

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 17th October 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

52. Apologies for Absence

To receive apologies and consider reasons for absence.

53. Declarations of Interest

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

54. Minutes of the Parish Council meeting – 19th September 2023

To consider approval of the minutes of the Parish Council held on 19th September 2023 (pages 3-5).

55. Chair's Report

To receive the Chair's report on events attended and items to note since the meeting held on 19th September 2023.

56. Clerk's Report

To receive the clerk's verbal report on matters dealt with since the last council meeting on 19th September 2023.

57. Questions from the Public

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

58. Finance Matters

58.1 To receive the accounting reports and bank statements up to 30th September 2023. (by email)

58.2 To consider the payments outstanding and made by the clerk under delegated authority.

Invoice Date	Customer Inv. No./ Ref	Payee	Payment Detail	Date Paid/ Drawn	Amount Due/ Paid	Payment Method (Incl. Cheque No.)
15/09/2023	UK2-6157506	C Stephenson - UK2	Website/ Email Renewal	20/09/2023	£28.80	BACS
06/07/2023	Tax Month 4-6	HMRC	PAYE	20/09/2023	£20.80	BACS
25/09/2023	M6Wk25	H Phillips	Clerk's Sept Salary	25/09/2023	£253.64	BACS
24/04/2023	INV163	Cutting Edge G&G Maintenance Ltd	Groundworks Contract 6 of 7	28/09/2023	£168.57	BACS
to 9th Sept 23	to 9th Sept 23	HSBC	Bank Charges	01/10/2023	£5.00	DD
20/09/2023	5948	Streetscape	Quarterly Playpark Inspection	04/10/2023	£120.00	BACS
01/10/2023	12193	Aytela Payroll Services Ltd	Payroll	04/10/2023	£54.58	BACS
23/08/2023	01/0277-9	Selby Area IDB	Drainage Rates	04/10/2023	£6.43	BACS
04/10/2023	XWW454907125	H Phillips	Repay for Toolstation Order	04/10/2023	£297.62	BACS
04/10/2023	IN08521700	Npower	Streetlight Energy	25/10/2023	£193.04	BACS
24/04/2023	INV163	Cutting Edge G&G Maintenance Ltd	Groundworks Contract 7 of 7	30/10/2023	£168.57	BACS
04/10/2023	XWW454907125	Toolstation	Via H Phillips Repay- Locality Fund Purchases	04/10/2023	£297.62	BACS

58.3 To consider authorisation of the clerk's standard hours worked in October 2023.

59. Planning Matters

59.1 To consider Planning Consultation on Traffic Order received.

i) Traffic Order 2023: Old Lane, Hirst Courtney – proposed 30mph speed limit.

From the existing national speed limit signs at the south side of the Old Lane for 90m up to Manor House at the north side of the Old Lane

59.2 To consider Planning Consultation letters received.

59.3 To receive Planning Decisions.

60. Training

60.1 To receive an update from the clerk regarding any training requests that have been processed since 19th September 2023.

60.2 To receive feedback from any members of the council who have attended training courses since 19th September 2023.

61. **Date of Future Parish Council Meeting:** 21st November October 2023.

Item 54.

Minutes of the Hirst Courtney & West Bank Parish Council meeting, held on 19th September 2023, at 7pm, in the restaurant area of The Sloop Inn, Temple Hirst.

Present: Cllrs Wagstaff, Barrett, Harper, McGuigan, & Stephenson.

Attending: H Phillips – Clerk/ RFO

41. Apologies for Absence

The Council considered Cllr Webster's apology and reason for absence.

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

42. Declarations of Interest

There were no 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

The Council considered approval of the minutes of the Parish Council held on 15th August 2023.

Resolved: That the minutes of the Parish Council meeting held on 15th August 2023 be approved.

44. Chair's Report

The Chair had not attended any meetings or events since the meeting held on 15th August 2023.

