

# 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 7<sup>th</sup> January 2025, 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

#### **73. Apologies for Absence**

To receive apologies and consider reasons for absence.

#### **74. Declarations of Interest**

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

#### **75. Councillor Vacancy**

- i) To consider any applications received via the co-option process for the present Councillor vacancy.
- ii) To consider the Councillor vacancy role should no applications be received since the meeting held on 19<sup>th</sup> November 2024.

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

To consider the Minutes of the Parish Council held on 19<sup>th</sup> November 2024. (p.3-7)

#### **77. Chair's Report**

To receive the verbal report from the Chair on events attended and matters to note since the meeting held on 19<sup>th</sup> November 2024.

#### **78. Clerk's Report**

To receive the clerk's verbal report on matters dealt with since 19<sup>th</sup> November 2024.

#### **79. Parish Matters**

- 79.1 To consider any Questions/ Concerns/ Suggestions from the Public.
- 79.2 To consider the provision of the cutting of the Parish verges for 2025-2026.
- 79.3 To consider any outstanding tasks required to be completed in the playpark, in relation to the quarterly inspection report received in December 2024.

#### **80. Finance Matters**

- 80.1 To receive the accounting reports up to 31<sup>st</sup> December 2024.
- 80.2 To note the payments outstanding and those 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.)
19/11/2024	I281670	Wel Medical Ltd	Defib Pads	19/11/2024	£143.88	Card
25/11/2024	14858	Autela Payroll Services Ltd	Payroll	25/11/2024	£90.66	BACS
11/12/2024	I282227	Wel Medical Ltd	Defib Battery	11/12/2024	£267.60	Card
25/12/2024	M9 Wk38	H Phillips	Clerk's December 2024 Salary	18/12/2024	£368.88	BACS
17/12/2024	Q3 - P32	HMRC	P32	18/12/2024	£10.20	BACS
04/12/2024	IN12055802	Npower	Streetlight Energy	24/12/2024	£256.30	BACS
20/12/2024	6299	Streetscape Ltd	Quarterly Playpark Inspection	30/12/2024	£120.00	BACS

80.3 To note payment for the clerk's standard hours worked in November and December 2024.

## 81. Planning Matters

81.1 To consider any Planning Applications received since 22<sup>nd</sup> October 2024.

81.2 To note Planning Decisions received.

81.3 To consider any Planning Consultations received since 22<sup>nd</sup> October 2024.

81.4 To receive a verbal update from Cllr Barrett on the Enso Green Holdings D Ltd/ Helios meeting scheduled for 3<sup>rd</sup> December 2024 at 2pm at the Parsonage Hotel, Escrick.

## 82. Training

No training requests have been received since 19<sup>th</sup> November 2024.

83. **Date of Future Parish Council Meeting:** 18<sup>th</sup> February 2025.

Item 76.

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

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

**Attending:** H Phillips – Clerk.

**63. Apologies for Absence**

The Council received apologies and reason for absence from Cllr Harper.

**Resolved: That Cllr Harper's apology and reasons for absence be approved.**

**64. Declarations of Interest**

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

**65. Minutes of the Parish Council**

The Council considered the Minutes of the Parish Council held on 22<sup>nd</sup> October 2024.

**Resolved: That the Minutes of the meeting held on 22<sup>nd</sup> October 2024 be approved.**

**66. Chair's Report**

The Council received the verbal report from the Chair on events attended and matters to note since the meeting held on 22<sup>nd</sup> October 2024, as follows: -

- The Chair noted dates and actions relating to the Christmas Tree dressing, and the actions required for items of concern in the playpark. This is noted at agenda point 68.3 and 68.4
- New Christmas tree lights have been purchased by Cllr Stephenson, refunded by the clerk.
- After last month's meeting, where it was noted that Mr Ian Forbes had resigned his position on the Parish Council, the Chair issued a request for any existing Cllr's who expressed an interest in taking on the role of Vice-Chair for the remainder of this financial year contact him as such.  
Cllr Stephenson agreed to take on the role, which was agreed by all Cllr's at this meeting.

