

# Little Smeaton Parish Council

## AGENDA

### Little Smeaton Parish Council meeting 7<sup>th</sup> September 2022

#### 1. Apologies

To receive apologies and approve reasons for absence.

#### 2. Declarations of interest.

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

2.2. To receive, consider and decide upon any applications for dispensation if received.

#### 3. Minutes from previous meeting

3.1 To confirm the minutes of the meeting held on July 13th 2022, and to sign as a true and correct record.

3.2 To review 'Actions agreed' at previous meeting and highlight any ongoing/outstanding.

Minute	Action	Cllr/Clerk	Outcome
	<b>05/22</b>		
<b>AM 9.3</b>	Generic and Financial risk assessments for next meeting	<b>GI</b>	Part done.
	<b>07/22</b>		
<b>4.2</b>	Return declaration of office forms to Chair Now to submit to SDC.	<b>IMC</b> <b>GI</b>	Returned 31/8
<b>8.2</b>	Investigate possible grants to replace Wet Pore	<b>IMC</b>	
<b>9.5</b>	Agree working party to review ground at beacon	<b>All</b>	
<b>13.2</b>	Follow up invoice for beacon	<b>AH/GI</b>	
<b>13.3</b>	Agree future use of beacon at September meeting	<b>All</b>	

<b>14.5</b>	Investigate finance programs for parish councils	<b>CA/IMC</b>	
<b>16.1</b>	Ask for update on drainage on New Road	<b>GI</b>	See agenda item 15.
<b>22.5</b>	Remove previous clerks name from tenancy deposit scheme agreement	<b>GI</b>	

#### **4. Invitation issued to local Community Police Officer to attend.**

Kirk Smeaton Parish Councillors also invited to this section of the meeting.

#### **5. Public Forum.** Questions and concerns raised by any member of the public attending the meeting.

#### **6. Financial Matters**

**6.1.** To hear confirmation from Councillor Hancock that the bank reconciliations as at 31<sup>st</sup> August 2022, has been checked and signed as true and correct.

**6.2.** To hear from Councillor Hancock with regards to current Internal Control audit.

**6.3.** The current finance sheet as at 31<sup>st</sup> August 2022, to be signed as a true and correct record.

**6.4.** To receive the budget report as at 31<sup>st</sup> August 2022

**6.5.** To receive the VAT spreadsheet as at 31<sup>st</sup> August 2022

**6.6.** To sign the Contracts List Payments as a record of payments made to date.

**6.7.** To agree payment of:

- Kevin Parkinson. Removal of damaged bench at playground. £95.00  
Invoice received [note, cottage work and this are on same invoice]
- Concrete path at cottage. Invoice due mid Sept: £2150.00 CPS

**6.8. To ratify payment** made due to 30day time constraint on invoice.

Replacement bench. Glasdon. £531.81 plus VAT (£106.36) = £638.17 in total.

**6.9. To approve budget, spend and payment:**

- Room Hire July 13th. Development Group. £25.00
- Kevin Parkinson. Work at Cottage to resolve damp issues £345 + £50 for painting. Invoice received.
- British Legion, poppy wreath [to order] £25 donation.
- Room Hire September 7<sup>th</sup>. Up to maximum of £30
- Sand and other materials, to site new bench. To maximum value of £.....  
Vice Chairman to give verbal estimate of requirements at the meeting
- Training session 'Handover to a new Clerk' Cllr Ivey on Sept 8<sup>th</sup>.....£25.00
- New battery for defibrillator to maximum of £230 [see agenda item 1]

#### **6.10. To approve un-budgeted spend and payment:**

- Replacement village sign [Viewlands one stolen] PW Signs £59 + vat  
*budget line D*
- Additional premium to Zurich for insurance of Jubilee Beacon & 2 new seats.  
£230.65 for the rest of the insured year – to June 1<sup>st</sup> 2023.  
*overspend of £230.65 on budget line J*
- PK Littlejohn. Fine for late submission of Certificate of Exemption [awaited]  
£40 + vat *budget line ??*

#### **7. Review of policies**

7.1 Generic and Financial Risk Assessment [deferred from last meeting]

7.3 Asset Register deferred from last meeting, and now amended.

#### **8. Playground**

8.1 To consider any urgent repairs required.

8.2 To note further graffiti on play equipment and goal posts July 25th and cleaning by Cllr Hancock. To decide any further preventative action which could be taken.

