

# Hirst Courtney & West Bank Parish Council

## Minutes of the Annual Meeting of the Council of Hirst Courtney & West Bank Parish Council to be held on 21st May 2024, in the restaurant area of The Sloop Inn, Temple Hirst.

**Present:** Cllr's Forbes, Barrett, Harper, and Webster.

**In attendance:** H Phillips – Clerk, and one member of the public.

### 1. Election of the Chair

Cllr Wagstaff was elected the Chair of Hirst Courtney & West Bank Parish Council for 2024-25.

This was resolved prior to the meeting due to Cllr Wagstaff notified absence, and retrospectively approved at the meeting.

**Resolved: That the election of Cllr Wagstaff to the office of Chair for 2024-25 be approved.**

### 2. Declaration of Acceptance of Office

Due to the notified absence of Cllr Wagstaff the clerk witnessed the signing of the Declaration of Office, on 26<sup>th</sup> April 2024.

**Resolved: That the Chair's Declaration of Office for 2024-25 be noted and received.**

### 3. Apologies for Absence

The Council received apologies and reasons for absence from Cllr's Wagstaff, McGuigan, and Stephenson.

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

### 4. Declarations of Interest

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

### 5. Election of Vice-Chair

The Council elected Cllr Forbes as the Vice-Chair of Hirst Courtney and West Bank Parish Council for 2024-25.

Cllr Forbes noted that he would potentially stand down from the role for 2025-26, and as such asked that the other members of the Council consider training to allow them to step up to that role in the future.

**Resolved: That the election of Cllr Forbes to the office of Vice-Chair for 2024-25 be approved.**

### 6. Councillors Declaration of Acceptance of Office.

**Resolved: That Cllrs Forbes, Barrett, Harper, and Webster signed the Declaration of Acceptance of Office for 2024-25, in the presence of the clerk.**

**7. Appointment of Representative/s for YLCA Branch Meetings, with voting rights.**

**Resolved: That the Council appointed Cllr Wagstaff, and the clerk as representatives of the Council for YLCA Branch Meetings.**

**8. Minutes of the Annual Meeting of the Council**

The Council received the Minutes of the Annual Meeting of the Council held on 23rd May 2023 (for information only).

**9. Questions from the Public**

The Council invited questions from the attending member of the public, the details of which follow below: -

The member of the public was attending in representation of the HALT group, who are objecting to the proposed solar field project, which is to be put forward for planning permission shortly by the Helios group. The planning application is to be considered by The Secretary of State due to the size of the project. The representative requested to inform the Council of an update to the project, though the group's received data, as follows: -

- The project application has been deferred until June 2024.
- The group have written to The Secretary of State to object to the project. The objections must be individually written, or by a recognised group.
- Once the application is received a person/ group needs to register to enable comment or objection, within 28 days of the application receipt. If you do not register you cannot comment for or against the project.
- North Yorkshire Council have concerns regarding the issues of flooding and the usage of good quality arable land for the project. It is believed that they have or will object to the project.
- There are major concerns regarding the storage units, where risk of fire would result in toxic gases being released into the vicinity of the project.
- Concern is raised about the possibility of direct glare from the solar panel units.

A discussion was held between the Council and the representative and Cllr Forbes proposed that a letter of concern and objection be drafted by the clerk to be issued to The Secretary of State. He noted concern that the planning applicant had not made any effort to communicate directly to the Parish Council whose neighbourhood would be openly affected by the proximity of the project. The Cllr's present at the meeting agreed to this action.

**Resolved: That**

- i) the HALT representative's update be noted, and the Council thank her for attending the meeting; and**
- ii) the clerk draft a letter to The Secretary of State in objection to the project, subject to it being issued by email to the Council for consideration and approval prior to directing the letter to the Member of Parliament.**

**10. Minutes of the Parish Council meeting from 23rd April 2024**

The Council considered the Minutes of the Parish Council meeting held on 23rd April 2024.

