

# 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 24<sup>th</sup> January 2023 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

**70. Apologies for Absence**

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

**71. Declarations of Interest**

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

**72. Report from the Chair**

To receive a verbal report from the Chair on events and meetings attended since the meeting held on 22<sup>nd</sup> November 2022.

**73. Questions from the Public**

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

**74. Co-option of Councillors**

74.1 To consider the candidates applications received for the co-option of councillors for the two councillor vacancies.

74.2 To sign the declarations of acceptance for the accepted applicants for councillor vacancies, in the presence of the Proper Officer.

**75. Minutes of the Parish Council**

To consider the minutes of the Parish Council meeting held on the 22<sup>nd</sup> November 2022 (pages 3 to 5)

**76. Finance Matters**

76.1 To consider the Bank Statements and Reconciliation, Income and Expenditure, and Budget Monitoring reports up to 31<sup>st</sup> December 2022.

76.2 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.)
05/12/2022	n/a	R. Wagstaff	Batteries for Christmas lights	09/12/2022	£24.00	BACS
21/11/2022	01681	A. Stephenson	Web Hosting	09/12/2022	£12.00	BACS
10th Nov-9th Dec	n/a	HSBC	Bank Charges	31/12/2022	£5.00	DD
03/12/2022	IN05475740	Npower	Streetlight Energy	09/12/2022	£210.64	BACS
06/10/2022	9455	Community Heartbeat Trust	Contribution for West Bank Defib Support	14/12/2022	£118.00	BACS
25/12/2022	M9 Wk38	Clerk	Salary - Sept to Dec '22	18/01/2023	£721.81	BACS
16/12/2022	M7-9	HMRC	PAYE	18/01/2023	£200.30	BACS
21/12/2022	01682	A. Stephenson	Web Hosting	18/01/2023	£12.00	BACS
24/12/2022	10536	Autela Payroll Services	Payroll	18/01/2023	£36.04	BACS
05/01/2023	IN05766782	Npower	Streetlight Energy	18/01/2022	£233.67	BACS
10th Dec - 9th Jan	n/a	HSBC	Bank Charges		£5.00	DD
25/01/2023	M10 Wk43	Clerk	Salary- Jan 2023		£441.04	

76.3.1 To consider the provision of the council's budget plan for 2023-2024, issued by email previously.

76.3.2 To receive an update from the clerk regarding the council's Precept demand for 2023-2024.

76.4 To receive an update from the clerk and Chair regarding the council's two bank accounts.

## 77. Planning Matters

77.1 To consider response to the planning applications notifications received.

### 2022/1381/S73 – Rose Cottage, Main Road, Hirst Courtney.

Section 73 application to vary condition 03 (materials) of approval 2022/0640/HPA. Demolition of front and rear porch and single storey side extensions and erection of first floor rear extension to bring eaves up to existing front eaves level and a two-storey side extension with first floor balcony, together with internal modifications.

77.2 To consider response to consultation letters received.

As per 77.1 i) above.

77.3 To receive planning decision notifications received by email.

i) 2022/0987/CPE - 30A West Bank, Carlton - PERMITTED

Lawful development certificate for retention of mobile home as a domestic dwelling at 30A West Bank, Carlton.

ii) 2022/1126/FUL - 27 West Bank, Carlton – GRANTED (with stipulations)

Change of use and extension of existing domestic store to form domestic leisure building.

## 78. Clerk's Report

To receive the clerk's verbal report for updates on correspondence received, and actions completed since 22nd November 2022.

79. **Date & Time of Next Meeting-** 21<sup>st</sup> February 2023 at 7pm.

**Item 75**

**Minutes for the Hirst Courtney & West Bank Parish Council meeting on Tuesday 22<sup>nd</sup> November 2022 at 7.00pm, at The Sloop Inn, Temple Hirst.**

Present: Cllrs Wagstaff, Forbes, Barrett & McGuigan.

Attending: Helen Phillips – clerk, and two members of the public.

**59. Apologies for Absence**

None received.

**60. Declarations of Interest**

None received.

**61. Report from the Chair**

The council received a verbal report from the Chair on events since the meeting held on 18<sup>th</sup> October 2022.

The Chair thanked Cllr Forbes for chairing the meeting of 18<sup>th</sup> October 2022.

It was confirmed that Lisa Howsam, Garry Burrbridge and Martin Hird had all given their resignation since the last meeting and are now no longer councillors.

