

Hirst Courtney & West Bank Parish Council

FOR THE ATTENTION OF ALL PARISH COUNCILLORS

You are hereby summoned to attend the **Hirst Courtney & West Bank Parish Council** meeting on **Tuesday 22nd November 2022 at 7.00pm**, at **The Sloop Inn, Temple Hirst**.

In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 the public and press may attend the meeting.

H. Phillips

Clerk to Hirst Courtney & West Bank Parish Council

AGENDA

59. Apologies for Absence

To receive apologies for absence and to consider the reasons for absence.

60. Declarations of Interest

To receive disclosures of personal and pecuniary interests from councillors on matters to be considered at the meeting.

61. Report from the Chair

To receive a verbal report from the Chair on events and meetings attended since the meeting held on 18th October 2022.

62. Questions from the Public

To receive questions from members on any local issues/ concern.

63. Minutes of the Parish Council

To consider the minutes of the Parish Council meeting held on the 18th October 2022 (pages 3 to 5)

64. Finance Matters

64.1 To consider the Bank Statements and Reconciliation, Income and Expenditure, and Budget Monitoring reports up to 31st October 2022. (to follow by email)

64.2 To consider approval of payments outstanding and those made by the clerk under delegated authority.

Invoice Date	Customer Inv. No.	Payee	Payment Detail	Date Paid	Amount Due/ Paid	Payment Method (Incl. Cheque No.)
10th Aug-9th Sept 22	n/a	HSBC	Bank Charges	01/10/2022	£5.00	DD
10th Sept-9th Oct 22	n/a	HSBC	Bank Charges	31/10/2022	£5.00	DD
03/11/2022	IN05118351	Npower	Energy	16/11/2022	£295.32	BACS
05/11/2022	INV-0570	D.Leek & Sons	Gras Verge Cut	16/11/2022	£106.80	BACS
17/10/2022	Oct-22	RJ Cheeseman	Grass Cut- Playground	16/11/2022	£160.00	BACS
21/10/2022	01680	A. Stephenson	Web Hosting	16/11/2022	£12.00	BACS

64.3 To consider the provision of the council's budget plan for 2023-2024.

64.5 To receive and update from the clerk regarding the council's two bank accounts.

65. Planning Matters

65.1 To consider response to the consultation letter received.

2022/0708/OUT: Outline planning permission for residential development (all matters reserved) – Land off, Old Lane, Hirst Courtney.

66. Councillor Vacancy

To consider the councillor vacancy and Co-option process.

67. Clerk's Report

To receive the clerk's verbal report for updates on correspondence received, and actions completed since 18th October 2022

68. Christmas in the Parish

68.1 To consider the Parish Christmas Tree/s and their dressing.

68.2 To consider the Christmas Eve Carol Singing service.

69. Date & Time of Next Meeting

24th January 2023 at 7pm.

Item 63

Minutes for Hirst Courtney & West Bank Parish Council meeting on Tuesday 18th October 2022 held at 7.00pm, at The Sloop Inn, Temple Hirst.

Present: Cllr's Forbes, Burrbridge, Hird, and McGuigan.

In attendance: H Phillips – clerk and one member of the public.

49. Apologies for Absence

Apologies and reasons for absence were received from Cllr's Wagstaff, Barrett and Howsam.

Resolved: That apologies be received and their reasons for absence be approved.

50. Declarations of Interest

No disclosures of personal and pecuniary interests from councillors on matters to be considered at the meeting were received.

51. Solar Farm

51.1 The council considered the proposed Helios Solar Farm, in the land adjacent to Hirst Courtney and West Bank.

This is a long-term project, likely to roll on until 2025, before a decision and outcome is agreed. Environmental screening reports are listed on the Planning Portal for Selby District Council.

Resolved: That the at the present time the council has no fixed position the project but will stay open-minded and keep updated of the application.

51.2 The council did not receive questions from the public regarding the proposed solar farm, however a member of the public raised her concerns, being part of a group that is against the project.

Resolved: That the concerns raised by the member of the public be noted.

52. Report from the Vice-Chair

52.1 The council received a verbal report from the Vice Chair on events and meetings attended since the meeting held on 26th July 2022.

The Vice Chair reported that he and the Chair had attended the SDC planning meeting on 5th October 2022 where the two topics of interest to the council were the Helios solar farm project and the Royal Oak development.

