

# 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 20<sup>th</sup> February 2024, 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

**84. Apologies for Absence**

To receive apologies and consider reasons for absence.

**85. Declarations of Interest**

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

**86. Minutes of the Parish Council meeting – 16<sup>th</sup> January 2024**

To consider approval of the minutes of the Parish Council held on 16<sup>th</sup> January 2024 (pages 3-6).

**87. Chair's Report**

To receive the Chair's report on events attended and items to note since the meeting held on 16<sup>th</sup> January 2024.

**88. Clerk's Report**

To receive the clerk's verbal report on matters dealt with since the last Council meeting on 16<sup>th</sup> January 2024.

**89. Questions from the Public**

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

**90. Flood Issues 2023-24**

To consider any actions required regarding the discussion on agenda point 78 from the Parish Council meeting held on 16<sup>th</sup> January 2024.

**91. Finance Matters**

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

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

Invoice Date	Customer Inv. No.	Payee	Payment Detail	Date Paid	Amount Due/ Paid	Payment Method (Incl. Cheque No.)
30/01/2024	M10 Wk 34	H Phillips	Janaury 2024 Salary	29/01/2024	£270.44	BACS
09/01/2024	to 9th Jan '24	HSBC	Bank Charges	31/01/2024	£5.00	DD
03/02/2024	IN09612700	Npower	Streetlight Energy	14/02/2024	£278.61	BACS

**91.3 Christmas 2024 Provision**

To consider the actions required relating to the provision for new Christmas lights for and fencing for the community Christmas Tree for 2024, discussed at the Parish Council meeting held on 16<sup>th</sup> January 2024.

91.4 To consider the request for a donation received from Haddlesey Parochial Church Council as a one off donation for the upkeep of the churchyard.

91.5 To consider the offer from NYC for 2024-25 for remuneration for the Parish Council engaging a contractor to cut the grass verges around the Parish

91.6 To consider authorisation of the clerk's standard hours worked in February 2024.

**92. Planning Matters**

i) No new Planning Applications, Consultations, or Planning Decisions have been received since the meeting held on 16<sup>th</sup> January 2024.

ii) To consider the response received from local MP Keir Mather on the Helios Solar Farm Project.

**93. Playpark**

To consider actions required after the general inspection results were provided by Cllr Harper.

**94. Training**

94.1 No training requests that have been processed since 16<sup>th</sup> January 2024.

94.2 No feedback has been received from any members of the council who have attended training courses since 16<sup>th</sup> January 2024.

**95. Date of Future Parish Council Meeting: 23<sup>rd</sup> March 2024.**

**Item 86.**

**Minutes of the Hirst Courtney & West Bank Parish Council meeting, held on 16<sup>th</sup> January 2024, at 7pm, in the restaurant area of The Sloop Inn, Temple Hirst.**

**Present:** Vice-Cllr Ian Forbes, Cllr's Barrett and Harper.

**Attending:** H Phillips – Clerk and one member of the public.

**72. Apologies for Absence**

The Council received apologies from Cllrs McGuigan, Stephenson, Wagstaff and Webster, and considered their reasons for absence.

**Resolved: That the apologies of Cllr's McGuigan, Stephenson, Wagstaff and Webster were received and their reasons for absence approved.**

**73. Declarations of Interest**

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

**74. Minutes of the Parish Council meeting – 21<sup>st</sup> November 2023**

The Council considered approval of the minutes of the Parish Council held on 21st November 2023.

**Resolved: That the Minutes of the meeting held on 21<sup>st</sup> November 2023 be approved.**

**75. Vice Chair's Report**

The Vice Chair noted that due to the festive season no events were attended nor were there items to report since the meeting held on 21st November 2023.

**76. Clerk's Report**

The Council received the clerk's report on matters dealt with since the last council meeting on 21<sup>st</sup> November 2023. Points were as follows: -

- i) PCSO Annie Newbould provided a newsletter update on local issues which have been worked on and dealt with in November and December 2023. This was issued to the Councillors by email.
- ii) The Internal Auditor engaged in April/May 2023 for the AGAR assessment has contacted the clerk to inform the Council that her services will not be available in the future as she is reducing her workload greatly.  
The clerk has a contact for an alternative Internal Auditor and can contact him if requested to engage his services for the 2023-24 AGAR assessment.
- iii) North Yorkshire Council has contacted the clerk to request completion of a document to enable them to remunerate for the grass verge cutting services, as the Parish Council engage a local contractor for this service. The document has been completed and returned to NYC; payment receipt is imminent.