- The Chair reported that the new owl box can now be erected and Cllr Forbes to contact the landowner to arrange the date to do so. A team of Cllr's will complete this as soon as is possible and report back to Council when completed.
- The Chair noted that he felt the Council needed an additional key-holder for the Parish noticeboard. Cllr Harper offered his services for this matter and would liaise with the Chair to take receipt of the key.

Resolved: That

- i) the Chair's update be noted.**
- ii) a date to be arranged to erect the new owl box; and**
- iii) Cllr Harper be a key-holder for the noticeboard be approved.**

45. Clerk's Report

The Council received the clerk's verbal report on matters dealt with since the last council meeting on 15th August 2023.

- i) The defibrillator battery life was questioned by Cllr Barrett by email; the provider noted that there was 50% life and that the unit did not require a new battery. A discussion was held and noted that Cllr Stephenson was concerned at the efficiency of the unit with the present battery life. The unit is checked weekly and therefore it was felt that the battery life should be closely monitored and

review at the next Council meeting. Cllr Barrett is to contact the provider to check the warranty and battery life effectiveness at its current level.

- ii) The Locality Fund, via District Cllr Mike Jordan, has been applied for to fund the purchase of litter picking equipment to the value of £313.37. This has been accepted and payment transfer will be arranged pending the signed application being receipted by the authority. The equipment includes litter pickers, work gloves, hi-viz waistcoats, bin bags and bin bag hoops.
- iii) The signed agreement for the rental of Constable Acre, and payment have been received.
- iv) PCSO Annie Newbould has emailed to ask whether the Parish Council would like her to hold a public surgery in the Parish. The Cllr's felt it would be appropriate to invite PCSO Newbould to the next meeting, the date of which is to be arranged at this meeting. The Clerk is to contact the PCSO to invite her to attend.
- v) the Playground Inspection provider has been contacted to request further information and actions relating to a small number of issues raised at the annual inspection. The provider is to revert to the clerk with more information as soon as possible. An update will be given to the Council when received.

Resolved: That the clerk's report be noted.

46. Questions from the Public

There were no members of the public in attendance.

47. Finance Matters

- 47.1 The Council received the accounting reports and bank statements up to 31st August 2023.

A question was raised regarding the groundworks contract which ends on 31st October 2023. The Cllr's agreed that they were happy with the work completed by the contractor and would look to continue the agreement if mutually approved.

Resolved: That

- i) **the accounting records and bank statements up to 31st August 2023 be approved; and**
- ii) **the clerk to contact the groundworks contractor to discuss the continuation of the present contract be approved.**

- 47.2 The Council considered the payments outstanding and made by the clerk under delegated authority.

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

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 The Council considered authorisation of the clerk's standard hours worked in September 2023.

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

48. Policy Review

- 48.1 The Council reviewed the Asset Register. A discussion was held and it was agreed that the Council's Asset Register remain as is for this year.

Resolved: That the Council's Asset Register be approved for 2023-24.

49. Planning Matters

- 49.1 There were no Planning Applications received.

- 49.2 The Council considered the Planning Consultation letter received for application **ZG2023/0595/S73** for Apple Blossom Caravan and Camping, West Bank, Carlton.

Resolved: That no response/ comment is required to the consultation letter for the above planning application.

- 49.3 There were no Planning Decisions received.

50. Training

- 50.1 There were no training requests processed since 15th August 2023.

- 50.2 There was no feedback from members of the Council as none have attended training courses since 15th August 2023.

- 51. Date of Future Parish Council Meeting:** A request from the clerk requested consideration for the next meeting to be held on 17th October 2023 due to pending holidays, or 24th October 2023 if 17th October was not suitable. Four of the five attending Cllr's were available for 17th October 2023.

Resolved: That the clerk contact all Cllr's to ascertain availability for 17th October 2023 for the next meeting, and confirm the date once responses are received from the Cllr's.

The Chair thanked all for attending and closed the meeting at 7:45pm.