

# Hirst Courtney & West Bank Parish Council

**Minutes of the Annual Meeting of the Council**  
**held at Apple Blossom Caravan & Camp Site, West Bank**  
**Monday 16<sup>th</sup> May 2022 at 7.10pm**

**Present:**

**Councillors:** Cllr I. Forbes (Vice-chairman), Cllr J. Barratt, Cllr I. Howsam, Cllr G. Burbidge, Cllr M. Hird

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

**Members of the Public:** none

Councillors present at the meeting signed their Declaration of Acceptance of Office

**Cllr Forbes opened the meeting at 7.10pm.**

**1. Election of Chairman.**

Cllr Forbes proposed that Cllr Wagstaff be the Chairman of the Council for 2022/2023. Cllr Hird seconded the proposal.

**Resolved, that:**

**Cllr Wagstaff be elected the Chairman of the Council.**

**2. Declaration of Acceptance of Office**

Cllr Wagstaff was not present at the meeting so it was proposed that Cllr Wagstaff sign the Declaration of Acceptance of Office of Chairman at or before the next meeting of the Council.

**Resolved, that:**

**Cllr Wagstaff sign the Declaration of Acceptance of Office of Chairman at or before the next meeting of the Council.**

**3. Apologies for Absence.**

3.1 Apologies for absence were received from Cllr McGuigan and Cllr Wagstaff.

3.2 Councillors considered the reason for Cllr McGuigan's absence.

3.3 Councillors considered the reason for Cllr Wagstaff's absence.

**Resolved, that**

**i) the reason for Cllr McGuigan's absence be approved; and**

**ii) the reason for Cllr Wagstaff's absence be approved.**

**4. Election of Vice Chairman**

Minutes Approved at the Full Meeting of the Council held on the 31<sup>st</sup> May 2022. Minute Ref: 19.2

Signed:

Cllr Howsam proposed that Cllr Forbes be the Vice-Chairman of the Council for 2022/2023. Cllr Burbidge seconded the proposal.

**Resolved, that:**

**Cllr Forbes be elected the Vice- Chairman of the Council.**

**5. Declarations of Interest.**

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

**6. Questions from the Public.**

There were no questions from the public.

**7. Policies and Procedures**

- 7.1 Councillors reviewed the Council's Code of Conduct
- 7.2 Councillors reviewed the Council's Standing Orders
- 7.3 Councillors reviewed the Council's Financial Regulations
- 7.4 Councillors reviewed the Council's Financial Risk Assessment
- 7.5 Councillors reviewed the Council's Asset Register.

**Resolved, that:**

- i) The Council's Code of Conduct be approved and adopted by the Council;**
- ii) The Council's Standing Orders be approved and adopted by the Council;**
- iii) The Council's Financial Regulations be approved and adopted by the Council;**
- iv) The Council's Financial Risk Assessment be approved and adopted by the Council; and**
- v) The Council's Asset Register be noted.**

**8. Appointment of Committees**

- 8.1 Councillors considered the appointment of Members for the Finance Committee.
- 8.2 Councillors considered the appointment of Members for the Recruitment Committee.

**Resolved, that:**

- i) Cllrs Wagstaff, Forbes and Barrett be Members of the Finance Committee; and**
  - ii) Cllrs Wagstaff, Howsam and McGuigan be Members of the Recruitment Committee.**
- 9. Appointment of Representative(s) for YLCA Branch Meetings with Voting Rights**

Minutes Approved at the Full Meeting of the Council held on the 31<sup>st</sup> May 2022. Minute Ref: 19.2

Signed:

Councillors considered the appointment of up to two representatives for the Council for YLCA Branch Meetings.

**Resolved, that:**

**Cllrs Barrett and Howsam be the two representatives for the Council for YLCA Branch Meetings.**

**10. Internal Auditor's Report.**

Councillors considered the Internal Auditor's Written Report to the Council. (Previously circulated by email)

**Resolved, that:**

**The Internal Auditor's Written Report be received and noted.**

**11. Internal Audit Report for 2021-2022.**

Councillors considered the Internal Audit Report of the Annual Governance and Accountability Return (AGAR) for 2021/22. (Previously circulated by email)

**Resolved, that:**

**The Internal Audit Report of the Annual Governance and Accountability Return (AGAR) for 2021/22 be received and noted.**

**12. Annual Governance Statement for 2021 to 2022**

Councillors considered the statements for the Annual Governance Statement. (Previously circulated by email)

**Resolved, that:**

- i) The Council had fulfilled each of the eight applicable statements for the Annual Governance Statement; and**
- ii) The Annual Governance Statement be approved.**

**13. Accounting Statements**

13.1 Councillors considered Section 2- Accounting Statements 2021-22 of the AGAR (previously circulated by email).

13.2 Councillors considered the Bank Reconciliation (previously circulated by email).

13.3 Councillors considered the Explanation of Variances and Reserves (previously circulated by email).

**Resolved, that:**

- i) Section 2- Accounting Statements 2020-21 of the AGAR be approved;**
- ii) the Bank Reconciliation be approved; and**
- iii) the Explanation of Variances and Reserves be approved.**

**14. Accounts and Audit Regulations**

Councillors considered the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities.

**Resolved, that:**

- i) the documents required would be published.**
- ii) the dates for the Notice of Public Rights and Publication of Annual Governance and Accountability Return would be Monday 13<sup>th</sup> June to Friday 22<sup>nd</sup> July 2022.**
- iii) the announcement of the Notice of Public Rights would be the 18<sup>th</sup> May 2022.**

**15. Certificate of Exemption.**

Councillors considered the completion and submission of the Certificate of Exemption – AGAR 2021/22 Form 2.

**Resolved, that:**

- i) the Certificate of Exemption be approved; and**
- ii) the Certificate of Exemption be signed by the Responsible Finance Officer and the Chairman of the Meeting.**

**16. Planning Matters**

Councillors considered Planning Application Reference: 2022/0189/FUL Proposal: Change of use of a shed for retail use and supplying hydroponic equipment and the erection of an attached building for storage, growing and an office (retrospective) Location: Selby Hydroponics, West Bank, Carlton.

Councillors agreed that Selby Hydroponics was no longer an active business at the location and had not been operating for some time. The site was currently being used for the maintenance of vehicles including motor homes. The issue of contaminated soil being led to and from the site had not been resolved. Councillors questioned the stated intention to grow chillies commercially in the proposed building as chillies need to be grown in a glasshouse with heating, neither of which were apparent on the plans.

**Resolved, that:**

- i) the Council were against the application because the proposed building did not match the proposed usage.**

**The Chairman of the meeting thanked everyone for their attendance and closed the meeting at 8.05pm.**