

Hirst Courtney & West Bank Parish Council

Minutes of the Full Council Meeting.
Monday 15th 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

15. Apologies for Absence

There were no apologies for absence.

16. Declarations of Interest

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

17. Minutes of the Previous Meeting

The Minutes of the Meeting of the Council held on the 1st June 2020 were considered.

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

18. Questions from the Public

There were no questions from the public

19. Clerk's Report

19.1. Streetscape had cleared the playground and laid turf

19.2. Adam's Grounds Maintenance had agreed to not cut the grass in the playground until the 12th July 2020 to allow the turf to bed in.

19.3. The turf may need watering if the weather is hot.

19.4. SDC Environmental Health had been contacted again re West View as they had not responded to the two previous letters. They have promised to investigate the matter.

19.5. The letter regarding the condition of the clapper valves had been submitted to the Section 19 Inquiry.

Resolved that the clerk's report be noted. Cllr Wagstaff and Cllr Stephenson to monitor the condition of the turf and water if necessary.

20. Correspondence Received

20.1. SDAVS updates

20.2. YLCA White Rose updates

20.3. NALC guidance on website requirements. Cllr Stephenson reported that the new requirements for the council's website would be quite costly for the council to implement. He thought that the District Council should be assisting with the implementation. Or an alternative would be to use Facebook.

20.4. Resident regarding a parking issue on Back Lane.

Resolved that the correspondence be noted. Cllr Stephenson to complete the assessment for the website requirements to assist the council in decision making. Cllr Wagstaff to investigate the parking issue on Back Lane.

21. Annual Internal Audit Report.

Councillors received the Annual Internal Audit Report for 2019/2020 included at page 4 of the AGAR 2019/2020. The Internal Auditor had agreed that each of the Internal Control Objectives were achieved.

Resolved that the Annual Internal Audit Report be noted.

Signed: *R. Wagstaff*

Date: 6th August 2020

22. Internal Audit of Accounts.

Councillors received the Internal Auditor's Report for the fiscal year 2019/2020.

Resolved that the Internal Auditor's Report be noted and the recommendations implemented.

23. Annual Governance Statement

Councillors considered each of the statements for Section 1 – Annual Governance Statement 2019/2020 for Hirst Courtney Parish Council on page 5 of the AGAR 2019/2020. They agreed that each statement had been achieved.

Resolved that the Annual Governance Statement be approved. The Chairman and Clerk of the meeting signed the statement.

24. Accounting Statements

Councillors considered Section 2 – Accounting Statements 2019/2020 for Hirst Courtney Parish Council on page 6 of the AGAR 2019/2020. They compared the statements to the End of Year Bank Reconciliation and noted that they agreed. They considered the Explanation of Variances and the Explanation of Reserves and agreed with their explanations.

Resolved that the Accounting Statements for 2019/2020 be approved. The Chairman of the meeting signed the statement.

25. Accounts and Audit Regulations

Councillors considered 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.

Resolved that the documents required would be published. The dates for the Notice of Public Rights and Publication of Annual Governance and Accountability Return (Exempt Authority) would be Monday 29th June to Friday 7th August 2020.

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

26.1. Councillors considered how the money donated to the parishes after the flooding, a total of £2,620.00, should be used. Cllr Wagstaff proposed that the money should be divided equally between all households in the parishes who had had their homes flooded regardless of whether, or not, they were insured. He felt that this was the fairest method.

26.2. Councillors considered the provision of a 'Flood Prevention Resource' at Snaith Salads, West Bank. It was agreed that the provision of a resource was a good idea but that it would be probably be in the interests of both parishes if each had their own resource centre as this would aid a swift response to a flood alert. Cllr Burbidge proposed that a meeting between the two parishes should take place as soon as restrictions allowed so that issues could be discussed.

Resolved that the money donated be distributed equally between the households that were flooded internally. Resolved that the provision of Flood Resource Centres for each village be explored further. Resolved that a meeting between the parishes would be help when possible.

27. Streetlamps

There were no reports of faulty streetlamps. Cllr Stephenson reported that lamp number 12 had been replaced with an LED lamp.

Resolved that the update be noted.

Signed: *R. Wagstaff*

Date: 6th August 2020

28. Financial Matters

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

Bank Statement No:		Less Approved Payments Not Yet Presented			Add Received Income Not Yet Credited			Add Virements Not Yet Credited	
433									
Date	Closing Balance	Cheque No	PC Invoice No	Amount	Voucher No	PC Receipt No	Amount	Min Ref	Amount
10/05/2020	£14,499.93	101141	1	£140.37	04/06/2020		£2,120.00		
		101142	2	£172.64					
		101143	3	£368.33					
		101144	4	£140.37					
		101145	5	£172.64					
		101146	6	£468.00					
			Total:	£1,462.35		Total:	£2,120.00	Total:	£0.00
			Balance:	£13,037.58		Balance:	£15,157.58	Balance:	£15,157.58
Bank Reconciliation to Date of Meeting:				£15,157.58					

28.2. Councillors considered the list of payments made or to be 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
£15,157.58									15/06/2020	7	Yorkshire Internal audit services	£300.00
									15/06/2020	8	AGM 3 of 7	£140.37
									15/06/2020	9	E-On	£187.18
			Total Income Received:	£0.00		Total Debit Card Payments:		£0.00		Total Invoices to be Approved including clerk's salary June:		£800.19
												Reconciled Bank Balance to Carry Forward: £14,357.39

28.3. Councillors considered the transfer of funds from a Savings Account to the Current Account in anticipation of the payment for the playground. Councillors agreed that the transfer would be required once the work on installing the equipment in August commenced.

28.4. Councillors considered the council's bank mandate. Cllr Wagstaff explained that the clerk had been unable to access the forms required for internet banking from HSBC as she was not a signatory. He proposed that the clerk should become a signatory with responsibility for the Council's Banking arrangements including internet banking.

Resolved that the clerk would become a signatory on the bank mandate with the authority to act on behalf of the Council including using Internet Banking.

29. Parish Matters

No parish matters were reported.

30. Date and Time of Next Meeting

To be reviewed as updates regarding the corona virus and lockdown are received.

The meeting closed at 7.10pm

Signed: *R. Wagstaff*

Date: 6th August 2020