

Hirst Courtney & West Bank Parish Council

Minutes for the Hirst Courtney & West Bank Parish Council meeting on Tuesday 18th 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 21st 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 21st March 2023.

Resolved: That the minutes of the meeting held on 21st 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 31st March 2023.

Resolved: That the accounting reports and documents up to 31st 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 21st 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: 23rd May 2023 at 7pm.

110.2 Annual Meeting of the Council: 23rd May 2023 after the Annual Parish meeting.

The meeting was closed at 8pm.