**Resolved: That**

- i) the Chair's verbal report be noted.**
- ii) new Christmas Tree lights have been purchased and ready for the tree dressing; and**
- iii) Cllr Stephenson be appointed as Vice-Chair for the remainder of the 2024-2025 period.**

**67. Clerk's Report**

The Council received the clerk's verbal report on matters dealt with since 22<sup>nd</sup> October 2024, as follows: -

- It was reported that the replacement defibrillator pads were incorrect for the type of defibrillator, therefore the clerk re-ordered the correct set. The service provider would not exchange or refund due to the 14 day waiting period being

exceeded, therefore the clerk would attempt to offer the pads to other users who may have that type of defibrillator, to recoup the lost revenue.

A discussion was held, and it was agreed that liability to the Parish Council from litigation was covered should a monthly Cllr defibrillator check be missed, as Cllr Barrett checks and reports to 'The Circuit' on a monthly basis, as is required, on the useability of the defibrillator. Any issues will be report to The Circuit and to the Council, as is appropriate.

- As the clerk had a new phone and telephone number the Council's bank contact details had been updated; this was a lengthy process, but it now completed.
- The clerk asked the Council if there were any grit bins in the Parish. The Council noted that there are none, now the school is no longer in use.
- The groundworks contractor for the playpark and village signs has notified the Council his intention to increase the charge rates a little for the next financial year. The clerk noted that the increase was covered by the percentage increase to the draft budget for 2025-2026.
- The North Yorkshire Councillor had notified the clerk of a disturbing burglary which had occurred in the Parish. The resident was very upset by this event and intends to move in the near future. This event was part of an on-going investigation by the Police.
- MP Keir Mather is holding a Seasonal Clinic at Selby Town Hall, at 10am, on 22<sup>nd</sup> November 2024. Posters have be issued; all welcome to attend.

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

## **68. Parish Matters**

- 68.1 There were no Questions/ Concerns/ Suggestions from members of the Public, however a Cllr asked for an update on the member of public's request for a lighting baffler on a streetlight column which is situated outside his property.

The clerk had notified the resident of the resolution of the Council and no further communication had been received.

It was felt that the baffler was inappropriate, on further consideration, as it would suppress the light emitted to other residents.

**Resolved: That the clerk's update on the lighting baffler be noted.**

- 68.2 The clerk updated the Council that there had not been any applicants for the vacant position of Cllr through North Yorkshire Council's Democratic Services, therefore the Council was able to post the vacancy via the co-option process for the present vacancy.

A discussion was held, and a suggestion was made for a possible candidate, who would be approached by a Cllr to discuss the topic.

A poster will be published for the vacancy in the Parish noticeboards; deadline for applicants is 6<sup>th</sup> January 2025.

**Resolved: That**

- i) the clerk's update be noted.**

- ii) the allotted Cllr to contact the suggested applicant for the Cllr vacancy; and
- iii) the posters provided by the clerk be published in the Parish noticeboards.

68.3 The Council considered the plan and date for dressing the Christmas Tree.

A discussion was held, and it was agreed that 8<sup>th</sup> December 2024 at 10am was the most appropriate day to prepare and dress the community Christmas Tree.

**Resolved: That the available Cllr's will meet at 10am on 8<sup>th</sup> December 2024 in the playpark to dress the Christmas Tree.**

68.4 The Council considered the outstanding task required to mend the picnic bench situated in the playpark.

A discussion was held, and it was agreed that the action would be completed when dressing the Tree, on 8<sup>th</sup> December 2024. The Chair will order the provisions to enable the picnic bench to be repaired and made safe, and the Cllr's would complete the work.

A Cllr agreed to weatherproof the new wood on the picnic bench if required.

It was noted that some of the fencing that surrounds the Christmas Tree needs repairing/ replacing; this will be assessed and measurements taken prior to 8<sup>th</sup> December 2024. The clerk offered to provide wooden post and rail fencing from stock at her home.

**Resolved: That**

- i) the picnic bench in the playpark be repaired by the Chair and Cllr's prior to the start of the Christmas period; and
- ii) measurements be taken and the clerk informed of the requirements to enable repair/ replacement of the fencing surrounding the Christmas Tree area prior to the Christmas period.

