

Little Smeaton Parish Council

3 Wentdale
Little Smeaton
WF8 3LX

Dear Councillor

You are summoned to attend the Little Smeaton Parish Council meeting on 8 November 2023 to be held at 7.00pm at the Community Rooms, Kirk Smeaton.

AGENDA

Little Smeaton Parish Council meeting 8 November 2023

1. Apologies

- 1.1 To receive and note apologies from any councillors who are unable to attend the meeting
- 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 To receive any declarations of interest not already declared under the Councils' code of conduct or members Register of Disclosable Pecuniary Interests.
- 2.2 To receive, consider and decide upon any applications for dispensation.

3. Minutes from previous meeting

- 3.1 To confirm the minutes of the meeting held of 20 September 2023.
- 3.2 To review 'actions agreed' approved at the previous meetings held on 20 September 2023.
- 3.3 To confirm the minutes of the meeting held on 19 October 2023.

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

5. Financial Matters

- 5.1 To hear confirmation from Cllr Hancock that the bank reconciliations as at 31 October 2023, have been checked and signed as true and correct.
- 5.2 To hear from Councillor Hancock with regards to the Current Internal Control Audit.
- 5.3 The current finance sheet as at 31 October 2023 to be signed as a true and correct record.
- 5.4 To receive the budget report as at 31 October 2023.

5.5 To receive the VAT spreadsheet as at 31 October 2023.

5.6 To sign the contractual payments list 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.

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.

5.9 Budget 2024/5. Councillors to consider draft budget for 2024/5

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

7. Review of Policies and Procedures

7.1 Discuss progress of reviews to the policies and procedures to date.

8. Trees Inspection

8.1 Update on trees inspection.

9. Street Lighting

9.1 Deferred to the January 2024 meeting.

10. Updated Emergency Plan will be presented to councillors to approve.

Councillors to note that the updates are simple changes of some names and contact details.

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

11.1 Update on action to campaign with Kirk Smeaton PC.

12. By Election Fund

12.1 Following changes to NYC policy and their proposal to charge parish councils for By-elections only, councillors to consider whether to set aside a sum annually.

13. RoSPA Inspection Report

13.1 Discuss recommendations made by RoSPA for any remedial work at the park.

- 14. Installation of a No Parking sign at the Park**
14.1 Consider putting a no parking sign except for users at the park.
- 15. Donation to Citizens Advice**
15.1 Consider donation to Citizens Advice.
- 16. Councillors to consider and adopt proposed Investment Strategy**
16.1 Councillors to resolve to adopt proposed Investment Strategy
- 17. Review Financial Regulations**
17.1 To review and resolve to adopt Financial Regulations in line with the proposed Investment Strategy.
- 18. Ideas for Capital Spend from money from the Sale of Hillside Cottage**
18.1 Consider ideas for Capital spending with monies from the sale of the cottage.
- 19. Where to Invest Monies from the Sale of Hillside Cottage**
19.1 To look at options of which banks to invest the money.
- 20. Budget for Christmas Spending and Associated Costs**
20.1 Look at how much is needed for this year's Christmas Decorations in the village.
- 21. Bus Shelter**
21.1 Update on quotes for the replacement
- 22. Correspondence Received**
- 23. Matters for inclusion on the next agenda**
- 24. Date of next meetings:**
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
By virtue of Hillside Cottage being owned by LSPC; discussion may include commercially sensitive information regarding contractors and/or date relating to the tenants which is, and who are, subject to data protection.
Resolution must be proposed and seconded, and minuted accordingly.
- 25.2** Update on the sale of the cottage.