**Resolved: That**

- i) the verbal report of the Chair be noted; and**
- ii) the clerk contact Selby District Council to inform them of the resignations.**

**62. Questions from the Public**

There were no questions from the public.

**63. Minutes of the Parish Council**

The council considered the minutes of the Parish Council meeting held on the 18<sup>th</sup> October 2022.

**Resolved: That the minutes of the council meeting held on 18<sup>th</sup> October 2022 be approved.**

**64. Finance Matters**

64.1 The council considered the Bank Statements and Reconciliation, Income and Expenditure, and Budget Monitoring reports up to 31<sup>st</sup> October 2022.

A discussion was held regarding the streetlight energy supplier contract as the previous clerk had worked towards a new contract.

**Resolved: That**

- i) the Bank Statements and Reconciliation, Income and Expenditure, and Budget Monitoring reports up to 31<sup>st</sup> October 2022 be approved.**
- ii) the clerk to contact the streetlight energy supplier to verify the status of the contract, to discuss the new contract and the possibility of an average monthly charge to be paid by direct debit be approved; and**

**iii) Cllr Wagstaff to check the detail of the payment made regarding the Constable Acre rental agreement.**

64.2 The council considered 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	Grass 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

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

64.3 The council considered the provision of the council's budget plan for 2023-2024.

A discussion was held, and the clerk informed all that the draft budget document was prepared for consideration but was unsure of the usual practice by the council on this matter so had not put the report forward for this meeting.

**Resolved: That the clerk forward the draft budget to Cllr Forbes in the first instance and an Extraordinary Meeting of the Council be called to consider the budget for 2023- 2024.**

64.4 The council received an update from the clerk regarding the council's two bank accounts.

1) Savings Account

The account information and contact details were passed to Cllr Wagstaff to enable authorisation of the clerk to discuss the status, closure and transference of balance of the savings account to the current account.

2) Current Account

The clerk has updated the account to show the new clerk and address and is awaiting confirmation that this has been completed. Once this is confirmed the clerk is to amend the start/ end date of the monthly statements (1<sup>st</sup> – 31<sup>st</sup>) to make reconciliation easier.

**Resolved: That**

- i) the update on the council's bank be noted.**
- ii) the Chair contact the savings account bank to authorise the clerk to discuss the account; and**
- iii) the clerk to confirm when the contact details have been updated for the current account and amend the statement to and from dates be approved.**

**65. Planning Matters**

The council considered response to the consultation letter received.

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

**Resolved: That no response be required to the consultation letter relating to planning application 2022/0708/OUT.**

**66. Councillor Vacancy**

The council considered the councillor vacancies and Co-option process.

**Resolved: That the clerk contact Selby District Council Democratic Services to inform of the Cllrs' resignations and commence the required process of the Notice of Vacancy.**

**67. Clerk's Report**

The council received the clerk's verbal report for updates on correspondence received, and actions completed since 18<sup>th</sup> October 2022

- The clerk had contacted the council's payroll provider to confirm the process for a new starter employee and passed the information on to Cllr Wagstaff along with the Employee's Contract, to enable the correct process to be completed.
- The payroll provider had confirmed that there was nil liability of PAYE for this period.
- The HMRC VAT Reclaim total up to 31<sup>st</sup> October 2022 was calculated as £1270.54 and the reclaim will be completed forthwith.
- Concern was felt over the amount per month paid for streetlight energy verses the number of streetlights in use by the parish. This would be investigated further, with comparative costings visited along with the action from 64.1.ii)

**Resolved: That the clerk's verbal report be noted.**

**68. Christmas in the Parish**

68.1 The council considered the Parish Christmas Tree and its dressing.

**Resolved: That the Cllr's meet at the Playpark at 10am on 4<sup>th</sup> December 2022 to dress the Christmas Tree.**

68.2 The council considered the Christmas Eve Carol Singing service.

**Resolved: That**

- i) the Cllr Wagstaff to arrange posters for the Christmas Eve Carol Service; and**
- ii) the Christmas Eve Carol Service be held on 24<sup>th</sup> December 2022 at 6.30pm at the Playpark.**

**69. Date & Time of Next Meeting**

Next scheduled meeting to be held on 24<sup>th</sup> January 2023 at 7pm.

The Chair thanked all for attending and closed the meeting at 8.10pm.