

# Hirst Courtney & West Bank Parish Council

## Minutes of the Meeting of the Council held at The Sloop Inn, Temple Hirst Tuesday 25<sup>th</sup> January 2022 at 7.00pm

### Present:

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

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

**Members of the Public:** Cllr Charles Richardson (Selby District Councillor), and one other.

**Cllr Wagstaff, Chairman of the Council, opened the meeting at 7.05pm.**

### **81. Apologies for Absence.**

81.1 Apologies for absence were received from Cllr Howsam

81.2 Councillors considered the reason for Cllr Howsam's absence

#### **Resolved, that:**

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

### **82. Declarations of Interest.**

There were no disclosures of personal or prejudicial interests from councillor

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

83.1 Councillors considered the Minutes of the Meeting of the Council held on the 29<sup>th</sup> November 2021

83.2 Councillors considered the Minutes of the Meeting of the Finance Sub-Committee held on the 8<sup>th</sup> December 2021

#### **Resolved, that:**

**i) the Minutes of the Meeting of the Council held on the 29<sup>th</sup> November 2021 be approved; and**

**ii) the Minutes of the Meeting of the Finance Sub-Committee held on the 8<sup>th</sup> December 2021 be approved.**

### **84. Questions from the Public**

There were no questions from the public.

### **85. Co-option of a Councillor**

Minutes Approved at the full Meeting of the Council held on the 22<sup>nd</sup> February 2022. Minute Ref: 103.1

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Councillors considered the process for adopting a person for the office of parish councillor. It was agreed that there was a need for a more suitable venue to consider the matter. Cllr Wagstaff proposed that the matter be deferred and that an Extraordinary Meeting be held at a different venue to consider the matter.

**Resolved, that:**

**An Extraordinary Meeting be held to consider applications for the office of parish councillor and to fill a vacant seat by co-option.**

**86. Selby District Councillor's Report.**

- 86.1 Full SDC meetings are to recommence in person rather than via remote video conferencing.
- 86.2 It has been proposed that the SDC precept be frozen. NYCC precept is set to increase by approximately 3%.
- 86.3 SDC Gateway Project to improve the Railway Station is going ahead.
- 86.4 The defibrillator for Temple Hirst has been approved
- 86.5 The grant for the village signs for West Bank has been approved.
- 86.6 The Royal Oak are in the process of compiling a planning application for the site.

**Resolved, that:**

**i) Cllr Richardson's report be noted; and**

**ii) The Chairman thanked Cllr Richardson for his help with the grant application.**

**87. Clerk's Report for On-going Matters**

Councillors considered the Clerk's Report and recommendations to Council

**87.1 Village Signs.**

The grant for the West Bank village signs from the Members Community fund has been approved. There are terms and conditions for the awarding of the grant to be approved and a form to sign and return.

I have contacted Area 7 Selby NYCC Highways regarding the installation of the signs and am waiting for a response.

**87.2 Electricity Supply Contract Renewal.**

Northern Powergrid have provided the inventory information that is needed to update the MPAN certificate.

Acorn Lighting Services are in the process of providing me with the information required for the new MPAN certificate. Once I have this information I should be able to update the existing inventory and submit it to Northern Powergrid. Lamps that have been reported as not working I have requested to be replaced with LED lamps.

### 87.3 **Electricity Supply Charges for the Year 2021/2022.**

A query has been made to Npower regarding the calculation of the monthly invoices. A response is awaited.

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

The Parish Council need to appoint an internal auditor for the 2021/2022 AGAR. Janet Bennett from Yorkshire Internal Audit Services is available on the 21<sup>st</sup> April 2022 to complete the audit.

### 87.5 **Closure of Bank Accounts**

The Parish Council need to close two unused HSBC Bank Accounts as there is a monthly charge for maintaining the accounts. The Account Closure form needs to be signed by signatories.

