

# Hirst Courtney & West Bank Parish Council

## FOR THE ATTENTION OF ALL PARISH COUNCILLORS

You are hereby summoned to attend the Annual Meeting of the Council of Hirst Courtney & West Bank Parish Council to be held on 23<sup>rd</sup> May 2023, **to commence after the Annual Parish Meeting**. The meeting will take place in the restaurant area of 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

- 1. Election of the Chair**  
To elect the Chair of Hirst Courtney & West Bank Parish Council for 2023-24.
- 2. Declaration of Acceptance of Office**  
To receive the Chair's signed Declaration of Office.
- 3. Apologies for Absence**  
To receive apologies and consider reasons for absence.
- 4. Declarations of Interest**  
To receive disclosures of personal and prejudicial interests from councillors on matters to be considered at the meeting.
- 5. Election of Vice-Chair**  
To elect the Vice-Chair of Hirst Courtney and West Bank Parish Council for 2023-24.
- 6. Councillors Declaration of Acceptance of Office.**  
Councillors to sign the Declaration of Acceptance of Office.
- 7. Appointment of Representative/s for YLCA Branch Meetings, with voting rights.**  
To appoint up to two representatives from the Council for YLCA Branch Meetings.
- 8. Minutes of the Annual Meeting of the Council**  
To receive the Minutes of the Annual Meeting of the Council held on 16<sup>th</sup> May 2022 (Pages 4-7 for information only).
- 9. Questions from the Public**  
To receive questions from the public.

**10. Minutes of the Parish Council meeting from 18<sup>th</sup> April 2023**

To consider the minutes of the Parish Council meeting held on 18<sup>th</sup> April 2023. (pages 8-10)

**11. Finance Matters**

11.1 To receive the accounting reports and bank statements up to 30<sup>th</sup> April 2023.

11.2 To consider the payments outstanding and made by the clerk under delegated authority.

Invoice Date	Customer Inv. No.	Payee	Payment Detail	Date Paid	Amount Paid	Payment Method (Incl. Cheque No.)
14/04/2023	6207347	C. Stephenson	Domain Renewal	19/04/2023	23.98	BACS
25/04/2023	M2 Wk8	H Phillips	April Salary	25/04/2023	253.64	BACS
24/04/2023	INV163	Cutting Edge Garden & Ground Maintenance Ltd	Playpark & Village Signs Grass Cutting Contract - Total £1180.00 in monthly payments	28/04/2023	168.57	BACS
03/04/2023	INV-0375	YLCA	Annual Subscription	30/04/2023	134.00	BACS
01/05/2023	to 9/4/23	HSBC	Charges	01/05/2023	5.00	DD
20/04/2023	4204	Yorkshire Internal Audit Services	AGAR Internal Audit	17/05/2023	335.00	BACS
28/03/2023	11053	Autella Payroll Services	Payroll	17/05/2023	69.31	BACS
24/04/2023	INV-0587	YLCA	Clerk - Playground Inspection Training	17/05/2023	40.00	BACS
14/04/2023	INV-0226	YLCA	Off to a Flying Start x2 Cllr Harper	17/05/2023	66.80	BACS
31/05/2023	to 9/5/23	HSBC	Charges	31/05/2023	5.00	DD
11/05/2023	IN07047832	Npower	Streetlight Energy		223.64	
21/04/2023	01686	A Stephenson	Website Hosting		12.00	

11.3 To consider the Council's streetlight energy provider with insight from Cllrs Stephenson & McGuigan.

11.4 To consider authorisation of the clerk's standard hours worked, any additional hours worked in May 2023.

11.5 To consider the clerk's holiday pay for the period September 2022 to 31<sup>st</sup> March 2023.

**12. Planning Matters**

12.1 To consider any Planning Applications received since the meeting on 18<sup>th</sup> April 2023.

12.2 To receive Planning Decisions.

i) 2022/1381/S73 – Rose Cottage, Main Rd, 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 – GRANTED – (subject to conditions).

12.3 To consider any Consultation Letters received since the meeting on 18<sup>th</sup> April 2023.

**13. Playpark Update**

To receive an update from Cllr Harper and the clerk on progress with the required inspections, documentation and risk assessments.

**14. Clerk's Report**

To receive a verbal report from the clerk on matters dealt with since the last council meeting on 18<sup>th</sup> April 2023.

**15. Training**

15.1 To receive an update from the clerk on any training requests since 18<sup>th</sup> April 2023.

15.2 To receive feedback from the councillors and clerk on any training completed since 18<sup>th</sup> April 2023.

**16. Date of Future Parish Council Meeting:** 20<sup>th</sup> June 2023.

**Item 8.**

**Minutes of the Annual Meeting of the Council, held at Apple Blossom Caravan & Camp Site, West Bank, on 16<sup>th</sup> May 2022 at 7.10pm**

**Present**

**Councillors:** 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

Councillors present at the meeting signed their Declaration of Acceptance of Office

**Cllr Forbes opened the meeting at 7.10pm.**

**1. Election of Chairman.**

Cllr Forbes proposed that Cllr Wagstaff be the Chairman of the Council for 2022/2023. Cllr Hird seconded the proposal.

