

# 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 **Monday 15<sup>th</sup> June** to commence remotely at 6.30pm

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

## **FOR THE ATTENTION OF ALL MEMBERS OF THE PUBLIC**

You are hereby invited to attend the meeting of Hirst Courtney & West Bank Parish Council on **Monday 15<sup>th</sup> June** to commence remotely at 6.30pm. Please email: [clerk@hirstcourtney.co.uk](mailto:clerk@hirstcourtney.co.uk) by 12pm on Monday 15<sup>th</sup> June if you wish to attend the meeting.

## **AGENDA**

### **15. Apologies for Absence**

### **16. Declarations of Interest**

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

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

To confirm that the Minutes of the Meeting of the Council held on the 1<sup>st</sup> June 2020 be signed as a correct record. (Pages 2-6 attached).

### **18. Questions from the Public**

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

### **20. Correspondence Received**

### **21. Annual Internal Audit Report.**

To note the Annual Internal Report for 2019/2020 included at page 4 of the AGAR 2019/2020.

### **22. Internal Audit of Accounts.**

To receive the Internal Auditor's Report for the fiscal year 2019/2020

### **23. Annual Governance Statement**

To approve Section 1 – Annual Governance Statement 2019/2020 for Hirst Courtney Parish Council on page 5 of the AGAR 2019/2020

### **24. Accounting Statements**

To approve Section 2 – Accounting Statements 2019/2020 for Hirst Courtney Parish Council on page 6 of the AGAR 2019/2020

### **25. Accounts and Audit Regulations**

To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities

### **26. Flooding of Hirst Courtney & West Bank, February & March 2020**

To consider matters relating to the flooding of the parishes.

### **27. Streetlamps**

To receive reports of faulty streetlamps

### **28. Financial Matters**

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

**28.2.** To consider the list of payments made or to be made

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

**28.4.** To consider the transfer of funds from a Savings Account to the Current Account in anticipation of the payment for the playground.

**28.5.** To consider the council's banking arrangements.

### **29. Parish Matters**

### **30. Date and Time of Next Meeting**

*S. Rockliff*

Clerk to the Parish Council

# Hirst Courtney & West Bank Parish Council

## Minutes of the Full Council Meeting.

Monday 1<sup>st</sup> June 2020

at 6.30pm.

### Present:

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

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

**Members of the Public:** none

### 1. Apologies for Absence

There were no apologies for absence.

### 2. Declarations of Interest

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

### 3. Minutes of the Previous Meeting

The Minutes of the Meeting of the Council held on the 27<sup>th</sup> January 2020 were considered.

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

### 4. Questions from the Public

There were no questions from the public

### 5. Clerk's Report

5.1. the application for change of use of land at West Bank to allow the storage of caravans had been refused by SDC

5.2. the observations form for the erection of 1 detached and 2 semi-detached properties at Rose Cottage had been returned to SDC.

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

### 6. Correspondence Received

6.1. Environment Agency re the condition of Landing Lane (prior to flooding)

6.2. YLCA communications and advice about procedures during the Coronavirus pandemic

6.3. Drax PS and SDC regarding the Two Ridings Community Funding

6.4. Member of the public about the flooding in West Bank

6.5. Cllr Jordan re support for residents during the Coronavirus

6.6. PKF Littlejohn, external auditors, about AGAR changes

6.7. SDAVS communications about Coronavirus including testing, tracking and tracing

6.8. NYCC Buy Local Campaign

6.9. YLCA branch meeting to be held remotely on the 10<sup>th</sup> June

6.10. YLCA white Rose update

6.11. Cllr McCartney re letter to NYCC concerning the progress with the A19

6.12. Correspondence from Marie Brown, NYCC, regarding the flooding.

**Resolved that the correspondence be noted**

### 7. Annual Governance and Accountability Return (AGAR)

Councillors considered the AGAR requirements for the fiscal year 2019/2020

**Resolved that Hirst Courtney Parish Council is exempt from external audit for the fiscal year 2019/2020 as its annual turnover is less than £25,000. Cllr Wagstaff signed Part 2, Certificate of Exemption, of the AGAR 2019/2020.**

## 8. End of Fiscal Year 2019/20 Accounts

### 8.1. Councillors considered the accounts for the fiscal year 2019/2020

Hirst Courtney & West Bank Parish Council Accounts									
Brought forward from 2018/19: £17,125									
Total Expenditure 2019/20									
Admin	Salaries	Playground Maintenance	Grants	s137 LGA1972	Lighting	Open Spaces management	Total Net Payments	VAT	Total Payments
£1,606.10	£2,093.87	£814.28	£0.00	£0.00	£2,229.92	£468.79	£7,212.96	£221.28	£7,434.24
Total Income 2019/20									
Precept	Rent	Bank Interest	VAT	Grants	Other	Net Receipts	Total Receipts		
£9,443.23	£125.00	£39.20	£1,506.76	£0.00	£500.00	£11,614.19	£28,739.19		
Carry forward to 2020/21: £21,304.95									

### 8.2. Councillors considered the Bank Reconciliation for the fiscal year 2019/2020

Bank Reconciliation									
Bank Accounts	closing balance	Unpresented cheques	£128.00	Reconciled Balance					
HSBC Current account	£10,296.76		£172.64						
HSBC Saving	£5,363.79		£49.75						
santander	£6,166.65		£172.64						
<b>Total</b>	<b>£21,827.20</b>	<b>Total</b>	<b>£523.03</b>	<b>£21,304.17</b>					

The clerk explained that the Carry Forward figure for 2019/2020 was more than twice the annual precept. This would require an explanation for the External Auditors. However, the Parish Council had agreed previously to refurbish the playground and to replace the streetlamps on a rolling programme.

