

Hirst Courtney & West Bank Parish Council

Minutes of the Full Council Meeting.
Monday 26th April 2021 at 7.12pm
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: four

The Chairman of the Council opened the meeting at 7.12pm.

124. Apologies for Absence.

There were no apologies for absence.

125. Declarations of Interest.

There were no Declarations of Interest for matters to be considered by the Council.

126. Minutes of the Meeting of the Council.

Councillors considered the Minutes of the Council Meeting held on the 29th March 2021.

Resolved, that:

The Minutes of the Council Meeting held on the 29th March 2021 be accepted as a correct record.

127. 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 received;**
- ii) the Annual Meeting of the Council be held on the 18th May 2021 at Carlton Village Hall; and**
- iii) the May Meeting of the Council be held on the 18th May 2021 at Carlton Village Hall.**

128. Correspondence Received.

Councillors received the List of Correspondence (previously circulated by email) and Recommendations to Council. Cllr Forbes reported that the Community Emergency Plan was a generic plan that did not match the needs of small parishes such as Hirst Courtney & West Bank.

Resolved, that:

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- i) **the Correspondence be received;**
- ii) **the Clerk would ask NYCC Highways about the criteria for erecting village name signs for West Bank;**
- iii) **the Clerk would ask the YLCA for guidance about the Community emergency Plan; and**
- iv) **the Council would support Carlton Parish Council's letter to the Environment Agency about the condition of the riverbank.**

129. Co-option to the Council Procedures.

The clerk explained the procedure for co-opting a person to a parish council when a casual vacancy had occurred.

Resolved, that:

the procedure for co-opting a person to a parish council be noted.

130. Co-options Policy.

Councillors considered the draft Co-options Policy.

Resolved, that:

the Co-options Policy be approved and adopted by the Council.

131. Co-option to Council Documents.

131.1 The Clerk informed the Council that the Notice of Vacancy had been displayed for the requisite period by the Monitoring Authority and an election had not been called. The Monitoring Authority had informed the Council that they could seek to fill the vacancy through co-option.

131.2 Councillors considered the draft advert for a Parish Councillor including the closing date for applications.

131.3 Councillors considered the draft Person Specification for a Parish Councillor.

131.4 Councillors considered the Applicant Experience Form for a Parish Councillor.

131.5 Councillors considered the Application and Eligibility Form for a Parish Councillor.

Resolved, that:

- i) **the Council would seek to fill the vacancy by co-option;**
- ii) **the advert for a Parish Councillor be approved and adopted by the Council with a closing date for applications of the 10th May 2021;**
- iii) **the Person Specification for a Parish Councillor be approved and adopted by the Council;**
- iv) **the Applicant Experience Form be approved and adopted by the Council;**

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- v) **the Application and Eligibility Form be approved and adopted by the Council.**

132. Resignation of the Clerk.

132.1 The Chairman informed the Council that the Clerk had submitted her resignation to him. He thanked the clerk on behalf of the Council for her work. He informed the Council that the clerk had agreed to stay in post until a replacement could be found.

132.2 Councillors considered the process of recruiting a new clerk.

Resolved, that:

- i) the Clerk's resignation be received;**
- ii) a Recruitment Committee with the delegated power to manage the recruitment process for a clerk be set up;**
- iii) the approval of appointment be by the Council;**
- iv) Cllr Wagstaff, Cllr McGuigan and Cllr Stephenson be the Recruitment Committee; and**
- v) the Clerk would send the Recruitment Committee documents to support the recruitment process.**

133. Planning Matters.

Councillors considered Planning Application Ref: 2021/0395/HPA Proposal: Retention of domestic outbuilding and security camera pole (retrospective) Location: The Old School, Main Road, Hirst Courtney.

Resolved, that:

- i) the Council would object to the application as the granting of permission retrospectively would set a precedent for all unauthorised development in the parish and beyond and should therefore be refused.**

134. Parish Council Noticeboards.

Councillors considered three quotations received for two new noticeboards, one free standing and one wall mounted.

Resolved, that:

- i) Harry Stebbings was the preferred provider at a cost of £2542.50 + VAT; and**
- ii) the lettering be carved and blacked, if possible.**

135. Finance Matters.

135.1 Councillors received Bank Statement number 447.

135.2 Councillors noted income received.

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

135.4 Councillors considered the account status once the payments have been made.

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| Hirst Courtney Parish Council Income Received and Payments to be Approved | | | | | | | | | | | | |
|---|---|----------------|-------------------------------|--------------|---|----------------|-------------------------------|---------------|-------------------------|------------|--|-------------------|
| Bank Statement No 447, Closing Balance 10/04/2021 | 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 |
| £14,084.55 | | | | | 24/03/2021 | card | argos ink, colour. Invoice 60 | £31.49 | 06/04/2021 | | Adams grounds maintenance 1 1 of 7 2021 | £140.37 |
| | | | | | 25/03/2021 | card | wilko ink invoice 61 | £15.00 | 02/04/2021 | | 2 E-on April UK2, C. | £187.18 |
| | | | | | 06/04/2021 | card | zoom, April invoice 3 | £14.39 | 14/04/2021 | | 4 domain reg | £23.98 |
| | | | | | | | | | | | | |
| | | | Total Income Received: | £0.00 | | | Total Payments, | £60.88 | | | Total Invoices to be Approved including clerk's salary April, (invoice 5) | £529.02 |
| | | | | | | | | | | | Reconciled Bank Balance to Carry Forward: | £13,616.41 |

Resolved, that:

- i) Bank Statement number 447 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.**

136 Parish Matters.

- 136.1 Concern was raised about the proximity to Hirst Courtney road of a newly erected fence.
- 136.2 Concern was raised about lorry loads of soil being deposited in heaps on land adjacent to the former Selby Hydroponics at West Bank.

Resolved, that:

- i) residents should report concerns about the proximity of the fence to NYCC Highways; and**
- ii) the Clerk would inform SDC Planning Enforcement of the deposits of soil at West Bank.**

137 Date & time of Next Meeting.

- 137.1 Annual Meeting of the Council: **Tuesday 18th May 2021 at 7.00pm at Carlton Village Hall.**
- 137.2 Meeting of the Parish Council: Tuesday 18th May 2021 to commence after the Annual Meeting of the Council at Carlton Village Hall.

The Chairman thanked everyone for attending and closed the meeting at 8.20pm.

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