

## Little Smeaton Parish Council

3 Wentdale  
Little Smeaton  
WF8 3LX

Dear Councillor

You are summoned to attend the Little Smeaton Parish Council meeting on 17 January 2024 to be held at 7.00pm at the Community Rooms, Kirk Smeaton.

### AGENDA

#### Little Smeaton Parish Council meeting 17 January 2024

##### **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 8 November 2023.
- 3.2 To review 'actions agreed' approved at the previous meetings held on 8 November 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 December 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 December 2023 to be signed as a true and correct record.
- 5.4 To receive the budget report as at 31 December 2023.
- 5.5 To receive the VAT spreadsheet as at 31 December 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:

- £375 for emergency tree work/willow pollard on Hodge Lane
- £92.40 for Lofthouse Payroll Services

**5.8** Approve budget, spend and pay for:

- Up to £30 for Community Room Hire for the meeting on 17 January 2024
- £238.00 February 24 Council Tax bill for Hillside Cottage.
- Up to £40 January 2024 to E-on for electricity charges.
- £158.40 for Wix website hosting
- Up to £25 for antivirus software
- £30 for YLCA Year End & Audit training
- £35.88 for Little Smeaton Parish Council Domain name

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

**5.10** Agree precept amount for 2024/25

**5.11** How do we define capital spend?

**5.12** Appoint Internal Auditor

**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.

**7.2** To review and approve the Internal Control Checklist

**8. Trees Inspection**

**8.1** Update on trees inspection.

**9. Street Lighting**

**9.1** Defer to March meeting.

**10. Campaign to Lobby NYC about Current Work on the A1**

**10.1** Update on action to campaign with Kirk Smeaton and Norton PCs.

**11. YLCA Law & Governance Point LTN31E**

**11.1** Consider allocating to the Finance Group to report findings at the March meeting

**12. Repairs to Bus Shelter**

**12.1** Update on repairs to the bus shelter.

**13. Domain Name, Website, Web Hosting**

**13.1** To look at options for future web hosting.

**14. Correspondence Received**

**14.1** Request from KSPC to consider joining a joint initiative with KSPC in creating a safe pathway from Smeaton to Norton.

**15. Matters for inclusion on the next agenda**

**16. Date of next meetings:**

20 March 2024

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

**17. Hillside Cottage.**

**17.1** 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.

**17.2** Update on the sale of the cottage.