ground floor level. The agent was to be asked to submit a new scheme showing the door. Everything else was as per the approved plans submitted 21-08-15 rev A. Cllr Forbes disagreed with the Planning Enforcement Officer's opinion. He said that the windows that were now being built were not the same size as the original windows in the plans.

Resolved that the clerk contact the Planning Enforcement Officer to request a site meeting to review the plans and the development.

Councillor Jordan left the meeting at this point.

15. Financial Matters.

15.1. Councillors received the budget monitoring report for the period 01/04/17 to 31/01/18. Areas of expenditure were reviewed and it was noted that overall expenditure is currently 53% of the budget.

Resolved that the budget monitoring report be noted.

15.2. Councillors received the Current Account Status. Bank Statement No: 405 Closing balance as of the 10th February 2018: £6,320.83

Resolved that the current account status be noted.

15.3. Payments to be made.

Clerk's Salary (WAJF), 12th December -6th January 2018: ██████████

Clerk's Expenses, 12th December -6th January 2018: £32.20

E-on, electricity supply for January 2018: £238.88

Yorkshire Local Councils Association (YLCA), Planning seminar, £46.00

Cllr Forbes said that after seeking advice it was recommended that the previous clerk's salary and expenses should not be approved for payment as HMRC contributions had not been calculated.

Resolved that the payments to E-on and YLCA be approved. Total Approved Payments: £284.88. Cllr Forbes and Cllr Wagstaff to inform the previous clerk of the decision.

15.4. Current Account status once the above payments have cleared: £6,035.95.
Resolved that the current account status be noted.

15.5. Councillors considered the bank mandates for the HSBC accounts and the Santander account.

Resolved that Mrs Rockliff should be added to the list of signatories for all accounts and the previous clerk should be removed. Resolved that to comply with Financial Regulations a debit card in Mrs Rockliff's name should be applied for.

15.6. Councillors considered the appointment of Autela Payroll Services for the management of salaries. Cllr Forbes explained how they would assist with ensuring proper practice in the management of salaries.

Resolved that Autela Payroll Services be appointed.

16. Parish Matters.

Cllr McGuigan asked about letters received from the Environment Agency to householders in the village regarding sewage leaking from septic tanks into dykes down Old Lane.

Cllr Burbidge was still concerned about the speed of traffic on Hirst Road through West Bank and asked if the Parish Council could find any way of extending the current 30mph limit through Hirst Courtney to the railway at West Bank or getting NYCC to agree to a new 40mph limit through West Bank.

Resolved that the matters be noted. The clerk to investigate solutions to the speeding issue.

17. Dates and Times of Meetings.

17.1. Next meeting of the council: Monday 26th March at 7.00pm

17.2. Annual meeting of the parish: to be confirmed at the March meeting.

17.3. Annual Meeting of the Council: to be confirmed at the March meeting.

The meeting closed at 8.20pm