

Little Smeaton Parish Council

Old Fox Cottage,
Main Street,
Little Smeaton,
WF8 3LF

3rd May 2022

Dear Councillor,

You are summoned to attend the ANNUAL MEETING OF THE COUNCIL on 18th May 2022 to be held at the Community Rooms, Kirk Smeaton.

This meeting will take place immediately following the Annual Parish Meeting which will start at 7.00pm

AGENDA 1.

Little Smeaton Annual Open Parish Meeting 18th May 2022 at 7.00pm, Community Rooms, Kirk Smeaton.

1. Apologies

To receive apologies and approve reasons for absence.

2. Annual Report 2021/22

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 2

Annual Meeting of Little Smeaton Parish Council 18th May 2022

1. Election of Chair and Vice Chair

Chairman to sign declaration accepting the office.

2. Welcome

3. Apologies

To receive apologies and approve reasons for absence

4. Outcome of Election

4.1 All Councillors to sign “Acceptance of Office” form

4.2 Declaration of Interests

4.3 Declaration of Expenses - expenses in statutory form and send it to the Returning Officer at the principal authority [Selby]. Failure to send in the declaration is an illegal practice. As Little Smeaton councillors did not have an election campaign, they do not have any expenditure in this regard. However, a ‘nil’ return still needs to be made within 28 days of the election.

4.4 Co-option of 5th Councillor

4.5 Appointment of Councillor(s) to represent LSPC at YLCA’s Branch Meetings.

5. Declarations of interest.

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

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

6. Minutes from previous meeting

6.1 To confirm the minutes of the meetings held on 16th March 2022 and the 28th April 2022, and to sign as a true and correct record.

7. Financial Matters 2021/22

7.1. To hear confirmation from Councillor Hancock that the bank reconciliation as at 31st March 2022 has been checked and signed as true and correct.

7.2 To hear from Councillor Hancock with regards to the Internal Control audit for 2021/22.

7.3 To receive the final accounts as at 31st March 2022, and to resolve to authorise the Chairman to sign it as a true and correct record.

7.4 To receive the final budget statement for the 2021/22 financial year.

7.5 To receive the VAT spreadsheet as at 31st March 2022 and to resolve to submit a VAT claim for 2021/22.

7.6 To review and resolve to approve the Annual Governance Statement for 2021/22, including the Internal Audit report.

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

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

8. Financial Matters 2022/23

8.1 To resolve to adopt the revised budget for 2022/3.

8.2 To hear confirmation from Councillor Hancock that the bank reconciliation as at 30th April 2022 has been checked and signed as true and correct.

8.3 To hear from Councillor Hancock with regards to the Internal Control audit as at 30th April 2022

8.4 To receive the accounts as at 30th April 2022, and to resolve to authorise the Chairman to sign it as a true and correct record.

8.5 To receive the budget report as at 30th April 2022.

8.6 To receive the VAT spreadsheet as at 30th April 2022.

8.7 To sign the Contractual Payments form

8.8 To ratify previous payment of:

- Payment of £133.00 to YLCA for the annual subscription paid on the 3rd April 2022. (Budget line N, Membership Subscriptions, £220) Affordability

and Authority to spend slip signed as payment, as marked on invoice, due prior to May Parish Council meeting.

- Payment of £264 to JRB Enterprise Ltd for dog poop bags. (Budget line K, Dog Poop Bags, £264.00) £260.00 approved at meeting on the 16th March 2022, increase due to increase in price.

8.9 To approve budget, spend and payment for:

- Up to £80.00 for plants for the village signs. (Budget line: C, Plants, £80)
- £467.44 to Zurich Insurance. (Budget line: J, Insurance, £467.44)
- £1280.00 to Danny Curnow for Grass Cutting in April and May 2022. (Budget line A Grass Cutting 3840.00) to be included on the Contractual Payments List for future payments.
- £138.00 to Macrons Bathroom & Heating for the servicing of Hillside Cottage Boiler. (Budget line E, Property Maintenance, £3780.00)
- £35.00 To Smeaton Centre for hire of the Community Room on 28th April 2022 and the 18th May 2022 (Budget line P, Room Hire £300.00)

8.10 To approve budget and spend for:

- Up to £1000 for a bench to replace the broken one by the playground (Budget line D Ground Maintenance, £2562.38)
- Up to £20 for the printing of the Annual Report (Budget line T Printing, £30.00)

8.11 To ratify decision made to amend Finance Regs/Banking Mandate following recent breach when making payments to CPS £577.56 and Marcus Taperell £180

9. Policies

9.1 To resolve to adopt the reviewed Standing Orders

9.2 To resolve to adopt the reviewed Financial Regulations and Banking Mandate

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

9.4 To review the Asset register and resolve to adopt it for 2022/3

10. Grass Cutting Contract

10.1 to confirm the awarding of the grass cutting contract following further discussions with the sole bidder.

11. Damaged River Bank near Hodge Bridge

11.1 To confirm contact with the Environment Agency and their response, to agree on next steps, if any.

12.The Queen’s Platinum Jubilee Celebrations

12.1 To review the arrangements for the Jubilee and agree any next steps as required.

13. Review of Emergency Plan

13.1 To agree next steps to take jointly with KSPC to ensure that the agreed Emergency Plan remains fit for purpose.

14. Community Safety

14.1 To agree next steps to promote community safety.

14.2 To note the meeting arranged by YLCA with the Police, Fire and Crime Commissioner, and to consider any questions to be asked.

15. Playground

15.1 To receive the latest inspection report from Councillor Atkinson, and agree, as necessary, next steps.

16. Ground Maintenance

16.1 To agree a prioritised list for Ground Maintenance improvements and to require the Clerk to obtain quotes for the work agreed, including the replacement of the damaged bench above the playground.

17. Clerk’s Annual Appraisal and Objectives for 2022/3

17.1 To hear from Councillor Atkinson the outcome of the Clerk’s appraisal 2021/2

17.2 To receive and resolve to adopt the proposed Clerk’s objectives for 2022/3

18. Deregulation on Quarry Lane

18.1 To hear an update, if available.

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

19.1 None received

20. Correspondence Received

20.1 None received

21. Date of next meetings:

21.1 13th July 2022, 7th September 2022, 9th November 2022, 11th January 2023, 29th March 2023.

22. Resolution to move to private session

22.1 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.

23. Hillside Cottage

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

24. Close of meeting