**Resolved, that:**

**The Council receive the report, and:**

- i) The terms and conditions for the awarding of the grant be approved;**
- ii) The appointment of YIAS as internal auditors for the 2021/2022 AGAR be approved;**
- ii) The closure of the HSBC Savings Account and Playground Account be approved**

### 88. **Correspondence Received.**

Councillors received the list of correspondence and considered the recommendations.

#### 88.1 Selby District Council:

- a. Communications – News Round-up
- b. Rough Sleeper Estimate for January 2022. Completed and returned by the clerk
- c. Notification of Parish Council Liaison Meeting for the Clerk and Chairman, 16<sup>th</sup> February 2022 at 5pm. To be held remotely and to cover the upcoming Parish Council Elections.

#### 88.2 YLCA admin:

- a. Training bulletins: 17/12/21, 6/1/22 and 21/1/22

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- b. White Rose updates: 3/12/21, 10/12/21, 17/12/21, 7/1/22, 14/1/22 and 21/1/22
- c. Law & Governance Bulletins: 3/12/21, 23/12/21 and 21/1/22
- d. Consent Form for Councillors to respond to. 10/1/22
- e. Selby Branch Meeting to be held remotely 9/2/22
- f. Queen's Platinum Jubilee Information and updates: 7/1/22, and 14/1/22
- g. Remote Conference information.

88.3 Rural Services Network Bulletins

88.4 Reception, Community House: regular updates

88.5 NYCC, Unitary authority update

88.6 SDAVS Express: updates

88.7 Cllr Howsam forwarding a concern about the condition of the railway embankment at the River Aire bridge. Informed the Environment Agency who responded to say that they would inspect and repair if necessary.

**Resolved, that:**

**the Council receive the list of correspondence; and**

- i) The Clerk and Chairman would attend the Parish Council Liaison Meeting**
- ii) Councillors would complete and return the YLCA consent form if they have not yet done so.**

**89. Reserves Policy.**

Councillors considered the draft Reserves Policy for adoption.

**Resolved, that:**

**The Reserves Policy be adopted by the Council.**

**90. Budget Plan**

90.1 Councillors considered the Budget Plan for the year 2022/2023 including the quotations received for the playground and village signs grass cutting. Councillors noted that Contractor A had quoted for 7 cuts from the 1<sup>st</sup> April to 31<sup>st</sup> October 2022 (one per month) at a cost of £1,061.13. Contractor B had quoted for 15 cuts for the playground (two per month) and 7 cuts for the village signs from the 1<sup>st</sup> April to the 31<sup>st</sup> October 2022 at a cost of £1,180. Councillors agreed that the length of the grass between monthly cuts had been previously raised by a councillor as a concern. Cllr Wagstaff proposed that Contractor B be the preferred provider for the maintenance of the playground and village signs. A vote was held. It was agreed that the level of

unknown expenditure in the budget be reduced to £820 to allow for the increase in Grass Cutting costs.

Councillors considered the impact of the increase in energy costs from the 1<sup>st</sup> April 2022 and agreed that this had to be budgeted for.

Councillors agreed that the total of the Council's Budget for running costs was £12,180.

- 90.2 Councillors considered the level of General Reserves for 2022/2023. It was agreed that if the estimated Carry Forward Figure for 2022/2023 of £17,000 was correct £9,000 would be allocated to General Reserves. £2,045 of this would be used for the anticipated shortfall in the Council's Budget for 2022/2023.
- 90.3 Councillors considered the Earmarked Reserves for 2022/2023. It was agreed that £2,600 be allocated for the Village Signs if this project was not completed in 2021/2022. £3,000 be allocated for Election Costs to safeguard in case the Parish Council had to pay for an election in May 2022. This money would be used towards the replacement of street lamps with LED lamps if not required. £2,400 was allocated towards the cost of replacing street lamps with LED lamps. This would help to reduce the impact of the increase in energy costs.

