

Minutes

Little Smeaton Parish Council meeting 13th July 2022 Community Room, Kirk Smeaton

Present: Cllr G Ivey (Chair), Cllr C Atkinson (Vice Chair), Cllr A Hancock, Cllr J Howdle, Cllr I Carpenter

1. Apologies

1.1. No apologies received.

1.2. The council noted the resignation of the clerk, Roz Brown and expressed their thanks for her hard work over the past two years as the clerk and prior to that, for five years as a councillor.

2. Declarations of interest.

2.1. No declaration of interest received.

2.2. No applications for dispensation received

3. Minutes from previous meeting

3.1 The minutes of the meeting on 18th May 2022 were agreed as a true and correct record. Proposed by Cllr Hancock, seconded by Cllr Howdle and signed by Cllr Ivey. All agreed.

3.2 The 'Actions agreed' at the previous meeting were reviewed

Minute	Action	Cllr/Clerk	Outcome
AOM: 2	Arrange copy of the Annual Report for households in LS	Ivey	Complete
AM:7.3	Update Income & Expenditure Sheet	Brown	Complete
AM: 7.6	Publish Annual Governance Statement	Brown	Complete
AM: 7.6	Place Annual Governance Statement on website	Atkinson	Complete
AM 8.11	Contact Danny Curnow re grass cutting for beacon area	Atkinson	Complete
AM 9.3	Generic & Financial risk assessments for next meeting	Brown	Deferred
AM 9.4	Assess percentage house price rise in LS.	Hancock	Complete
AM 12.1	Find out installation date of flower baskets	Brown	Complete
AM 12.1	Paint base of Jubilee beacon	Howdle	Complete
AM 13.1	Defer this item to next meeting Emergency Plan	Brown	Ongoing
AM 15.1	Contact Wicksted for playground item prices	Atkinson	Complete
AM 16.1	Order Glasdon Bench	Brown	Ongoing

AM 23.1	Ask Carl to clarify quote for cottage path	Brown	Complete
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- 3.3. (Verbal) Minute book May 2020 to date. All pages should be numbered concurrently and there should be no blank pages. Chairman has noted that some previous minute pages are not numbered correctly and sought agreement of the meeting that corrections be made by hand and dated when done. Proposed by Cllr Atkinson, seconded by Cllr Hancock. All agreed.

4. Councillor Vacancy

- 4.1. A new Councillor was co-opted. The meeting welcomed Cllr Iain M Carpenter. Proposed by Cllr Ivey, seconded by Cllr Howdle. All agreed.
- 4.2. The declaration of office forms were given to Cllr Carpenter to complete.

5. Public Forum

- 5.1. County Councillor John McCartney attended the meeting and gave an update on the new NYCC unitary authority and Selby District Council winding down operation. County Cllr McCartney mentioned that there was a push for fixed speed cameras on A roads in North Yorkshire at accident blackspots. This should leave mobile cameras for more rural areas.

6. Financial Matters

- 6.1. Cllr Hancock conformed that the bank reconciliations as at 1st July 2022, have been checked and signed as true and correct.
- 6.2. Cllr Hancock gave an update on the current Internal Control audit.

Due to Clerk illness and resignation the following items found in internal control checks on 01.04.2022 and 03.05.22 need ratifying:

- Contractual payment for HP Ink made in March was for £4.49 rather than £3.49. This was due to a price rise by HP Ink
 - Payment for £577.56 for Carl's Property Services was made 17/3/2022. Budget and spend was agreed in November 2021 however no amount was mentioned. Budget and spend for £577.56 to be ratified
 - Payment for £180 for Marcus Taperell was made 17/3/2022. Budget and spend was agreed in November 2021 however no amount was mentioned. Budget and spend for £180 to be ratified.
 - Proposed by Cllr Howdle, seconded Cllr Atkinson. All agreed
- 6.3. The current finance sheet as at 1st July 2022, was signed as a true and correct record. Cllr Ivey agreed to correct that date range.

- 6.4. It was agreed that Cllr Ivey would complete the budget report as at 1st July 2022
- 6.5. The VAT spreadsheet as at 1st July 2022 was received and noted to stand at £305.48
- 6.6. The Contracts List Payments made to date was signed by Cllr Ivey and, in lieu of the clerk vacancy, Cllr Atkinson.

6.7. The following payments were noted:

- £13.50 printing of Annual Report to B Crossdale. Budget and spend (Budget line T, Printing £50.00) approved at meeting on the 18th May 2022.
- £37.50 paint for beacon. Budget and Spend approved at meeting on the 18th May 2022 (Budget line D Ground Maintenance).