**Resolved: That  
the clerk's update be noted; and**

**the clerk to contact the alternative Internal Auditor for future services in the 2023-24 AGAR assessment be approved.**

**77. Questions from the Public**

- i) There were no questions, suggestions, and/ or concerns from the public.
- ii) The Council received PCSO Annie Newbould's update on Local Policing matters, main points as follows: -
  - Theft occurred of scrap metal from a skip located in the Parish.
  - A dog v dog incident occurred; this was referred to the District Council, who deal with these issues.
  - Poachers have been reported in the area, mostly towards the Camblesforth and Carlton area. The Rural Taskforce Team are following up on this activity.
  - Tools were stolen from a parked work-van in the area; this was not reported immediately after the incident which reduces the chance of achieving a positive outcome.
  - A suspicious male in a hi-vis vest was reported in the village in early December.

The PCSO noted that a Community Messaging Service is available should anyone require updates; a personal email address should be provided to the Community Policing Hub.

**Resolved: That**

**PCSO Annie Newbould's update be noted; and**

**Cllr Forbes thanked the PCSO for attending the meeting and updating the Parish Council on matters that have occurred in the area.**

**78. The Council received an update from the Vice Chair regarding the recent high water levels/ flooding in the Parish.**

It was noted that at the last flooding of the village area in 2000 it was stated by the Environment Agency (EA) that it was an abnormal occurrence, but as all know it has happened, to a lesser scale, in the past months.

The West Bank Marsh is designed to reduce flood waters to aid continuance of water flow in the river. In December and January the Marsh flooded to overflow and gave high concern that local residents' properties would once again become flooded. This happened rapidly and overnight, and appears to have occurred due to flood barrier in the Leeds area being raised to alleviate the risk of flooding in and around the city.

The knock on effects of those barriers being raised were very evident 'down river' in the local area and Parish. The EA quickly placed 2-3 large pumps in the village area to reduce water levels.

As a future discussion and action it was suggested that the Parish Council contact the EA and the local MP, Kier Mather, to discuss the recent events and the future safety of the local community and properties.

**Resolved: That Cllr Forbes's update be noted and put to the Parish Council at the next scheduled meeting.**

**79. Finance Matters**

- 79.1 The Council received the accounting reports and bank statements up to 31<sup>st</sup> December 2023.

**Resolved: That the accounting report and statements up to 31st December 2023 be approved.**

- 79.2 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 Due/ Paid	Payment Method (Incl. Cheque No.)
25/11/2023	M8 Wk34	H Phillips - Clerk	November Salary	24/11/2023	£253.64	BACS
to 9th Nov 2023	n/a	HSBC	Bank Charges	01/12/2023	£5.00	DD
25/12/2023	M9 Wk 38	H Phillips - Clerk	December Salary Plus salary increase & back pay	21/12/2023	£385.64	BACS
12/12/2023	M7-M9	HMRC	Q3 PAYE	21/12/2023	£54.00	BACS
05/12/2023	IN09096543	NPower	Streetlight Energy	21/12/2023	£247.45	BACS
14/12/2023	n/a	R. Wagstaff	Xmas Light Batteries	21/12/2023	£14.40	BACS
08/12/2023	6016	Streetscape Ltd	Playground Inspection	21/12/2023	£120.00	BACS
to 9th Dec 2023	n/a	HSBC	Bank Charges	31/12/2023	£5.00	DD
03/01/2024	13139	Autela Payroll Services Ltd	Payroll	11/01/2024	£54.58	BACS
04/01/2024	In09356738	NPower	Streetlight Energy	25/01/2024	£257.72	BACS

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

- 79.3 Christmas 2024 Provision

- i) The Council considered the provision for new Christmas lights for the community Christmas Tree for 2024.
- ii) The Council considered new and repositioned fencing for the Christmas Tree site, for 2024.

A discussion was held and it was agreed that both Christmas Tree lights and the fencing should be replaced prior to December 2024.

**Resolved: That the Christmas Tree lights and fencing be replaced; and the appropriate action be discussed at the next scheduled meeting.**

- 79.4 Clerk's Salary

The Council considered retrospective authorisation of the clerk's standard hours worked in December 2023, which included updated salary rate and associated back pay, and to authorise standard hours worked in January 2024.

**Resolved: That the retrospective authorisation of the clerk's standard hours worked in December 2023, and standard hours worked in January 2024 be approved.**

## 80. Planning Matters

No Planning Applications, Consultations, or Planning Decisions have been received to consider. received.

81. **The Council received an update from the representatives from the Parish Council relating to meeting/s held and actions taken relating to the Helios solar farm project.**

Cllr Barrett reported that the objections had been agreed and forwarded to the Helios project team, as indicated in their consultation documents. The project is still under

consultation. The local MP, Kier Mather, is showing interest in the project and intends to hold a public consultation in the near future.

**Resolved: That Cllr Barrett's update be noted.**

**82. Training**

82.1 No training requests have been processed since 21<sup>st</sup> November 2023.

82.2 No feedback has been received from any members of the council who have attended training courses since 21<sup>st</sup> November 2023.

**83. Date of Future Parish Council Meeting: 20th February 2024.**