

LITTLE SMEATON PARISH COUNCIL

Minutes

Little Smeaton Parish Council meeting 13th May 2020 151

In line with current emergency legislation this Parish Council meeting was conducted via Skype due to the Coronavirus pandemic and the need for social distancing.

The Clerk opened the meeting and thanked everyone for attending online.

Present – Cllr G Ivey, Cllr R Brown, Cllr Atkinson, Cllr Hancock

Clerk, Mrs Adele Curnow

No members of the public present

1. Apologies

All Councillors in attendance.

2. Declarations of interest.

The following declarations of interest were made,

Item 6.5 Highway Drainage scheme New Road and Main Street, Little Smeaton,
Councillor Hancock, the scheme will include drainage outside her property.

3. Election of Chair and Vice Chair.

3.1. **Election of Chair**, Cllr Brown nominated Cllr Ivey for the position and was seconded by Cllr Hancock. There were no other nominations for the position, all in favour, Cllr Ivey accepted.

3.2. **Election of Vice Chair**, Cllr Hancock nominated Cllr Brown for the position and it was seconded by Cllr Atkinson, all in favour, Cllr Brown accepted.

4. Parish Councillor Vacancy

Cllr Ivey spoke to all three candidates, firstly to check that they are all still interested and to explain that due to the pandemic we are unable to conduct the interviews. It was proposed that the Clerk contact the candidates and request if they would be available for a 30-minute chat via Skype or Whatsapp video call, with the Councillors. Dates and times will be arranged and Councillors advised.

5. Minutes from previous meeting

Minutes of the meeting held on 18th March 2020, were amended by the Chair, a duplicate line was removed in item 5.12 and initialled, and then they were signed as a true and correct record by the Chair, proposed by Cllr Hancock and seconded by Cllr Atkinson, all in favour.

6. To receive information on the following ongoing issues and decide further action where necessary.

Previous agenda items and ongoing issues

6.1. Wentedge Road Quarry Planning Application

Email received from the MPs office stating that the application will not be going to the May NYCC Planning monthly meeting, but it might go to the June monthly meeting.

6.2. New Road, traffic signs update

152

Cllr Atkinson made everyone aware that the works order sent to the contractors giving them 3 months to complete the works, was up today, 13 May 2020. Clerk to contact NYCC Highways again and point this out and request an update.

6.3. Playground repairs and inspection

6.3.1. The surface areas in the park were pressure washed and cleaned by Dave Wright, The Councillors would like to thank Dave for all his hard work, it is very much appreciated. Also thank you to Cllrs Atkinson and Hancock for spraying chemical spray on the moss on the surface areas in the park.

6.3.2. The repairs to the playground equipment highlighted in the inspection are due to start shortly now the lockdown has been lifted for some trades to return to work. A quote of £475 was obtained which is for the repairs and materials needed. Proposed by Cllr Atkinson and seconded by Cllrs Brown and Hancock, all in favour.

6.3.3. The goal posts need rubbing down and painting, Cllr Hancock offered to carry this out and will purchase some white hammerite paint and brushes online. Proposed by Cllr Ivey and seconded by Cllr Brown.

6.3.4. Residents have been querying when the playground will reopen. Government guidelines state that playgrounds are to remain closed for now but parks and green open spaces can open, therefore the playing field can be used. Review date will be 1st June 2020.

6.3.5. Clerk to contact the playground company to request a quote for putting up the ropes purchased previously and changing some of the ropes to chains.

6.3.6. Cllr Hancock highlighted to Councillors that the rubber matting under some of the equipment is cracked. This was highlighted on the report. It was decided to take photos before each Parish meeting to compare and monitor the damage.

6.4. Hanging Basket

Hanging baskets will be put in place shortly, the company installing them are working to strict measures put in place due to the Coronavirus. They will also continue to water them throughout the lockdown as this is a one-man job.

6.5. Highway Drainage on New Road and Main Street

Councillor McCartney spoke to NYCC Highways regarding the progress of the scheme. The scheme has been approved but they are waiting for a budget. Clerk to email Highways for an update.

6.6. Bag Dispensers

The bag dispensers have been installed on Main Street and Hodge Lane, Little Smeaton by Cllr Atkinson and will be filled by Cllr Hancock. Thank you to both Councillors for their help. Keys for the dispensers will be with Cllr Atkinson, Cllr Hancock, Cllr Ivey and the Clerk.

6.7. Dropped kerbs

Work on a plan for dropped kerbs in the village remains on hold due to the pandemic. Councillors will carry out their own survey to propose sites for dropped kerbs and also review the state of the footpaths, they have invited the Disability Forum to assist. Emily

from the Disability Forum highlighted 4 people with disabilities, to help with the survey. Cllr Ivey to respond.