**Resolved: That Cllr Wagstaff be elected the Chairman of the Council.**

**2. Declaration of Acceptance of Office**

Cllr Wagstaff was not present at the meeting, so it was proposed that Cllr Wagstaff sign the Declaration of Acceptance of Office of Chairman at or before the next meeting of the Council.

**Resolved: That**

**Cllr Wagstaff sign the Declaration of Acceptance of Office of Chairman at or before the next meeting of the Council.**

**3. Apologies for Absence**

3.1 Apologies for absence were received from Cllr McGuigan and Cllr Wagstaff.

3.2 Councillors considered the reason for Cllr McGuigan's absence.

3.3 Councillors considered the reason for Cllr Wagstaff's absence.

**Resolved: That**

**i) the reason for Cllr McGuigan's absence be approved; and**

**ii) the reason for Cllr Wagstaff's absence be approved.**

**4. Election of Vice Chairman**

Cllr Howsam proposed that Cllr Forbes be the Vice-Chairman of the Council for 2022/2023. Cllr Burbidge seconded the proposal.

**Resolved: That Cllr Forbes be elected the Vice- Chairman of the Council.**

**5. Declarations of Interest**

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

**6. Questions from the Public**

There were no questions from the public.

**7. Policies and Procedures**

7.1 Councillors reviewed the Council's Code of Conduct.

7.2 Councillors reviewed the Council's Standing Orders.

7.3 Councillors reviewed the Council's Financial Regulations.

7.4 Councillors reviewed the Council's Financial Risk Assessment.

7.5 Councillors reviewed the Council's Asset Register.

**Resolved: That**

**7.1 the Council's Code of Conduct be approved and adopted by the Council.**

**7.2 the Council's Standing Orders be approved and adopted by the Council.**

**7.3 the Council's Financial Regulations be approved and adopted by the Council.**

**7.4 the Council's Financial Risk Assessment be approved and adopted by the Council; and**

**7.5 the Council's Asset Register be noted.**

**8. Appointment of Committees**

8.1 Councillors considered the appointment of Members for the Finance Committee.

8.2 Councillors considered the appointment of Members for the Recruitment Committee.

**Resolved: That**

**i) Cllrs Wagstaff, Forbes and Barrett be Members of the Finance Committee; and**

**ii) Cllrs Wagstaff, Howsam, and McGuigan be Members of the Recruitment Committee.**

**9. Appointment of Representative(s) for YLCA Branch Meetings with Voting Rights**

Councillors considered the appointment of up to two representatives for the Council for YLCA Branch Meetings.

**Resolved: That Cllrs Barrett and Howsam be the two representatives for the Council for YLCA Branch Meetings.**

**10. Internal Auditor's Report**

Councillors considered the Internal Auditor's Written Report to the Council. (Previously circulated by email)

**Resolved: That the Internal Auditor's Written Report be received and noted.**

**11. Internal Audit Report for 2021-2022**

Councillors considered the Internal Audit Report of the Annual Governance and Accountability Return (AGAR) for 2021/22. (Previously circulated by email)

**Resolved: That the Internal Audit Report of the Annual Governance and Accountability Return (AGAR) for 2021/22 be received and noted.**

**12. Annual Governance Statement for 2021 to 2022**

Councillors considered the statements for the Annual Governance Statement. (Previously circulated by email)

**Resolved: That**

- i) the Council had fulfilled each of the eight applicable statements for the Annual Governance Statement; and**
- ii) the Annual Governance Statement be approved.**

**13. Accounting Statements**

13.1 Councillors considered Section 2- Accounting Statements 2021-22 of the AGAR (previously circulated by email).

13.2 Councillors considered the Bank Reconciliation (previously circulated by email).

13.3 Councillors considered the Explanation of Variances and Reserves (previously circulated by email).

**Resolved: That**

- i) Section 2- Accounting Statements 2020-21 of the AGAR be approved.**
- ii) the Bank Reconciliation be approved; and**
- iii) the Explanation of Variances and Reserves be approved.**

**14. Accounts and Audit Regulations**

Councillors considered the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities.

**Resolved: That**

- i) the documents required would be published.**
- ii) the dates for the Notice of Public Rights and Publication of Annual Governance and Accountability Return would be Monday 13<sup>th</sup> June to Friday 22<sup>nd</sup> July 2022; and**
- iii) the announcement of the Notice of Public Rights would be the 18<sup>t</sup> May 2022.**

**15. Certificate of Exemption.**

Councillors considered the completion and submission of the Certificate of Exemption – AGAR 2021/22 Form 2.

**Resolved: That**

- i) the Certificate of Exemption be approved; and**
- ii) the Certificate of Exemption be signed by the Responsible Finance Officer and the Chair of the Meeting.**

**16. Planning Matters**

Councillors considered Planning Application Reference: 2022/0189/FUL

Proposal: Change of use of a shed for retail use and supplying hydroponic equipment and the erection of an attached building for storage, growing and an office (retrospective) Location: Selby Hydroponics, West Bank, Carlton.

