

Minutes

Little Smeaton Parish Council Meeting 8 November 2023 Community Room, Kirk Smeaton

Present: Cllr C Atkinson (Vice Chair), Cllr A Hancock, Cllr J Howdle, Cllr Carpenter, B Smith (Clerk)

1. Apologies

1.1 To receive and note apologies from any councillors who are unable to attend the meeting.

No apologies received.

1.2 To consider reasons for absence provided by councillors who cannot attend and resolve the council's acceptance of these if felt relevant.

2. Declarations of interest

2.1. No declarations of interest were received under the council's code of conduct or members Register of Disclosable Pecuniary Interests.

2.2. No applications for dispensation were received.

3. Minutes from previous meeting

3.1 The minutes of the meeting held on 20 September, were agreed as a true and correct record. Proposed Cllr Hancock, Seconded Cllr Howdle. All agreed. Signed by Cllr Ivey.

3.2 Review Previous Actions.

3.3 The minutes of the meeting held on 19 October, were agreed as a true and correct record. Proposed Cllr Atkinson. Seconded Cllr Hancock. All Agreed. Signed by Cllr Ivey.

Minute	Action	Cllr/Clerk	Outcome
	20/09/2023		
5.8	Cllr Hancock to confirm clerk's additional hours with Lofthouse in order for payment to made.	AH	Completed
8.1	Trees Inspection. Clerk to send report to the tree surgeon and obtain quote.	BS	Completed
11.1	Clerk to contact Kirk Smeaton Clerk to ask if their Chair would jointly contact/write to NYC with LSPCs Chair express to their concerns on the amount of traffic, and the damage to the roads, caused by the current ongoing works on the A1.	BS	Completed
11.2	Cllr Atkinson to contact North Yorkshire Police about speeding concerns due to the work currently being carried out on the A1.	CA	Completed

12.2	Cllr Atkinson to measure and obtain quotes for replacement panes to the bus shelter.	CA	Completed
14.2	As the Clerk does not earn enough to obtain a workplace pension she will contact Lofthouse to ask who needs to complete the declaration of compliance.	BS	Completed
17.2	Clerk to contact our solicitor to get an update on the progress of buyer's solicitor. Clerk to contact our solicitor about ID.	BS BS	Complete. Solicitor said it was early in the process to be getting responses from the buyer's solicitor. But work is being carried out in the background. Completed.

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

No members of the public were in attendance.

5. Financial Matters

5.1 Cllr Hancock confirmed that the bank reconciliations as at 31 October 2023, have been checked and signed as true and correct.

5.2 Cllr Hancock reported that there were items to be signed by Cllrs at the meeting. These being incurred by bills received for Hillside Cottage whilst the cottage is unoccupied.

5.3 The accounts as at 31 October 2023 were received and signed as a true and correct record by Proposed Cllr Howdle. Seconded Cllr Carpenter. All agreed.

5.4 Cllr Atkinson reported that LSPC may have to dip into the reserves shortly to cover costs, however costs were being kept to a minimum to try to avoid this.

5.5 The VAT spreadsheet was received as at 31 October 2023. The claim currently stands at £334.67.

5.6 The Contracts List Payments was signed by Cllrs Ivey and Atkinson as a record of payments made to date.

5.7 To ratify budget, spend and payment for:

- £94.20 for RoSPA playground inspection
- £171.80 Clerk's Overtime payment
- £168.50 water & sewerage bill for Hillside Cottage October 23 instalment.

Proposed Cllr Atkinson. Seconded Cllr Carpenter. All agreed.

5.8 Approve budget, spend and pay for:

- Up to £30 for Community Room Hire for the meeting on 8 November 2023.
- £238.00 x 2 for December 23 & January 24 Council Tax bill for Hillside Cottage.
- Up to £40 x 2 for November & December 23 to E-on for electricity charges.
- £10 for Community Room Hire for the meeting on 19 October 2023.
- Up to £220 for Christmas decorations.
- Up to £10 for a book of stamps.

Proposed Cllr Ivey. Seconded Cllr Howdle. All agreed.

5.9 Discussed and agreed to finalise at the January meeting.

6. To receive any Planning Applications, and note any comments sent

No planning applications made.

7. Review of Policies and Procedures

7.1 Deferred to the next meeting.

Action: Clerk to send copies of policies and procedures for Cllr Carpenter to consider what needs updating.

8. Trees Inspection

8.1 Clerk had not been able to contact the tree contractor. To be deferred to the next meeting.

Action: Clerk to look for another tree contractor who is able to undertake a tree inspection and issue a report.

9. Street Lighting

9.1 Deferred to the January 2024 meeting.

10. Emergency Plan

10.1 Cllr Ivey advised that she had updated some contact details but that there was still some work to do. The emergency plan to be finalised at the next meeting.