6.8. **Bus Shelter**

The polycarbon sheets have been delivered and need fitting to the bus shelter. The existing rivets need removing and the sheets can be fixed in using silicone. Clerk to request assistance on the village Whatsapp group. Invoice for the sheets will be paid once it has been received by the Clerk.

6.9. **Hillside Cottage Heating System**

6.9.1. New pipe work in the cottage needs boxing in. However, this is on hold due to the Coronavirus. The Clerk contacted the Agents and asked them to obtain quotes, as soon as conditions allow. Clerk to contact the Agents again now things are opening up and contractors are starting to work again.

6.9.2. Parish Council to approach YLCA to request information about obtaining a loan to cover the cost of installing the new system. **Cllrs will discuss this under the finance section.**

6.9.3. Letter went to the tenants to inform them that the open fire in the living room should not be used as a matter of safety, because it was condemned due to the chimney liner been the wrong size. **Will be discussed under the finance section. Unfortunately, this was missed in the finance section discussion so will be discussed at the next meeting 15th July 2020.**

6.9.4. A quote was received to remove the parkrae fire in the kitchen and make good but on hold until funds are available. **Will be discussed under the finance section. Unfortunately, this was missed in the finance section discussion so will be discussed at the next meeting 15th July 2020.**

6.9.5. The Agents were contacted and given the go ahead for an Energy Performance Certificate to be done for Hillside Cottage, again this is on hold due to the pandemic. Clerk to contact the Agents for an update.

6.9.6. The Agents were contacted for a copy of the inspection that took place late November 2019. Unfortunately, the inspection is informal and no written records are made. A thorough inspection is needed of the cottage to assess future maintenance issues. Hopefully the EPC will highlight any issues.

6.9.7. Councillors shared concerns as to the level of service currently provided by the Agents, citing various issues which had not been reported back to the clerk. Clerk to look at the original agreement between parish council and agent, and will also contact 2-3 other agents and find out what they offer and the price.

6.10. **Village Emergency Plan**

6.10.1. Review the current arrangements for Covid-19. Cllr Atkinson informed the meeting that we are in the 9th week of support, to both villages. There is a regular pattern of requests for shopping, picking up prescriptions, counselling calls and chats. 42 requests for help/5 per week on average. Now people are starting to return to work, we will keep an eye out for anyone who has been helping and is now less able to.

6.10.2. Discuss the next steps for the plan.

Cllr Brown was three quarters of the way through completing the plan when the Covid-19 pandemic happened. Once it is over a review and lessons learned exercise will be carried out. All volunteers will be approached to see if they want to remain part of the emergency plan.

6.11. **Footpath Blockage**

154

Cllr McCartney informed the Parish Council that the letters have been sent from NYCC Highways, but nothing has been passed to the Legal section as yet. Clerk to email Highways, and copy to Cllr McCartney, to find out at what stage Legal Section will be involved and how long the process takes. It was noted that other items have been added.

7. **New agenda items**

7.1. **GDPR**

Cllr Brown and Cllr Atkinson, have performed independent self-assessment reviews on the Information Commissioners website, to determine whether the parish council should register with the Information Commissioner and pay the annual fee. Both came to the same conclusion that the parish council is exempt and do not need to register. Councillor Brown has, following the advice of the YLCA, reviewed the policies necessary for compliance with the GDPR, and asks the meeting to formally adopt them. Councillor Atkinson will then ensure they are displayed, as required, on the LSPC website.

7.1.1. Data Protection Policy, Data Retention and Disposal Policy and Security Incident Policy, proposed by Cllr Brown and Cllr Atkinson, seconded by Cllr Hancock, all in favour.

7.1.2. Privacy notice for the public, has been designed by Cllr Brown and published on the website.

7.1.3. A Privacy notice for councillors and employees still being worked on by Cllr Brown, as is an Induction Pack for new councillors, including the Declaration of Interests and consent form.

7.1.4. Cllr Brown advised that we need to undertake a Data Audit. All documents held in the files will need to be looked at and assessed in line with the Data Audit regulations. Cllr Brown and the Clerk will carry this out at a later date, because of social distancing. All files must be kept under lock and key, so a filing cabinet will need to be purchased. Any old documents that need disposing will be shredded.

7.2. **Job Description and Contract Review**

The Clerk has been issued with a new job description and a new contract of employment. The contract is to be signed by both the Chair and Clerk. One copy will be kept with the Chair and the other by the Clerk. Appraisal needed every 12 months with a review at 6 months. Cllr Brown will document the process and discuss with the Clerk to move it forward when the process is agreed. Apologies to the Clerk for not honouring this part of the contract.