Councillors agreed that Selby Hydroponics was no longer an active business at the location and had not been operating for some time. The site was currently being used for the maintenance of vehicles including motor homes. The issue of contaminated soil being led to and from the site had not been resolved. Councillors questioned the stated intention to grow chillies commercially in the proposed building as chillies need to be grown in a glasshouse with heating, neither of which were apparent on the plans.

**Resolved: That**

- i) the Council were against the application because the proposed building did not match the proposed usage.**

**The Chairman of the meeting thanked everyone for their attendance and closed the meeting at 8.05pm.**

**Item 10.**

**Minutes for 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.**

**Present:** Cllr's Wagstaff, Harper, McGuigan, Stephenson & Webster.

**Attending:** H. Phillips – Clerk/ RFO to Hirst Courtney & West Bank Parish Council.

**101. Apologies for Absence**

The council received apologies and reasons for absence from Cllr's Barrett and Forbes.

**Resolved: That cllr's Barrett and Forbes' apologies were received and reasons for absence approved.**

**102. Declarations of Interest**

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

**103. Report from the Chair**

The Chair had not attended any events or meetings since the meeting held on 21<sup>st</sup> March 2023.

The Chair reported that with the recent high winds the owl nesting box had been damaged beyond repair at the Landings Lane site. Mr I Barrett has kindly offered to make a new box with any materials costs being paid for by the council.

**Resolved: That the Chair's report be noted and costs for materials for the new nesting box to be paid for by the council be approved.**

**104. Questions from the Public**

There were no members of the public present at the meeting.

**105. Minutes of the Parish Council**

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

**Resolved: That the minutes of the meeting held on 21<sup>st</sup> March 2023 be approved.**

**106. Finance Reports**

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

**Resolved: That the accounting reports and documents up to 31<sup>st</sup> March 2023 be approved.**

106.2 The council considered approval of 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.**

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 The council considered the completed AGAR report and Exemption Certificate and Internal Audit report for 2022-23.

The clerk reported that the current meetings venue was questioned by the internal auditor as to its suitability. A discussion was held and it was noted that the matter had been examined in the past by the council to attempt to acquire more appropriate meeting place, in respect to compliance to legislation. The alternative venues suggested would not be available nor suitable for council meetings, and it was raised that consideration to parish residents accessibility to the meeting venue also needed to be accounted for.

**Resolved: That**

- i) **the Accounting Statement, Exemption Certificate, Variance Report, Bank Reconciliation, Internal Audit Document and Notice of Exercising Public Rights documents be approved and signed by the Chair and Responsible Finance Officer; and**
- ii) **the clerk and cllr's to continue to explore alternative venues, but with the meetings remaining at the current venue presently be approved.**

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

It was reported that three providers of the options for comparative quotes for streetlight energy contacted by the clerk were not willing to undertake an unmetered supply.

The clerk had a number of mainstream options still to contact and North Yorkshire Council to explore the options further.

Cllr Stephenson offered to assess the current providers estimated annual consumption and billing figures to assist in resolving the matter.

**Resolved: That**

- i) **the clerks verbal report be noted.**
- ii) **the clerk to continue to explore the remaining options for comparative quotes; and**
- iii) **the clerk to forward the requested information to the cllr's to permit cllr Stephenson to assess the current provider data be approved.**

## 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

There were no planning applications, decisions or consultation letters received to consider.

## 108. Clerk's Report

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

- The clerk had received two emails regarding Streetlight 9 in Hirst Courtney, which was reported as not working. The council's electrical contractor had been contacted regarding this but had not responded; the clerk will chase this matter.
- The clerk suggested that contractors used that invoice monthly are asked to provide one invoice for the year's contractual amount and the clerk would arrange pre-set monthly payments, reducing administrative tasks for all parties.
- Relating to agenda item 109. The clerk had attended a training course on Playground Inspection, via YLCA and had a number of questions for the cllr's relating to routine and quarterly inspections and risk assessments that should be carried out and held on the council's playground area and equipment.

A discussion was held on the matter of the playground and it was agreed that there was a need for additional inspections and a council risk assessment for the playground.

**Resolved: That**

- i) the clerk's report be noted.**
- ii) the clerk to request a quote from the present annual inspection provider, for quarterly playground inspections; and**
- iii) the clerk and cllr Harper to co-ordinate to ensure the council's playground is fully compliant the legislation and best practice for inspections, documentation and risk assessment be approved.**

**109. Training**

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

Cllr Harper had completed the two 'Off to a Flying Start' webinars and found them very worthwhile, enlightening and thought-provoking.

The clerk attended the 'Playground Inspection' course, gathering experience in what is required lawfully and considering best practice and the practical aspect of inspecting playground equipment.

**Resolved: That the training updates and feedback be noted.**

**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.

**The meeting was closed at 8pm.**