

Hirst Courtney & West Bank Parish Council

Minutes of the Full Council Meeting.
Thursday 6th August 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

31. Apologies for Absence

There were no apologies for absence received

32. Declarations of Interest

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

33. Minutes of the Previous Meeting

The Minutes of the Meeting of the Council held on the 15th June 2020 were considered.

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

34. Questions from the Public

There were no questions from the public

35. Clerk's Report for On-going Matters

35.1. Bank Mandate. Arrangements for adding the clerk as a signatory and registering for online banking had been delayed because of the council receiving the wrong advice and an administration error by the bank. The bank has apologised to the council for the errors and have given £25 compensation. The process should now be being addressed.

35.2. West View. The property has had steel shutters placed over windows. SDC are working towards an enforcement of sale. Any further problems at the property should be reported as it helps to build up evidence for prioritising action.

35.3. AGAR. PKF Littlejohn have acknowledged receipt of the AGAR.

35.4. The flood donation money has been distributed to the owners of the properties affected.

Resolved that the clerk's report be noted. Councillors reported that people had attempted on 4 separate occasions to enter West View by climbing trees close to the property and entering through upstairs windows. A neighbour had challenged the intruders and been verbally abused. It was agreed that Cllr Wagstaff would speak to residents and emphasise the importance of reporting the intruders to the police and noting vehicle registration numbers. It was agreed that the council would also report any occurrences if residents were afraid to do so.

36. Correspondence Received

36.1. SDAVS updates

36.2. YLCA White Rose updates

36.3. SDC letter about the future of NYCC and SDC.

36.4. Email from Cllr Jordan asking for the council's preferences regarding the proposed unitary council.

Resolved that the correspondence received be noted. Councillors discussed the options for the unitary council and preferred the option of a smaller unitary council, possibly consisting of York, Selby and Ryedale. It was agreed that the NYCC, Cllr McCartney, would be asked to attend the next meeting to explain the options.

Signed: *R. Wagstaff*

Date: 24th September 2020

37. Renewal of Long-Term Insurance Agreement

Councillors considered the requirements of the Parish Council for the renewal of the agreement.

37.1 It was agreed that the Annual Events Organised by the Parish Council were:

- 37.1.1 Senior Citizens Summer Garden Party. Maximum attendance: 100 people. Summer garden party with light refreshments, barbeque, tombola, raffle, cake stall, plant stall, tabletop games.
- 37.1.2 Lighting of the Christmas Tree. Maximum attendance 100 people. Christmas carol singing, light refreshments. Lighting of the tree. Tree located in the village play park.
- 37.1.3 Annual Spring Clean. Maximum attendance 25 people. Litter pick around the village. PPE provided by Selby District Council. Bags of refuse collected afterwards by SDC. Risk assessment completed and submitted to Selby District Council

37.2 It was agreed that the answers to the question of ‘Claims History, Flood Prevention Measures Taken’ were:

- 37.2.1 The Parish Council have replaced the play equipment with new equipment made from steel rather than wood. In the event of another flood this equipment will not absorb contaminated water and should be able to be washed clean.
- 37.2.2 The Parish Council have replaced the ‘wetpour’ surfacing with turf and Safamat surfacing. This should allow any contaminated water to drain through it.
- 37.2.3 The causes of the flooding of Hirst Courtney & West Bank, together with the town of Snaith and village of Cowick, in February & March 2020 by the River Aire are being identified through a Section 19 Inquiry lead by the County Councils involved. The inquiry involves multi-agency participation and is seeking to establish why the floods happened and measures that can be taken to prevent a repeat of the incident. The River Aire at Hirst Courtney & West Bank has purpose built ‘Safety Banks’ and land designated as flood plain that is the responsibility of the Environment Agency to monitor and maintain. This normally adequately protects property in the villages. However, on this occasion there was a sudden and unexpected increase in the volume of water flowing downstream and the villages’ defences were overwhelmed.

37.3 It was agreed that the answers to the question ‘Is the Parish Council Responsible for a Skate Park, BMX Track or Zip Wire?’ were:

- 37.3.1 Hirst Courtney Parish Council is responsible for a Skate Ramp. It is located within the village play area.
- 37.3.2 The skate ramp is made of galvanised steel and has a tarmac surface. Consequently, it was able to withstand the recent flooding, requiring only a deep clean to remove residue etc.

37.4 Councillors considered the current sums insured and reviewed the Asset Register. It was agreed that items to be insured were

- 37.4.1 Street Furniture – 35 streetlamp units comprising of 10 column + lantern lamps and 25 pole mounted lamps. Replacement cost: £34,346.76
- 37.4.2 Gates & Fences. Replacement cost: £9,822.51
- 37.4.3 War Memorial. Replacement cost: £6,584.09
- 37.4.4 Playground Equipment. Replacement cost: £45,000
- 37.4.5 Skatepark Ramp. Replacement cost: £20,000
- 37.4.6 Surfacing for skate park ramp. Replacement cost: £20,000

Signed: *R. Wagstaff*

Date: 24th September 2020

- 37.4.7 Safamat Surfacing for playground equipment, including mesh underlay and fixings. Replacement cost: £6,320.00
 37.4.8 Defibrillator and cabinet. Replacement cost: £5,000
 37.4.9 Two village name signs. Replacement cost: £1,500.00

Resolved that the clerk would give the above information to the insurance brokers acting on behalf of the Parish Council.

