

Hirst Courtney & West Bank Parish Council

Minutes of the Full Council Meeting.
Monday 29th March 2021 at 7.00pm
via Zoom Video Conferencing Application.

Present:

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

In Attendance: Mrs S. Rockliff, **Proper Officer/ Clerk**

Members of the Public: eight

The Chairman of the Council opened the meeting at 7.02pm

104. Apologies for Absence

The Chairman informed the Council that Cllr D. Webster had provided him with his resignation from the Parish Council. The Chairman thanked Cllr Webster for the years of service that he had given the Parish Council.

Resolved, that:

- i) the resignation of Cllr Webster be approved; and**
- ii) the clerk informs SDC of the resignation.**

105. Declarations of Interest

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

106. Minutes of the Meeting of the Council.

Councillors considered the Minutes of the Meeting of the Council held on the 22nd February 2021. A councillor said that item 89.3 should say:

‘A councillor confirmed that the electricity supply for the cabinet heater had been checked, a fuse had been replaced and the cabinet heater is now working properly.’

It was proposed that the Minutes be approved with the amendment to 89.3.

Resolved, that:

- i) the Minutes of the Meeting be approved as a correct record with the amendment to 89.3.**

107. Minutes of the Extraordinary Meeting of the Council.

Councillors considered the Minutes of the Extraordinary Meeting of the Council held on the 8th March 2021.

It was proposed that the Minutes be approved.

Resolved, that:

- i) the Minutes of the Extraordinary Meeting be approved as a correct record.**

Minutes Approved at the Full Meeting of the Council held on the 26th April 2021. Minute Reference 126.

108. Questions from the Public.

There were no questions from the members of the public in attendance at the meeting.

109. Clerk's Report for On-going Matters

Councillors considered the Clerk's report for On-going Matters and Recommendations to Council.

Resolved, that:

- i) the Clerk's Report be noted, and**
- ii) the Council would not collate the responses received regarding the application for a premises license and submit them to SDC on behalf of residents.**

110. Correspondence Received.

Councillors received the list of correspondence (previously circulated by email).

Resolved, that:

- i) the correspondence received be noted.**

111. Petition to Dissolve the Parish Council.

Councillors received the results of the petition organised by a group of residents from West Bank.

The group had received 58 responses requesting that the Parish Council be dissolved. The Clerk confirmed that this was not enough for the request to be submitted to Selby District Council.

A councillor said that the views of the respondents would be listened to by the Council and hopefully, with work, their views could be changed.

It was agreed that the petition would be given to the Clerk.

Resolved, that:

- i) the petition received would be noted, and**
- ii) the petition would be given to the Clerk.**

112. Community Emergency Plan.

Councillors considered the Community Emergency Plan suggested by the Environment Agency. It was proposed that Cllr Burrbidge and Cllr Forbes look at the plan together and make recommendations to the Council for the April meeting.

Resolved, that:

- i) the Community Emergency Plan would be reviewed by Cllr Burrbidge and Cllr Forbes.**

- ii) **Cllr Burrbridge and Cllr Forbes would make recommendations to the Council at the April meeting.**

113. Parish Council Noticeboard.

Councillors considered the request for a new noticeboard at West Bank.

A councillor reported that the noticeboard at Hirst Courtney was also in poor condition.

Specifications for the noticeboards were discussed. It was agreed that the noticeboards would be made of wood with the name of the Council carved into the header. Each noticeboard would have two panels with pin boards and be lockable. West Bank's to be wall mounted and Hirst Courtney's to be free standing.

It was proposed that the Council should purchase two new noticeboards with the above specifications.

Resolved, that:

- i) **two new noticeboards be purchased for Hirst Courtney & West Bank Parish Council; and**
- ii) **the Clerk would seek three quotations for consideration at the April meeting.**

114. Parish Council Standing Orders.

Councillors considered the draft of the new Standing Orders prepared by the Clerk, noting changes from the existing Standing Orders and agreeing amendments.

It was proposed that the new Standing Orders be adopted by the Council.

Resolved, that:

- i) **the new Standing Orders be approved for adoption by the Council;**
- ii) **Section 9d would specify that 7 clear days were required for the resubmission of an unclear motion; and**
- iii) **Section 19 would specify that the Recruitment & Personnel Committee would handle staff matters.**

115. Code of Conduct.

Councillors considered the new version of the LGA model Code of Conduct and the draft Code of Conduct for Hirst Courtney & West Bank Parish Council prepared, and previously circulated, by the Clerk.

It was proposed that the draft Code of Conduct for Hirst Courtney & West Bank Parish Council be adopted by the council.

Resolved, that:

- i) **the new Code of Conduct for Hirst Courtney & West Bank Parish Council be approved for adoption by the Council.**

116. Financial Regulations.

Councillors considered the draft of the new Financial Regulations prepared by the Clerk, noting changes from the existing Financial Regulations and agreeing amendments.

It was proposed that the new Financial Regulations be adopted by the Council.

