

Hirst Courtney & West Bank Parish Council

Minutes of the Full Council Meeting.
Monday 17th June 2019 at 7.00pm
at W.S. Bentley's Staff Canteen, 28A West Bank.

Present:

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

Proper Officer/Clerk: Mrs S. Rockliff

Members of the Public: none

21. Apologies for Absence

There were no apologies for absence to be considered.

22. Declarations of Interest

There were no Declarations of Interest to be considered.

23. Minutes of the Previous Meeting

23.1. The Minutes of the Annual Meeting of the Council held on the 13th May 2019 were considered.

23.2. The minutes of the Full Council Meeting held on the 13th May 2019 were considered.

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

24. Questions from the Public

No questions from the public had been received.

25. Clerk's Report for On-going Matters

25.1. The external auditors have confirmed receipt and logging of the Notification of Exemption Status for the year ended 31st March 2019.

25.2. A letter had been received from the person responsible for the Millennium Garden regarding the provision of accounts and bank statements.

25.3. The issue of dog fouling between the war memorial and back Lane had been reported to Selby District Council (SDC). The SDC dog warden had visited and inspected the area. He suggested that the Council display information/warning notices on the noticeboard and website together with appropriate signage around the area. He provided the Council with signs and a template to spray signage on village footpaths if required.

25.4. E-On have sent invoices for energy usage in April (May invoice) and May (June invoice) but the amounts charged for April are incorrect on both invoices. E-On have been informed of the errors and have been told what the invoice should be for. A revised invoice is being awaited.

Resolved that the clerk's report be noted. The Council would write to the person responsible for the Millennium Garden to acknowledge his letter and say that they would wait to hear from him. The Council would await to hear from E-On regarding the invoice for energy.

26. Correspondence Received

26.1. YLCA bulletins, forwarded to Chairman and Vice-Chairman.

26.2. Chapel Haddlesey School, proposed federation with Burton Salmon School.
Forwarded to councillors.

26.3. SDC consultation regarding proposed changes to recycling. Forwarded to councillors.

26.4. SDC communication regarding funding for 950 years of Selby Abbey celebrations.

26.5. YLCA information from the recent Selby Branch meeting regarding the parish portal

26.6. YLCA notification of a one-day conference on the 13th September in York

26.7. YLCA briefing regarding websites. Forwarded to councillors.

Resolved that the correspondence be noted. The website would be an agenda item for the July meeting.

27. Streetlamps.

There were no reports of faulty streetlamps received.

28. Financial Matters

28.1. Councillors received the Current Account Bank 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 | |
| 420 | | | | | | | | | |
| Date | Closing Balance | Cheque No | PC Invoice No | Amount | Voucher No | PC Receipt No | Amount | Min Ref | Amount |
| 10/05/2019 | £9,916.64 | 101099 | 4 | £22.78 | | | | | |
| | | 101101 | 6 | £300.00 | | | | | |
| | | 101102 | 7 | £128.79 | | | | | |
| | | | Total: | £451.57 | | Total: | £0.00 | Total: | £0.00 |
| | | | Balance: | £9,465.07 | | Balance: | £9,465.07 | Balance: | £9,465.07 |
| Bank Reconciliation to Date of Meeting: | | | | £9,465.07 | | | | | |

Resolved that the Bank Reconciliation be noted.

28.2. Councillors received the list of income

28.3. Councillors received the list of payments to be made.

28.4. Councillors received the list of payments previously authorised – clerk's salary for 01/05/19 to 31/05/19, and clerk's salary for 01/06/19 to 30/06/19.

28.5. Councillors received the current account status once the above payments have cleared.

| 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 | | | | | |
| | Date | PC Receipt No: | Details | Amount | Date | PC Invoice No: | Details | Amount | Date | PC Inv No: | Details | Amount | | |
| £9,465.07 | 30/04/2019 | | SDC Precept, 1st instalment | £4,721.62 | | | | | | 29/05/2019 | 9 | Adam's Grounds Maintenance | £128.79 | |
| | | | | | | | | | | 16/05/2019 | 10 | T.A. Leek grass verge cutting | £48.60 | |
| | | | | | | | | | | 01/06/2019 | 11 | E-on, energy for May | £187.18 | |
| | | | | | | | | | | 17/06/2019 | 12 | ICO, data protection fee renewal | £40.00 | |
| | | | Total Income Received: | £4,721.62 | | Total Debit Card Payments: | £0.00 | | | Total Invoices to be Approved including clerk's salary(s): | | | £712.17 | |
| | | | | | | | | | | Reconciled Bank Balance to Carry Forward: | | | £8,752.90 | |

Resolved that the receipt of the SDC Precept, first instalment be noted. The list of payments to be made to be approved except for the payment to E-On which would be paid upon the receipt of a correct invoice. The current account status was noted.

29. Parish Matters

29.1. Cllr Wagstaff and Cllr Webster had attended the Southern CEF meeting at Carlton.

29.2. Cllr Wagstaff raised the issue of the condition of the noticeboard at Hirst Courtney. Cllr Stephenson agreed to contact Mr Woodrow about repair.

30. Date, Time and Venue for the Next Meeting

Tuesday 29th July 2019, at 7.00pm at The Sloop Inn, Temple Hirst.

Cllr Wagstaff closed the meeting at 7.32pm