

# Little Smeaton Parish Council

## AGENDA

### Little Smeaton Parish Council meeting 13th July 2022 at 7.00pm in The Community Room, Kirk Smeaton.

1. **Apologies** To receive apologies and approve reasons for absence.
2. **Declarations of interest.**
3. **Minutes from previous meeting**
  - 3.1 To confirm the minutes of the meetings held on 18<sup>th</sup> May 2022, and to sign as a true and correct record.
  - 3.2 To review 'Actions agreed' at previous meeting and highlight any ongoing/outstanding.
4. **Councillor Vacancy.** Following the election on May 5<sup>th</sup> four councillors were elected and a vacancy was declared and advertised.
  - 4.1. To co-opt a new Councillor.
  - 4.2. New Councillor to sign declaration of office.
5. **Public Forum.** Questions and concerns raised by any member of the public attending the meeting.
6. **Financial Matters**
  - 6.1. To hear confirmation from Councillor Hancock that the bank reconciliations as at 1<sup>st</sup> July 2022, has been checked and signed as true and correct.
  - 6.2. To hear from Councillor Hancock with regards to the current Internal Control audit.
  - 6.3. The current finance sheet as at 1<sup>st</sup> July 2022, to be signed as a true and correct record.
  - 6.4. To receive the budget report as at 1<sup>st</sup> July 2022
  - 6.5. To receive the VAT spreadsheet as at 1<sup>st</sup> July 2022
  - 6.6. To sign the Contracts List Payments as a record of payments made to date.
  - 6.7. To note payment made since last meeting.
  - 6.8 to note variations in spend.
    - Hire of Community Room for 28/4/22 and 18/5/22 - budget, spend and payment was agreed for £35 in the meeting on 18/5/22. Actual cost and payment was £30.
    - Hanging baskets from First Impressions - budget, spend and payment was agreed for £963 in the meeting on 18/5/22.
    - Extra grass cutting on Cross Hills for lighting of Jubilee Beacon. £120.  
Budget and Spend of £100 was approved at meeting on the 18<sup>th</sup> May 2022 (Budget line D Ground Maintenance) however original quote was to cut 60% of the area and in the event the whole area had to be cut due to the high number of persons expected.
  - 6.9 To ratify budget, spend and payment:
    - Additional £20 grass cutting – above point.
    - £45.83 Amazon for new magnets for telephone box (£20.97),
    - 2 x fire blankets for beacon ceremony (£17.98)
    - heat gloves for beacon ceremony (£6.88).

Note. Budget spend of £15 for firelighters was agreed at April 28<sup>th</sup> meeting, but in the event these were donated.

6.10. To approve budget and spend for:

- The swing key link plates (8 of) at £81.90 which includes shipping but not VAT.
- Grounds Maintenance, removal of old seat if agreed [see agenda item 9.1]
- Hillside Cottage, various projects if agreed [see agenda item 21.2]

## **7. Review of policies**

7.1 Publication Scheme to be reviewed. Cllr Atkinson.

- Also to confirm councils criteria for placing links on our website,
- In particular to consider a specific request from Trainline.

7.2. Generic and Financial Risk Assessment [minute 9.3 last meeting] to consider deferment of review/amend to September meeting due to time constraints.

7.3 Asset Register was deferred for changes at last meeting [minute 9.4] but due to time constraints, register is yet to be amended. Councillors are asked to give feedback on proposed changes, but defer approval until September meeting.

## **8. Playground Repairs**

8.1 to note cost of metal plates - order placed by Cllr Atkinson.

The swing key link plates (8 of) at £81.90 which includes shipping but not VAT.

8.2 To consider any other urgent repairs required.

## **9. Grounds Maintenance**

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

9.2 To note the offer of a replacement tree from John Cooksey. [already planted]

9.3 To note that trees at Crosshills are struggling to survive, and agree a maintenance/watering plan going forward.

9.4 Hanging Baskets. Councillors to note that First Impressions erected the Stubbs Road hanging basket on a different lamppost to plan [no: 2 i/o no: 1] but appear to have failed to water it so plants have died. This reported 4.07.22 and await replacement [due 7.7.22]

## **10. Quarry. Verbal report.**

## **11. Local Crime/Community Safety**

11.1. To consider report on meeting with Police, Fire and Crime Commissioner in May.

11.2 To consider damage caused to parish council property and agree a policy of reporting to the police. To date...

2020 & 2021. Repeated damage to hand sanitiser at playground.

2021. Seat on Quarry Lane almost completely demolished.

2021 December. 3 sets of Christmas Tree lights cut.

2022 March. Seat overlooking playground damaged.

2022 Teenagers seen pulling up Mt Pleasant street sign

2022 May. 3 jubilee flags removed by teenagers.

2022 June. Graffiti on almost all pieces of playground equipment.

Jubilee tree plaque broken off stand.

11.3 To consider continued monitoring of crime report comparisons local area/Selby District.

## **12. Local Government Reorganization.**

To note recent on-line briefing. Verbal report from Cllr Ivey who attended.

## **13. Queens Platinum Jubilee.**

13.1 To note what worked well and anything which didn't.

13.2 Beacon. To note any additional expenses not already accounted/budgeted for

13.3 Beacon. To note any further actions required, such as insurance /asset register / future use.

## **14. Clerk to the Parish Council.**

14.1 To confirm that all necessary steps have been taken to amend banking links and that all necessary bodies such as Local Authorities and YLCA have been informed.

14.2 To review any applications received and agree next steps.

14.3 To agree division of tasks until new clerk appointed.

14.4 To agree next steps regarding parish council laptop.

## **15. Deregulation Signs, Quarry Lane.**

40mph signs now appear to be in place. This matter now complete.

## **16. Drainage, lower end of New Road. No progress reported.**

16.1 To consider next steps.

## **17. Review of Emergency Plan. Proposals discussed at last meeting not yet actioned.**

17.1 To consider next steps.

## **18. YLCA.**

18.1 To note that Cllr Ivey has been elected as Vice Chair of YLCA Selby Branch.

18.2 To note YLCA proposal that following LGR on 1.4.23 there is to be only one branch of YLCA covering the whole of North Yorkshire [there are currently 7 Branches based on the 7 District Council Areas]

18.3 To note YLCA Annual Meeting on July 23<sup>rd</sup> and consider attendance.

18.4 To note YLCA Conference on September 24<sup>th</sup> and consider attendance.

18.5 To consider YLCA training programme for August/September 2022.

## **19. To receive any planning applications, and note any comments sent.**

None received at time of agenda circulation. Verbal update will be given if necessary.

## **20. Correspondence Received**

20.1 Email re the grass cutting contract.

20.2 Email correspondence re weeds and street cleaning. Chairman to update

## **21. To agree method of tracking and updating action points from previous meetings.**

**22.1 Resolution to move to Private Session.** By virtue of Hillside Cottage being owned by LSPC; discussion may include commercially sensitive information regarding contractors and/or data relating to the tenants which is, and who are, subject to data protection.

**22.2** To consider quotes obtained for work identified as the priority at the previous meeting on May 18<sup>th</sup> 2022.

## **23. Date of next meetings:**

7<sup>th</sup> September 2022, 9<sup>th</sup> November 2022, 11<sup>th</sup> January 2023, 29<sup>th</sup> March 2023