

Hirst Courtney & West Bank Parish Council

Minutes of the Full Council Meeting. Monday 29th April 2019 at 7.15pm at The Sloop Inn.

Present:

Councillors: Cllr R. Wagstaff (chair), Cllr I. Forbes (vice-chair), Cllr D. Webster, Cllr C. Stephenson, Cllr G. Burbidge, Cllr J. Barratt

Proper Officer/Clerk: Mrs S. Rockliff

Members of the Public: none

135. Apologies for Absence

Apologies for absence were received from Cllr A. McGuigan.

Resolved that the apology for absence be accepted.

136. Declarations of Interest

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

137. Minutes of the Previous Meeting

137.1. The Minutes of the Council Meeting held on the 25th March 2019 were considered.

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

137.2. The Minutes of the Planning Sub-Committee Meeting held on the 11th April 2019 were considered.

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

138. Questions from the Public

There were no questions from the public

139. Clerk's Report for On-going Matters

139.1. The planning observations form for the West Bank application has been submitted to SDC.

139.2. The damaged 30mph sign has been reported to NYCC

139.3. A letter has been sent to the person responsible for the Millennium Garden asking for a copy of the accounts and bank statements.

Resolved that the clerk's report be noted.

140. Correspondence

140.1. Email from the Police, Fire and Crime Commissioner's Office saying that they have contacted the Traffic Bureau to establish what plans they have to monitor speed in the village.

140.2. YLCA requesting photographs of the area for their annual review.

140.3. YLCA informing of dates for new councillor training.

Resolved that the correspondence received be noted.

141. Annual Governance and Accountability Return (AGAR)

Councillors considered the AGAR requirements for the fiscal year 2018/19

Resolved that Hirst Courtney Parish Council is exempt from external audit for the fiscal year 2018/19 as its annual turnover is less than £25,000.

Minutes Approved at the Full Meeting of the Council held on the 13th May 2019. Agenda Item 11.1

Signed:

142. Annual Internal Audit Report

Councillors considered the Annual Internal Audit Report included at page 4 of the AGAR which was completed by the Internal Auditor on the 15th April 2019.

Resolved that the Annual Internal Audit Report be noted.

143. Annual Audit of Accounts.

Councillors received the report for the Audit of Accounts from the Internal Auditor.

Resolved that the report be noted and acted upon.

144. Annual Governance Statement

Councillors considered the assertions for the Annual Governance Statement 2018/19.

Resolved that Hirst Courtney Parish Council approve ‘Section 1 Annual Governance Statement for Hirst Courtney Parish Council’ on page 5 of the AGAR 2018/19.

145. Accounting Statements

Councillors considered the Accounting Statements 2018/19.

Resolved that Hirst Courtney Parish Council approve ‘Section 2 – Accounting Statements 2018/19 for Hirst Courtney Parish Council on page 6 of the AGAR 2018/19.

146. Accounts and Audit Regulations

Councillors considered the documents required to be published by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities.

Resolved that, in accordance with the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities, Hirst Courtney Parish Council will publish the following documents on a public website:

- **Certificate of Exemption,**
- **Annual Internal Audit Report 2018/19,**
- **Section 1 – Annual Governance Statement 2018/19,**
- **Section 2 – Accounting Statements 2018/19**
- **Analysis of variances**
- **Bank Reconciliation to 31 March 2019**
- **Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.**

147. Constable Acre Tenancy

Councillors considered the request from the tenant of Constable Acre for a rent reduction because he had improved the condition of the land by fencing it.

Councillors considered the request from the tenant of Constable Acre for permission to erect a shelter for his sheep.

Resolved that the request for a rent reduction be refused. Resolved that the tenant be allowed to erect a shelter providing it is not a permanent structure and can be removed at the end of the tenancy if the council wishes it to be removed.

148. Street Lamps

There were no reports of faulty street lamps received.

149. Financial Matters

149.1. 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	
419									
Date	Closing Balance	Cheque No	PC Invoice No	Amount	Voucher No	PC Receipt No	Amount	Min Ref	Amount
10/04/2019	£5,752.79	101095	46	£126.00					
			Total:	£126.00		Total:	£0.00	Total:	£0.00
			Balance:	£5,626.79		Balance:	£5,626.79	Balance:	£5,626.79

149.2. Councillors considered the list of payments to be made

149.3. Councillors considered the current account status once the payments have been made.

Hirst Courtney Parish Council Income Received and Payments to be Approved												
Reconciled Bank Balance at Meeting Date:	Income Received to be Noted				Debit Card Payments to be Approved				Invoices to be Approved			
29/04/2019	Date	PC Receipt No:	Details	Amount	Date	PC Invoice No:	Details	Amount	Date	PC Inv No:	Details	Amount
£5,626.79									25/04/2019	1	clerk's salary, april	£153.80
									29/03/2019	2	Autela Payroll services	£47.00
									02/04/2019	3	Adam's grounds Maintenance	£128.79
											C. Stephenson, website domain	
									14/04/2019	4	registration	£22.78
									05/04/2019	5	E-on, April	£230.97
									15/04/2019	6	Yorkshire Internal Audit Services	£300.00
			Total Income Received:	£0.00			Total Debit Card Payments:	£0.00			Total Invoices to be Approved:	£883.34
											Reconciled Bank Balance to Carry Forward:	£4,743.45

Resolved that the list of payments be approved. The reconciled bank account be noted.

150. Parish Matters

Councillors considered how Parish Council Meetings could be made more accessible to residents of West Bank. It was agreed that some meetings could be held at West Bank starting with the June meeting.

151. Employment Matters

Minutes Approved at the Full Meeting of the Council held on the 13th May 2019. Agenda Item 11.1
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151.1. Councillors considered whether to exclude members of the public and press under the Public Bodies (Admissions to Meetings) act 1960 due to the nature of the following business to be transacted being prejudicial to the public interest.

Resolved that the public and press be excluded from the meeting.

151.2. Councillors considered the salary of the clerk as new pay scales had been introduced by NALC together with increases in salaries effective from the 1st April 2019.

Resolved that the clerk be paid at the new SCP6 effective from the 1st April 2019. A new contract to be signed. The chairman to inform Autela Payroll Services of the decision.

152. Date, Time and Location of Next Meeting

152.1. The Annual Meeting of the Council, **Monday 13th May, 7pm at The Sloop Inn**

152.2. Full Meeting of the Council, **Monday 13th May, commencing after the Annual Meeting of the Council at The Sloop Inn.**

The meeting closed at 7.50pm