

# Hirst Courtney & West Bank Parish Council

**Minutes of the Full Council Meeting.**  
**Monday 25<sup>th</sup> November 2019 at 7.00pm**  
**at Courtney Lodge, Hirst Courtney\***

**Present:**

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

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

**Members of the Public:** none

**Cllr Wagstaff opened the meeting at Courtney Lodge at 7.10pm. The venue of the meeting was changed at 7.05pm as The Sloop Inn was closed.**

**65. Apologies for Absence**

Apologies for absence were received from Cllr D. Webster and Cllr C. Stephenson

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

**66. Declarations of Interest**

There were no Declarations of Interest to be considered.

**67. Minutes of the Previous Meeting**

The Minutes of the Full Council Meeting held on the 28<sup>th</sup> October 2019 were considered.

**Resolved that the Minutes of the Full Council Meeting be accepted as a correct record.**

**68. Questions from the Public**

There were no questions from the public.

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

69.1. A letter regarding the derelict property on Main Street has been sent to SDC Environmental Health. They have acknowledged receipt of the letter.

69.2. A letter regarding the condition of Marsh lane has been sent to the Environment Agency. They have acknowledged receipt of the letter.

69.3. Emailed NYCC regarding the 30mph sign and the West Bank sign. Highways officer visited the sites. 30mph sign reinstalled. West Bank sign referred to SDC by NYCC.

69.4. Letter sent to the person responsible for the Millennium Garden informing him of the Council's conditions for accepting responsibility for the garden.

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

**70. Correspondence**

Councillors received the following items of correspondence:

70.1. YLCA Grievance Policy for adoption

70.2. SDC consultation on draft local plan. Responses must be submitted by the 15/01/20

70.3. YLCA consultation on granting police more powers to deal with illegal travellers camps.

70.4. SDC, Age UK newsletter

70.5. YLCA, offering internal audit service

70.6. YLCA, free trees available from the Woodland Trust.

**Resolved that the correspondence received be noted. The Council would continue to use Yorkshire Internal Audit Services for the internal audit. The woodland trust would be contacted to request 24 trees.**

**71. Street Lamps**

Street lamp 31 at West Bank has been reported as not working. The clerk had informed the contractors on the 13<sup>th</sup> November and the 20<sup>th</sup> November.

**Resolved that the clerk ask the contractors to replace the lamp with an LED bulb when they repair it.**

**72. Website**

Cllr Stephenson was not present at the meeting.

**Resolved that the matter be included on the next meeting's agenda.**

### 73. Financial Matters

73.1. Councillors considered 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	
426									
Date	Closing Balance	Cheque No	PC Invoice No	Amount	Voucher No	PC Receipt No	Amount	Min Ref	Amount
10/11/2019	£11,533.86	101124	33	£103.20					
			<b>Total:</b>	£103.20		<b>Total:</b>	£0.00	<b>Total:</b>	£0.00
			<b>Balance:</b>	£11,430.66		<b>Balance:</b>	£11,430.66	<b>Balance:</b>	£11,430.66
<b>Bank Reconciliation to Date of Meeting:</b>				<b>£11,430.66</b>					

**Resolved that the Bank Reconciliation be noted.**

73.2. Councillors received the list of income.

73.3. Councillors considered the list of payments made or to be made

73.4. Councillors considered the payment of the clerk's salary previously authorised

73.5. Councillors considered the Current account status once the above 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			
	Date	PC Receipt No:	Details	Amount	Date	PC Invoice No:	Details	Amount	Date	PC Inv No:	Details	Amount
£11,430.66	22/10/2019		HMRC VTR	£619.41	18/11/2019		BATA gate	£97.80	03/11/2019		E-on	£187.18
	23/10/2019		HMRC VTR	£428.44								
	01/11/2019		HMRC VTR	£458.91								
			<b>Total Income Received:</b>	<b>£1,506.76</b>			<b>Total Debit Card Payments:</b>	<b>£97.80</b>			<b>Total Invoices to be Approved including clerk's salary(s):</b>	<b>£356.02</b>
												<b>Reconciled Bank Balance to Carry Forward: £10,976.84</b>

**Resolved that the income received be noted. The list of payments made and to be approved. The status of the current account be noted.**

### 74. Parish Matters

The Christmas tree will be decorated on the 8<sup>th</sup> December. Cllr Wagstaff to contact Cllr Stephenson regarding the carol singing.

**Resolved that the matters be noted.**

### 75. Date and Time of Next Meeting

Monday 27<sup>th</sup> January at 7pm at The Sloop inn, Temple Hirst.

**Cllr Wagstaff closed the meeting at 7.34pm**