**Resolved: That the Minutes of the Parish Council meeting held on 23<sup>rd</sup> April 2024 be approved.**

## 11. Finance Matters

11.1 The Council received the accounting reports and bank statements up to 30<sup>th</sup> April 2024.

**Resolved: That the accounting records and bank statements up to 30<sup>th</sup> April 2024 be approved.**

11.2 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 Paid	Payment Method (Incl. Cheque No.)
09/04/2024	to 9th April 2024	HSBC	Bank Charges	01/05/2024	5.00	DD
07/05/2024	n/a	Andrew Bosmans	Internal Audit - AGAR	07/05/2024	65.00	BACS
25/05/2024	M2 Wk8	H Phillips - Clerk	May 2024 Salary		278.64	BACS
03/05/2024	IN10387250	Npower	Streetlight Energy		241.25	BACS
09/05/2024	to 9th May 2024	HSBC	Bank Charges		5.00	DD

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

11.3 Annual Governance and Accountability Return 2023/24. (AGAR)

- i) The Council received, approved, and the Vice-Chair signed the Certificate of Exemption –AGAR 2023/24 Form 2, in the absence of the Chair.
- ii) The Council received the Annual Internal Audit Report 2023/24.
- iii) The Council received, approved, and the Vice-Chair signed the Annual Governance Statement 2023/24 Section 1, in the absence of the Chair.
- iv) The Council received, approved, and the Vice-Chair signed the Accounting Statements 2023/24 Section 2, in the absence of the Chair.
- v) The Council received the Bank Reconciliation - pro forma 2023/24.
- vi) The Council received the Explanation of Variances – pro forma 2023/24.

**Resolved: That the documents relating to the Annual Governance and Accountability Return 2023-2024 be signed and approved.**

11.4 The Council considered authorisation of payment for the clerk's standard hours worked in May 2024.

**Resolved: That the clerk's standard hours worked in May 2024 be approved for payment.**

## 12. Planning Matters

12.1 No Planning Applications have been received since the meeting on 23rd April 2024.

12.2 To receive Planning Decisions.

- i) 2023/0140\FUL – Leeper Developments Ltd – 3 Old Lane, Hirst Courtney.  
Erection of 2 No. dwellings with attached double garages and associated works on land between Manor House and 3 Old Lane, Hirst Courtney – PERMITTED.

**Resolved: That the Planning Decision received be noted.**

12.3 No Consultation Letters have been received since the meeting on 23rd April 2024.

Signed:

Date Approved:

Minute Ref:

#### 14. Clerk's Report

The Council received a verbal report from the clerk on matters dealt with since the last council meeting on 23rd April 2024. Items noted were as follows: -

- The Council's service provider has been in contact to note that the annual inspection of the playpark will be completed in June 2024.
- An annual invoice has been requested by the clerk from the groundworks contractor and the website hosting service provider, to enable payment.
- On contacting the Council's bank service provider regarding an issue with named authorization it has become apparent the although the mandate was updated in 2023, to delete and add signatories, they failed to inform the clerk that the Primary User of the account should also have been updated. This means that at present the clerk does not have access to the working bank account. A document has been completed by the clerk and one of the noted signatories, which has been confirmed as received. The clerk is to contact the bank by phone to receive an update on the status of the permissions of the account so that it can once again be accessed. An update will be provided to the Council as soon as more information is available.
- The Council's grass verge cutting contractor has commenced with the work to improve visibility around the Parish's road network.

**Resolved: That the clerk's report be noted.**

#### 15. Training

No training requests or therefore feedback has been received since the meeting held on 23rd April 2024.

#### 16. Date of Future Parish Council Meeting: 18<sup>th</sup> June 2024.

The clerk informed the Council that she will be absent for the meeting scheduled for 23<sup>rd</sup> July 2024. The Vice-Chair proposed that the meeting takes place with a Cllr taking notes to pass to the clerk on her return to work, for Minute production.

**Resolved: That the meeting on 23<sup>rd</sup> July 2024 take place subject to the Council's consideration and agreement at the June 2024 meeting.**