**Resolved, that:**

- i) The Budget Plan for 2022/2023 be approved;**
- ii) Contractor B be the approved contractor for the Playground and Village Signs;**
- iii) The level of General Reserves be approved; and**
- iv) The level of Earmarked reserves be approved.**

#### **91. Notification of Funding Requirement for 2022/2023**

Councillors considered the recommendations of the Finance Sub-Committee for the Council's Funding Requirements for the year 2022/2023. (See minutes of the Finance Sub-Committee Meeting held on the 8<sup>th</sup> December 2021). It was agreed that the Council's Funding Requirement would have to increase because of the impact of the increase in the cost of energy.

**Resolved, that:**

**The Council's Funding Requirement (Precept) for 2022/2023 be £10,000. This would be an annual charge of £88.75 for a Band D property, an increase from £83.30 to £88.75 which was a 6.5% increase.**

#### **92. Direction Sign for West Bank Holdings**

Councillors considered the request from Cllr Burbidge for a sign to be erected on the lamp post at Snaith Salads to point the direction of properties at West Bank. The sign would be moved from its current position on Hirst Road as it was being continually knocked by passing vehicles.

Minutes Approved at the full Meeting of the Council held on the 22<sup>nd</sup> February 2022. Minute Ref: 103.1

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**Resolved, that:**

- i) The sign be moved and attached to the lamp post; and**
- ii) The clerk to ask Sign Factors if they could carry out the task.**

### 93. Finance Matters

- 93.1 Councillors received Bank Statement sheet Number 460
- 93.2 Councillors noted the list of income received.
- 93.3 Councillors considered the list of payments to be made or to be made.
- 93.4 Councillors considered the current account status once the above payments have been made.

Hirst Courtney Parish Council Income Received and Payments to be Approved													
Bank Statement Sheet No 460, Closing Balance 10/01/22	Income Received & Credited on Bank Statement to be Noted				Payments Made Under Delegated Authority & 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	
£13,624.49	06/01/2022		J.Walker, Rent	£130.00	10/12/2021	BACS	R.Wagstaff, xmas lights and batteries	£44.46	06/01/2022	56	npower	£238.31	
	06/01/2022		R.Wagstaff, return of duplicate payment*	£44.46	22/12/2021	BACS	Npower	£214.84	21/12/2021	57	A. Stephenson, web hosting 01665	£12.00	
					31/12/2021	DR	HSBC bank charges	£5.00					
					06/01/2022	BACS	R.Wagstaff, xmas lights and batteries*	£44.46					
					06/01/2022	BACS	autela Q3 payroll services	£50.40					
					06/01/2021	BACS	A. Stephenson web hosting	£12.00					
			<b>Total Income Received:</b>	<b>£174.46</b>	<b>Total Payments made to be approved, including clerk's salary for Dec 9 (invoice 54)</b>			<b>£548.65</b>	<b>Total Invoices to be Approved including clerk's salary Jan, (invoice 58)</b>			<b>£427.80</b>	
											<b>Reconciled Bank Balance to Carry Forward:</b>	<b>£13,196.69</b>	

**Resolved, that:**

- i) bank statement sheet number 460 be noted;**
- ii) income received be noted;**
- iii) the list of payments outstanding and those made by the clerk under delegated authority be approved;**

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**iv) the reconciled bank balance be noted.**

**94. Parish Matters**

94.1 Annual Parish Litter Pick. It was proposed that this take place on Sunday 27<sup>th</sup> February 2022 at 11am.

94.2 The Queen's Platinum Jubilee. It was proposed that expressions of interest in holding an event to mark The Queen's Platinum Jubilee would be sought. If there was sufficient interest a public meeting would be held.

**Resolved:**

**i) The Litter Pick would take place on Sunday 27<sup>th</sup> February at 11am.  
The clerk would contact SDC to make arrangements**

**ii) Expressions of interest in the platinum jubilee would be sought.**

**95. Date and Times of Next Meeting.**

Tuesday 22<sup>nd</sup> February at 7.00pm.