

Little Smeaton Parish Council

Little Smeaton Parish Council Meeting September 15th 2021

MINUTES

Present – Cllr G Ivey (Chair), Cllr R Brown (Clerk), Cllr C. Atkinson (Vice Chair), Cllr A. Hancock, Cllr J. Howdle

4 members of the public were in attendance

1. Apologies

None

2. Declarations of interest.

Councillor Hancock declared a non-pecuniary interest in agenda item 19, drainage on New Road

3. Minutes from previous meeting

The minutes of the meeting held on 15th July 2021, were signed as a true and correct record. Proposed by Councillor Hancock, seconded by Councillor Atkinson. All in favour.

4. Matthew Brown Selby District Council, Sustainable Housing

A presentation as well as a Guide to Rural Affordable Housing was given to the Parish Council by Matthew Brown, North Yorkshire and East Riding Rural Enabler. He is tasked with identifying rural areas in need of affordable housing, and would like the Parish.

Council's support to undertake a survey of every household in Little Smeaton to establish whether there is a local need. If such a need is identified then a plan could, with the support of the Parish Council, be agreed to build affordable homes, primarily for local people in the village. Following the presentation and a number of questions, Mr. Brown was thanked for his time. The Councillors will read the information given by Mr. Brown and the issue will be placed on the agenda for the November meeting.

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

No members of the public were in attendance.

6. Financial Matters

6.1. Bank reconciliations, as at 1st September 2021. The two reconciliation reports, one that had been reconciled to the Income and Expenditure Report and one to the Bank Statements have been prepared and checked. The meeting received confirmation from Councillor Hancock that these were true and correct.

6.2 Internal Control Audit as at 1st September 2021. Councillor Hancock reported to the meeting that internal controls are in place and working well, with all necessary notifications included on the agenda. However, she reiterated the need to have a signed confirmation of any payee's bank details when paying by bank transfer as this had not happened in a recent payment.

6.3 Income and expenditure finance sheets as at 1st September 2021 received. That the Chair should sign these as correct was proposed by Councillor Atkinson and seconded by Councillor Howdle. All in favour

6.4 Budget and Anticipated income and expenditure report as at 1st September received. The spreadsheets were accepted as an accurate reflection of the current situation.

6.5 VAT spreadsheet as at 1st September received. The spreadsheet was accepted as an accurate reflection of the current situation.

6.6 Payment and repayment of £87.13 made in error was noted. The clerk's apology for this inadvertent error was accepted by the meeting.

6.7 Future payment of:

- £150.00 to NYCC for the grit bin on Mount Pleasant. Budget and spend agreed at PC meeting 15th July 2021. Budget line D (£2980.00) - approval proposed by Councillor Ivey and seconded by Councillor Howdle. All in favour

6.8 Future budget and spend of:

- £86.40 to Play Safety at ROSPA for the playground inspection during September. Budget line H (£90.00) – approval proposed by Councillor Atkinson and seconded by Councillor Howdle. All in favour

6.9 Future budget, spend and payment of:

- £81.84 to Lofthouse & Co. for professional charges relating to the previous employment of a Clerk. Budget line S Payroll support (£53.76) shortfall of £28.08 or 52.23%

- £25.00 to Smeaton Community Room for hire of the meeting room. Budget line P. Currently there remains £31.22 in this budget, as budget agreed before notified that charge for room hire was to be increased from £10 to £25 a meeting. Plus the cost of Zoom not included. No invoice has, as yet been received for booking the room in July. However, by the end of the financial year the cost of hiring the room is expected to be £125. There is, therefore, a shortfall of £93.78.
- £33.78 to JRB Enterprise Ltd for dog poop bags. Budget line K. (£70.62)
- £1032.00 to Marcus Taperell Tree Surgery for removal of roots near the Playground and turfing of area. Budget line D Ground Maintenance (£1565.00)

Approval of payments proposed by Councillor Ivey and seconded by Councillor Atkinson. All in favour

6.10 Allocation of:

- £93.78 to Room Hire budget line P from the excess carry forward. (Carry forward £6394.63, expected to be £5,000.00. £600.00 transferred following May 4th meeting, and a further £400 following the July 15th meeting leaving £394.63 excess.)
- £28.08 to Payroll support, budget line S from the excess carry forward. (Carry forward £6394.63, expected to be £5,000.00. £600.00 transferred following May 4th meeting, and a further £400 following the July 15th meeting leaving £394.63 excess.)
- £1000.00 to Playground Maintenance, budget line I (Contribution from NYCC Councillor Location Budgets) from Non Recurring Income

Approval of allocations proposed by Councillor Howdle and seconded by Councillor Atkinson. All in favour.