7.3. **Little Smeaton Parish Council Insurance Renewal**

The annual insurance premium is due for renewal on 1 June 2020, the present Insurers, Zurich, have quoted £397.35 plus Vat of £47.69 total price £445.04 for 1 year. Last year the premium was £434.37 (difference increase of £10.67)

*Vat cannot be claimed back for Insurance

Clerk to call the insurers to ask for a reduction and payment will be made using the online banking facility. Proposed by Cllr Ivey, seconded by Cllr Brown, all in favour.

7.4. Membership Renewal for YLCA

155

The membership renewal is due for the Yorkshire Local Councils Associations for 1 April 2020 to 31 March 2021, amount £128.00. Payment will be made by the online banking facility. Proposed by Cllr Ivey, seconded by Cllr Brown, all in favour.

8. Public Forum. Questions and concerns from the public.

8.1. A resident has raised concerns about the cars parked on a narrow section of Main Street, Little Smeaton which is making it difficult for HGVs to get through.

Note. It is a specific condition of this Operators Licence that the haulage company must use Main Street, Little Smeaton, not Quarry Lane, and access is required 24/7. Letters sent to residents asking if they could make arrangements to park off the road. Councillors suggest that we wait a couple of weeks for a response, if no response then propose we contact the resident to involve the police and ask if he wishes the council to do likewise.

9. To receive the following planning applications.

Application received for carrying out infill works to a disused railway bridge on Stubbs Road/Malt Kiln Road, Little Smeaton. Councillor Ivey brought the application to the attention of Friendship Estates in Walden Stubbs, who use Stubbs Road and therefore the bridge as access for vehicles travelling to the farm. Apparently, there are 2 applications to be done at the same time and both provide access to Friendship Estates, Cllr Ivey will liaise with Planning and Friendship Estates to request that the works are carried out separately in a way that works for the farm.

10. Matters requested by Councillors.

10.1. Cllr Atkinson informed the meeting that Tesco have a grant system to develop and improve outdoor space and play areas. It was discussed that we could think about applying to improve the playground area and also to develop the area near the fruit trees planted earlier in the year, maybe benches or picnic tables.

10.2. Village sign boxes will need planting with summer plants, when the garden centres open in the near future. Allocated £30/40 for plants.

11. Financial Matters

11.1. Unfortunately, the following cheques could not be signed at the last meeting but where possible they have been paid using our new online banking system.

Clerks salary 16/3-15/5	£250.00
Room Hire meeting	10.00
Moss Killer for playground	79.51
Playground ropes	515.28

11.2. Proposed that the grass cutting contract payments are process as an online bank payment at the end of each month, instead of paying by cheque, six payments from the end of April last payment end of September of £500. Proposed by Cllr Atkinson, seconded by Cllr Brown all in favour.

11.3. New payments that need approval

Clerks Salary 16/3-15/5	250.
1 st Grass Cutting payment April	500.00
Insurance payment	445.04
YLCA membership	128.00

Proposed by Cllr Brown and seconded by Cllr Atkinson, authorisation was given for the Clerk to process the payments online, and forwarded to councillors for approval and payment.

- 11.4. To receive a bank reconciliation as at 31 March 2020, and signed as true and correct. Bank balance as at 31 March 2020 is £4333.73 plus Business Select Account balance of £538.50, total £4872.23.
- 11.5. Current finance sheet up to date as at 31 March 2020, and signed as a true and correct record.
- 11.6. The Annual Audit papers are in the process of being completed. An internal audit needs to be carried out. The deadline for Audit is 31 July 2020. Audit forms can be signed and minuted at the 15th July 2020 meeting, to enable an internal audit to take place when the lockdown restrictions have been lifted.
- 11.7. The Agent has been informed of the new bank details and income from the cottage is now paid directly into Lloyds bank.
- 11.8. Lloyds bank were contacted to add Cllr Atkinson and Cllr Hancock onto the account as signatories, forms were completed and sent back, still awaiting confirmation.
- 11.9. Online payments are now being made using the Coop Bank. The £538.50 balance in the Business Select Account will be transferred to the Coop Community Directplus Account online.
- 11.10. YLCA loan enquiry for ongoing repairs and maintenance for the cottage. Cllr Ivey will contact them regarding the process. Cllr Atkinson has put together some questions and will forward to Cllr Ivey for reference.

12. Correspondence Received

- 12.1. Correspondence received from Andy Blade, North Yorkshire Fire and Rescue. Andy Blade attended the last KSPC meeting, Councillor Brown was in attendance and gave an update at the meeting. Clerk will contact Andy Blade and apologise for the delay in contacting him and let him know we are still interested in meeting with him.

13. Matters for inclusion on the next agenda

- 13.1. All ongoing issues from this meeting.

14. Dates for the next meetings

- 15th July 2020 – Wednesday **intend that this meeting will also be Skype**
 23rd September 2020 – Wednesday
 25th November 2020 – Wednesday to include budget meeting
 27th January 2021 – Wednesday
 24th March 2021 - Wednesday