

LITTLE SMEATON PARISH COUNCIL

9 Mount Pleasant
Little Smeaton
Pontefract
West Yorkshire
WF8 3LW

30 April 2020

Dear Councillor

You are summoned to attend the Little Smeaton Parish Council virtual meeting on 13th May 2020, to be held via Skype, and will start at 6.30pm.

Yours sincerely

Adele Curnow

Mrs A Curnow
Little Smeaton Parish Clerk

AGENDA

Little Smeaton Parish Council meeting 13th May 2020

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.
3. **Election of Chair and Vice Chair.**
4. **Parish Councillor Vacancy**
Interviews were cancelled due to the outbreak of the coronavirus.
5. **Minutes from previous meeting**
To confirm the minutes of the meeting held on 18th March 2020, and to sign as a true and correct record.

6. To receive information on the following ongoing issues and decide further action where necessary.

Previous agenda items and ongoing issues

6.1. Wentedge Road Quarry Planning Application

No further update or information regarding the application.

6.2. New Road, traffic signs update

No further update regarding the erection of the new road speed limit signs.

6.3. Playground repairs and inspection

6.3.1. The surface areas in the park were pressure washed and cleaned by Dave Wright,

6.3.2. The repairs to the playground equipment that were highlighted in the inspection have been put on hold until after the lockdown, when builders' merchants and suppliers and contractors are open again.

6.4. Hanging Basket

Hanging baskets will be put in place shortly, the company installing them are working to strict measures put in place due to the Coronavirus. They will also continue to water them throughout the lockdown as this is a one-man job.

6.5. Highway Drainage on New Road and Main Street

Waiting for an update from North Yorkshire Highways. Cllr Ivey emailed Councillor John McCartney to ask for his help with this matter.

6.6. Bag Dispensers

The bag dispensers have been installed on Main Street Little Smeaton by Cllr Atkinson and will be filled by Cllr Hancock.

6.7. Dropped kerbs

The Council continues to work on a plan for dropped kerbs in the village. Councillors will carry out their own survey to propose sites for dropped kerbs and also review the state of the footpaths, they have also invited the Disability Forum to assist. Emily from the Disability Forum has had a response from 4 people with each with disabilities, to help with the survey. Cllr Ivey to respond. Action is suspended due to the Coronavirus.

6.8. Bus Shelter

The polycarbon sheets have been delivered and need fitting to the bus shelter. The existing rivets need removing and the sheets can be fixed in using silicone. Payment needs to be made once the invoice is received.

6.9. Hillside Cottage Heating System

6.9.1. The pipe work that is visible in the cottage needs boxing in. However, this has been put on hold due to the Coronavirus. The Clerk contacted the Agents and asked them to arrange to obtain quotes, obviously the lockdown will have an impact on when this is done.

- 6.9.2. Parish Council to approach YLCA to request information about obtaining a loan to cover the cost of installing the new system.
- 6.9.3. Letter went to the tenants to inform them that the open fire in the living room should not be used as a matter of safety, because it was condemned due to the chimney liner been the wrong size.
- 6.9.4. A quote was received to remove the parkrae fire in the kitchen and make good but on hold until funds are available.
- 6.9.5. The Agents were contacted and the go ahead was given for an Energy Performance Certificate to be done for Hillside Cottage, however due to the outbreak of the Coronavirus this has been put on hold.
- 6.9.6. The Agents were also contacted regarding the inspection that took place late November 2019. A copy of the inspection was requested, unfortunately the inspection is just an informal look round and no records are made of the inspection. A thorough inspection is needed of the cottage to assess future maintenance issues. Hopefully once the EPC is complete this will highlight any issues.
- 6.9.7. Councillors shared concerns as to the level of service currently provided by the Agents, siting various issues which had not been reported back to the clerk as they should have been. Clerk to look at the original agreement between parish council and agent, and will also contact 2-3 other agents and find out what they offer and the price.

6.10. Village Emergency Plan

- 6.10.1. Review the current arrangements for Covid-19.
- 6.10.2. Discuss the next steps for the plan.