7. Playground Maintenance:

7.1 The Clerk presented a report summarising the present position to the meeting. Acceptance of the following recommendations proposed by Councillor Hancock and seconded by Councillor Howdle. All in favour:

- Allocation of £169.55 to Budget line 1 (Playground Maintenance) from reserves
- Orders for the single roped rope walk and the resurfacing of the safety area where cracked be placed. Budget and spend authorised.
- No action to be taken on the Multiplay slide/climbing frame to take place until written confirmation of the grant from Selby District Council is received.

7.2 The quarterly inspection report from Councillor Atkinson was presented to the meeting. The Chair thanked Councillor Atkinson for the excellent work. Concerns still remain about the bushes on the swings, and we await the recommendations from ROSPA with regards to these. The other issues identified by the report are being taken forward, but in addition it was agreed to remove the blackboard erected as part of the Coronavirus precautions but to leave the poles holding it. Councillor Atkinson to action.

7.3 ROSPA playground inspection report was not available.

8. Grounds Maintenance:

The Clerk presented a report summarising the present position. Following discussion, it was agreed to:

- review the grass cutting contract at the November Parish Council meeting
- obtain quotes for an audit of trees to take place in 2022/3
- to take no further action on weeds at the side of the roads
- obtain quotes for the removal of some of the saplings on Hodge Lane
- review and update the “wish list” prior to the November meeting

The meeting also considered the current position on Cross Hills and agreed:

- To sow wild flower seeds in February/March next year including the poppy seeds collected by Councillor Howdle
- To ensure fruit trees are fed early next year
- To price up cleaning material for the bench
- To better secure the bench by drilling the screw heads

9. Christmas Decorations:

Councillor Hancock presented to the meeting her ideas for Christmas decorations which were strongly supported by the meeting. The decorations will need purchasing soon so the meeting agreed to delegate decisions about budget, spend and pay to the Clerk.

10. Sustainable Heating/Green project

This project is currently on hold but needs to be placed on the agenda for the November meeting.

11. Light on Chapel Lane

The light on Chapel Lane is now working, but needs replacing in the near future.

12. Queens Platinum Jubilee 2nd June 2022

Following discussion, it was agreed:

- to plant a tree in the next few weeks, possibly an Oak. Councillor Ivey to research options
- to price up a plaque to place next to the tree
- to ask the Events team to look into lighting a beacon

13. Finance committee.

Following discussion, it was agreed that a finance committee was not needed, though the Clerk was asked to consider moving the March meeting to the end of the month each year to facilitate budget planning

14. Camping on Cross Hills.

Following discussion, it was agreed to take no further action at this time but to agenda for further discussion at the March meeting. The Clerk brought the forthcoming Police, Crime, Sentencing and Courts Bill to the attention of the meeting as this may, if passed by Parliament, increase the powers of the police to challenge illegal camping.

15. Sustainability for the Emergency Plan.

Following discussion, it was agreed to suggest to Kirk Smeaton Parish Council that we hold a desk top exercise to clarify what actions would need to be taken in the event of an emergency. This to include discussion of training and support for the volunteers and wider publication of the plan and its contents.

16. Local Government reorganisation

It has been confirmed that North Yorkshire will become a Unitary Authority, with York Unitary Authority remaining as it is currently. All the District Councils, including Selby will disappear. NYCC have announced their plan to have 90 Councillors. Elections will be held next year and a shadow Authority will then function into full implementation of the new structure starts in May 2023.

17. Review of policies

The following policies and documents have been reviewed by the Clerk in line with our review timetable. All policies were accepted by the meeting and the Chair and Clerk will sign hard copies for the file. The Clerk to send Councillor Atkinson details of the changes.

- Data Audit
- Data Retention
- Data Protection
- General Privacy Notice
- Councillors and Employees Privacy Notice
- Security Incident Log and Policy

18. Quarry Lane

Consultation about the proposed 40mph on Quarry Lane ended on the 8th September and the Clerk is awaiting the outcome. Provided no objections have been made, the project will then go ahead for implementation.

19. Highway Drainage on New Road and Main Street

No update on the NYCC highways project to improve drainage on New Road and Main Street was available

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

- Honeysuckle Cottage, reapplication received. No further concerns, nil response sent.

21. Correspondence Received

None

22. Date of next meetings:

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

23. It was proposed by Councillor Brown and seconded by Councillor Atkinson that the meeting would, at this point, move into private session because the discussion was like to involve information that would identify individuals. All in favour.

Council Property

23.1 Following the meeting held between the tenant and Councillors Ivey and Atkinson, and further discussion at the meeting, it was decided to take the following actions:

- To obtain quotes to replace the rotten wooden fence
- To obtain quotes to replace the soffit and fill holes at each end
- To obtain quotes to fill cracks in the cement work on the chimney
- To research damp proof paint for the tenant to use
- To write to the tenant informing them of the decisions.

23.2 The current agent's performance was reviewed. The meeting agreed that we were not currently getting good value for money. The Clerk to research giving notice and where we might obtain advice about the responsibilities of a landlord in a more cost-effective manner.

The meeting closed at 9.15pm