

# 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 18<sup>th</sup> April 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

#### **101. Apologies for Absence**

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

#### **102. Declarations of Interest**

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

#### **103. Report from the Chair**

To receive a verbal report from the Chair on events and meetings attended since the meeting held on 21<sup>st</sup> March 2023.

#### **104. Questions from the Public**

To receive questions from members of the public on any local issues/ concerns.

#### **105. Minutes of the Parish Council**

To consider the minutes of the Parish Council meeting held on the 21<sup>st</sup> March 2023 (pages 3 to 5)

#### **106. Finance Reports**

106.1 To consider the Bank Statements and Reconciliation, Income and Expenditure, and Budget Monitoring reports up to 31<sup>st</sup> March 2023.

106.2 To consider approval of payments outstanding and those made by the clerk under delegated authority.

(Noting that the NPower & YLCA invoices have been pre-set to ensure payment is made, in case the bank access is restricted due to updating the mandate)

Invoice Date	Customer Inv. No.	Payee	Payment Detail	Date Paid	Amount Paid	Payment Method (Incl. Cheque No.)
21/03/2023	01685	A Stephenson	Web Hosting	24/03/2023	12.00	BACS
25/03/2023	M12 Wk51	H Phillips	March Salary	24/03/2023	260.64	BACS
05/04/2023	IN06665944	Npower	Streetlight Energy	25/04/2023	177.39	BACS
03/04/2023	INV-0375	YLCA	Annual Membership Subscription	30/04/2023	134.00	BACS
28/03/2023	11053	Autela Payroll Services	Payroll		69.31	

106.3 To consider approval and signing of the completed AGAR report and Exemption Certificate for 2022-23.

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

**107. Planning Matters**

- 107.1 To consider response to Planning Applications received.
- 107.2 To receive Planning Decision notifications.
- 107.3 To consider response to Planning Consultation letters received

**108. Clerk's Report**

To receive the clerk's verbal report for updates on correspondence received, and actions completed since 21<sup>st</sup> March 2023.

**109. Training**

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

**110. Date & Time of Next Meeting:**

- 110.1 Annual Parish Meeting: 23<sup>rd</sup> May 2023 at 7pm.
- 110.2 Annual Meeting of the Council: 23<sup>rd</sup> May 2023 after the Annual Parish meeting.

Item 105

**Minutes of Hirst Courtney & West Bank Parish Council meeting, held on Tuesday 21st March 2023 at 7.00pm, at The Sloop Inn, Temple Hirst.**

Present: Cllr's Wagstaff, Barrett, Mcguigan, Stephenson and Webster.

Attending: H. Phillips – Clerk.

**91. Apologies for Absence**

The council received apologies for absence and considered the reason for absence from Cllr Harper.

**Resolved: That Cllr Harper's apology and absence for absence be approved.**

**92. Declarations of Interest**

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

**93. Report from the Chair**

The council received a verbal report from the Chair on events and meetings attended since the meeting held on 21<sup>st</sup> February 2023.

Cllr Wagstaff attended the Drax Liaison quarterly meeting where the attendees were informed of an excess of 250,000 tonnes of coal which have not been used, of on-going security and of a demonstration by UNITE at the power station.

**Resolved: That the Chair's verbal update be noted.**

**94. Questions from the Public**

There were no members of the public in attendance.

**95. Minutes of the Parish Council**

The council considered the minutes of the Parish Council meeting held on the 21<sup>st</sup> February 2023.

**Resolved: That the minutes for the council meeting held on 21<sup>st</sup> February 2023 be approved.**

**96. Finance Matters**

96.1 The council considered the Bank Statements and Reconciliation, Income and Expenditure, and Budget Monitoring reports up to 28<sup>th</sup> February 2023.

A Cllr queried items noted on the Rev-Ex budget monitoring sheet under the heading 'Unknown Expenditure'. The items were explained by the clerk and that ordinarily the items would be under a relevant and appropriate budget heading but the budget and it's headings was in already in place. This can be improved upon at the next budget setting in November 2023.

**Resolved: That**

- i) the clerk's explanation be noted; and**
- ii) the financial reports be approved.**

96.2 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.)
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	

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

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

Cllr Wagstaff updated all that a document has been forwarded to the council's savings account bank provider to enable the account to be closed and the funds transferred to the council's current account. No confirmation of receipt of the document has been received yet nor funds transferred.

Noting also that the clerk brought the current account bank new mandate document to the meeting to obtain detail and signatories of the council, to enable completion.

Cllr's Barrett and Harper and the clerk are to be the new signatories.

**Resolved: That**

- i) **the Chair's verbal update be noted.**
- ii) **the clerk to confirm when the funds have been received into the council's current account; and**
- iii) **the clerk to obtain the signatures and required personal detail of Cllr's Barrett and Harper to enable the document to be completed be approved.**

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

The account of the council's present streetlight energy provider is a default contract; to set up a fixed term contract the cost per unit and standing charges would increase to the presently charged rate, and this option was not recommended by the present supplier.

A discussion was held and agreed that the preferred option is for the clerk to obtain three alternative quotes and inform the council of the options in order to engage a new energy supplier as soon as possible. The preferred supplier is to be engaged and consideration of approval be given retrospectively and the next possible council meeting.

**Resolved: That the clerk to obtain three alternative quotes from energy suppliers and to engage the preferred supplier subject to the council's preference being given.**

## 97. Planning Matters

- 97.1 The council considered 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.

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

97.2 The council received the Planning Decision notifications below.

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

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

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

97.3 The council considered response to Planning Consultation letter received (item 97.1).

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

## 98. Clerk's Report

The council received the clerk's verbal report for updates on correspondence received, and actions completed since 21<sup>st</sup> February 2023.

The clerk reported the following points: -

- i) The reported issue with streetlight 9, in Hirst Courtney, has been addressed and corrected. The capping at its base is still damaged and the clerk is to contact National PowerGrid to request this be attended to.
- ii) The Internal Audit, in relation to the AGAR, has been arranged for 12<sup>th</sup> April 2023 and will be held at the clerk's home.
- iii) The Parish Council and Councillor details have been included/ updated on the 'Parish Network'.
- iv) The 'Garden Waste Consultation' by NYCC ends on 3<sup>rd</sup> April 2023. The County Council can then evaluate the demand for green waste bins and decide whether the service is required. Noting that if it does continue the householder will have to 'Opt-out' of the scheme otherwise they will be charged for the service. The clerk is to obtain further information regarding the potential cost and to opt-out process.
- v) The '20's Plenty' scheme has issued a video produced by Malton Primary School showing the stopping distances of vehicles at various speeds and the effect a vehicle travelling would have on a pedestrian. This is available to view on the council's website.

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

## 99. Training

The council received an update from the clerk on training booked.

Cllr Harper has enrolled for the Councillors Discussion session and the two part 'Off to a Flying Start' courses through YLCA. The cost for the two part courses is £66.60 and will be attended on 11<sup>th</sup> and 13<sup>th</sup> April 2023.

The clerk has registered for the Playground Inspection course through YLCA at a cost of £40.00 which is being held on 18<sup>th</sup> April 2023 at Shipton on Beningbrough, York.

**Resolved: That**

- i) **the training update be noted; and**
- ii) **the clerk to claim expenses for fuel to and from the Playground Inspection course be approved.**

100. **Date & Time of Next Meeting:** 18<sup>th</sup> April 2023 at 7pm.