

# Hirst Courtney & West Bank Parish Council

## FOR THE ATTENTION OF ALL PARISH COUNCILLORS

You are hereby summoned to attend the meeting of Hirst Courtney & West Bank Parish Council on **Wednesday 18<sup>th</sup> March 2020** to commence at **7.00pm** in **Carlton Methodist Church, High Street, Carlton**. **Please note the change in venue.**

In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 the public and press may attend the meeting.

*S. Rockliff*  
(Clerk & Proper Officer)

## AGENDA

### **102. Apologies for Absence**

### **103. Declarations of Interest**

To receive disclosures of personal and prejudicial interests from councillors on matters to be considered at the meeting.

### **104. Minutes of the Previous Meeting**

104.1. To confirm that the Minutes of the Full Council Meeting held on the 27<sup>th</sup> January 2020 be signed as a correct record. (Pages 2-4 attached).

### **105. Questions from the Public**

### **106. Clerk's Report for On-going Matters**

To receive information for on-going issues and decide further action where appropriate.

### **107. Correspondence**

To receive items of correspondence and decide further action where appropriate.

### **108. Flooding of the River Aire**

108.1. To consider what actions and procedures in response to the flooding of the River Aire went well.

108.2. To consider that actions and procedures in response to the flooding of the River Aire did not go well.

108.3. To consider what actions and procedures should be put in place to ensure that, in the event of another flood, the response is improved.

108.4. To consider what actions and procedures are going well for the clean-up after the flooding

108.5. To consider what actions and procedures are not going well for the clean-up.

108.6. To consider what should be put in place or improved to ensure that the clean-up, in the event of another flood, is more effective.

108.7. To consider what funding is available for residents, businesses and the community.

### **109. Planning Matters**

To consider planning applications received.

### **110. Street Lamps**

To receive information on the status of the village streetlamps and decide further action where appropriate.

### **111. Playground Grass Cutting Contract**

To consider the quotation for the grass cutting contract for the year 2020/21

### **112. Financial Matters (Page 5 attached)**

112.1. To receive the Current Account Bank Reconciliation to Date of Meeting

112.2. To consider the list of payments made or to be made

112.3. To note the following payments previously authorised:

112.3.1. Clerk's salary 01/02/2020 to 29/02/2020

112.3.2. Clerk's salary 01/03/2020 to 31/03/2020

112.4. To consider the Current Account Status once the above payments have been made.

### **113. Parish Matters**

### **114. Date, Time and Venue of Next Meeting**

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# Hirst Courtney & West Bank Parish Council

## Minutes of the Full Council Meeting.

Monday 27<sup>th</sup> January 2020

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 J. Barratt, Cllr D. Webster, Cllr G. Burbidge.

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

**Members of the Public:** none

**\*The venue of the meeting was changed as The Sloop Inn was closed.**

### **76. Apologies for Absence**

Apologies for absence were received from Cllr A. McGuigan and Cllr C. Stephenson

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

### **77. Declarations of Interest**

There were no Declarations of Interest to be considered.

### **78. Minutes of the Previous Meeting**

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

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

### **79. Questions from the Public**

There were no questions from the public.

### **80. Clerk's Report for On-going Matters**

80.1. There has not been a response from the Environment Agency regarding Marsh Lane/Landing Lane beyond an acknowledgement of the letter that was sent to them in November.

80.2. There has not been a response from Environmental Health at SDC beyond an acknowledgement of the letter that was sent to them in November.

80.3. There has not been a response from SDC regarding the West Bank sign referred to SDC by NYCC.

80.4. There has not been a response from the person responsible for the Millennium Garden to the letter from the Council informing him of the Council's conditions for accepting responsibility for the garden.

80.5. The issue of the granting of permission for 32 West Bank had been raised with Planning at SDC. Their responses/explanations had been shared with the Chairman and Vice-Chairman.

**Resolved that the clerk's report be noted. The clerk to write to the Environment Agency, Environmental Health and Highways again.**

### **81. Correspondence**

Councillors received the following items of correspondence.

