

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 22nd October 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

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

To consider the Minutes of the Parish Council held on 17th September 2024. (p.3-5)

55. Chair's Report

To receive the verbal report from the Chair on events attended and matters to note since the meeting held on 17th September 2024.

56. Clerk's Report

To receive the clerk's verbal report on matters dealt with since 17th September 2024.

57. To consider any Questions/ Concerns/ Suggestions from the Public

58. Finance Matters

58.1 To receive the accounting reports and bank statements up to 30th September 2024.

58.2 To consider the payments outstanding and those 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.)
15/09/2024	UK-26805144	Clr C. Stephenson	Repayment for the Annual website costs	01/10/2024	£28.80	BACS
25/09/2024	M6 Wk25	H Phillips	Clerks September 2024 Salary	25/09/2024	£278.64	BACS
18/09/2024	149579	InterMedical UK	Defibrillator Consumables	19/09/2024	£136.80	Card
25/09/2024	6217	StreetScape Ltd	Quarterly Inspection Charge	01/10/2024	£120.00	BACS
03-/10/24	IN11630049	Npower	Streetlight Energy	15/10/2024	£231.63	BACS

58.3 To consider the received quarterly playpark inspection, and the recommendations, and associated on-costs for remedial works.

- 58.4 To consider the provision and costs of the Parish Christmas tree for this year.
- 58.5 To consider authorisation of payment for the clerk's standard hours worked in September 2024.

59. Planning Matters

- 59.1 To consider any Planning Applications received since 17th September 2024.
- 59.2 To receive any notified Planning Decisions.
- 59.3 To consider any Planning Consultations received since 17th September 2024.
- 59.4 To consider the Local Government Boundary Commission consultation.

60. Policy Review

- 60.1 To review the Council's Financial Risk Assessment document.
- 60.2 To review the Council's Scheme of Delegation.
- 60.3 To review the Co-option to Vacancies Policy.

61. Training

No training requests or training feedback has been received since 17th September 2024.

- 51. Date of Future Parish Council Meeting:** 19th November 2024.

Item 54

Minutes of the Hirst Courtney & West Bank Parish Council meeting, held on 17th September 2024, at 7pm, in the restaurant area of The Sloop Inn, Temple Hirst.

Present: Cllr's Wagstaff, Barrett, McGuigan, Stephenson, and Webster.

Attending: H. Phillips- clerk.

41. Apologies for Absence

The Council received apologies and considered reasons for absence from Cllr's Forbes and Harper.

Resolved: That Cllr's Forbes and Harper's apologies and reasons for absence be received and approved.

42. Declarations of Interest

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

43. Minutes of the Parish Council

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

Resolved: That the Minutes from the Parish Council meeting held on 23rd July 2024 be approved.

44. Chair's Report

The Council received a verbal report from the Chair on events attended and matters to note since the meeting held on 23rd July 2024 as follows: -

- The Chair reported that he had a newly set up email address, and updated the Cllr's with the detail.
- It was requested, and agreed that Cllr's Barrett and Stephenson take up the rota for checking the defibrillators.
- It was requested, and agreed that Cllr Barrett take on the role of Financial overseer for the remainder of the financial year.

Resolved: That

- i) the Chair's verbal report be noted.**
- ii) Cllr's Barrett and Stephenson control the rota and defibrillator inspections; and**
- iii) Cllr Barrett is financial overseer for the remainder of the 2024-2025 financial year.**

45. Clerk's Report

The Council received the verbal clerk's report on matters dealt with since 23rd July 2024, as follows: -

- The clerk asked for confirmation of the event/s and provisions for the Remembrance Sunday service.
The Chair confirmed that the event would take place on the nearest Sunday to 11th November 2024, which would be notified to the Parish, and that the wreaths would be collected from Cllr Forbes prior to the event.
- The clerk noted that the payroll service provider had instigated an on-line system of payslip and information retrieval, which had been issued to the clerk.

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

46. Questions from the Public

The clerk received an email from a member of the public relating to a new resident who has concerns regarding a streetlight which shines directly into a bedroom in their property. The resident has asked that the Council consider having a 'baffler' placed on the lamp to shield the light from directing into their property.

A discussion was held, and it was agreed that the clerk should seek a cost for the provision and installation of the baffler from the preferred service provider, and should it be reasonable and acceptable the work should be completed and the resident invoiced for the work. The clerk is to contact the resident to explain the resolution and seek his approval for the process.