6.8. The following variations in spend were noted:

- Hire of Community Room for 28/4/22 and 18/5/22 - budget, spend and payment was agreed for £35 in the meeting on 18/5/22. Actual cost and payment was £30.
- Hanging baskets from First Impressions - budget, spend and payment was agreed for £963 in the meeting on 18/5/22. The actual price was £897. Cllr Howdle agreed to monitor the number of hanging baskets.
- Extra grass cutting on Cross Hills for lighting of Jubilee Beacon. £120. Budget and Spend of £100 was approved at meeting on the 18th May 2022 (Budget line D Ground Maintenance) however original quote was to cut 60% of the area and in the event the whole area had to be cut due to the high number of persons expected.

6.9. The following budget, spend and payments were ratified:

- Additional £20 grass cutting – above point.
- £45.83 Amazon for new magnets for telephone box (£20.97),
- 2 x fire blankets for beacon ceremony (£17.98)
- Heat gloves for beacon ceremony (£6.88).

Note. A budget spend of £15 for firelighters was agreed at April 28th meeting, but in the event these were donated.

Proposed by Cllr Atkinson, Seconded Cllr Howdle. All agreed

6.10. The following actions were taken to approve budget and spend for:

- Grounds Maintenance, removal of old seat if agreed [see agenda item 9.1]
- Hillside Cottage, various projects if agreed [see agenda item 21.2]
Additionally the following item was approved for budget, spend and pay:
- The swing key link plates (8 of) at £81.90 which includes shipping but not VAT. The approval to spend form was signed by Cllr Ivey and Cllr Howdle.

7. Review of policies

- 7.1. Cllr Atkinson gave a review of the Publication Scheme (Information Commissioners Office) and confirmed that LSPC are mostly compliant. Several minor changes were agreed and Cllr Atkinson will update the website accordingly.
It was agreed that requests from third parties to add links to the LSPC website would only be considered from those organisations with a direct link to the village.
- 7.2. Generic and Financial Risk Assessment [minute 9.3 last meeting] the meeting agreed to the deferment of a review/amend to the September meeting due to time constraints.
- 7.3. Asset Register was deferred for changes at the last meeting [minute 9.4] but due to time constraints, the register is yet to be amended. Councillors were asked to give feedback on proposed changes, but defer approval until the September meeting. The following things were noted:
- The value of the cottage was estimated at approximately £300,000
 - The Jubilee Beacon added to the asset register – the estimated cost to replace is £2500
 - When purchased, the new Glasdon bench should be added to the asset register
 - Remove hand mower from asset register
 - Inform the insurance company of new valuations

8. Playground Repairs

- 8.1. Cllr Atkinson reported that the key links have been delivered and will be installed in time for the school summer holidays.
- 8.2. The Wet Pour rubber surface is cracking in places. Although not an urgent repair, Cllr Carpenter will investigate any grant options that may be available. In the meantime the surface will continue to be monitored for further deterioration.

9. Grounds Maintenance

- 9.1. The meeting agreed to award the contract to Kevin Parkinson to remove the old seat at the top of the playground. A budget and spend of up to £100 was agreed. Proposed Cllr Atkinson. Seconded Cllr Howdle. All agreed.
Cllr Ivey will inform Kevin.
- 9.2. The offer of a replacement tree from John Cooksey was noted. This has already been planted.
- 9.3. It was noted that the trees at Crosshills are struggling to survive. Cllr Carpenter will look into options for maintenance/watering going forward.

- 9.4. First Impressions have replaced a hanging basket which had died because it hadn't been watered.
- 9.5. The ground at the original site of the beacon is uneven and littered with rocks. A working party will be discussed at the September meeting to tidy the area.

10. Brockadale Quarry

- 10.1. This item was missed off the agenda. Update from Cllr Ivey. The Quarry Management Team did not send out an agenda or reminder of the meeting and so only two people turned up. Therefore there are no further developments to note.

11. Local Crime/Community Safety

- 11.1. All councilors received a copy of the notes of the meeting with Police, Fire and Crime Commissioner in May. Cllrs Ivey and Atkinson attended the meeting. The theme running throughout feedback from most councils was a lack of resource.
- 11.2. It was agreed to report any damage caused to parish council assets using 101 online. All items to be reported.

To date...

2020 & 2021.	Repeated damage to hand sanitiser at playground.
2021.	Seat on Quarry Lane almost completely demolished.
2021 Dec.	3 sets of Christmas Tree lights cut.
2022 Mar.	Seat overlooking playground damaged.
2022	Teenagers seen pulling up Mt Pleasant street sign.
2022 May.	3 jubilee flags removed by teenagers.
2022	Repeated theft of magnets from phone box on Hodge Lane.
2022 Jun.	Graffiti on almost all pieces of playground equipment. Jubilee tree plaque broken off stand.