#### **9. Grounds Maintenance**

9.1 To note removal of damaged seat at Playground, and discuss what work needed to erect new one, which was delivered w/c August 8<sup>th</sup>

9.2 To note that trees at Crosshills are struggling to survive, as are some of the planters, and agree a maintenance/watering plan going forward.

9.3 To note verbal quote of £59.00 + VAT received from PW Signs for replacement village sign. # To agree payment and which budget line to take from.

**10. Wentedge Road Quarry.** Verbal update from Liaison Meeting on September 7<sup>th</sup> afternoon.

#### **11. Local Crime/Community Safety**

11.1. Damage caused to parish council property already detailed as.....

2020 & 2021. Repeated damage to hand sanitiser at playground.

2021. Seat on Quarry Lane almost completely demolished.

2021 December. 3 sets of Christmas Tree lights cut.

2022 March. Seat overlooking playground damaged.

2022 Teenagers seen pulling up Mt Pleasant street sign

2022 May. 3 jubilee flags removed by teenagers.

2022 June. Graffiti on almost all pieces of playground equipment.

Jubilee tree plaque broken off stand.

2022 July 25<sup>th</sup>. Further graffiti to playground equipment, including names.

**Now adding....**

**August 2022** Removal of village sign on New Road [Viewlands end]

11.2 To consider current monitoring of crime report comparisons local area/Selby District. Cllr Atkinson.

## **12. Local Government Reorganisation.**

To note Cllr Ivey is representing Selby District on a working group set up with North Yorkshire Council to produce a Parish Charter, which will meet NY officer Lisa Dixon on September 13<sup>th</sup>.

## **13. Queens Platinum Jubilee Beacon.**

13.1 To note that invoice from Gillian & Baines not yet received.

13.2 To note any further actions required, such as set paving at base; also consider future use.

13.3 To note Beacon now added to insurance schedule, and approve increased cost to Insurance premium. See also next agenda item 13.4

13.4. To note that insurance schedule has been updated adding new benches [x2] beacon and other items various; and also increasing value of Hillside Cottage as previously agreed.

13.5 To approve additional premium cost of £230.65 for revised schedule, which will be logged as an overspend. £280.92 to be added to budget for 2023/4

## **14. Clerk to the Parish Council.**

14.1 To officially appoint the new clerk, who will commence employment with the Council on September 19<sup>th</sup>.

14.2 To agree process of hand-over to the new clerk.

## **15. Drainage, lower end of New Road.**

Chairman has chased progress via Cllr McCartney who advised 31.8.22 following response from Highways... "The drainage scheme at New Lane Little Smeaton was submitted to County Hall on 10th May 2021. To date, funding is still to be confirmed"

**16. Review of Emergency Plan.** To consider next steps in partnership with Kirk Smeaton Parish Council.

## **17. To receive any planning applications, and note any comments sent.**

- 6 Wentdale. New porch and internal changes. Comments sent to SDC.
- Honeysuckle Cottage. Changes to conditions 3 & 4. No objection.

## **18. Correspondence Received**

- Request for donation; Selby Citizens Advice Bureau.
- Request from Kirk Smeaton PC; would LSPC like to join a planned event to raise funds for the parish council [s] by providing 2 hosts for a Wine Walk.
- Consultation on the Local Plan; [www.selby.gov.uk/localplan](http://www.selby.gov.uk/localplan) Cllr Ivey to report

## **19. Defibrillator.**

- To note recent recall and resolve to request inclusion on circulation list from manufacturer. Defibrillator will be removed Sept 23<sup>rd</sup> by Chris Smart.
- To resolve to agree payment for new battery if required, to maximum value of £230 *Budget line U. £700 available*

## **20. Hillside Cottage.**

### **20.1 Resolution to move to Private Session**

*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.*

Resolution must be proposed and seconded, *and minuted accordingly.*

**20.2** To note that contactor engaged to carry out works to chimney to resolve damp issues and this work completed late August.

**20.3** To note that contactor engaged to carry out works to lay new concrete footpath to front of cottage and including drain at top.  
Works to be completed by mid September.

**20.4** To consider suggested works to clear moss off cottage roof, plus clean out gutters. Potential cost £300 to £400. *Balance available to spend at this time is £922*

### **21. Date of next meetings [all booked]**

9<sup>th</sup> November 2022, Budget preparation for 2023/4

11<sup>th</sup> January 2023, Decision on Precept for 2023/4

29<sup>th</sup> March 2023

..... May 2023, Annual Parish Meeting and Annual Meeting of Council  
Approval of accounts for 2022/3