

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 21st March 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

91. Apologies for Absence

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

92. Declarations of Interest

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

93. Report from the Chair

To receive a verbal report from the Chair on events and meetings attended since the meeting held on 21st February 2023.

94. Questions from the Public

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

95. Minutes of the Parish Council

To consider the minutes of the Parish Council meeting held on the 21st February 2023 (pages 3 to 5)

96. Finance Matters

96.1 To consider the Bank Statements and Reconciliation, Income and Expenditure, and Budget Monitoring reports up to 28th February 2023.

96.2 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.)
25/01/2023	M10 Wk43	Clerk	January Salary	14/02/2023	£441.04	BACS
21/02/2023	01684	A Stephenson	Web Hosting	24/02/2023	£12.00	BACS
25/02/2023	M11 Wk47	Clerk	February Salary	24/02/2023	£260.64	BACS
24/02/2023	GB317VOQYAEIU	Amazon Uk	Clerk's Laptop	24/02/2023	£229.99	CARD
09/02/2023	10-01 to 09-02	HSBC	Charges	03/03/2023	£5.00	DD
09/03/2023	10-02 to 09/03	HSBC	Charges	31/03/2023	£5.00	DD
03/03/2023	IN06386645	Npower	Streetlight Energy		£161.14	

96.3 To receive a verbal update from the Chair regarding the council's savings account.

96.4 To receive a verbal update from the clerk regarding the council's streetlight energy provider.

97. Planning Matters

97.1 To consider response to Planning Applications received.

2023/0140/FUL – Leeper Developments Ltd. Land between Manor House and 3 Old Lane, Hirst Courtney.

Erection of 2x dwellings with double garages and associated works.

97.2 To receive Planning Decision notifications.

2022/0852/OUT – Royal Oak Inn, Main Road, Hirst Courtney. - GRANTED

Outline application with all matters reserved for erection of up to 7x dwellings

97.3 To consider response to Planning Consultation letters received (see item 97.1).

98. Clerk's Report

To receive the clerk's verbal report for updates on correspondence received, and actions completed since 21st February 2023.

99. Training

To receive an update from the clerk and councillors on training booked and completed.

100. Date & Time of Next Meeting: 18th April 2023 at 7pm.

Item 95

Minutes of the meeting held on Tuesday 21st February 2023 at 7.00pm, at The Sloop Inn, Temple Hirst.

Present: Cllr's Wagstaff, Forbes, McGuigan, Stephenson and Webster.

Attending: H. Phillips - Clerk to Hirst Courtney & West Bank Parish Council and one member of the public.

80. Apologies for Absence

The council received apologies and reason for absence from Cllr Barrett.

Resolved: That Cllr Barrett's apology and reason for absence be approved.

81. Declarations of Interest

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

82. Report from the Chair

The Chair had not attended any events or meetings since the meeting held on 24th January 2023.

83. Questions from the Public

There was a question from a member of the public, who contacted the Chair, regarding any intended celebratory events for the Kings Coronation.

A discussion was held and it was agreed that the council would not organise any events but members of the parish could organise their own events if desired, either individually or as a group.

Resolved: That the council declined organising events for the Kings Coronation be noted.

84. Co-option of Councillors

84.1 The council considered the candidate application received for the co-option of councillor for the current vacancy.

Resolved: That Mr Adam Harper be appointed and welcomed as councillor to Hirst Courtney Parish Council be approved.

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

The paperwork was not available to sign at the meeting therefore it was agreed that the clerk and Cllr Harper to liaise to sign and witness the Declaration of Acceptance.

Resolved: That the clerk to witness the signing of the Declaration of Acceptance at a mutually acceptable date and time be approved.

85. Minutes of the Parish Council

The council considered the minutes of the Parish Council meeting held on the 24th January 2023.

Resolved: That the minutes from the council meeting held on 24th January 2023 be approved.

86. Finance Matters

- 86.1 The council considered the Bank Statements and Reconciliation, Income and Expenditure, and Budget Monitoring reports up to 31st January 2023.

Resolved: That the bank statements and reconciliation, income, expenditure, and budget monitoring reports be approved.

- 86.2 The council considered the 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.

- 86.3 The council received a verbal update from the Chair regarding the council's savings account.

The Chair explained that he and Cllr Forbes visited the local branch of Santander to arrange closure of the savings account. It was found that Cllr McGuigan is required to visit the branch with Cllr Wagstaff as they are the signatories.

Resolved: That Cllrs Wagstaff and McGuigan to visit the branch to arrange transfer of funds from the savings to the current account be approved.

- 86.4 The council received a verbal update from the clerk regarding the council's streetlight energy provider.

The clerk explained that the annual kWh consumption had never been updated since the streetlights had been upgraded to LED lamps in May 2021. The clerk is to contact the council's energy supplier to provide updated data and also to look to gain a credit for the overcharged period.

Resolved: That the clerk contact the council's energy supplier to update consumption data and explore the possibility of a credit be approved.

87. Planning Matters

- 87.1 The council considered response to the planning applications notifications received.

2022/0067/HPA – Stoneleigh, Main Road, Hirst Courtney.

Erection of single storey rear extension and single storey side extension.

- 87.2 To receive planning decision notifications received by email.

2022/1484/HEN – Stoneleigh, Main Road, Hirst Courtney – Prior Notification – Refuse.

House extension notification for a single storey rear extension and single storey side extension extending 7.6 metres beyond the rear wall of the original dwellinghouse, 3.7 and 3.9 metres to ridge respectively and 2.8 metres to eaves at Stoneleigh, Main Road, Hirst Courtney.

A discussion was held, and it was noted that there was confusion as to whether one or both planning references for the property were active.

Resolved: That the clerk to contact Selby District Council (SDC) to confirm the status of both application references and report the outcome to the council by email.

88. Community Litter Pick

The council considered the time and date of a community litter pick in the parish.

Resolved: That

- i) **the time and date for a community litter pick is 10.30am on Sunday 5th March 2023; and**
- ii) **the clerk to contact SDC to arrange delivery of refuse sacks, litter picking implements and Hi-Viz garments be approved.**

89. Clerk's Report

The council received the clerk's verbal report for updates on correspondence received, and actions completed since 24th January 2023.

The clerk updated the council as follows: -

- i) A VAT Reclaim has been processed and sent off to HMRC for £1338.28 for the period 01/04/22 to 31/01/23.

Resolved: That the VAT Reclaim information be noted.

- ii) NYCC Highways Asset Management had contacted the clerk to offer either to cut the grass verges in the parish or provide monetary relief for 2023/24 for the sum of £84.92

Resolved: That the clerk to confirm to NYCC that the present contractor would be retained and that the council would take the monetary relief offer of £84.92 for 2023/24.

- iii) A member of the public had contacted the clerk to inform the council of an incident of dangerous and menacing driving on Main Road, Hirst Courtney. The police had been informed of the incident though no further action had been informed of as yet.

Resolved: That the member of public be thanked on behalf of the council for their responsible action in reporting the incident.

- iv) A discussion was previously had regarding the importance of the clerk having a council owned computer to carry out the required work for the role. The clerk had contacted a known IT provider to explore the technical requirement and costs, and had been advised that the cost of the most appropriate laptop would be between £215.00 and £250.00

Resolved: That the clerk to arrange purchase of a new laptop with a cost of up to £250.00 be approved.

90. Date & Time of Next Meeting- 21st March 2023 at 7pm.

The Chair thanked all for attending and closed the meeting at 7.50pm.