

# Hirst Courtney & West Bank Parish Council

## Minutes of the Hirst Courtney & West Bank Parish Council meeting, held on 22nd October 2024, at 7pm, in the restaurant area of The Sloop Inn, Temple Hirst.

**Present:** Cllrs Wagstaff, Barrett, and Stephenson.

**Attending:** H. Phillips – Clerk.

### **52. Apologies for Absence**

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

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

### **53. Declarations of Interest**

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

### **54. Minutes of the Parish Council**

The Council considered the Minutes of the Parish Council held on 17<sup>th</sup> September 2024.

**Resolved: That the Minutes of the meeting held on 17<sup>th</sup> September 2024 be approved.**

### **55. Chair's Report**

The Council received the verbal report from the Chair on events attended and matters to note since the meeting held on 17<sup>th</sup> September 2024, as follows: -

- An update was given to the Cllrs present at the meeting on the current health situation of the past Cllr, Mr Ian Forbes'.
- The Notice of Councillor vacancy received from NYC Democratic Services has been placed in the Parish noticeboards. The deadline is 4<sup>th</sup> November 2024, after which if no applications has been received the Parish Council can move to the Co-option process.  
A Cllr queried the costs to the Council should an election be required; the clerk will confirm this asap by email.
- A past clerk is still receiving correspondence from the Environment Agency (EA); the clerk was asked to contact the EA and update the contact details.
- The Chair met with the tenant of the Council owned Constable Acre to have the annual contract signed. This was completed and the tenant has transferred funds to the Council's current account.
- The Chair noted that with Mr Forbes' resignation the position of Vice-Chair is vacant and would prefer for a present Cllr to come forward to take on the role for the remainder of the Council year.

**Resolved: That**

- i) the clerk confirm the potential election costs for the position of Cllr with Democratic Services, should the situation arise.**
- ii) the clerk e-mail the EA to update the present contact details of the clerk/ Parish Council.**

- iii) **that an existing Cllr come forward to step up to the role of Vice-Chair for the remainder of the Council year, notifying the Council at the meeting scheduled for November 2024; and**
- iv) **the Chairs verbal report be noted.**

**56. Clerk's Report**

The Council received the clerk's verbal report on matters dealt with since 17<sup>th</sup> September 2024 as follows: -

- The clerk noted that she had received correspondence from NYC regarding the option of Parish residents to gain access to sandbag provision should the need arise.  
The Chair updated that the recent high tides had not caused issue with flooding in the vicinity but acknowledge the NYC offer.  
A Cllr asked who the NYC Cllr for Hirst Courtney was; the clerk believed it to be Cllr Mike Jordan, but would confirm this after contacting NYC.

**Resolved: That the clerk's verbal update be noted.**

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

Whilst no members of the community were in attendance at the meeting, a Cllr had received a number of observations/ concerns from residents, as follows: -

- In the vicinity of Main Street and Back Lane, Hirst Courtney, it was reported that dog mess was evident and unacceptable that dog owners/ walkers did not scoop and remove their animals' waste.
- The Cllr reported that adjacent to the post box in Hirst Courtney a residents hedge was overgrown over the pavement making it difficult to remain on the path when walking along the street.

**Resolved: That**

- i) **the clerk is to produce laminated posters to have attached to the lamp posts in the area requesting dog owners to remove their animals waste.**
- ii) **Cllr Stephenson to inform the clerk more detail of the property in question with the overgrown hedges so that a notification of action required can be issued; and**
- iii) **The Cllr be thanked for raising the noted issues.**

**58. Finance Matters**

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

A Cllr questioned the overall percentage spend on the revenue expenditure section of the accounting spreadsheets. The clerk is to assess the figured and update the Council as soon as is possible.

**Resolved: That accounting records up to 30<sup>th</sup> September 2024 be approved, subject to the update provided to the Council by the clerk relating to the overall Revenue Expenditure percentages.**

58.2 The Council considered the payments 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	Cllr 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

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

- 58.3 The Council considered the received quarterly playpark inspection, and the recommendations, and associated on-costs for remedial works.

A discussion was held and it was agreed that the following resolution be approved:

**Resolved: That**

- i) **a contingency of the Council members dismantle and remove the damaged picnic bench by January 2025; and**
- ii) **Cllr Harper be prompted to complete the action offered to clean down the weathered play equipment, by January 2025 be approved.**

- 58.4 The Council considered the provision and costs of the Parish Christmas tree for this year.

A discussion was held and it was agreed that new Christmas tree lights were required for the December – January 2024-25 festival period. A Cllr is to source the new lights, inform the Council of cost and if appropriate and acceptable purchase them, receiving recompense after the purchase is made.

The clerk asked about the present barriers that surround the tree; it was agreed that they are still fit for purposes therefore no action is required on this matter.

**Resolved: That**

- i) **Cllr Stephenson source new Christmas tree lights and inform the Council /clerk of the cost, and receive recompense for that should the lights be personally purchased; and**
- ii) **no action be required regarding improving/ updating the Christmas tree barriers.**

- 58.5 The Council considered authorisation of payment for the clerk's standard hours worked in September 2024.

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

## **59. Planning Matters**

- 59.1 There were no Planning Applications to consider.

- 59.2 There were no notified Planning Decisions.

- 59.3 There were no Planning Consultations to consider.

- 59.4 The Council considered the Local Government Boundary Commission consultation.

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

**60. Policy Review**

60.1 The Council reviewed the Council's Financial Risk Assessment document.

A point was raised by a Cllr regarding the cover and liability relating to the defibrillators under the Council's assessment and jurisdiction, which was not noted in the Financial Risk Assessment. It was felt that this should be explored to ensure that the risk of failure is managed.

**Resolved: That**

- i) the Council's Financial Risk Assessment be approved; and**
- ii) the clerk to explore the cover and liability relating to the Council's defibrillators, update the Council as soon as is possible, and should additional clauses be required to the Financial Risk Assessment present the document to the Council for further review be approved.**

60.2 The Council reviewed the Council's Scheme of Delegation.

60.3 The Council reviewed the Co-option to Vacancies Policy.

**Resolved: That the documents relating to agenda points 60.2 and 60.3 be approved.**

**61. Training**

No training requests or training feedback has been received since 17<sup>th</sup> September 2024.

**51. Date of Future Parish Council Meeting: 19<sup>th</sup> November 2024.**