

Little Smeaton Parish Council

Old Fox Cottage,
Main Street,
Little Smeaton,
WF83LF

24th April 2021

Dear Councillor,

You are summoned to attend the Little Smeaton Parish Council virtual meeting on 4th May 2021 to be held via Zoom immediately following the Parish Council Open Meeting which will start at 6.45pm

AGENDA

Little Smeaton Parish Council Open Meeting 4th May 2021

1. Apologies

To receive apologies and approve reasons for absence.

2. Annual Report 2021/21

2.1 To receive the Annual Report from the Chairman

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

3.1 To hear from any member of the public in attendance.

4. Close of Meeting

AGENDA

Little Smeaton Parish Council Annual Meeting 4th May 2021

1. Election of Chair and Vice Chair

Chairman to sign declaration accepting the office.

2. Apologies

To receive apologies and approve reasons for absence.

3. Declarations of interest.

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

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

4. Minutes from previous meeting

To confirm the minutes of the meetings held on 10th March and 30th March 2021, and to sign as a true and correct record.

5. Financial Matters 2020/21

5.1. To hear confirmation from Councillor Hancock that the bank reconciliation as at 31st March 2021 has been checked and signed as true and correct.

5.2 To hear from Councillor Hancock with regards to the Internal Control audit for 2020/21

- To ratify pay of invoice ref. 74K. £71.94 dog poo bags. Budget and spend and pay minuted for only £67.56 on the 10th March 2021. Difference between budget and spend to payment is 6.5%.

5.3 To receive the income and expenditure finance sheet as at 31st March 2021, and to resolve to authorise the Chairman to sign it as a true and correct record.

5.4 To receive the VAT spreadsheet as at 31st March 2021 and to resolve to submit a VAT claim for 2020/21.

5.5 To review and resolve to approve the Annual Governance Statement for 2020/21, including the Internal Audit report.

5.6 To review and resolve to authorise the Chairman to approve and sign the Accounting Statements of the AGAR Part 2.

5.7 To resolve that, with an income of less than £25,000, Little Smeaton Parish Council is exempt from the need for an external audit.

6. Financial Matters 2021/22

6.1 To hear confirmation from Councillor Hancock that the bank reconciliation as at 1st May 2021 has been checked and signed as true and correct.

6.2 To hear from Councillor Hancock with regards to the Internal Control audit as at 1st May 2021

6.3 To receive the income and expenditure finance sheet as at 1st May 2021, and to resolve to authorise the Chairman to sign it as a true and correct record.

6.4 To receive the budget report as at 1st May 2021

6.5 To receive the VAT spreadsheet as at 1st May 2021

6.6 To approve budget, spend and payment for:

- Up to £60.00 for plants for the village signs. Budget ref: C
- £450.29 to Zurich Insurance. Budget Ref: J (3 quotes requested, 2 quotes obtained, one supplier stated unable to provide competitive quote at this time)
- £64.50 for dog poop bags. Budget Ref: K
- £14.00 to Bryan Crossdale for printing of the Annual report. Budget Ref: T sundries.
- Up to £30.00 for tape for the playground equipment. Budget ref: I

6.7 To approve payment for:

- £600 to NYCC for the supply and installation of a VAS signpost. Previously included in Budget for 2020/21 ref: D. Included in carry forward 2021/2 budget. Budget and spend agreed 10th March 2021.
- £583.35 to D. Curnow for Grass Cutting. Budget ref: A. Budget and spend agreed 10th March 2021. In addition, to approve the attached list of grass cutting payments to be made each month following the second cut of the playground

6.8 To approve virement of £600.00 in 2021/2 budget from carryforward to budget ref: D.

7. Policies

7.1 To receive a report from the Clerk recommending a structured review of policies.

7.2 To resolve to adopt the reviewed Standing Orders

7.3 To resolve to adopt the reviewed Financial Regulations

7.4 To resolve to adopt the Generic and the Financial risk assessments and to agree any actions required to address the identified risks

7.5 To review the Asset register and resolve to adopt it for 2021/2. The hand mower's current location is unknown. It is, therefore, suggested that this be removed from the asset register.

8. Playground

8.1 To note the Government's most recent guidance on playgrounds and the Coronavirus and decide what actions, if any currently need to be undertaken.

8.2 To receive from Councillor Atkinson a prioritized list of improvements to the playground and require the Clerk to obtain quotes for the work agreed.

9. Ground Maintenance

To agree a prioritized list for Ground Maintenance improvements and to require the Clerk to obtain quotes for the work agreed.

10. Deregulation on Quarry Lane

To hear an update, if available

11. AJ1 Project

To confirm the completion of the road safety project funded by the Police, Fire and Crime Commissioner's office

12. Highway Drainage on New Road and Main Street

To confirm the completion of the NYCC highways project to improve drainage on New Road and Main Street

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

None received

14. Correspondence Received

- Correspondence received from resident requesting permission to plant trees in memory of his mother.
- Correspondence received from resident suggesting a joint public meeting with Kirk Smeaton Parish Council to promote sustainable heating
- Correspondence received from a resident suggesting the compilation of a Neighbourhood Plan for the village
- Letter from Matthew Brown Rural Housing Enabler SDC

15. Matters for inclusion on the next agenda

16. Date of next meetings:

21st July 2021, 15th September 2021, 17th November 2021, 19th January 2022,
16th March 2022

Matters to be dealt with in private

17. Hillside Cottage

To agree a prioritised list for improvements to Hillside Cottage and require the Clerk to obtain quotes for the work agreed.

18. Review of Clerk's role

19. Close of meeting