

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, to be held on 20th June 2023, at 7pm, 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

17. Apologies for Absence

To receive apologies and consider reasons for absence.

18. Declarations of Interest

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

19. Chair's Report

To receive the Chair's report on events attended and items to note since the meeting held on 23rd May 2023.

20. Questions from the Public

To receive any questions, suggestions, and concerns from the public.

21. Minutes of the Parish Council meeting – 23rd May 2023

To consider the minutes of the Parish Council held on 23rd May 2023 (pages 3-7).

22. Finance Matters

22.1 To receive the accounting reports and bank statements up to 31st May 2023. (by email)

22.2 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.)
24/04/2023	INV163 - 1st	Cutting Edge Garden & Ground Maintenance Ltd	Playground & Village Entrance Grass Cutting	28/04/2023	168.57	BACS
25/05/2023	M2 Wk8	H Phillips	May Salary	25/05/2023	253.64	BACS
24/04/2023	INV163 - 2nd	Cutting Edge Garden & Ground Maintenance Ltd	Playground & Village Entrance Grass Cutting	29/05/2023	168.57	BACS
09/05/2023	to 9th May 23	HSBC	Bank Charges	31/05/2023	5.00	DD
11/05/2023	IN07047832	Npower	Streetlight Energy	05/06/2023	223.64	BACS
22/05/2023	01688	A Stephenson	Annual Web Hosting	05/06/2023	144.00	BACS
03/06/2023	IN07180680	Npower	Streetlight Energy	23/06/2023	216.32	BACS
24/04/2023	INV163 - 3rd	Cutting Edge Garden & Ground Maintenance Ltd	Playground & Village Entrance Grass Cutting	29/06/2023	168.57	BACS
11/06/2023	INV-0603	T A Leek & Sons	Grass Verge Cutting	15/06/2023	133.20	BACS

- 22.3 To receive a verbal update from the clerk regarding the MPAN's for the Council's streetlight energy provider.
- 22.4 To consider the rental rate for Constable Acre agreement.
- 22.5 To consider authorisation of the clerk's standard hours worked, any additional hours worked in June 2023.
- 22.6 To consider the clerks accrued holidays, from 1st September 2022 to 31st March 2023.

23. Policy Review

- 23.1 To review the Council's Standing Orders. (sent by email)
- 23.2 To review the Council's Financial Regulations. (sent by email)
- 23.3 To review the Council's Code of Conduct. (sent by email)

24. Planning Matters

- 24.1 To consider any Planning Applications received since the meeting on 23rd May 2023.
- 24.2 To receive the Planning Decision received since 23rd May 2023.
 - i) 2023/0067/HPA – Stoneleigh, Main Road, Hirst Courtney.- GRANTED
Erection of single storey rear extension and single storey side extension.
- 24.3 To consider any Consultation Letters received since the meeting on 18th April 2023.

25. Playpark Update

- i) To receive an update from Cllr Harper and the clerk on progress with the required inspections, documentation and risk assessments.
- ii) To approve agreement of the cost of the additional playground inspections as noted by the clerk previously by email.

26. Clerk's Report

To receive a verbal report from the clerk on matters dealt with since the last council meeting on 23rd May 2023.

27. Training

- 27.1 To receive an update from the clerk on any training requests since 23rd May 2023.
- 27.2 To receive feedback from the councillors and clerk on any training completed since 23rd May 2023.

28. Date of Future Parish Council Meeting: 18th July 2023.

Item 21.

Minutes of the Annual Meeting of the Council of Hirst Courtney & West Bank Parish Council, held on 23rd May 2023, held in the restaurant area of The Sloop Inn, Temple Hirst.

Present: Cllrs Wagstaff, Forbes, McGuigan, Stephenson & Webster.

Attending: H Phillips – Clerk.

1. Election of the Chair

The Council elected the Chair of Hirst Courtney & West Bank Parish Council for 2023-2024.

Resolved: That Cllr Wagstaff be elected as the Chair of the Council for 2023-2024.

2. Declaration of Acceptance of Office

Resolved: That the Council received the Chair's signed Declaration of Office.

3. Apologies for Absence

The Council received apologies and reasons for absence from cllr's Barrett and Harper.

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

4. Declarations of Interest

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

5. Election of Vice-Chair

The Council elected the Vice-Chair of Hirst Courtney and West Bank Parish Council for 2023-2024.

Resolved: That Cllr Forbes be elected as the Vice-Chair of the Council for 2023-2024.

6. Councillors Declaration of Acceptance of Office.

The Cllrs present signed the Declaration of Acceptance of Office in the presence of the clerk.

Resolved: That

i) the Council received the signing of the Declaration of Acceptance by the Cllrs present; and

ii) the clerk arrange the Declaration of Acceptance document to be signed by the absent Cllrs in her presence be approved.

7. Appointment of Representative/s for YLCA Branch Meetings, with voting rights.

The Council appointed up to two representatives from the Council for YLCA Branch Meetings.

