

Minutes

Little Smeaton Parish Council meeting 29 March 2023 Community Room, Kirk Smeaton

Present: Cllr G Ivey (chair), Cllr A Hancock, Cllr J Howdle, B Smith (Clerk)

1. Apologies

1.2 Apologies were received from Cllrs Atkinson and Carpenter.
Apologies accepted.

2. Declarations of interest

2.1. No declarations of interest were received under the council's code of conduct or members Register of Disclosable Pecuniary Interests.
2.2. No applications for dispensation were received.

3. Minutes from previous meeting

3.1 The minutes of the meeting held on 11 January 2023, were agreed as a true and correct record. Proposed Cllr Hancock, Seconded Cllr Howdle. All agreed. Signed by Cllr Ivey.
3.2 Review Previous Actions.

Minute	Action	Cllr/Clerk	Outcome
07/22			
22.5	Remove previous clerks name from tenancy deposit scheme agreement	GI/BS	Completed.
7.1	Rewrite the Generic and Financial Risk Assessment	IC/CA	Draft completed. To be presented at the meeting on the 29 March for comments.
13.2	Monitor WhatsApp for free paving slabs	All	Continue to Monitor
01/23			
9.1	Before proceeding to purchase the new litter bin, the Clerk is going to check the spec with SDC to see if it is suitable for fitting and replacing the current bin, and what base it needs to be fixed to.	BS	Completed

12.1	Clerk to contact prospective contractors about tree inspections	BS	Completed Danny can carry out the work identified by a surveyor but can't provide certificates. Marcus is too busy at the moment to undertake the work. He would need specific requirements of what he was inspecting, number of trees and locations.
14.1	Clerk to contact Highways to remove the vegetation obscuring road sign.	BS	Completed.
19.1	Clerk to approach Contractor on cost of combined flushing of radiators with the annual heating inspection at Hillside Cottage.	BS	Completed Alan Marcon has quoted £580 to do both.
20.	Clerk to arrange parish meetings for the coming year.	BS	Completed
22.2	Clerk to ask the tenant convenient dates for contractor to assess damage caused by the leak at Hillside Cottage.	BS	Completed

4. Public Forum.

No members of the public attending the meeting.

5. Financial Matters

5.1 Cllr Hancock confirmed that the bank reconciliations as at 28 February 2023, have been checked and signed as true and correct

5.2 Cllr Hancock reported some admin errors with the current Internal Control audit. Also, noted that the tenancy agreement is still outstanding.

- 5.3 The current finance sheet as at 28 February 2023, was signed as a true and correct record by Cllr Ivey. Proposed Cllr Ivey. Seconded Cllr Howdle. All agreed.
- 5.4 The budget report was received as at 28 February 2023 and no issues were identified.
- 5.5 The VAT spreadsheet was received as at 28 February 2023. The claim currently stands at £640.13.
- 5.6 The Contracts List Payments was signed by Cllrs Ivey and Howdle as a record of payments made to date.
- 5.7 Ratify budget, spend and payment for £220 (ref 58E) for roof repairs made to Hillside Cottage.
Proposed by Cllr Ivey, seconded by Cllr Howdle. All agreed.
- 5.8 Ratify budget, spend and payment for a total of £766.99 (ref 56U, 57U and 59U) for supply and fitting of new defibrillator cabinet.
Proposed by Cllr Ivey, seconded Cllr Howdle. All agreed.
- 5.9 Ratify decision to move £270.99 from Grounds Maintenance (budget line D) to Defibrillator (budget line U) to facilitate payment of unbudgeted item – defibrillator cabinet (Emergency due to Public Health and Safety).
Proposed Cllr Hancock, seconded by Cllr Howdle. All agreed.
- 5.10 Agreement to ratify payment for £49.77 (ref 52L) (Ink cartridges).
Missed from January minutes in error.
Proposed Cllr Ivey. Seconded Cllr Howdle. All agreed.
- 5.11 Budget, spend and payment approved for up to £30 for community room hire.
Proposed Cllr Howdle. Seconded Cllr Ivey. All agreed.
- 5.12 To re-discuss budget allocation and approve payment for £4080 for wet pour by DCM for park resurfacing. Budget allocation to stay as is.
Proposed Cllr Ivey, seconded Cllr Howdle. All agreed.
- 5.13 Approve budget, spend and pay for £25 for Clerk's Annual Governance and Accountability Return training. Proposed Cllr Ivey, seconded Cllr Howdle. All agreed.
- 5.14 Approve budget, spend and pay for increase in Clerk's salary to £11.21 per hour from £10.21. This takes effect from 1 April 2023.
Proposed Cllr Ivey, seconded Cllr Howdle. All agreed.
- 5.15 To approve new contractual payment list with effect from 1 April 2023.
Approved Cllr Ivey, seconded Cllr Hancock. All agreed.

