

# Hirst Courtney & West Bank Parish Council

**Minutes for the Hirst Courtney & West Bank Parish Council meeting, held on 23<sup>rd</sup> April 2024, at 7pm, in the restaurant area of The Sloop Inn, Temple Hirst.**

**Present:** Cllr's Wagstaff, Forbes, Harper, McGuigan, Stephenson, and Webster.

**In Attendance:** H. Phillips – Clerk

## **108. Apologies for Absence**

The Council received an apology and reason for absence from Cllr Barratt.

**Resolved: That Cllr Barratt's apology received and the reason for absence be approved.**

## **109. Declarations of Interest**

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

## **110. Minutes of the Parish Council meeting 19<sup>th</sup> March 2024**

The Council considered the Minutes of the Parish Council held on 19<sup>th</sup> March 2024.

**Resolved: That the Minutes of the Parish Council meeting held on 19<sup>th</sup> March 2024 be approved.**

## **111. Chair's Report**

The Chair had not attended any events attended or had items to note since the meeting held on 19<sup>th</sup> March 2024.

## **112. Clerk's Report**

The Council received the clerk's verbal report on matters dealt with since the last Council meeting on 19<sup>th</sup> March 2024.

- i) The clerk informed the Council that an update had been received from Carlton Parish Council to indicate that they intend to complete a Neighbourhood Plan; they are bound to notify other Local Authorities and Parish Council's.
- ii) The clerk is waiting for the approved Internal Auditor (for the AGAR 2023-2024) to contact her to arrange the audit. An update will be given as soon as is available.

**Resolved: That the Clerk's verbal report be noted.**

## **113. Questions from the Public and Local Issues**

There were no questions, suggestions, and/ or concerns from the public; non were in attendance.

- i) A Cllr raised a point of regularly witnessing speeding vehicles through Hirst Courtney pre- 9am, and believed the person was employed by a local business. It was requested that the clerk contact the business to raise the issue with them.

**Resolved: That the clerk contact the local business to raise the point of the speeding vehicle driven by their employee be approved.**

- ii) A previously raise request to explore installation of a streetlight adjacent to a property in West Bank was raised, as a Cllr has assessed the feasibility of the installation.

A discussion was held, and a vote taken as to whether this should be pursued due to the high cost of a single light. The Cllr's voted against the installation and asked that the clerk contact the resident to inform them of the decision.

**Resolved: That**

- a) the installation of the single streetlight would not be pursued; and  
b) the clerk contact the resident to inform them of the decision be approved.

#### 114. Finance Matters

- 114.1 The Council received the accounting reports and bank statements up to 31<sup>st</sup> March 2024.

**Resolved: That the accounting reports and statements up to 31<sup>st</sup> March 2024 be approved.**

- 114.2 AGAR 2023/2024 Documentation.

- i) On request from the Clerk consideration of approval of the Certificate of Exemption 2023/24 Form 2, the Annual Governance Statement 2023/24, and the Accounting Statements 2023/24 be deferred until after the Internal Audit has been completed.

**Resolved: That the consideration of the Certificate of Exemption, Accounting, and Governance Statements documents for AGAR 2023/24 be deferred until the Parish Council meeting to be held in May 2024, subject to the Internal Audit having been completed be approved.**

- ii) The Council considered the Provision for the Exercise of Public Rights 2023/24 document.

**Resolved: That the dates for the Provision for the Exercise of Public Rights 2023/24 (3<sup>rd</sup> June to 12<sup>th</sup> July 2024) be approved for publication.**

- 114.3 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.)
09/02/2024	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

Signed:

Date Approved:

Minute Ref:

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

114.3 The Council considered authorisation of the clerk's standard hours worked in April 2024.

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

## **115. Planning Matters**

i) No new Planning Applications have been received since the meeting held on 19<sup>th</sup> 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.

**Resolved: That no comment be required.**

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 17<sup>th</sup> April 2024 – Councillors emailed prior to deadline date.

**Resolved: That no comment be required.**

## **116. Training**

116.1 No training requests that have been processed since 19<sup>th</sup> March 2024.

116.2 No feedback was received from members of the Council as no training courses have been completed since 19<sup>th</sup> March 2024.

## **117. Date of Future Parish Council Meetings**

**Annual Meeting of the Parish:** 21<sup>st</sup> May 2024 at 7pm.

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

Cllr's Wagstaff and Mcguigan gave their apologies and reasons for absence for the meeting scheduled for 21<sup>st</sup> May 2024. The clerk agreed to liaise with the two Cllr's to have their Declarations of Acceptance to office signed and witnessed prior to the scheduled meeting.

Meeting Closed at 7:45 pm.