

# 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 15<sup>th</sup> August 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

**29. Apologies for Absence**

To receive apologies and consider reasons for absence.

**30. Declarations of Interest**

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

**31. Minutes of the Parish Council meeting – 20<sup>th</sup> June 2023**

To consider the minutes of the Parish Council held on 20<sup>th</sup> June 2023 (pages 3-6).

**32. Chair's Report**

To receive the Chair's report on events attended and items to note since the meeting held on 20<sup>th</sup> June 2023.

**33. Clerk's Report**

To consider the report below, from the clerk on matters dealt with since the last council meeting on 20th June 2023.

- Streetlight 9 damaged sheathing is still in need of replacement. North Yorkshire Council and/or National PowerGrid are to be contacted to request remedial action.
- Notification and guidance has been received from the YLCA regarding the D-Day Anniversary celebrations; this is on 6<sup>th</sup> June 2024.
- Exploration and comparative quotes requests for the Parish Council's insurance is on-going and findings will be reported at the meeting scheduled for 19<sup>th</sup> September 2023.

**34. Questions from the Public**

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

**35. Finance Matters**

35.1 To receive the accounting reports and bank statements up to 31<sup>st</sup> July 2023. (by email)

35.2 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.)
25/06/2023	M3 Wk 12	H Phillips	Clerks June Salary	23/06/2023	288.28	BACS
19/06/2023	Q1	HMRC	P32 Q1	20/06/2023	29.60	BACS
28/06/2023	5875	Streetscape Ltd	Annual Playground Inspection	25/07/2023	270.00	BACS
25/07/2023	M4 Wk16	H Phillips	Clerks July Salary	25/07/2023	253.64	BACS
01/07/2023	to 9th June 2023	HSBC	Bank Charges	01/07/2023	5.00	DD
02/07/2023	11546	Autela Payroll Services Ltd	Payroll	25/07/2023	54.58	BACS
05/07/2023	IN07617612	Npower	Streetlight Energy	25/07/2023	199.97	BACS
14/07/2023	ZA442534	ICO	Data Protection Subs.	14/07/2023	35.00	DD
31/07/2023	to 9th July 2023	HSBC	Bank Charges	31/07/2023	5.00	DD
03/08/2023	IN07921565	Npower	Streetlight Energy	07/08/2023	195.94	BACS
24/04/2023	INV163 - 3rd	Cutting Edge Garden & Ground Maintenance Ltd	Playground & Village Entrance Grass Cutting	07/08/2023	168.57	BACS
24/07/2023	n/a	I. Barrett	Materials for Owl Box	07/08/2023	48.23	BACS

35.3 To consider authorisation of the clerk's standard hours worked in July and August 2023.

35.4 To consider the rental and rates of the Council owned land.

35.5 To consider the purchase of litter picking equipment for the Parish, noting that some funding is still available from Cllr M Jordan's funding pot.

### 36. Policy Review

36.1 To review the Council's Financial Risk Assessment.

36.2 To review the Council's Asset Policy.

36.3 To review the Council's Scheme of Delegation.

### 37. Planning Matters

There have been no Planning Applications, Decisions or Consultation Letters received since the meeting on 20<sup>th</sup> June 2023.

### 38. Playpark Update

i) To consider the annual Playpark inspection completed by the service provider, (sent by email).

ii) To receive an update from the clerk on the regular inspections frequency, rota, and risk assessment.

### 39. Training

No training requests have been processed since 20<sup>th</sup> June 2023

40. **Date of Future Parish Council Meeting:** 19<sup>th</sup> September 2023.

**Item 33**

**Minutes for the Hirst Courtney & West Bank Parish Council meeting, to be held on 20<sup>th</sup> June 2023, at 7pm, in the restaurant area of The Sloop Inn, Temple Hirst.**

Present: Cllrs Wagstaff, Forbes, and McGuigan,

Attending: H Phillips - clerk

**17. Apologies for Absence**

Apologies and reasons for absence were received from Cllrs Barrett, Stephenson and Webster.

**Resolved: That the apologies of Cllrs Barrett, Stephenson and Websters were received and reasons for absence be approved.**

**18. Declarations of Interest**

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

**19. Chair's Report**

The Council received the Chair's report on events attended and items to note since the meeting held on 23<sup>rd</sup> May 2023.

The Chair had attended three meetings, as follows: -

- Drax Liaison Meeting -  
Noting that the power station has c. 200,000 tonnes of coal which they are now not permitted to burn as they will not be firing up the process for coal burning. They are forced to sell the coal, which has to be shipped by road to Immingham to be moved to an overseas buyer location.
- Notification from the Environment Agency that they are sampling and assessing the waste material which was deposited adjacent to Drax Golf Club, to look at solutions and legislative permissions and restrictions.
- PCSO Annie Newbould's Surgery at Drax Social Club, where the Chair raised the issue of 'roaming' quad bike riders which have been seen and heard off road late at night around Hirst Courtney parish. This will be investigated further.

**Resolved: That the Chair's report on meetings and events attended since the meeting on 23<sup>rd</sup> May 2023 be noted.**

**20. Questions from the Public**

There were no members of the public in attendance.