## 69. Finance Matters

69.1 The Council received the accounting reports up to 31<sup>st</sup> October 2024.

**Resolved: That the accounting records up to 31<sup>st</sup> October 2024 be approved.**

69.2 The Council considered the payments outstanding and those 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.)
25/10/2024	4946946	Viking Direct Ltd	Printer Ink + Office Supplies	25/10/2024	£122.46	Card
26/10/2024	160011888	Cllr Stephenson	Refund for payment for Xmas Lights - Amazon	11/11/2024	£69.98	BACS
05/11/2024	IN11861695	Npower	Streetlight Energy	26/11/2024	£240.84	BACS

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

69.3 The Council considered the draft budget for 2025-2026 for approval.

**Resolved: That the budget for 2025-2026 be approved.**

69.4 The Council considered the Precept demand for 2025-2026 for approval.

It was agreed that the precept demand for 2025-2026 be £10,000.00, noting that the effect on the Council Rates bill to Parishioners would show a 1.5% decrease, equating to £1.30 less being paid by a household in 2025-2026 (based on Band D listing).

The demand is to be issued by the clerk to North Yorkshire Council Finance Dept. before 31<sup>st</sup> December 2024.

**Resolved: That**

- i) **the Council's Precept demand for 2025-2026 be approved as £10,000.00; and**
- ii) **the clerk inform North Yorkshire Council of the demand before 31<sup>st</sup> December 2024.**

69.5 Employee Salary

- i) The Council considered authorisation of payment for the clerk's standard hours worked in October 2024.

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

- ii) The Council received an update from the clerk regarding the NALC instructed employees salary increase rates, for the future, and including back pay from between April and October 2024.

The hourly rate agreed by NALC for salary point 19 increases from £15.48 to £16.10 per hour. This was covered in the draft budget for 2025-2026. NALC also indicated that back pay should be given from April up to and including (in this case) November 2024.

**Resolved: That**

- a) **the NALC indicated hourly rate increase and back pay be approved; and**
- b) **the payroll service provider be notified of the change to hourly rate and indicated back pay for the clerk forthwith.**
- iii) The Council received an update from the clerk on the Payroll service provider relating to point 69.5 ii).  
The clerk noted that the increase and back pay had not been applied for the salary due in November 2024. The payroll supplier had replied to the clerk's query noting that a 'change of detail form' should have been completed and forwarded to enable these amendments to be actioned. The clerk was uninformed of this process, and completed the appropriate document, presenting it to the Chair for authorisation, which was counter-signed.

**Resolved: That the clerk forward the signed document to the payroll service provider forthwith.**

**70. Planning Matters**

70.1 No Planning Applications were received to consider since 22<sup>nd</sup> October 2024.

70.2 No notified Planning Decisions were received since 22<sup>nd</sup> October 2024.

70.3 The Council considered Planning Consultations received since 22<sup>nd</sup> October 2024.

- i) Ref: EN0110012 – Light Valley Solar Ltd – for an order granting Development Consent for Light Valley Solar – Consultation notified by The Planning Inspectorate. Deadline for comment 9<sup>th</sup> December 2024.

A discussion was held, and although the application/ consultation does not directly affect the Parish, it was agreed that a Cllr representative of the Council communicate with the neighbouring Parish Meeting contact to show support in opposition of the application.

It was felt that it was appropriate for the Cllr representative to contact the applicant/ inspectorate to note the objection and explore the necessary actions to do so.

**Resolved: That**

- i) a Cllr representative to communicate with the neighbouring Parish in opposition be approved; and
- ii) a Cllr representative contact the applicant/ inspectorate to show objection and explore the required actions to do so be approved.

- 70.4 The Council considered the Enso Green Holdings D Ltd/ Helios meeting scheduled for 3<sup>rd</sup> December 2024 at 2pm at the Parsonage Hotel, Escrick.

**Resolved: That a Cllr representative attend the noted meeting, either in person or my web-link, be approved.**

**71. Training**

No training requests have been received since 22<sup>nd</sup> October 2024.

**72. Date of Future Parish Council Meeting**

Tuesday 7<sup>th</sup> January 2025. (due to clerk scheduled absence)