Resolved, that:

- i) the new Financial Regulations be approved for adoption by the Council;**
- ii) Section 5.5c would state that the clerk had authority to transfer up to £10,000 between bank accounts;**
- iii) Section 6.10 would approve Internet Banking Transfers;**
- iv) Section 6.15 would state the measures in place to minimise risks for Internet Banking.**

117. Scheme of Delegation.

Councillors considered the draft Scheme of Delegation prepared by the Clerk.

It was proposed that the draft Scheme of Delegation be adopted by the Council.

Resolved, that:

- i) the Scheme of Delegation for Hirst Courtney & West Bank Parish Council be approved for adoption by the Council.**

118. Financial Risk Assessment.

Councillors considered the Financial Risk Assessment, noting changes to the existing Risk Assessment.

It was proposed that the new Financial Risk Assessment be adopted by the Council.

Resolved, that:

- i) the Financial Risk Assessment for Hirst Courtney & West Bank Parish Council be approved for adoption by the Council.**

119. Asset Register.

Councillors considered the Asset Register.

It was proposed that the Asset Register be adopted by the Council.

Resolved, that:

- i) the Asset Register for Hirst Courtney & West Bank Parish Council be approved for adoption by the Council.**

120. Planning Matters.

- 121.1 Councillors received Notice of Decision for Wayside, Main Road, Hirst Courtney. Permission Granted for the erection of a garage.

121.2 Councillors received the Appeal Decision for land off Moss Green Lane, West Bank. Appeal **Dismissed** for the change of use of land to enable the storage of mobile homes and caravans.

Resolved, that:

- i) **the Notice of Decision for Wayside be noted; and**
- ii) **the Appeal Decision for the land off Moss Green Lane be noted.**

121. Finance Matters

121.1 Councillors received the Current Account Bank Statement number 446.

121.2 Councillors noted income received.

121.3 Councillors considered the list of payments made and to be made.

121.4 Councillors considered the current account status once the payments to be made have cleared.

| Hirst Courtney Parish Council Income Received and Payments to be Approved | | | | | | | | | | | | |
|---|--|----------------|-------------------------------|--------------|--|----------------|-----------------------------------|---------------|-------------------------|------------|---|-------------------|
| Bank Statement No 446, Closing Balance 10/03/2021 | Income Received & Credited on Bank Statement to be Noted | | | | Payments Made & Debited on Bank Statement to be approved | | | | Invoices to be Approved | | | |
| | Date | PC Receipt No: | Details | Amount | Date | Payment Method | Details | Amount | Date | PC Inv No: | Details | Amount |
| £14,709.51 | | | | | 05/03/2021 | BP | A. Stephenson, web hosting, March | £12.00 | 19/03/2021 | | YLCA subs | £130.00 |
| | | | | | 05/03/2021 | BP | R. Wagstaff, electric xmas tree | £15.00 | 21/03/2021 | | A. Stephenson, web hosting Apr | £12.00 |
| | | | | | 02/03/2021 | card | Zoom, subs | £14.39 | 16/03/2021 | | Autela, payroll serv | £73.92 |
| | | | | | | | | | 16/03/2021 | | HMRC Q4 | £2.40 |
| | | | | | | | | | 02/03/2021 | | E-on | £169.07 |
| | | | Total Income Received: | £0.00 | | | Total Payments, | £41.39 | | | Total Invoices to be Approved including clerk's salary March, (invoice 50) | £605.47 |
| | | | | | | | | | | | Reconciled Bank Balance to Carry Forward: | £14,145.43 |

It was proposed that the Bank Statement be noted, the list of income received be noted, the payments made and to be made be approved, and the current account status after the payments have cleared be noted.

Resolved, that:

- i) **Bank Statement number 446 be noted;**
- ii) **Income received be noted;**
- iii) **the list of payments made and to be made be approved; and**
- iv) **the current account status after the payments have cleared be noted.**

122. Parish Matters.

Minutes Approved at the Full Meeting of the Council held on the 26th April 2021. Minute Reference 126.

A councillor reported that there had been an act of vandalism in the play park. The large slide had been damaged by persons carving into it. A young child had received a minor injury when using the slide after the damage had taken place.

The slide has been inspected since the incident occurred and has been made safe.

Potential culprits had been identified and the incident had been reported to the police.

The parents of the injured child had been contacted to discuss the matter.

The details on the Play Park sign were out of date. It was agreed that the sign would be replaced giving contact details for the Council. It was agreed that the sign would also advise members of the public to contact the police on 101 if they witnessed any unlawful behaviour in the Play Park.

Resolved, that:

- i) **the incident in the Play Park be noted; and**
- ii) **a new sign would be ordered for the Play Park.**

123 Date & Time of Next Meetings:

- 121.1 Annual Meeting of the Parish: Monday 26th April at 7.00pm via Zoom Video Conferencing App.
- 121.2 Meeting of the Parish Council: Monday 26th April at 7.00pm via Zoom Video Conferencing App.

The Chairman of the Council thanked everyone for their attendance and closed the meeting at 8.16pm.