11. Campaign to Lobby NYC about Current Work on the A1

11.1 Cllr Ivey reported that she had contacted Chairs of Norton Parish Council, and Stapleton Parish Meeting who were willing to lobby North Yorkshire Council and Highways about the condition of the roads with the outcome being they were repaired to a high standard after the works on the A1 are completed. She would also liaise with KSPC to involve them.

12. By Election Fund

12.1 It was agreed that monies would be added to the reserves to cover any associated costs in the event of a by election being called in Little Smeaton.

13. RoSPA Inspection Report

13.1 The report did not recommend any major repairs to be made at the playground. Longer term issues required would be monitored and acted upon when necessary.

14. Installation of a No Parking Sign at the Park

14.1 Councillors decided that there were no merits to installing a No Parking sign at the park.

15. Donation to Citizens Advice

15.1 Councillors decided they were unable to donate to Citizens Advice.

16. Councillors to consider and adopt proposed Investment Strategy

16.1 Councillors resolved to accept the Investment Strategy, and that it would be reviewed in October 2024. Proposed Cllr Carpenter. Seconded Cllr Atkinson. All agreed.

17. Review Financial Regulations

17.1 Councillors resolved to adopt the Financial Regulations in line with the Investment Strategy. Proposed Cllr Carpenter. Seconded Cllr Howdle. All agreed.

18. Ideas for Capital Spend from money from the sale of Hillside Cottage

18.1 Cllr Carpenter presented a spreadsheet with ideas of possible capital spends which was added to by Cllrs present at the meeting.

Ideas included:

- Upgrade/replace public seats/benches
- New additional poo / litter bins
- Road humps / chicanes
- Upgrade / replace playground equipment
- Water / irrigation for trees / plants – beacon area
- Allotments
- Cemetery
- Parking bays on Hodge Lane
- Paving stones around the beacon
- New notice boards
- Plaques/Narrative boards
- New .gov website

These are possible ideas nothing has been decided upon. More work will be done to identify possible spends on Capital when once the monies are received and income stream secured.

19. Where to Invest Monies from the Sale of Hillside Cottage

19.1 A Finance Working Group was set up to research and identify banks to invest the monies from Hillside Cottage that met the conditions of LSPCs Investment Strategy. Cllr Hancock presented the findings and

explained the rationale for the bank accounts chosen to invest the monies. Councillors resolved to accept the findings of the Finance Working Group to invest the monies in the identified accounts. Proposed Cllr Howdle. Seconded Cllr Ivey. All agreed. Cllr Ivey thanked the working group for the work they had done.

20. Budget for Christmas Spending and Associated Costs

20.1 It is envisaged that little money would need to be spent this year.

Action: Cllr Carpenter to check whether more batteries will need to be purchased for the Christmas lights.

21. Bus Shelter

21.1 Cllr Atkinson reported that there was some work to be done on the bus shelter before the new Perspex pane could be fitted. He had obtained quotes for the replacement pane.

Budget, spend and pay approved for up to £250 for repairs and replacing the pane. Proposed Cllr Ivey. Seconded Cllr Howdle. All agreed.

22. Correspondence Received

22.1 None received.

23. Matters for Inclusion on the Next Agenda

- Trees Inspection
- Update on Emergency Plan
- Update on campaign to lobby NYC and Highways about the current works on the A1
- Update on street lighting
- Finalise budget for 24/25 Review of policies and procedures

24. Date of next meetings:

24.1 17 January 2024

20 March 2024

.... May 2024 Annual Parish Meeting and Annual Meeting of Council
Approval of accounts for 2023/4

25. Hillside Cottage

25.1 Resolution to move to Private Session

Proposed Cllr Atkinson. Seconded Cllr Hancock. All Agreed

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.

Proposed Cllr Ivey. Seconded Cllr Howdle.

25.2 The Clerk reported that our solicitor had passed all the contract details to the buyer's solicitor. Our solicitor is awaiting a response.

Action: Clerk to chase the solicitor to speed up the process.

Action List

Minute	Action	Cllr/Clerk	Outcome
	19/10/1023		
3.1	Investigate how and who will undertake the internal and external audit this year 23 – 24.	BS	
	8/11/2023		
7.1	Clerk to send Cllr Carpenter copies of policies and procedures to be updated	BS	
8.1	Trees Inspection. Clerk look at another contractor if the tree surgeon does not get back to us.	BS	Completed Marcus Tapperall Confirmed £300 + VAT to inspect the trees.
20.1	Cllr Carpenter to check the number of batteries left from last year for the Christmas lights.	IC	Completed
25.2	Clerk to chase up solicitors on the progress of selling Hillside Cottage.	BS	On-going