

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 23rd April 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

108. Apologies for Absence

To receive apologies and consider reasons for absence.

109. Declarations of Interest

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

110. Minutes of the Parish Council meeting 19th March 2024

To consider approval of the minutes of the Parish Council held on 19th March 2024 (pages 3-5).

111. Chair's Report

To receive the Chair's verbal report on events attended and items to note since the meeting held on 19th March 2024.

112. Clerk's Report

To receive the clerk's verbal report on matters dealt with since the last Council meeting on 19th March 2024.

113. Questions from the Public

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

114. Finance Matters

114.1 To receive the accounting reports and bank statements up to 31st March 2024.

114.2 AGAR 2023/2024 Documentation.

- i) To consider the Certificate of Exemption 2023/24 Form 2 for approval.
- ii) To consider the Provision for the Exercise of Public Rights 2023/24 document.
- iii) To consider the Annual Governance Statement 2023/24 for approval.
- iv) To consider the Accounting Statements 2023/2024 for approval.

- 114.3 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.)
09/02/2024	n/a	HSBC	Charges to 9th Feb 2024	02/03/2024	5.00	DD
25/03/2024	M12 Wk51	H Phillips - Clerk	March 2024 Salary	25/03/2024	268.04	BACS
22/03/2024	Q4	HMRC	P32	25/03/2024	32.40	BACS
09/03/2024	n/a	HSBC	Charges to 9th March 2024	31/03/2024	5.00	DD
02/04/2024	INV-2050	YLCA	Annual Subscription	16/04/2024	139.00	BACS
29/03/2024	13605	Autela Payroll Services Ltd	Payroll	16/04/2024	73.73	BACS
18/03/2024	6075	Streetscape Ltd	Playpark Inspection	16/04/2024	120.00	BACS
16/04/2024	Q1	HMRC	P32	n/a	0.00	n/a
06/04/2024	638480000105850000	Microsoft	Annual Subscription	06/04/2024	59.99	Card
04/04/2024	IN10119885	Npower	Streetlight Energy	24/04/2024	260.17	BACS
25/04/2024	M1 Wk3	H Phillips - Clerk	April 2024 Salary	25/04/2024	278.64	BACS

- 114.3 To consider authorisation of the clerk's standard hours worked in April 2024.

115. Planning Matters

- i) No new Planning Applications have been received since the meeting held on 19th March 2024.

- ii) Planning Decisions

2023/0140/FUL – Land between Manor House, and 3 Old Lane, Hirst Courtney – GRANTED

Erection of 2 No. dwellings with attached double garages and associated works.

- iii) Planning Consultation

ZG2024/0269/S73 – 12 West Bank, Carlton.

Section 73 application to remove conditions 03 (construction management plan) and 04 (access) of approval 2021/0418/FULM. Erection of an area of glass-housing together with an agricultural shed, as part of a market garden business.

Written observations by 17th April 2024 – Councillors emailed prior to deadline date.

116. Training

- 116.1 No training requests that have been processed since 19th March 2024.

- 116.2 No feedback has been received from any members of the council who have attended training courses since 19th March 2024.

117. Date of Future Parish Council Meetings

Annual Meeting of the Parish: 21st May 2024 at 7pm.

Annual Meeting of the Council: 21st May 2024, following the Annual Meeting of the Parish.

Item 110

Minutes of the Hirst Courtney & West Bank Parish Council meeting, held on 19th March 2024, at 7pm, in the restaurant area of The Sloop Inn, Temple Hirst.

Present: Cllrs Wagstaff, Forbes, Barrett, Harper, McGuigan, Stephenson, and Webster.

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

96. Apologies for Absence

All Councillors were present at the meeting.

97. Declarations of Interest

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

98. Minutes of the Parish Council meeting – 20th February 2024

The Council considered approval of the Minutes of the Parish Council held on 20th February 2024.

Resolved: That the Minutes of the Parish Council meeting held on 20th February 2024 be approved.

99. Chair's Report

The Council received the Chair's verbal report on events attended and items to note since the meeting held on 20th February 2024.

The Chair reported that the Litter Pick, which was carried out on 17th March 2024 was poorly attended with only two residents assisting alongside a number of the Councillors. The event had been publicised through posters, and inclusion on the Community Facebook and WhatsApp mediums.