Resolved: That the clerk gather a cost from the preferred service provider for the provision and installation of the light baffler, and contact the resident to have agreement of the process, including invoicing the resident for the work.

47. Finance Matters

- 47.1 The Council received the accounting reports and bank statements up to 31st August 2024.

Cllr Stephenson asked about the budget relating to the annual website costs. The clerk noted that there was £80.00 provision set into the years budget for that provision.

Resolved: That the accounting records up to 31st August 2024 be approved.

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

Cllr Barrett questioned the excessive amount paid for the Council's annual insurance premium; this was corrected by the clerk and the figure noted below is that corrected figure.

Invoice Date	Customer Inv. No.	Payee	Payment Detail	Date Paid	Amount Paid	Payment Method (Incl. Cheque No.)
25/07/2024	M4 Wk16	H Phillips	Clerks July 2024 Salary	25/07/2024	£278.64	BACS
25/08/2024	M5 Wk 21	H Phillips	clerks August 2024 Salary	23/07/2024	£278.64	BACS
12/07/2024	14038	Autela Payroll Services Ltd	Payroll	14/08/2024	£75.05	BACS
20/07/2024	INV-2830	TA Leek & Sons	Grass Verge Cutting	01/08/2024	£78.00	BACS
03/08/2024	IN11201070	Npower	Streetlight Energy	24/08/2024	£223.85	BACS
27/08/2024	536592168	Arthur J. Gallagher Insurance Brokers Ltd	Parish Council Insurance Premium	27/08/2024	£1,222.83	BACS
15/08/2024	01-0277-9	SAIDB	Drainage Rates	03/09/2024	£7.07	BACS
04/09/2024	IN11412227	Npower	Streetlight Energy	25/09/2024	£225.35	BACS
09/06/2024	to 9th June 2024	HSBC	Bank Charges	01/07/2024	£5.00	DD
09/07/2024	to 9th July 2024	HSBC	Bank Charges	31/07/2024	£5.00	DD
09/08/2024	to 9th August 2024	HSBC	Bank Charges	31/08/2024	£5.00	DD
09/09/2024	to 9th Sept 2024	HSBC	Bank Charges		£5.00	DD

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

- 47.3 The Council considered the purchase of new defibrillator pads, as the present ones BBE would expire by the end of the year.

The clerk had compared the price and noted that two pad packs would cost approximately £140.00

Resolved: That the Council cover this essential cost and that the clerk order the goods.

- 47.4 The Council considered the rental and tenancy of Constable Acre for 2024-2025.

The Chair informed the Cllr's that he had been in contact with the present tenant who indicated that he wished to continue the tenancy for 2024-2025. The Council agreed that there should be no rate increase for the annual rental.

Resolved: That the clerk to invoice the tenant with the agreed rate for the rental for 2024-2025.

- 47.5 The Council considered authorisation of payment for the clerk's standard hours worked in July & August 2024.

Resolved: That payment of the clerks standard hours worked for July and August 2024 be approved.

48. Planning Matters

- 48.1 There were no additional Planning Applications received since 23rd July 2024.

- 48.2 There were no notified Planning Decisions received since 23rd July 2024.

- 48.3 The Council considered the Planning Consultation received from 23rd July 2024.

- i) Re-consultation - ZG2023/1203/FUL – Royal Oak Inn, Main Road, Hirst Courtney.

Erection of seven dwelling houses, access road, and associated hardstanding, landscaping, and infrastructure. Deadline for comment 28th August 2024

(Cllr's were emailed prior to the deadline date with the information).

Resolved: That no comment be required.

- 48.4 The Council considered further updates or actions required regarding the proposed Helios Solar Farm Project.

A discussion was held, and it was agreed that Cllr Barrett should raise a comment of objection on behalf of the Parish Council on the Planning proposal, before the deadline of 30th September 2024.

Resolved: That Cllr Barrett comment in objection to the project on behalf of the Parish Council, by the 30th September 2024 deadline.

49. Policy Review

- 49.1 The Council reviewed the Council's Standing Orders.

- 49.2 The Council reviewed the Council's Financial Regulations.

- 49.3 The Council reviewed the Councillor Code of Conduct.

Resolved: That the documents under review noted at points 49.1- 49.3 be approved for adoption.

50. Training

- 50.1 No training requests have been received since 23rd July 2024.

- 50.2 No feedback from the councillors or clerk has been received as no training has been completed since 23rd July 2024.

- 51. Date of Future Parish Council Meeting: 22nd October 2024.**