

# Hirst Courtney & West Bank Parish Council

## FOR THE ATTENTION OF ALL PARISH COUNCILLORS

You are hereby summoned to attend the **Meeting of Hirst Courtney & West Bank Parish Council** on **Monday 30<sup>th</sup> May 2022 at 7.00pm**. The meeting will take place 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.

*S. Rockliff*

Clerk to Hirst Courtney & West Bank Parish Council.

### AGENDA:

#### **17. Apologies for Absence**

- 17.1 To receive apologies for absence.
- 17.2 To consider the reasons for absence.

#### **18. Declarations of Interest**

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

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

- 19.1 To confirm that the Minutes of the Meeting of the Council held on the 26<sup>th</sup> April 2022 be signed as a correct record. (Pages 3-7, attached).
- 19.2 To confirm that the Minutes of the Annual Meeting of the Council held on the 16<sup>th</sup> May 2022 be signed as a correct record. (Pages 8-12, attached).

#### **20. Questions from the Public**

To receive questions from the public.

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

To receive the Clerk's Report and consider the recommendations. (Sent separately).

#### **22. Correspondence Received**

To receive the list of correspondence and consider the recommendations. (Sent separately).

#### **23. Planning Matters**

- 23.1 To receive Notices of Decisions.
- 23.2 To consider Planning Applications

#### **24. Finance Matters**

- 24.1 To receive Bank Statement Sheet Number 466
- 24.2 To note income received

- 24.3 To consider the list of payments made or to be made.
- 24.4 To consider the current account status once the above payments have been made.
- 24.5 To sign the letter for the closure of the Santander Savings Account.

| Hirst Courtney Parish Council Income Received and Payments to be Approved |  |            |  |                  |  |                |   |               |                         |            |  |                  |
|---|--|------------|--|------------------|--|----------------|---|---------------|-------------------------|------------|--|------------------|
| Bank Statement Sheet No 466 Closing Balance 10/05/22                      | 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 | Details                                | Amount           | Date   | Payment Method | Details                                   | Amount        | Date                    | PC Inv No: | Details  | Amount           |
| £14,067.85  | 12/04/2022   | 1          | P.Bowes, Hirst Courtney Gala Committee | £652.91          | 28/04/2022   | card           | Vista Print, jubilee flyers               | £26.12        | 07/05/2022              | 9          | Npower Apr   | £295.21          |
|   | 27/04/2022   | 2          | SDC Precept, 1st instalment            | £5,000.00        |  |                |   |               | 13/05/2022              | 10         | Wilko, ink cartridge   | £22.00           |
|   |  |            |  |                  |  |                |   |               | 11/05/2022              | 11         | ALS, streetlamp replacement  | £4,200.00        |
|   |  |            |  |                  |  |                |   |               | 09/05/2022              | 12         | HSBC monthly bank charges  | £5.00            |
|   |  |            |  |                  |  |                |   |               | 21/05/2022              | 13         | A. stephenson, web hosting 01674   | £12.00           |
|   |  |            |  |                  |  |                |   |               | 25/05/2022              | 15         | R.Cheesman, playground grass cut May   | £160.00          |
|   |  |            | <b>Total Income Received:</b>          | <b>£5,652.91</b> |  |                | <b>Total Payments made to be approved</b> | <b>£26.12</b> |                         |            | <b>Total Invoices to be Approved including clerk's salary May (invoice 14)</b> | <b>£4,874.82</b> |
|   |  |            |  |                  |  |                |   |               |                         |            | <b>Reconciled Bank Balance to Carry Forward:</b>                               | <b>£9,193.03</b> |

## 25. Parish Matters

## 26. Date & Time of Next Meeting

# Hirst Courtney & West Bank Parish Council

## Draft Minutes of the Meeting of the Council held at The Sloop Inn, Temple Hirst Tuesday 26<sup>th</sup> April 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

**Cllr Forbes opened the meeting at 7.00pm.**

### **122. Apologies for Absence.**

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

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

1.22.3 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.**

### **123. Declarations of Interest.**

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

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

Councillors considered the Minutes of the Meeting of the Council held on the 29<sup>th</sup> March 2022

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

**the Minutes of the Meeting of the Council held on the 29<sup>th</sup> March 2022 be approved.**

### **125. Questions from the Public.**

There were no questions from the public.

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

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

### **126.1 Elections 2022**

- a.** The Parish Council have received the Notice of Uncontested Election which means that all councillors on the list are duly elected and may take office on the 9<sup>th</sup> May 2022.
- b.** All councillors will have to complete a new Register of Interests form at the Annual Meeting of the Council.
- c.** All councillors will have to sign the Declaration of Acceptance of Office before the Annual Meeting of the Council.
- d.** All councillors must complete the Declaration of Election Expenses form before the 3<sup>rd</sup> June 2022 even if no expenses have been incurred.
- e.** The Annual Meeting of the Council is on the 16<sup>th</sup> May 2022.

### **126.2 Village Signs.**

The new West Bank name signs were erected on the 19<sup>th</sup> April 2022. The Parish Council received a grant of £882.41 from Selby District Council's Community Funding towards the cost of the signs. A form describing the purpose of the project and date of completion must be submitted to SDC.

### **126.3 Santander Savings Account**

Santander have advised that if the Parish Council wishes to close its Savings Account and transfer the funds to HSBC a letter advising Santander of this must be signed by two signatories for the account together with a copy of the approved minutes where the matter was agreed.