**21. Minutes of the Parish Council meeting – 23<sup>rd</sup> May 2023**

The council considered the minutes of the Parish Council held on 23<sup>rd</sup> May 2023.

**Resolved: That the minutes of the Council meeting held on 23<sup>rd</sup> May 2023 be approved.**

**22. Finance Matters**

22.1 The Council received the accounting reports up to 31<sup>st</sup> May 2023.

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

- 22.2 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.)
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

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

- 22.3 The Council received a verbal update from the clerk regarding the MPAN's for the Council's streetlight energy provider.

The clerk had spoken to the Council's streetlight energy provider regarding the reason for the account having two MPAN's, and was referred to National Power Grid. The clerk was unable to speak to their customer service and was awaiting a return phone call from National Power Grid. The clerk will update the Council once an outcome is received.

**Resolved: That the clerk's verbal update and action be noted.**

- 22.4 The Council considered the rental rate for Constable Acre agreement.

A discussion was held, and it was agreed to request rent at the same rate as 2022-23.

**Resolved: That no increase in the rental rate for Constable Acre be implemented for 2023-24.**

- 22.5 The Council considered authorisation of the clerk's standard hours worked, any additional hours worked in June 2023.

**Resolved: That the clerk's salary payment for June 2023 be approved, at the standard 18 hours worked.**

- 22.6 The Council considered the clerks accrued holidays, from 1<sup>st</sup> September 2022 to 31<sup>st</sup> March 2023.

The clerk had received confirmation of legislation change regarding payment of the accrued holiday from the Council's payroll provider, informing that it was no longer possible to pay owed accrued holiday's. Carry over of the said holidays was now at a restricted threshold and could only be permitted if written into the Employment Contract.

The Council requested the clerk to seek detailed clarification on this matter from the payroll provider and to also request clarification via the advice service of the YLCA team.

**Resolved: That the clerk seek clarification and advice from the payroll provider and the YLCA respectively, be approved.**

## **23. Policy Review**

23.1 The Council reviewed the Council's Standing Orders.

23.2 The Council reviewed the Council's Financial Regulations.

23.3 The Council reviewed the Council's Code of Conduct.

### **Resolved: That**

i) **the Council's Standing Orders be approved subject to addition content relating to the quorum of a Council meeting; and**

ii) **the Council's Financial Regulations and Code of Conduct be approved.**

## **24. Planning Matters**

24.1 There were no Planning Applications received since the meeting on 23<sup>rd</sup> May 2023.

24.2 To receive the Planning Decision received since 23<sup>rd</sup> May 2023.

2023/0067/HPA – Stoneleigh, Main Road, Hirst Courtney.- GRANTED

Erection of single storey rear extension and single storey side extension.

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

24.3 There were no Consultation Letters received since the meeting on 18<sup>th</sup> April 2023.

## **25. Playpark Update**

i) The Council received an update from the clerk on progress with the required inspections, documentation and risk assessments. Cllr Harper was not in attendance at the meeting.

The clerk and Cllr Harper had recently met at the playground to discuss an assess the requirements of documentation needed. A number of potential though not serious issues were noted. The wooden picnic table was noted as being rotten and needed action.

The clerk was making good progress with the generic risk assessment for the playground and would present it at the next scheduled meeting.

The Annual Inspection would be carried out by the provider within June 2023 and the issued report be presented to Council scheduled meeting.

### **Resolved: That**

**i) the clerk's verbal report be noted; and**

**ii) removal of the wooden picnic table within the playground area be approved.**

ii) The Council considered the costs of the additional playground inspections as noted by the clerk previously by email.

**Resolved: That the three additional playground inspections, at a cost of £100.00 excl. VAT. Each, be approved.**

## **26. Clerk's Report**

The Council received a verbal report from the clerk on matters dealt with since the last council meeting on 23<sup>rd</sup> May 2023.

- Requested to know if streetlight 9 was back working as no response was received from the electrical maintenance provider. Cllr Harper will be asked the question out of the meeting as he was aware of the issue.
- The Council's insurance policy will be due for renewal in September 2023. The clerk asked the Council if they would like to have comparative quotes for like for like policy; the Council agreed this would be appropriate.
- The Environment Agency had been contacted to request the cutting of the overgrown river banks; this has now been completed. The request for them to repair damaged fencing at the Constable Acre plot was questioned by the EA as they did not believe that they were responsible for that task. The clerk will pursue this with them after receiving clarification from the Council as to ownership of the task.
- A question from a member of the public, received both to the clerk by email and to a Cllr in person, regarding to the possibility of renting any available land that the Council may own to graze two horses was raised. There was no availability of the Council owned plot of land as it was still under a tenancy agreement. The requestee will be contacted with an appropriate response.

**Resolved: That**

- i) the clerk's verbal report be noted; and**
- ii) the noted actions for the clerk be approved.**

**27. Training**

27.1 There have not been any training requests since 23<sup>rd</sup> May 2023.

27.2 No feedback had been received from councillors on any training completed since 23<sup>rd</sup> May 2023.

**28. Date of Future Parish Council Meeting: 18<sup>th</sup> July 2023.**

The Chair thanked all for their attendance and closed the meeting at 8pm.