

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 **Tuesday 26th April 2022** to commence after the Annual Parish Meeting. 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

122. Apologies for Absence

122.1 To receive apologies for absence.

122.2 To consider the reasons for absence.

123. Declarations of Interest

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

124. Minutes of the Meeting of the Council

To confirm that the Minutes of the Meeting of the Council held on the 29th March 2022 be signed as a correct record. (Pages 3-8 , attached).

125. Questions from the Public

To receive questions from the public.

126. Clerk's Report for On-going Matters

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

127. Correspondence Received

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

128. Planning Matters

128.1 To receive Notices of Decisions.

128.2 To consider Planning Applications

129. Finance Matters

129.1 To receive Bank Statement Sheet Number 464

129.2 To note income received

129.3 To consider the list of payments made or to be made.

129.4 To consider 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	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			
464 Closing Balance	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
			Total Income Received:	£0.00			Total Payments made to be approved	£0.00			Total Invoices to be Approved including clerk's salary Apr (invoice 4)	£2,474.41
											Reconciled Bank Balance to Carry Forward:	£8,897.94

129.5 To consider the closure of the Santander Savings account and transfer of funds to the HSBC Current Account.

130. Parish Matters**131. Date & Time of Next Meetings**

131.1 Annual Meeting of the Council

131.2 Parish Council Meeting

Hirst Courtney & West Bank Parish Council

Draft Minutes of the Meeting of the Council held at The Sloop Inn, Temple Hirst Tuesday 29th March 2022 at 7.00pm

Present:

Councillors: Cllr R. Wagstaff (Chairman) 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 Wagstaff, Chairman of the Council, opened the meeting at 7.00pm.

112. Apologies for Absence.

112.1 Apologies for absence were received from Cllr McGuigan

112.2 Councillors considered the reason for Cllr McGuigan's absence

Resolved, that:

the reason for Cllr McGuigan's absence be approved.

113. Declarations of Interest.

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

114. Minutes of the Meeting of the Council.

Councillors considered the Minutes of the Meeting of the Council held on the 22nd February 2022.

Resolved, that:

the Minutes of the Meeting of the Council held on the 22nd February 2022 be approved.

115. Questions from the Public.

There were no questions from the public.

116. Clerk's Report for On-going Matters

Councillors considered the Clerk's Report and recommendations to Council

116.1 Annual Spring Clean

The Annual Spring Clean took place on the 27th February at 11am. The event was well supported by members of the parish. Equipment and rubbish has been returned/collected by SDC.

116.2 Jubilee Meeting

A meeting was held at Carlton Methodist Church to discuss interest in holding an event to commemorate The Queen's Platinum Jubilee. The meeting was well attended and it was agreed that a picnic would be held on the cricket pitch at Hirst Courtney on the 5th June 2022. The picnic would be open to residents of Hirst Courtney, West Bank and Temple Hirst. People would be asked to bring their own food and drink together with chairs and tables. Traditional activities would be planned and at 3pm there would be a 'toast' to Her Majesty, The Queen'.

Gallagher Insurance have confirmed that the event will be covered by the Parish Council's insurance provided that it did not exceed one thousand people. Bouncy castles and other inflatables would not be covered by the insurance policy.

Posters about the event have been placed on the noticeboards and the website.

A councillor asked if flyers were to be distributed to each household. Councillors agreed that flyers were to be produced and distributed.

A councillor asked if any grants for bunting had been applied for. The Clerk replied that she had looked into grant funding but as bunting was only @£15 for 10 metres it did not seem an appropriate use of her time to complete the grant application process.

116.3 Grounds Maintenance Contract

The new contractor for the grass cutting at the playground has provided copies of his insurance, a risk assessment and a work schedule for the Council. He has signed the contract agreement and been given a key for the gates. The first grass cut is scheduled to take place W.B 4th April.

116.4 Village Signs

The village name signs for West Bank are due to be erected shortly.

116.5 MPAN

The information for the new MPAN certificate for the street lights has been submitted to Northern Powergrid. Eighteen of the Parish Council's lamps are now LED with a further nineteen to be replaced. The MPAN's Estimate of Annual Consumption (EAC) has been reduced from 11,754.1kwh to 8633.1kwh. When the Parish Council completes its programme of replacement (as agreed in the Budget Plan) the EAC will be approximately 3509.254kwh.

Recommendation to Council:

decide when to proceed with the replacement of the remaining 70wSON lamps with LED lanterns.

Councillors considered when to commence the planned replacement of the remaining streetlamps. Cllr Wagstaff proposed that the replacement commence as soon as possible in the new financial year. A vote was held.

116.6 Parish Council Elections 2022

The Notice of Elections has been posted on the Parish Council website and village noticeboards.