### **126.4 West View, Hirst Courtney**

Following an incident at West View the clerk contacted SDC and NYCC requesting an update as to what was happening with the property.

NYCC responded to say that the property remains the subject of litigation by North Yorkshire County Council. As the Parish Council may know a Court Order was made by consent of the parties last year for the property to be transferred to North Yorkshire County Council so that it could be sold, but unfortunately the executor of the estate failed to transfer the property.

NYCC are taking steps at this time to return the matter to Court, with a view to enforcing the Court Order of last year to compel the executor to transfer the title and possession of the property to NYCC.

NYCC are seeking to resolve the matter as quickly as possible and that they do appreciate the interest of the local community for this property to be attended to. As with SDC, they will endeavour to keep the Parish Council informed of any developments in the coming weeks.

Recommendation to Council:

The Council receive the report, and:

i) consider whether to close the Santander Account (see Finance Matters of the Agenda).

**Resolved, that:**

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

**Consider the closure of the Santander Savings Account under Item 129.5 of the agenda.**

**127. Correspondence Received.**

Councillors received the list of correspondence.

127.1 Selby District Council:

a. Communications: Latest news updates

127.2 YLCA admin:

- b. Training bulletins and Webinar Training
- c. White Rose updates: 1/4/22, 8/4/22 and 14/4/22
- d. Councillor discussion forums
- e. Resilience and Community Emergency Planning
- f. YLCA Selby Branch meeting dates: 8/6/22 and 12/10/22

127.3 Rural Services Network Bulletins

127.4 Reception, Community House: regular updates

127.5 SDAVS Express: regular updates

127.6 Police Sergeant Findlay: North Yorkshire Independent Advisory Group are seeking new members.

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

**128. Planning Matters.**

128.1 Councillors received the Notice of Decision for outline planning permission for the erection of up to 9 dwellings (all matters reserved). Location: Royal Oak Inn, Main Road, Hirst Courtney. Decision: Refused.

128.2 Councillors considered Planning Application: 2021/1225/COU Proposal: Use of land as dog exercise area on land adjacent to (retrospective). Land West of, 26 West Bank, Carlton. Concern was expressed about the increase in traffic that would be generated; the lack of suitable passing places for vehicles and the narrow private lane; the impact on the ability of existing businesses to operate

safely and peacefully; the impact on residents; and the safety issue for the access onto Hirst Road.

**Resolved, that:**

- i) The Notice of Decision be noted; and**
- ii) The Observations Form for 26 West Bank be returned with the material considerations objecting to the proposal.**

## 129. Finance Matters

129.1 Councillors received Bank Statement sheet number 464.

129.2 Councillors noted the list of income received.

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

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

| Hirst Courtney Parish Council Income Received and Payments to be Approved |  |            |                               |              |  |                |   |              |                         |            |   |                  |
|---|--|------------|-------------------------------|--------------|--|----------------|---|--------------|-------------------------|------------|---|------------------|
| Bank Statement Sheet No<br>464 Closing Balance                            | 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 | Details                       | Amount       | Date   | Payment Method | Details                                   | Amount       | Date                    | PC Inv No: | Details   | Amount           |
| £11,372.35  |  |            |                               |              |  |                |   |              | 09/04/2022              | 1          | HSBC charges  | £5.00            |
|   |  |            |                               |              |  |                |   |              | 19/04/2022              | 2          | Sign Factors, village signs   | £2,091.36        |
|   |  |            |                               |              |  |                |   |              | 19/04/2022              | 3          | R. Cheesman, grass cut Apr  | £160.00          |
|   |  |            |                               |              |  |                |   |              | 05/04/2022              | 5          | Npower Apr  | £129.88          |
|   |  |            |                               |              |  |                |   |              | 25/04/2022              | 6          | YIAS, internal Audit  | £315.00          |
|   |  |            |                               |              |  |                |   |              | 21/04/2022              | 7          | A. stephens on 01673  | £12.00           |
|   |  |            | <b>Total Income Received:</b> | <b>£0.00</b> |  |                | <b>Total Payments made to be approved</b> | <b>£0.00</b> |                         |            | <b>Total Invoices to be Approved including clerk's salary Apr (invoice 4)</b> | <b>£2,931.29</b> |
|   |  |            |                               |              |  |                |   |              |                         |            | <b>Reconciled Bank Balance to Carry Forward:</b>                              | <b>£8,441.06</b> |

129.5 Councillors considered the closure of the Santander Savings Account. The account can only be accessed via a branch and the nearest branch is now in Pontefract. Funds from the account may be required in the financial year 2022/2023.

**Resolved, that:**

- i) bank statement number 464 be noted;**
- ii) income received be noted;**
- iii) the list of payments outstanding and those made under delegated authority be approved;**
- iv) the reconciled bank balance be noted; and**
- v) the Santander Savings account be closed and the funds transferred to the HSBC Current Account.**

**130. Parish Matters.**

There were no Parish Matters for consideration.

**131. Date and Time of Next Meetings.**

131.1 Annual Meeting of the Council: Monday 16<sup>th</sup> May 2022 at 7.00pm

131.2 Parish Council Meeting: Monday 30<sup>th</sup> May 2022 at 7.00pm.

**The Chairman of the Meeting thanked everyone for their attendance and closed the meeting at 7.42pm.**

# Hirst Courtney & West Bank Parish Council

**Draft 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**



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**

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.**