**Resolved that the end of fiscal year accounts and bank reconciliation be noted. The Parish Council would have earmarked reserves of £6,000 for the refurbishment of the playground and £6,000 for the replacement of the streetlamps with LED lamps. £9,300 would be in general Reserves as a contingency fund.**

## 9. Flooding of Hirst Courtney & West Bank, February 2020

9.1. Cllr Wagstaff reported that NYCC were going to be the lead agency in the Section 19 Inquiry into the flooding of the River Aire in March 2020. Residents should contact NYCC with their comments and concerns about the flooding. Cllr Burbidge said that there was concern in West Bank about the condition of the 'Clap Valves' at the side of Hirst Road as they had seized open and did not work when the flooding happened. Residents have reported the condition of the clap valves to various agencies over the years.

9.2. Cllr Wagstaff reported that a donation of £2,000 had been made to the Parish Council to help the parishes in the recovery from the flooding. The donor wished to remain anonymous and did not wish to receive an acknowledgment or letter of thanks from the council. The clerk reported that an additional £500 had been donated by the Black Dog Inn, Camblesforth. Councillors considered what the donations could be used for, including whether to distribute amongst those affected by the flooding. Cllr Burbidge said that Snaith Salads at West Bank had earmarked an area of their land for the storage of flood prevention materials such as sand and bags to put the sand into. This would be a resource for residents of both parishes to access should the need arise in the future.

**Resolved that the Parish Council should raise the concerns about the condition of the Clap Valves to the Section 19 Enquiry. Cllr Burbidge to liaise with the clerk on the writing of the**

**letter. The provision of a 'Flood Prevention Resource' at West Bank to be an agenda item for the next meeting.**

**10. Insurance Claim for Hirst Courtney Playground**

The clerk reported to the council that after the flooding of the parishes in March 2020 she had contacted Cllr Wagstaff to discuss the condition of the playground as it had been underwater for two weeks. It was agreed that she would contact the insurance company for advice. The insurance company had advised for the clerk to contact a company to provide a report on the condition of the playground and a quotation for the replacement of damaged equipment. The insurance company stated that they only required one company to provide a quotation.

Cllr Wagstaff, Cllr Stephenson and the clerk had met with Matthew Day from Streetscape to inspect the playground. Mr Day submitted a written report on its condition. He had also provided two quotations, one for a like for like replacement at a cost of £64,545 + VAT, and one for a steel replacement at a cost of £49,320 + VAT. The steel replacement was suggested as a way of 'future proofing' the equipment against flooding as it was non-absorbent and would be wiped down. It also used 'Safamat rubber surfacing' instead of Wetspour, which again would be easier to maintain and not liable to lift when flooded.

The quotations were submitted to the insurance company and were inspected by a loss adjustor. The insurance company have agreed to pay £46,135.03 - the amount that the playground is insured for. The insurance company have recommended that the council increase the amount it is insured for in future.

Councillors considered the quotations and payment terms.

**Resolved that the quotation for a steel playground from Streetscape be accepted provided that the quotation is still valid. The clerk to contact Streetscape to establish this and clarify payment terms. The clerk to discuss the possibility of a maintenance agreement with Streetscape.**

**11. Street Lamps**

Cllr Stephenson reported that streetlamp number 12 was faulty. Cllr Burbidge asked if the lamp could be replaced with an LED lamp rather than being repaired as he felt it made more sense economically to do this.

**Resolved that the clerk would ask Acorn Lighting to replace the lamp with an LED lamp.**

## 12. Financial Matters

- 12.1. Councillors received the Current Account Bank Reconciliation to Date of Meeting
- 12.2. Councillors considered the list of payments made or to be made and the income to be noted.
- 12.3. Councillors considered the Current Account Status once the above payments have been made.

Hirst Courtney PC Bank Reconciliation to Date of Meeting									
Step one		Step Two			Step Three			Step Four	
Bank Statement No:		Less Payments Made to be Approved			Add Received Income Not Yet Noted			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	101137	48 E-On,	£362.29	CR	letter Black Dog donation for flooding	£500.00		
		101138	49 YLCA subs	£128.00	CR	SDC precept, 1st Instalment	£4,726.20		
		101140	51 Autela payroll services	£49.75					
		101136	47	£172.64					
		101139	50	£172.64					
			<b>Total:</b>	£885.32		<b>Total:</b>	£5,226.20	<b>Total:</b>	£0.00
			<b>Balance:</b>	£9,273.73		<b>Balance:</b>	£14,499.93	<b>Balance:</b>	£14,499.93
<b>Bank Reconciliation to Date of Meeting:</b>				<b>£14,499.93</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
£14,499.93									22/05/2020	1	AGM 1 of 7	£140.37
									22/05/2020	3	E-on, Apr & May	£368.33
									22/05/2020	4	AGM 2 of 7	£140.37
									01/06/2020	5	Acorn lighting	£468.00
			<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 for April &amp; May:</b>	<b>£994.35</b>
<b>Reconciled Bank Balance to Carry Forward: £13,505.58</b>												

Cllr Wagstaff reported that Acorn Lighting require payments to be made by BACS rather than by cheque but have agreed to accept a cheque for the above payment. Cllr Wagstaff proposed that the council register for online banking. Councillors agreed to the proposal.

**Resolved that the payments be noted. The income received to be noted including the payment of the first instalment of the precept from SDC.**

**13. Parish Matters**

There were no parish matters for consideration.

**14. Date and Time of Next Meeting**

Monday 15<sup>th</sup> June 2020 at 6.30pm. Meeting to be held remotely due to Coronavirus Restrictions.