38 Financial Matters

38.1 Councillors received the Current Account Bank Reconciliation to Date of 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 | |
| 435 | | | | | | | | | |
| Date | Closing Balance | Cheque No | PC Invoice No | Amount | Voucher No | PC Receipt No | Amount | Min Ref | Amount |
| 10/07/2020 | £14,592.59 | 11147 | 7 | £300.00 | | | | | |
| | | 101152-101157 | 12 | £624.00 | | | | | |
| | | 101158 | 12 | £208.00 | | | | | |
| | | 101159-101171 | 12 | £1,352.00 | | | | | |
| | | | Total: | £2,484.00 | | Total: | £0.00 | Total: | £0.00 |
| | | | Balance: | £12,108.59 | | Balance: | £12,108.59 | Balance: | £12,108.59 |
| Bank Reconciliation to Date of Meeting: | | | | £12,108.59 | | | | | |

Resolved that the Bank Reconciliation be noted.

38.2 Councillors considered the list of payments made or to be made

38.3 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 |
| £12,108.59 | | | | | 10/07/2020 | 11 | ICO Data Protection Fee | £40.00 | 30/07/2020 | 14 | Adam's Grounds Maintenance 4 Of 7 | £140.37 |
| | | | | | | | | | 30/07/2020 | 15 | Autela Payroll Services | £60.24 |
| | | | | | | | | | 30/07/2020 | 16 | E-On | £181.15 |
| | | | | | | | | | 06/08/2020 | 18 | T.A. Leek | £48.60 |
| | | | Total Income Received: | £0.00 | | | Total Debit Card Payments: | £40.00 | | | Total Invoices to be Approved including clerk's salary June: | £554.40 |
| | | | | | | | | | | | | Reconciled Bank Balance to Carry Forward: £11,514.19 |

Resolved that the list of payments made and to be made be approved. The current account status once the above payments have cleared be noted.

Signed: *R. Wagstaff*

Date: 24th September 2020

38.4 Councillors considered the transfer of funds from a Savings Account to the Current Account in anticipation of the payment for the playground.

| Bank Analysis for Transfer of Funds Decision | | | | | | | |
|--|-------------------|--|--|--|------------------|--|--|
| | | | | Anticipated/Possible Expenditure for August & Sept | | | Anticipated Income by 30/09/2020 |
| Cost of Playground Replacement: | £49,320.00 | | | | | | |
| Plus 20% VAT | £9,864.00 | | | Insurance? Last year it was £770 | £1,500.00 | | second instalment of precept due 30/9/2020 |
| Total to pay Streetscape | £59,184.00 | | | Adam's GM, Aug & Sept | £280.74 | | £4,721.00 |
| | | | | Clerk's Salary, Aug & Sept | £345.28 | | Rent for land |
| Less Insurance Claim | £46,135.03 | | | E-On, Aug & Sept | £380.00 | | VAT for 2019/2020 |
| Balance to Pay | £13,048.97 | | | Grass verges | £70.00 | | £221.28 |
| | | | | Street lamp | £500.00 | | |
| Reconciled HSBC Current Account | £11,514.19 | | | total | £3,076.02 | | total |
| HSBC Savings Account | £5,366.30 | | | | | | £4,967.28 |
| Total Funds Available | £16,880.49 | | | | | | |
| Add insurance claim | £46,135.03 | | | | | | |
| Total | £63,015.52 | | | | | | |
| Less Streetscape Invoice | £59,184.00 | | | | | | |
| | | | | | | | |
| HSBC Balance | £3,831.52 | | | | | | |

Resolved that the HSBC be asked by the signatories of the council to transfer £5,365.00 from the Savings Account into the Current Account to enable the payment of the Streetscape Invoice. It was agreed that the Savings Account at Santander would be reviewed at a meeting in the autumn and possibly transferred to another provider.

39 Parish Matters

39.1 Cllr Burbidge asked about the tree planting scheme proposed at a previous meeting. The clerk explained that the council had been informed that the tree providers had run out of trees.

39.2 Cllr Stephenson asked about the handover of the playground from Streetscape. The clerk would look into the matter.

39.3 Cllr Wagstaff asked about the provision of dog waste bins. It was agreed that this would be considered at a future meeting.

39.4 Cllr Wagstaff asked for volunteers to help him clear the piles of debris left behind after the floods in the play park. Cllrs Webster, Burbidge, Barratt and Forbes agreed to assist on Sunday 9th August.

39.5 Cllr Webster raised a concern over the condition of The Royal Oak pub sign. The wooden frame at the bottom of the sign which holds the metal disc in place had rotted away. Cllr Webster was concerned that the metal disc could drop out and cause an injury to a person(s).

39.6 Cllr Webster raised a concern about the amount of debris included in the crushed stone when Selby Area Internal Drainage Board repaired the access to the river bank.

Resolved that the clerk would write a letter to SAIDB about the matter.

40 Date & Time of Next Meeting

Thursday 24th September 2020 at 6.30pm

The meeting closed at 7.50pm

Signed: *R. Wagstaff*

Date: 24th September 2020