

Little Smeaton Parish Council

Old Fox Cottage,
Main Street,
Little Smeaton,
WF83LF

7th July 2021

Dear Councillor,

You are summoned to attend the Little Smeaton Parish Council meeting on 15th July 2021 to be held at Kirk Smeaton Community Hall starting at 7.00pm

AGENDA

Little Smeaton Parish Council meeting 15th July 2021

1. Apologies

To receive apologies and approve reasons for absence.

2. Declarations of interest.

2.1. To receive any declarations of interest not already declared under the council's code of conduct or members Register of Disclosable Pecuniary Interests.

2.2. To receive, consider and decide upon any applications for dispensation.

3. Minutes from previous meeting

To confirm the minutes of the meeting held on 4th May 2021, and to sign as a true and correct record.

4. Public Forum. Questions and concerns raised by the public.

5. Financial Matters

5.1. To hear confirmation from Councillor Hancock that the bank reconciliations as at 1st July 2021, has been checked and signed as true and correct.

5.2. To hear from Councillor Hancock with regards to the current Internal Control audit.

5.3. The current finance sheet as at 1st July 2021, to be signed as a true and correct record.

5.4. To receive the budget and anticipated income and expenditure reports as at 1st July 2021

5.5. To receive the VAT spreadsheet as at 1st July 2021

5.6. To sign the Contracts List Payments as a record of payments made to date.

5.7. To ratify payment for plants of £64.50. Budget, spend and pay of £60.00 agreed at meeting held on the 4th May 2021. Actual cost 4.50% in excess of agreed budget.

5.8. To approve spend of £100.00 deposit on bench for Cross Hills made between meetings following donation from a resident to facilitate fixing in appropriate weather.

5.9 To approve the allocation of:

- £400 from the excess carry forward to grass cutting budget A to cover the extra cost of the contract. (Carry forward £6394.63, expected to be £5,000.00. £600.00 transferred following May 4th meeting, leaving £794.63 excess.)
- £1515.00 from non-recurring payments to ground maintenance (ref:D) being the donation from a resident for the bench on Cross Hills
- £180.00 from non-recurring payments to hanging baskets (ref:B) being the donation from two residents for extra hanging baskets

To approve future budget, spend and pay for:

- £958.80 to First Impressions (hanging baskets). Budget ref: B. £700.00 in budget, plus £180 from residents, short fall in budget of £78.80 or 11.2%
- £1415.00 to Classic Memorial Benches. Budget ref D (See item 5.9)
- £25.00 to The Smeaton's Community Room. Budget ref:P £31.22 remaining in budget currently. This budget will overspend and will require other monies to be transferred at the meeting in September.
- £33.78 to JRB Enterprise Ltd for dog poop bags. Budget ref:K £104.40 remaining in budget.

6. Review of policies as agreed

- Code of Conduct – to consider and resolve to accept the updated Code of Conduct
- Register of gifts – to consider how best to record gifts and hospitality received by individual Councillors or the Parish Council

7. Hillside Cottage

To consider quotes obtained by the Agents for work identified as the priority at the meeting on the 4th May 2021.

8. Playground Repairs

To consider quotes received for the playground and decide on next steps.

9. Grounds Maintenance Project

To consider quotes received for Ground Maintenance and decide on next steps

10. Review of Grass Cutting Contract for 2021/2 and 2022/3

- To review delivery of the current grass cutting contract
- To hear from Councillor Atkinson with regards to extending the wildflower planting for 2022/3

11. Cross Hills Project

To hear from the Clerk a verbal update on the Cross Hills project

12. Quarry application update

Verbal update from the Chairman

13. Christmas decorations

To consider ideas for Christmas decorations 2021

14. Sustainable Heating/Green project

To consider the joint discussion with KSPC and agree next steps

15. Report from Events Team meeting

To hear about the planned event on the 5th September 2021 and others

16. Queen's Platinum Jubilee

To receive information about national plans to celebrate the Queen's platinum jubilee and agree next steps.

17. Appraisal Process for the Clerk

To consider and approve the proposed appraisal process for the Clerk

18. To receive any planning applications, and note any comments sent.

Honeysuckle Cottage – objections to sighting of entrance and exit to road sent.

19. Correspondence Received

19.1 Email from resident re drainage on New Road

19.2 Email from Matthew Brown, Selby District Council

19.3 Charity appeal from Chairman of SDC

19.4 Living Went Project request to collect samples on a monthly basis from the river near Hodge Bridge

19.5 YLCA Joint Annual Meeting 17th July 2.00pm (Zoom) 2 representatives entitled to attend

20. Matters for inclusion on the next agenda

21. Date of next meetings:

15th September 2021, 17th November 2021, 19th January 2022, 16th March 2022