81.1. White Rose Updates, forwarded to chairman and vice chairman

81.2. YLCA, branch meeting date, 12<sup>th</sup> February 2020 at Selby Town Hall, clerk to attend.

81.3. SDC, new recycling bins are being delivered to residents

81.4. Rural Services Bulletins

81.5. SDC, Parish Liaison meeting, 2<sup>nd</sup> March 2020, 6pm, Selby Civic Centre

81.6. YLCA, webinar training for councillors and clerk

81.7. SDC Police funding survey

81.8. SDC Fly tipping

81.9. SDC Issues and options re the local plan

81.10. YLCA new website and password

81.11. Selby District Disability Action Group poster.

**Resolved that the correspondence be noted.**

### **82. Notification of Funding Requirements for 2020/21**

Councillors considered the council’s funding requirements for 2020/21. Four options were considered: Option 1, to keep the funding requirement the same; Option 2, to increase the funding requirement; Option 3 to keep the Band D charge the same; Option 4, to apply a percentage increase of the Band D charge. Councillors considered the council’s budget requirements and spending for the current financial year against the options.

**Resolved that Option 3, to keep the Band D charge the same would be submitted to SDC. The Chairman and the clerk completed and signed the funding request form.**

**83. Street Lamps**

Councillors were informed that Ringways were no longer able to provide a satisfactory maintenance service for the village’s streetlamps. Acorn Lighting Services (ALS) had agreed to take over the work and had been repairing faults since December. All outstanding repairs had now been completed except for Lamp 2 which had been inspected but was awaiting a part. Cllr Burbidge and the clerk asked if the lamps were to be replaced with LED lamps even if the fault was able to be repaired.

**Resolved that ALS would be asked to provide costings for replacing faulty lamps with LED lamps**

**84. Website**

Cllr Stephenson was not present at the meeting to give information regarding the requirements for the compliance of the website.

**Resolved that the matter be put on the agenda for the next meeting.**

**85. Planning Matters**

There were no planning matters for consideration.

**86. Financial Matters**

86.1. Councillors received the Current Account Bank Reconciliation to Date of Meeting

<b>Hirst Courtney PC Bank Reconciliation to Date of Meeting</b>									
<b>Step one</b>		<b>Step Two</b>			<b>Step Three</b>			<b>Step Four</b>	
<b>Bank Statement No:</b>		<b>Less Approved Payments Not Yet Presented</b>			<b>Add Received Income Not Yet Credited</b>			<b>Add Virements Not Yet Credited</b>	
427 & 428									
<b>Date</b>	<b>Closing Balance</b>	<b>Cheque No</b>	<b>PC Invoice No</b>	<b>Amount</b>	<b>Voucher No</b>	<b>PC Receipt No</b>	<b>Amount</b>	<b>Min Ref</b>	<b>Amount</b>
10/1/2020	£10,976.84								
			<b>Total:</b>			<b>Total:</b>	£0.00	<b>Total:</b>	£0.00
			<b>Balance:</b>	£10,976.84		<b>Balance:</b>	£10,976.84	<b>Balance:</b>	£10,976.84
<b>Bank Reconciliation to Date of Meeting:</b>				<b>£10,976.84</b>					

**Resolved that the Bank Reconciliation be noted**

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

86.3. Councillors noted the following payments previously authorised:

86.3.1. Clerk’s salary 01/12/19 to 31/12/19. The clerk explained that this payment included an income tax rebate from HMRC

86.3.2. Clerk’s salary 01/01/20 to 31/01/20

86.4. Councillors considered the Current Account Status once the above payments have been made.



**Financial Matters for March**

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	
429									
Date	Closing Balance	Cheque No	PC Invoice No	Amount	Voucher No	PC Receipt No	Amount	Min Ref	Amount
10/02/2020	£10,159.05								
			<b>Total:</b>			<b>Total:</b>	£0.00	<b>Total:</b>	£0.00
			<b>Balance:</b>	£10,159.05		<b>Balance:</b>	£10,159.05	<b>Balance:</b>	£10,159.05
<b>Bank Reconciliation to Date of Meeting:</b>				<b>£10,159.05</b>					

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
£10,159.05									01/02/2020	46	E-On	£187.18
									01/03/2020	48	E-On	£175.11
			<b>Total Income Received:</b>	<b>£0.00</b>			<b>Total Debit Card Payments:</b>	<b>£0.00</b>			<b>Total Invoices to be Approved including clerk's salary(s):</b>	<b>£707.57</b>
											<b>Reconciled Bank Balance to Carry Forward:</b>	<b>£9,451.48</b>