The clerk requested that the Local Authority collect the refuse during the week commencing 18th March 2024, and the Chair confirmed that this service had already taken place.

Resolved: That the Chair's Report be noted.

100. Clerk's Report

The Council received the clerk's verbal report on matters dealt with since the last Council meeting on 20th February 2024, as follows: -

- A VAT Reclaim has been requested from HMRC for the sum of £331.48 which is expected to be received into the Council's bank account within the next two weeks.
- Relating to the barriers for around the Christmas Tree, the clerk found 'Chapter 8' metal personnel barriers which can be rented, and includes delivery and collection (12x barriers for 4 weeks), for circa £100.00, or these can be purchased (12x barriers), for circa £230.00

A discussion was held by the Cllr's on the existing fencing and economy of replacing like for like, or using alternatives. It was agreed that as there was a good deal of time before a decision needs to be made, the clerk would continue to explore other options and report to the Council when completed.

Cllr's Wagstaff and Stephenson updated all, at this point, relating to the fallen tree which was reported at the February 2024 meeting and has now been removed, and the noticeboard at West Bank, which is set to be re-varnished shortly.

Resolved: That

- i) the clerks report be noted.**
- ii) the clerk continue to explore alternative options for the Christmas Tree barriers; and**
- iii) Cllr Wagstaff and Stephenson's updates be noted.**

101. Questions from the Public

The Council received an update on recent events and issues from the attending PCSO, Annie Newbould. It was confirmed that there had been no issues raised since 1st February 2024. There had been two vehicles reported as possibly abandoned in the Parish area, however on discussion a Cllr noted that the vehicles were known and were belonging to residents. The PCSO thanked the Cllr for this information.

Resolved: That the PCSO's verbal update be noted.

102. Flood Issues 2023-24

The Council received an update from Cllr's Wagstaff and Forbes regarding the meeting concerning flooding in the community, with Member of Parliament, Keir Mather, held on 15th March 2024 at Selby Golf Club.

Cllr Forbes gave a brief summary of the issues which the Parish had experienced earlier in the year. The meeting was attended by Cllr's Wagstaff and Forbes, the Clerk, and Mr Mather and his secretary.

The MP was concerned about the issue and will be contacting both the Environment Agency (EA) and Leeds City Council (LCC), to enquire about the issues raised, and would request an amenable solution to reduce the future risk of flooding in the area. He intends to query the questionable communications between the EA and LCC at the time of the recent flooding. Mr Mather also raised his concerns regarding the riverbank maintenance.

Response from the MP will be forwarded to the clerk who will in turn communicate this to the Parish Council.

Resolved: That the update from Cllr's Wagstaff and Forbes, and the intended actions of Keir Mather (MP) be noted.

103. Finance Matters

103.1 The Council received the accounting reports and bank statements up to 29th February 2024.

Resolved: That the accounting reports up to 29th February 2024 be approved.

103.2 The Council considered the payments 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.)
25/02/2024	M11 Wk47	H Phillips	Clerk's Salary - Feb '24	25/02/2024	£268.04	BACS
09/02/2024	to 9th Feb '24	HSBC	Bank Charges	02/03/2024	£5.00	DD
05/03/2024	IN09852506	Npower	Streetlight Energy - Feb '24	20/03/2024	£249.87	BACS

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

- 103.3 The Council considered authorisation of the clerk's standard hours worked in March 2024.

Resolved: That the clerk's standard hours worked in March 2024 be approved.

104. Planning Matters

No new Planning Applications, Consultations, or Planning Decisions had been received since the meeting held on 20th February 2024.

105. Playpark

The Council discussed actions required after the playpark general inspection was completed at agenda items 99 and 100.

Cllr Harper noted that he would complete cleaning of the playpark equipment over the next few weeks.

Cllr Wagstaff noted that he would address the rotten section of the wooden picnic bench/ table over the next few weeks.

Resolved: That Cllr Harper and Wagstaff intended action be noted and thanked.

106. Training

- 106.1 No training requests that have been processed since 20th February 2024.

- 106.2 No feedback has been received from any members of the council who have attended training courses since 20th February 2024.

107. **Date of Future Parish Council Meeting:** 23rd April 2024.