6.11. Footpath Blockage

Cllr McCartney will be informed of the lack of progress regarding the blockage of the footpath on Main Street Little Smeaton. Letters have been sent from NYCC Highways and Legal Section. There has been no follow up from NYCC after the Clerk queried the progress.

7. New agenda items

7.1. GDPR

Councillor Brown has, following the advice of the YLCA, reviewed the policies necessary for compliance with the GDPR, and asks the meeting to formally adopt them. Councillor Atkinson will then ensure they are displayed, as required, on the LSPC website. Councillor Brown to update the meeting on the next steps required.

7.2. Job Description and Contract Review

The Clerk has been issued with a new job description and a new contract of employment. Councillor Brown will highlight to the meeting the main differences and that arrangements need to be made for the Chair and Clerk to sign the contract in a safe way observing proper social distancing. Councillors to agree an Appraisal framework.

7.3. Little Smeaton Parish Council Insurance Renewal

The annual insurance premium is due for renewal on 1 June 2020, the present Insurers, Zurich, have quoted £397.35 plus Vat of £47.69 total price £445.04 for 1 year. Last year the premium was £434.37 (difference increase of £10.67)

*Vat cannot be claimed back for Insurance

7.4. Membership Renewal for YLCA

The membership renewal is due for the Yorkshire Local Councils Associations for 1 April 2020 to 31 March 2021, amount £128.00.

8. Public Forum. Questions and concerns from the public.

8.1. A resident has raised concerns about the cars parked on a narrow section of Main Street, Little Smeaton which is making it difficult for HGVs to get through.

Note. It is a specific condition of this Operators Licence that the haulage company must use Main Street, Little Smeaton, not Quarry Lane, and access is required 24/7. Clerk to write to the residents and ask them if they can park their vehicles off the main road.

9. To receive the following planning applications.

Application received for carrying out infill works to a disused railway bridge on Stubbs Road/Malt Kiln Road, Little Smeaton.

10. Matters requested by Councillors.

11. Financial Matters

11.1. Unfortunately, the following cheques could not be signed at the last meeting

Cheque number	500130	Clerks Salary 16/1-15/3	250.00
Cheque number	500131	Room Hire	10.00
Cheque number	500132	Moss Killer for playground	79.51
Cheque number	500133	Playground ropes	515.28

Contacted Wicksteed regarding payment over the telephone using the debit card, but unfortunately all staff are working from home and don't have the facility to accept payments in this way.

New payments that need approval

Clerks Salary 16/3-15/5	250.00
1 st Grass Cutting payment April	500.00

11.2. To receive a bank reconciliation as at 31 March 2020, to be signed as true and correct. Bank balance as at 31 March 2020 is £4333.73.

11.3. Current finance sheet up to date as at 31 March 2020, to be signed as a true and correct record.

11.4. The Annual Audit papers are in the process of being completed. An internal audit needs to be carried out. The deadline for Audit is 31 July 2020. Audit forms can be signed and minuted at the 15th July 2020 meeting, to enable an internal audit to take place when the lockdown restrictions have been lifted.

11.5. The Agent has been informed of the new bank details and income from the cottage is now paid directly into Lloyds bank.

- 11.6. Lloyds bank were contacted to add Cllr Atkinson and Cllr Hancock onto the account as signatories, forms were completed and sent back, still awaiting confirmation.
- 11.7. Update regarding the Co-op bank.

12. Correspondence Received

- 12.1. Correspondence received from Andy Blade, North Yorkshire Fire and Rescue. Andy Blade attended the last KSPC meeting, Councillor Brown was in attendance at the meeting and will update at the meeting. This item not addressed at the last meeting.

13. Matters for inclusion on the next agenda

- 13.1. All ongoing issues from this meeting.

14. Date for next meeting

Weds 15th July 2020

Weds 23rd September 2020

Weds 25th November 2020 – including Budget meeting

Weds 27th January 2021

Weds 24th March 2021