Resolved: That the Vice-Chair's verbal update be noted.

52.2 The council received an update from the Vice Chair regarding the employment of the Parish Clerk/ RFO.

Mrs Helen Phillips was introduced to the cllr's present, having commenced employment on 9th September 2022 for the parish council.

Resolved: That the Vice-Chair's update on the employment of the clerk be noted.

53. Questions from the Public

A member of the public raised the issue of speeding vehicles specifically through Hirst Courtney, experiencing first hand a dangerously speeding motorbike recently.

Resolved: That the clerk contact NYCC Highways to raise the issue and explore available solutions be approved.

54. Minutes of the Parish Council

The council considered the minutes of the Parish Council meeting held on the 26th July 2022.

Resolved: That the minutes of the meeting held on 26th July 2022 be approved.

55. Finance Matters

55.1 The council considered the Bank Statements and Reconciliation, Income and Expenditure, and Budget Monitoring reports up to 30th September 2022.

The clerk has updated all accounts and amended the format shown to the council. This was to show accounts relating to bank statements that are set at first to the last date of each month. The council agreed to continue with the new format.

Resolved: That

- i) the council's accounts up to 30th September 2022 be approved; and**
- ii) the clerk to contact the council's bank to reset the dating range of monthly statements be approved.**

55.2 The council considered approval of payments outstanding and those made by the clerk under delegated authority.

Resolved: That the payments outstanding and those made by the clerk under delegated authority be approved.

55.3 The council considered the council's Bank Accounts.

- i) HSBC Mandate relating to signatories old and new.

Resolved: That the clerk contact the bank to update contact details and the mandate relating to signatories be approved.

- ii) Santander account relating to its closure, closing balance and transfer of funds.

A discussion was held, and it was confirmed that a letter instructing closure of the bank account had been sent by the previous clerk although the account had not actually been closed and the balance transferred.

Resolved: That the clerk contact the bank to request an update on that account and to reiterate the requirements of the council on the matter be approved.

55.4 The council considered authorisation of the clerk's hours worked since the start date of 9th September 2022.

It was noted that the Chair must contact the payroll provider to confirm the new starter detail and the rate of pay, therefore the clerk was requested to continue completing a timesheet. The clerk would be provided with back-pay once the documentation was agreed with the payroll provider. To date the clerk had completed 14 hours of work on behalf of the council.

Resolved: That

- i) the clerk's hours worked since commencement of employment be noted;**

- ii) **the clerk to fill out the new starter document from the payroll provider and forward to the Chair for completion and issue to the provider be approved; and**
- iii) **the clerk to continue to populate the timesheet as a record of hours worked be approved.**

56. Planning Matters

55.1 The council considered a response to notified planning applications.

- i) 2022/0987/CPE: 30 West Bank, Carlton. – Lawful development certificate for the retention of mobile home as a domestic dwelling.

Resolved: That no response required be approved.

- ii) 2022/0825/OUT: Royal Oak Inn, Main Street, Hirst Courtney. – Outline application with all matters reserved for erection of up to 7 dwellings.

The SDC Planning requested that a site meeting was arranged with the applicant to review the application.

Resolved: That no response required at present subject to the outcome of site meeting be approved.

55.2 There were no consultation letters received.

55.3 To receive notified planning decisions.

- i) 2021/0564/FUL: Apple Blossom Caravan & Camping, West Bank, Carlton. Installation of play equipment to existing children's play area, former shipping container toilet block and use of land for the storage of caravans (part retrospective). GRANTED
- ii) 2022/0758/FUL: 27 West Bank, Carlton. – Erection of leisure dwelling. REFUSED
- iii) 2022/0640/HPA: Rose Cottage, Main Road, Hirst Courtney. – Demolition of front & rear porch & single storey side extensions & erection of first floor extension, to bring eaves up to existing front eaves level , & a two storey side extension with first floor balcony, together with internal modifications. GRANTED

Resolved: That the planning decisions be noted.

57. Clerk's Report

The council received the clerk's verbal report regarding works completed since commencement of employment. The clerk thanked the council for her engagement in the role and would gather local knowledge to enhance her performance in the role.

Resolved: That the clerk's verbal update be noted.

58. Date & Time of Next Meeting

22nd November 2022 at 7pm.

The meeting closed at 8.10pm