

# Hirst Courtney & West Bank Parish Council

**Minutes of the Full Council Meeting.**  
**Monday 25<sup>th</sup> March 2019 at 7.00pm**  
**at The Sloop Inn.**

**Present:**

**Councillors:** Cllr R. Wagstaff (chair), Cllr I. Forbes (vice-chair), Cllr D. Webster, Cllr A. McGuigan.

**Proper Officer/Clerk:** Mrs S. Rockliff

**Members of the Public:** none

**120. Apologies for Absence**

Apologies for absence were received from Cllr c. Stephenson. Apologies for absence were not received from Cllr J. Barratt or Cllr G. Burbidge.

**Resolved that the apology for absence be accepted.**

**121. Declarations of Interest**

There were no disclosures of personal and prejudicial interests from councillors on matters to be considered at the meeting.

**122. Minutes of the Previous Meeting**

The Minutes of the Full council Meeting held on the 25<sup>th</sup> February 2019 were considered.

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

**123. Questions from the Public**

There were no questions from the public

**124. Community Mapping Project Officer, Officer of the Police, Fire and Crime Commissioner.**

The officer explained that his role was to produce a detailed report of the local communities of North Yorkshire so that interactions with them could be improved. He asked councillors about the key groups in the community and their policing and crime concerns. Cllr Wagstaff explained that as they were a small community there weren't many official groups. There is a group that is responsible for flood monitoring in partnership with the Environment Agency. There is a good sense of belonging in the area and many residents work informally together for the benefit of the community through things as diverse as neighbourhood watch and village carol singing. Councillors discussed the concerns of residents and praised the support that the villages receive from the local policing team. The main issues for the area are crime and vehicles speeding through the villages. The officer said that he would investigate the matter regarding the request to monitor speeding in the area following the incident in June 2018. The chair thanked the officer for attending the meeting and listening to their concerns. The officer left the meeting.

**Resolved that the officer would maintain contact with the council via the clerk.**

**125. Clerk's Report for On-going Matters**

125.1. Selby District Council (SDC) had contacted the clerk regarding the foul-smelling dyke. Some villagers have had their septic tanks emptied. However the dyke is still slow moving and probably has debris in it. Selby Area Internal Drainage Board (SAIDB) have agreed to clean the dyke in the next four weeks.

125.2. The clerk had attended the Yorkshire Local Councils Association (YLCA) Planning Training on the 23<sup>rd</sup> March. The training was very informative and had enhanced the clerk's understanding of the subject.

125.3. The Internal Auditor is to complete her audit for the council on the 15<sup>th</sup> April.

**Resolved that the clerk's report be noted.**

**126. Correspondence Received**

126.1. YLCA Administration – an update from PKF Littlejohn LLP (External Auditors) regarding the 2018/19 AGAR.

126.2. YLCA White Rose update- forwarded to Chair and Vice-chair.

126.3. SDC Communications – Brass Band Concerts in celebration of Selby Abbey's 950 Anniversary are to be held in Selby Park.

126.4. SDC Parishes Notice of Election on the 2<sup>nd</sup> May 2019. Displayed on noticeboards and published on the website.

126.5. Workplace Pensions Re-enrolment Tri-annual Submission. Letter sent to previous clerk and forwarded on to clerk. The clerk contacted Autela Payroll Services about the matter who confirmed they would make the required submission.

126.6. NALC Bulletin, forwarded to councillors.

126.7. Autela Payroll Services, P32 Q4 information.

**Resolved that the correspondence be noted.**

**127. Elections 2019**

127.1. Councillors were informed that if the council receive more nominations than seats available there will be an election. The cost of the election must be paid by the Parish /council.

127.2. Election Expenses and Declaration. Councillors were informed that election expenses forms must be submitted after the election even if there have been nil expenses. It is a criminal offence not to do so.

127.3. The deadline for withdrawal of candidates is 4pm on Wednesday 3<sup>rd</sup> April 2019.

127.4. The statement of persons nominated will be published by 4pm on Thursday 4<sup>th</sup> April.

127.5. The Annual Meeting of the Council needs to be held on or within 14 calendar days after the election. For a meeting to be valid, at least three clear days of notice and summons must be given. As a summons cannot be given to a person who is not a councillor that cannot happen until 7<sup>th</sup> May. Therefore, the earliest day for the meeting is Monday 13<sup>th</sup> May and the last is Tuesday 21<sup>st</sup> May.

127.6. A councillor can not act until he/she has signed the Declaration of Acceptance of Office so this must be done prior to the start of the Annual Meeting of the Council.

127.7. The deadline for the submission of Declaration of Pecuniary Interests is the 3<sup>rd</sup> June 2019.

**Resolved that the information about the elections be noted.**

**128. Financial Risk Assessment.**

Councillors considered the Financial Risk Assessment. They discussed the areas of risk and confirmed that the tasks stated to manage or control the risk were taking place.

**Resolved that the Financial Risk Assessment be adopted by the council.**

**129. Asset Register.**

Councillors considered the Asset Register. They discussed the items on the register and confirmed that the council still owned them.

**Resolved that the Asset Register for 2018/19 be adopted by the council.**

Minutes Approved at the Full Meeting of the Council held on the 29<sup>th</sup> April 2019. Agenda Item 137.1

Signed

### 130. Street Lamps

130.1. The council considered the revised inventory breakdown and Certificate of Unmetered Supplies provided by Northern Powergrid. The clerk had used this information to calculate what the council would have paid for their energy if the lamps were changed to LED lamps. She had also requested a cost of replacing a lamp with a LED lamp from the maintenance contractor. The energy provider had provided three different quotes for energy contracts based on a twelve, twenty four or thirty six month contract with the new Estimated Annual Consumption (EAC).

**Resolved that the clerk would ask the energy provider if the price per kwh and average standing charge would remain the same even if the EAC was reduced because the council had changed to LED lamps.**

130.2. Faulty Street Lamps. There were no reports of faulty street lamps received.

### 131. Selby 950.

Councillors considered the information from SDC regarding the plans for Selby Abbey's 950-year anniversary and the cycle races that were coming through the district this year.

**Resolved that the information be noted.**

### 132. Financial Matters

132.1. Councillors received the Current Account Reconciliation to the date of the meeting:

Hirst Courtney PC Bank Reconciliation to Date of Meeting									
Step one		Step Two			Step Three			Step Four	
Bank Statement No:		Less Approved Payments Not Yet Presented			Add Received Income Not Yet Credited			Add Virements Not Yet Credited	
418									
Date	Closing Balance	Cheque No	PC Invoice No	Amount	Voucher No	PC Receipt No	Amount	Min Ref	Amount
10/03/2019	£7,228.09	101089	38	£144.00					
		101091	40	£153.80					
			<b>Total:</b>	£297.80		<b>Total:</b>	£0.00	<b>Total:</b>	£0.00
			<b>Balance:</b>	£6,930.29		<b>Balance:</b>	£6,930.29	<b>Balance:</b>	£6,930.29
<b>Bank Reconciliation to Date of Meeting:</b>				<b>£6,930.29</b>					

