

# Hirst Courtney & West Bank Parish Council

## Minutes of the Hirst Courtney & West Bank Parish Council meeting, held on 15<sup>th</sup> August 2023, at 7pm, in the restaurant area of The Sloop Inn, Temple Hirst.

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

**Attending:** H Phillips - clerk

### **29. Apologies for Absence**

Apologies and reasons for absence were received from Cllr Harper.

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

### **30. Declarations of Interest**

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

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

The Council considered the minutes of the Parish Council held on 20<sup>th</sup> June 2023.

**Resolved: That the minutes of the Parish Council meeting held on 20<sup>th</sup> June 2023 be approved.**

### **32. Chair's Report**

The Chair had not attended any events or had 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.

- i) 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.
- ii) Notification and guidance has been received from the YLCA regarding the D-Day Anniversary celebrations; this is on 6<sup>th</sup> June 2024.
- iii) 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.

The clerk explained that a quote had been received from the current provider which was only increased by £94.68 to the 2022-23 cost. The option was available for a one or three year contract.

**Resolved: That**

- i) the clerk contact National Power Grid to report the damage to the streetlight.
- ii) Cllr Webster arrange the decorations for the celebrations, with the item to be included in an agenda nearer the event date be approved; and
- iii) the clerk contact the Council's current insurance provider to confirm continuance of the policy for one year only be approved, at a cost of

**£1079.56, with further exploration by the clerk prior to the 2024-25 policy commencement.**

#### 34. Questions from the Public

There were no members of the public in attendance.

#### 35. Finance Matters

35.1 The Council received the accounting reports and bank statements up to 31<sup>st</sup> July 2023.

**Resolved: That the accounting records and bank statements be approved.**

35.2 The Council considered the payments outstanding and those 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

**Resolved: That**

- i) the payments made by the clerk under delegated authority be approved; and**
- ii) the clerk send a communication to Mr Ian Barrett in thanks for his work to replace the damaged Owl Box be approved.**

35.3 The Council considered authorisation of the clerk's standard hours worked in July and August 2023.

**Resolved: That the clerk's standard hours worked for July and August 2023 be approved for payment.**

35.4 The Council considered the rental and rates of the Council owned land.

A discussion was held and it was agreed that the rental cost should remain unchanged, and that the clerk should ascertain that the tenant still required both plots of land for 2023-24.

**Resolved: That**

- i) the rental cost of the two Council owned plots of land remain at the 2022-23 rate; and**
- ii) the clerk request confirmation from the tenant that both plots of land are still required for 2023-24 at the point of contract agreement issuing.**

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

**Resolved: That**

- i) the clerk to gather costs for the purchase of litter picking equipment; and**
- ii) apply to Cllr Jordan for funding from the Locality Funding pot be approved.**

**36. Policy Review**

36.1 The Council reviewed the Financial Risk Assessment.

36.2 The Council reviewed the Reserves Policy.

36.3 The Council reviewed the Council's Scheme of Delegation.

**Resolved: That the Council's Financial Risk Assessment, Reserves Policy, and Scheme of Delegation be approved for adoption.**

**37. Planning Matters**

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

**38. Playpark Update**

- i) The Council considered the annual Playpark inspection completed by the service provider.**

A discussion was held and it was agreed that the clerk contact the service provider to ascertain the requirements of action on the issues raised in the Playpark Annual Inspection report.

**Resolved: That the clerk contact the service provider to request advice on action requirement noted in the annual report, and report back to the Council as soon as is possible.**

- ii) The Council received an update from the clerk on the regular inspections frequency, rota, and risk assessment.**

The clerk noted that fortnightly or monthly inspections would suffice and suggested requesting that the task was included within the groundworkers contract in the future. The Cllr's would still be required to complete inspections from time to time, especially out of the grass growing season.

**Resolved: That**

- i) the clerk to compile a suitable rota for the Cllr's to complete inspections.**
- ii) the clerk contact the groundworks contractor to request the inclusion of playpark inspections within his monthly visits to tend the area, updating the Council appropriately; and**
- iii) the clerk issue the rota and completed generic risk assessment as soon as is compiled be approved.**

**39. Training**

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

The clerk noted that after the agenda for this meeting was issued Cllr Harper had requested attendance to a number of finance based courses.

A discussion was held, and it was agreed that the clerk discuss the request with Cllr Harper to highlight more useful and appropriate courses for the cllr to enrol on.

**Resolved: that**

- i) the discussion on Cllr Harper's training request be noted: and**
- ii) the clerk contact Cllr Harper to discuss preferred training options be approved.**

**40. Date of Future Parish Council Meeting: 19<sup>th</sup> September 2023 at 7pm.**

**The Chair thanked all for attending and closed the meeting at 8pm.**