

# Hirst Courtney & West Bank Parish Council

## Minutes for the Hirst Courtney & West Bank Parish Council meeting on Tuesday 24th January 2023 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.

### 70. Apologies for Absence

None received.

### 71. Declarations of Interest

None received.

### 72. Report from the Chair

No report was received as the Chair had not attended any meetings since the meeting held on 22<sup>nd</sup> November 2022.

### 73. Questions from the Public

There were no questions from the public.

### 74. Co-option of Councillors

- 74.1 The council considered the two persons who had applied for the role of councillor, both being eligible to hold the position, and present at the meeting.

**Resolved: That the Cllr's Stephenson and Webster be appointed as Parish Councillors.**

- 74.2 The newly appointed councillors signed the Declaration of Acceptance, witnessed by the Clerk and Cllrs Stephenson and Webster were welcomed to the meeting.

**Resolved: That Cllrs Stephenson and Webster signed the Declaration of Acceptance.**

### 75. Minutes of the Parish Council

The council considered the minutes of the Parish Council meeting held on 22<sup>nd</sup> November 2022.

**Resolved: That the minutes of the council meeting held on 22<sup>nd</sup> November 2022 be approved.**

### 76. Finance Matters

- 76.1 The council considered the Bank Statements and Reconciliation, Income and Expenditure, and Budget Monitoring reports up to 31<sup>st</sup> December 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> December 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**

76.2 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.)
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	

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

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

A discussion was held, noting that the draft budget was prepared by the clerk and the Precept demand was made for £10,000.00 for 2023-24. The Precept was not increased and was as the previous year therefore nil monetary increase to the parish householder.

**Resolved: That**

- i) **the budget for 2023-24 be approved.**
- ii) **the Precept demand be noted; and**
- ii) **the clerk forward the budget document for 2023-24 to Cllrs Stephenson and Webster.**

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

- i) Savings Account

Closure of the savings account has become onerous due to the complicated communication with the bank. The preferred option was to visit the branch to discuss transference of balance of the savings account to the current account.

**Resolved: That**

- i) **the council approved closure of the savings account and the transference of funds to the current account; and**
- ii) **Cllrs Wagstaff and Forbes visit the local branch to arrange the transference of funds to the current account be approved.**

2) Current Account

The clerk informed the council that paperwork to update the signatories and the clerk's detail had been received and can now be completed.

**Resolved: That**

**the clerk completes the current account mandate to update the appropriate information and report to the council at the next meeting.**

**77. Planning Matters**

77.1 The council considered the planning application 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.

**Resolved: That no comment is required.**

77.2 The council considered response to the consultation letter 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.

**Resolved: That no comment is required.**

77.3 The council received the planning decision notices received.

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

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

**Resolved: That the planning decisions be noted.**

**78. Clerk's Report**

The council received the clerk's verbal report for updates on correspondence received, and actions completed since 22<sup>nd</sup> November 2022

- The clerk confirmed that the payroll system was now in place and up to date.
- As previously discussed, the clerk confirmed that the Precept demand for £10000.00 had been processed via Selby District Council.
- The electricity contract and monthly costs was still to be addressed and had not been completed from the actions of Novembers meeting due to being away from work. This will be prioritised.

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

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

Next scheduled meeting to be held on 21<sup>st</sup> February 2023 at 7pm.

The Chair thanked all for attending and closed the meeting at 7.45pm.