

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 19th September 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

41. Apologies for Absence

To receive apologies and consider reasons for absence.

42. Declarations of Interest

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

43. Minutes of the Parish Council meeting – 15th August 2023

To consider approval of the minutes of the Parish Council held on 15th August 2023 (pages 3-6).

44. Chair's Report

To receive the Chair's report on events attended and items to note since the meeting held on 15th August 2023.

45. Clerk's Report

To receive the clerk's verbal report on matters dealt with since the last council meeting on 15th August 2023.

46. Questions from the Public

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

47. Finance Matters

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

47.2 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.) |
|--------------|-------------------|--|---|------------|-------------|-----------------------------------|
| 25/08/2023 | M5 Wk 21 | H Phillips | August 2023 Salary | 25/08/2023 | 253.84 | BACS |
| 24/04/2023 | INV163 - 5th | Cutting Edge Garden & Ground Maintenance Ltd | Playground & Village Entrance Grass Cutting | 28/08/2023 | 168.57 | BACS |
| 11/08/2023 | n/a | R.Wagstaff | Owl Box - Gift | 15/08/2023 | 26.50 | BACS |
| 16/08/2023 | 526202417 | Gallagher Insurance | Insurance Premium | 13/09/2023 | 1,079.56 | BACS |
| 05/09/2023 | INO8227623 | Npower | Streetlight Energy | | 194.37 | |

47.3 To consider authorisation of the clerk's standard hours worked in September 2023.

48. Policy Review

48.1 To review the Council's Asset Register.

49. Planning Matters

49.1 To consider Planning Applications received.

49.2 To consider Planning Consultation letters received.

49.3 To receive Planning Decisions.

50. Training

50.1 To receive an update from the clerk regarding any training requests that have been processed since 15th August 2023.

50.2 To receive feedback from any members of the council who have attended training courses since 15th August 2023.

51. **Date of Future Parish Council Meeting:** 24th October 2023.

Item 43

Minutes of the Hirst Courtney & West Bank Parish Council meeting, held on 15th 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 – 20th June 2023

The Council considered the minutes of the Parish Council held on 20th June 2023.

Resolved: That the minutes of the Parish Council meeting held on 20th 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 20th 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 6th 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 19th 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 31st 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 20th 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 20th 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: 19th September 2023 at 7pm.

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