

**Little Smeaton Parish Council
(LSPC)**

**3 Wentdale
Little Smeaton
WF8 3LX**

Dear Councillor,

You are summoned to attend the ANNUAL MEETING OF THE COUNCIL on 17 May 2023 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 Parish Meeting 17 May 2023 at 7.00pm, Community Rooms, Kirk Smeaton.

1. Apologies

To receive apologies and approve reasons for absence.

2. Annual Report 2022/23

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 17 May 2023

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. Declarations of interest.

- 4.1 To receive any declarations of interest not already declared under the council's code of conduct or members Register of Disclosable Pecuniary Interests.
- 4.2 To receive, consider and decide upon any applications for dispensation.

5. Minutes from previous meeting

- 5.1 To confirm the minutes of the meetings held on 29 March 2023 and to sign as a true and correct record.
- 5.2 To review 'actions agreed' approved at the previous meeting.

6. Financial Matters 2022/23

- 6.1. To hear confirmation from Councillor Hancock that the bank reconciliation as at 31 March 2023 has been checked and signed as true and correct.
- 6.2 To hear from Councillor Hancock with regards to the Internal Control audit for 2022/23.
- 6.3 To receive the final accounts as at 31st March 2023, and to resolve to authorise the Chairman to sign it as a true and correct record.
- 6.4 To receive the final budget statement for the 2022/23 financial year.
- 6.5 To receive the VAT spreadsheet as at 31st March 2023 and to resolve to submit a VAT claim for 2022/23.
- 6.6 To review and resolve to approve the Annual Governance Statement for 2022/23, including the Internal Audit report.
- 6.7 To review and resolve to authorise the Chairman to approve and sign the Accounting Statements of the AGAR Part 2.
- 6.8 To resolve that, with an income of less than £25,000, Little Smeaton Parish Council is exempt from the need for an external audit.

7. Financial Matters 2023/24

- 7.1 To resolve to adopt the revised budget for 2023/4.
- 7.2 To hear confirmation from Councillor Hancock that the bank reconciliation as at 30 April 2023 has been checked and signed as true and correct.
- 7.3 To hear from Councillor Hancock with regards to the Internal Control audit as at 30 April 2023.
- 7.4 To receive the accounts as at 30 April 2023, and to resolve to authorise the Chairman to sign it as a true and correct record.
- 7.5 To receive the budget report as at 30 April 2023.
- 7.6 To receive the VAT spreadsheet as at 30 April 2023.
- 7.7 To sign the Contractual Payments form.
- 7.8 To ratify budget, spend and pay of £135.00 to YLCA for the annual subscription paid on the 5 April 2023. (Budget line N, Membership Subscriptions, £250) Affordability and Authority to spend slip signed as payment, as marked on invoice, due prior to May Parish Council meeting.
- 7.9 To Ratify budget, spend and pay for Invoice reference 4D (£362.69 for new litter bin). Budget, spend and payment agreed in January 2023 meeting for only £316.49. This represents an overspend of £46.20 (14.6%). This represents more than a 5% increase per Finance Regulations.
- 7.10 To agree budget, spend and pay for up to £20 on stationery items.
- 7.11 To agree budget, spend and pay for up to £950 for parish council insurance.

7.12 To agree budget, spend and pay for up to £100 on plants for the village planters.

7.13 To agree budget, spend and pay for up to £30 for the hire of the Community Room for the meeting on 17/05/2023.

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

8.1 One planning permission request was received from:

2023/0339/HEN

Mr Chris Holdsworth

14 Mount Pleasant

Little Smeaton

Pontefract

North Yorkshire

WF8 3LW

House extension notification for single storey hipped roof rear extension extending 3.6 metres to rear, 3.8 metres to ridge and 2.4 metres to eaves.
No objections received.

9. Trees Inspection

9.1 Chair to report on outcome of tree inspection locations and how many trees to be inspected.

10. Street Lighting

10.1 Discuss maintenance contract with NYC about the issue around street lights belonging to LSPC.

11. Finance Regulations, Banking Mandate and Standing Orders to be Reviewed, Approved and Signed

12. Correspondence Received

13. Matters for inclusion on the next agenda

14. Dates of next meetings

14.1 Agree new dates for the September and November meetings.

19 July 2023

20 September 2023

22 November 2023

17 January 2024

20 March 2024

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

15. Councillors to review Coronation event and planned future events

16. Hillside Cottage

16.1 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.

16.2 Councillors to consider quotes for works to the cottage...a) short term...b) long term.

16.3 Councillors to consider forward plan for Hillside Cottage. *[this covers consideration of the notes from the working group]*