- 11.3. It was agreed that Cllr Atkinson should continue to monitor the crime report statistics and comparisons between the local area and Selby District as a whole. This will continue at least until the PC has met with the Police. Cllr Hancock will invite N Y Police to the next meeting.

12. Local Government Reorganization

Cllr Ivey attended the local government meeting. This item was covered by County Cllr John McCartney earlier in the meeting.

13. Queens Platinum Jubilee

- 13.1. All agreed that the Jubilee celebrations had been a success.
- 13.2. The invoice for the beacon has not yet been received. Cllr Hancock will follow this up at the next events committee meeting.

13.3. It was agreed to discuss future use of the beacon at the September meeting.

14. Clerk to the Parish Council.

14.1. All banking and necessary authorities have been informed of the change of LSPC clerk.

14.2. There was no response to the advertisement for a parish clerk in the village magazine. It was agreed to advertise again on the village WhatsApp groups and parish council notice boards. It was also agreed to consider extending the advertisement to clerks in Womersley and Whitley.

14.3. It was agreed that the following division of work would take place until a new clerk was appointed:

- Cllr Ivey to manage the laptop and emails
- Cllr Hancock to cover bills and finance
- Cllr Atkinson will cover website and communication
- Helen Atkinson will cover the minutes

14.4. Cllrs Ivey and Atkinson will change the bios and Windows passwords on the laptop and the clerk email password.

14.5. Cllrs Atkinson and Carpenter will investigate the SCRIBE or similar programs for parish council finances.

14.6. Cllr Hancock to add Cllr Carpenter to the banking authorisation system.

15. Deregulation Signs, Quarry Lane.

15.1. 40mph signs are now in place. This matter is complete and the action is closed.

16. Drainage, lower end of New Road.

16.1. No progress reported. Cllr Ivey to ask the council for an update

17. Review of Emergency Plan. Proposals discussed at last meeting not yet actioned.

17.1. Still no feedback from KSPC. Cllr Atkinson will chase KSPC to arrange a review.

18. YLCA.

- 18.1. The meeting noted that Cllr Ivey has been elected as Vice Chair of YLCA Selby Branch.
- 18.2. To note YLCA proposal that following LGR on 1.4.23 there is to be only one branch of YLCA covering the whole of North Yorkshire [there are currently 7 Branches based on the 7 District Council Areas]. Cllr Ivey will report on future developments.
- 18.3. Cllr Ivey will attend the YLCA Annual Meeting on July 23rd.
- 18.4. The YLCA Conference on September 24th costs £120. It was agreed that this is too expensive and no member of LSPC will attend.
- 18.5. Cllr Ivey will give Cllr Carpenter the details of councillor courses in the YLCA training programme for August/September 2022.

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

- 19.1. None received.

20. Correspondence Received

- 20.1. Cllr Atkinson will respond to the complaint about grass cutting on the football pitch. There is no budget to increase the cut from the existing once a month contract.
- 20.2. Regarding a resident complaint about weeds and street cleaning. After conflicting messages from Selby DC this has now been escalated to County Cllr McCartney who will raise it with Selby DC.

21. Agree method of tracking and updating points

- 21.1. It was agreed that the current method of tracking and updating action points from previous meetings was working and that only the numbering system would be updated to differentiate between different meetings.

22. Resolution to move to Private Session

- 22.1. 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. Proposed by Cllr Ivey, Seconded by Cllr Hancock. All agreed.
- 22.2. Cllr Atkinson had a second site meeting with Carl's Property Services to review his quote and to change the specification to include a drainage channel. Carl subsequently quoted £2150. The budget and spend for this was agreed. Proposed by Cllr Howdle, seconded by Cllr Atkinson. All agreed.

Cllr Ivey will inform tenant and Carl that this quote is accepted.

Cllr Ivey will get more information from Kevin Parkinson regarding the damp patch in the bedroom. Councillors are unclear whether the damp has actually been seen and from inside the house and the actual source of the leak identified.

22.3. Cllr Hancock advised that works associated with improving the EPC rating need to be considered as the existing exemption period is running down. Cllr Hancock will check the EPC certificate to see how long remains on the exemption.

22.4. Cllr Carpenter to look at the tenancy agreement and see if it needs amending.

22.5. Cllr Ivey to inform Tenancy Deposit Scheme to remove the previous clerks name from the deposit agreement.

22. Date of next meetings:

7 September 2022	
9 November 2022	Budget preparation for 2023/4
11 January 2023	Decision on Precept for 2023/4
29 March 2023	
May 2023	Annual Parish Meeting and Annual Meeting of Council Approval of accounts for 2022/3

Dates for 2023/4 to be agreed.