

# Hirst Courtney & West Bank Parish Council

## Minutes of the Meeting of the Council held at The Sloop Inn, Temple Hirst Tuesday 22<sup>nd</sup> February 2022 at 7.00pm

### Present:

**Councillors:** Cllr R. Wagstaff (Chairman) Cllr I. Forbes (Vice-chairman), Cllr J. Barratt, Cllr A. McGuigan, Cllr G. Burbidge, Cllr M. Hird

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

**Members of the Public:** none

**Cllr Wagstaff, Chairman of the Council, opened the meeting at 7.00pm.**

### **101. Apologies for Absence.**

101.1 Apologies for absence were received from Cllr Howsam

101.2 Councillors considered the reason for Cllr Howsam's absence

**Resolved, that:**

**The reason for Cllr Howsam's absence be approved.**

### **102. Declarations of Interest.**

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

### **103. Minutes of the Meeting of the Council.**

103.1 Councillors considered the Minutes of the Meeting of the Council held on the 24<sup>th</sup> January 2022.

103.2 Councillors considered the Minutes of the Extraordinary Meeting of the Council held on the 14<sup>th</sup> February 2022.

**Resolved, that:**

**i) the Minutes of the Meeting of the Council held on the 24<sup>th</sup> January 2022 be approved; and**

**ii) the Minutes of the Extraordinary Meeting of the Council held on the 14<sup>th</sup> February 2022 be approved.**

### **104. Questions from the Public.**

There were no questions from the public.

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

Councillors considered the Clerk's Report and recommendations to Council.

### **105.1 Internal Auditor for the 2021/2022 AGAR**

Janet Bennett from Yorkshire Internal Audit Services will complete the Internal Audit for the 2021/2022 AGAR on the 21<sup>st</sup> April 2022.

### **105.2 Closure of Bank Accounts**

The two unused HSBC Bank Accounts have now been closed.

### **105.3 Annual Spring Clean**

Selby District Council have been informed of the Litter Picking on the 27<sup>th</sup> February at 11am. The risk assessment has been completed and returned to SDC. Equipment will be dropped off for both Hirst Courtney & West Bank a few days before the event at Courtney Lodge. Full refuse sacks are to be left outside the playpark for collection by SDC.

The event has been publicised on the noticeboards and the website. Please note under 18s must be accompanied by a responsible adult and have written parental permission to participate.

### **105.4 Parish Council Liaison Meeting**

The Clerk attended the meeting held on the 16<sup>th</sup> February. Items on the agenda were procedures for the Local Council elections and Local Government Reorganisation.

Local Council elections are to be held on the 5<sup>th</sup> May 2022 and councillors should note that the Annual Meeting of the Council must take place within 14 calendar days of the elections.

All councillors must fill in a nomination form if they wish to remain as councillors. The Clerk can assist councillors with this process but not members of the public. A copy of the Electoral Roll is needed for the completion of the forms and this must be applied for in writing by the Clerk.

If there are more nominations than seats then an election will have to be held. Normally the Parish Council would have to pay for the election but because of the Local Government Reorganisation will not have to do so this time.

### **105.5 Section 137 Expenditure.**

Councillors should note that the S137 expenditure limit will increase from the 1<sup>st</sup> April 2022 to £8.82 per elector.

**Resolved, that:**

**The Council receive the Clerk's Report; and:**

**i) the Annual Meeting of the Council be held on Monday 16<sup>th</sup> May 2022**

**ii) the Clerk to request a copy of the Electoral Roll.**

**106. Correspondence Received.**

Councillors received the list of correspondence

106.1 Selby District Council:

- a. Communications:
  - i. News Round-up
  - ii. Opportunity to find out about being a NYCC
  - iii. Local Government Reorganisation update
- b. Rough Sleeper Estimate for February 2022. Completed and returned by the clerk.

106.2 YLCA admin:

- c. Training bulletins and Webinar Training
- d. White Rose updates: 28/1/22, 4/2/22, 11/2/22 and 18/2/22
- e. Law & Governance Bulletin.
- f. Advice Note 25: Local Council Elections
- g. Civility & Respect Project
- h. Financial Advice bulletins from the Parkinson Partnership
- i. Remote Conference information.

106.3 Rural Services Network Bulletins

106.4 20's Plenty Interactive Poll

106.5 Reception, Community House: regular updates

106.6 SDAVS Express: regular updates.

**Resolved, that the correspondence received be noted.**

**107. The Queen's Platinum Jubilee.**

Councillors considered plans for the commemoration of The Queen's Jubilee. It was proposed that a meeting be held at Carlton Methodist Church to discuss the event. Posters would be displayed to raise awareness of the meeting.

**Resolved, that:**

**The clerk would arrange a date for the meeting at the Methodist Church and create posters for display.**

**108. Grounds Maintenance Contract.**

Councillors considered the draft contract for the maintenance of the playground and village signs for 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2024.

**Resolved, that:**

- i) the contract be approved; and**
- ii) the contractor be asked to sign the contract.**

## **109. Finance Matters**

109.1 Councillors received Bank Statement sheet number 461.

109.2 Councillors noted the list of income received.

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

109.4 Councillors considered the current account status once the payments have been made.

<b>Hirst Courtney Parish Council Income Received and Payments to be Approved</b>												
<b>Bank Statement Sheet No 461 Closing Balance 10/02/22</b>	<b>Income Received &amp; Credited on Bank Statement to be Noted</b>				<b>Payments Made Under Delegated Authority &amp; Debited on Bank Statement to be approved</b>				<b>Invoices to be Approved</b>			
<b>£13,159.14</b>	<b>Date</b>	<b>PC Receipt No:</b>	<b>Details</b>	<b>Amount</b>	<b>Date</b>	<b>Payment Method</b>	<b>Details</b>	<b>Amount</b>	<b>Date</b>	<b>PC Inv No:</b>	<b>Details</b>	<b>Amount</b>
	08/02/2022		HSBC transfer of funds following closure of accounts	£1.40	17/01/2022	card	59 Amazon, ink cartridge	£31.00	21/01/2022	60	A Stephenson, web hosting	£12.00
					27/01/2022	card/contact less	61 Tesco, A4 paper	£2.95	03/02/2022	62	Npower, energy Jan	£235.91
					31/01/2022	bank charge	monthly account fee	£5.00	14/02/2022	63	Drax Sports & Social Club, room hire	£15.00
			<b>Total Income Received:</b>	<b>£1.40</b>			<b>Total Payments made to be approved</b>	<b>£38.95</b>			<b>Total Invoices to be Approved including clerk's salary Feb, (invoice 63)</b>	<b>£440.40</b>
											<b>Reconciled Bank Balance to Carry Forward:</b>	<b>£12,718.74</b>

**Resolved, that:**

- i) bank statement number 461 be noted;**
- ii) income received be noted;**
- iii) the list of payments outstanding and those made under delegated authority be approved; and**
- iv) the reconciled bank balance be noted.**

**110. Parish Matters.**

Cllrs Hird and Burbidge proposed that the bench outside the playpark and the one on Hirst Road be reset and have new slats installed when the weather improved.

**Resolved, that**

**The benches be refurbished. Cllrs Hird and Burbidge to liaise with the Clerk on the matter.**

**111. Date & Time of Next Meeting.**

Tuesday 29<sup>th</sup> March at 7.00pm.

**The Chairman thanked everyone for their attendance and closed the meeting at 7.32pm.**