Resolved: That

- i) **Cllr Webster and the clerk be appointed as representatives for the Council for YLCA Branch meeting attendance; and**
- ii) **it be noted that any of the Cllrs are permitted to attend the YLCA Branch Meetings if they should wish.**

8. Minutes of the Annual Meeting of the Council

The Council received the Minutes of the Annual Meeting of the Council held on 16th May 2022 (for information only).

9. Questions from the Public

There were no members of the public in attendance.

10. Minutes of the Parish Council meeting from 18th April 2023

The Council considered the minutes of the Parish Council meeting held on 18th April 2023.

Resolved: That the minutes of the Parish Council meeting held on 18th April 2023 be approved.

11. Finance Matters

- 11.1 The Council received the accounting reports and bank statements up to 30th April 2023.

Resolved: That the accounting reports and bank statements up to 30th April 2023 be approved.

- 11.2 The Council considered 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	

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

- 11.3 The Council considered the Council's streetlight energy provider with insight from Cllrs Stephenson & McGuigan.

A discussion was held and it was felt that the monthly cost of streetlight energy from the current provider was in- line with general rates and therefore the Council should remain with the provider.

It was noted that there are two MPAN numbers which was felt to be excessive, as it was relative to the streetlights prior to upgrade to LED lamps.

Resolved: That

- i) **the Council remain with the current streetlight energy provider be approved; and**
- ii) **the clerk to explore the reduction of the MPAN numbers to one, to therefore reduce cost to the Council and Parish be approved.**

11.4 The Council considered authorisation of the clerk's standard hours worked, any additional hours worked in May 2023.

Resolved: That the clerk update the Chair to the hours worked as standard and additional hours to enable the payroll provider to supply and provide accurate salary figures for June 2023 be approved.

11.5 The Council considered the clerk's holiday pay for the period September 2022 to 31st March 2023.

The clerk informed the Council that there was a potential that the employment contract may required updating to be in line with the payroll providers advise. This will be explored further and the appropriate holiday pay be provided to the clerk when resolved.

Resolved: That the clerk to seek clarification regarding the amount of holiday pay that is due, via the payroll provider be approved.

12. Planning Matters

12.1 There were no Planning Applications received since the meeting on 18th April 2023.

12.2 To receive Planning Decisions.

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).

Resolved: That the planning decision, 2022/1381/S73 be noted.

12.3 There were no Consultation Letters received since the meeting on 18th April 2023.

13. Playpark Update

The Council received an update from the clerk on progress with the required inspections, documentation and risk assessments.

A discussion was held and it was agreed that whilst the Council were appreciative of Cllr Harper's progress with the inspection program, it was not wholly appropriate as it did not meet the advisory stipulations.

The Council agreed that further work should be undertaken by Cllr Harper and the clerk and this should be reported at the next scheduled Council meeting.

The clerk had received a cost from the present service provider to carry out the further required three playground inspections. The clerk felt it worthwhile to pursue a reduction in the overall cost should all inspections be carried out by the present provider. If attainable and amiable the Council agreed that they could be notified by email and the cost be retrospectively approved and the next meeting.

Resolved: That

- i) Cllr Harper and the clerk liaise to complete the playground inspection program and health and safety requirements for the playground and it's equipment, and report back to the Council at the next scheduled meeting; and**
- ii) the clerk pursue a reduction in the overall cost of the playground inspections from the current service provider be approved.**

14. Clerk's Report

The Council received a verbal report from the clerk on matters dealt with since the last council meeting on 18th April 2023.

- A new bank debit card has been applied for; the clerk was awaiting response from the Council's bank for confirmation of acceptance.
- PC Annie Newbould has been in contact with the clerk regarding attending the Council's meeting/s to introduce herself as community liaison officer. This will be arranged as and when shift patterns allow.
- The first instalment of the Precept (£5000.00) has been received into the Council's bank now.
- A issue with 'gmail' and 'Googlemail' accounts has meant that Cllr Forbes' receipt of emails has been hampered. Cllr Stephenson has kindly accepted the challenge to find and correct the issue.

Noting two requests from the Council: -

- a) for the clerk to contact the contractor who cuts the grass verges around the villages to ascertain when they may be making the first cut, as the verges were in need of attention; and
- b) for the clerk to contact the Environment Agency to request they tend to the overgrown riverbanks and damaged fencing adjacent to the Constable Acre plot.

Resolved: That

- i) the clerk's report be noted.**
- ii) the clerk contact the contractor to have the grass verges cut around the villages; and**
- iii) the clerk contact the Environment Agency to request cutting of the overgrown riverbanks and repair of the fencing adjacent to Constable Acre be approved.**

15. Training

- 15.1 The Council received an update from the clerk on any training requests since 18th April 2023.

Cllr Harper had completed the 'Off to a Flying Start' training course via YLCA at a cost of £66.80

- 15.2 The Council were unable to receive feedback from Cllr Harper on training completed since 18th April 2023 due to his absence at this meeting.

Resolved: That the clerks update on training requests be noted.

16. **Date of Future Parish Council Meeting:** 20th June 2023 at 7pm.

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