Nomination forms returned to the Clerk were checked and submitted to SDC on the 28th March 2022. Letters from SDC confirming each nomination were given to the councillors.

Resolved, that:

The Council receive the Report; and:

i) the planned replacement of the remaining 70wSON lanterns commence as soon as possible in the new financial year.

117. Correspondence Received.

Councillors received the list of correspondence

117.1 Selby District Council:

Communications: Moves to get empty homes back into use

117.2 YLCA admin:

- a. Training bulletins and Webinar Training
- b. White Rose updates: 18/3/22
- c. NALC Legal Briefing LO1-22: Code of Recommended Practice on Local Authority Publicity during the election campaign
- d. NALC letter for Smaller Councils
- e. NALC Briefing: power for parish councils to donate to Ukraine
- f. Remote Conference information.
- g. Councillor discussion forums
- h. Cost of Living Agreement for an Increase in salaries backdated to the 1st April 2021
- i. Transparency Code training for Smaller Authorities.

117.3 Rural Services Network Bulletins

117.4 20's Plenty Campaign:

- a. NYCC Meeting to discuss the matter

- b Update to inform that 102 parish councils in NY have joined the campaign
- c. Reports and Actions Update

117.5 Reception, Community House: regular updates

117.6 SDAVS Express: regular updates

Resolved, that the correspondence received be noted.

118. Planning Matters.

118.1 Councillors received the Notice of Decision for outline planning permission for 2no 4bedroom dwellings with all matters reserved on site adjacent Manor House, Old Lane Location: Manor House, Old Lane, Hirst Courtney. Decision: Granted.

118.2 Councillors considered Planning Application: 2021/0418/FULM Proposal: Erection of an area of glass housing together with an agricultural shed, as part of a market garden business Location: 12 West Bank, Carlton, Selby. Councillors agreed that they had no material objections to the proposal.

118.3 Councillors considered Planning Application: 2022/0240/ATD Prior notification for the change of use of agricultural building to 1 dwelling (Use Class C3) and associated operational development Location: 15 West Bank. Councillors agreed that although the Parish Council had not been consulted for this application they would request copies of the original planning application documents for the agricultural building from 2002. Concern was expressed about consistency in SDC Planning's response to applications and possible implications were it to be passed.

Resolved, that:

- i) **The Notice of Decision be noted;**
- ii) **The Observations form for 12. West Bank be returned with no objections; and**
- iii) **SDC Planning be asked to supply copies of the original planning application for the agricultural building.**

119. Finance Matters

119.1 Councillors received Bank Statement sheet number 462.

119.2 Councillors noted the list of income received.

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

119.4 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 462 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
£13,389.48												
	21/02/2022		SDC Grant for Village signs	£882.41	24/02/2022	card	Timpson, 2 playground gate keys	£12.00	28/02/2022	68	YLCA Planning Training (LH)	£22.50
					01/03/2022	card	Home Bargains, plastic A4 pockets	£1.59	03/03/2022	69	Npower (Feb)	£203.24
					03/03/2022	bank charge	monthly account fee Feb	£5.00	15/03/2022	71	Carlton Methodist Church: Jubilee Meeting	£7.50
					08/03/2022	card	Wel Medical defib pads x2	£95.88	08/03/2022	73	ALS, lantern replacements	£921.60
					08/03/2022	card	Shaws, minute folder	£97.20	31/03/2022	78	HSBC bank charges Feb-March	£5.00
									17/03/2022	79	Autela Payroll Services q4	£63.00
									21/03/2022	80	A.Stephen, web hosting 01672	£12.00
									21/03/2022	81	YLCA, annual subs	£132.00
									24/03/2022	82	ALS, lantern replacements (1& 25)	£460.80
			Total Income Received:	£882.41			Total Payments made to be approved	£211.67			Total Invoices to be Approved including clerk's salary March, (invoice 74)	£2,005.13
												Reconciled Bank Balance to Carry Forward: £11,384.35

119.5 Councillors considered the implementation of the National Joint Council for Local Government Services – Cost of Living Increase from the 1st April 2021. The Clerk's salary is SCP6 and would mean an increase from £10.24 per hour to £10.42 per hour back dated to the 1st April 2021.

Resolved, that:

- i) bank statement number 462 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 increase in the Clerk's salary be implemented. The chairman to inform payroll services.**

120. Parish Matters.

120.1 Residents of West Bank had thanked the Council for arranging for the West Bank Holdings direction sign to be relocated.

120.2 Attention was drawn to the conviction of a local resident for sexual offences.

121. Date & Time of Next Meetings

121.1 Annual Meeting of the Parish: Monday 25th April/Tuesday 26th April at 7pm
(delete)

121.2 Parish Council Meeting: Monday 25th April/Tuesday 26th April to commence after the Annual Meeting of the Parish