6. To receive any Planning Applications, and note any comments sent

- 6.1 None received.

7. Review of Policies and Procedures

- 7.1 Cllr Ivey had reviewed both the Complaints and the Grievance Policies and reported that neither needed any amendments. Proposed acceptance and to be signed. Proposed Cllr Ivey, seconded Cllr Howdle. All in agreement.
Action: Clerk to check when they next need to be updated.

8. Financial Risk Assessment

8.1 Resolved with minor amendments.

Proposed Cllr Ivey, seconded Cllr Hancock. All agreed

Action: Cllr Hancock to investigate whether the bank can set up notifications to WhatsApp when the debit card is used for transactions over a set amount, and whether there is a cost to this.

9. Public Litter Bin – Near Park

9.1 Cllrs noted that the new bin is now in place.

10. Draft Parish Council Consultation

10.1 No updates.

11. Playground

11.1 Cllrs noted that the work at the playground has now been completed.

12. Proposed Barriers on Hodge Lane

12.1 No barriers to be installed. Reports to police to be made when motorbikes are present.

13. Defibrillator Cabinet

13.1 Cllrs noted that the new defibrillator case is now in place and the residents have been informed via WhatsApp and the Parish Magazine.

14. Kings Coronation

14.1 Agreed budget, spend and payment of up to £20 for firelighters to light the beacon. Proposed Cllr Ivey, seconded Cllr Howdle. All agreed.

Action: Clerk to ask Danny to ensure the grass cut takes place before the 7 May in time for the Coronation celebrations. Also, to let Danny know about the amount on the invoice for the first grass cutting.

15. Purchase of Laptop for Little Smeaton

Budget, spend and payment agreed for up to £800 for a new laptop and software packages. Proposed Cllr Howdle, seconded Cllr Ivey. All agreed.

Action: Liaise with Cllr Atkinson re purchase of new laptop.

16. Tree Inspection

Clerk reported that further work to identify number of trees and locations before an inspection can take place.

Action: Cllr Ivey to identify and report on the number of trees and locations.

17. Street Lighting

No update from NYC to report.

18. Correspondence Received

18.1 Cllr Ivey reported that Cllr McCartney had visited the Smeatley Lane fertilizer tank on two occasions in response to a resident's complaint. On both occasions he had not detected any odours coming from the tank.

19. Matters for Inclusion on the next Agenda

19.1 To be included on the next agenda.

- Update on Street Lighting owned by LSPC.
- Finance Regulations and Standing Orders to be reviewed.

20. Date of next meetings

17 May 2023, Annual Parish Meeting and Annual Meeting of Council
Approval of accounts for 2022/3

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

21. Hillside Cottage

21.1 Resolution to move to Private Session

Proposed Cllr Ivey, Seconded Cllr Hancock. All Agreed

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.

22. Tenancy Agreement

22.1 Discussed.

Action: Clerk to consult Cllr Carpenter about the changes made to the agreement. Also, to check with British Landlords Association whether changes can be made to a tenancy agreement once in place.

23. Potential Spend on Flushing out Radiators and Service

23.1 Budget, spend and payment was agreed for up to £700 on the boiler service, and for the radiators to be flushed. Proposed Cllr Ivey, seconded Cllr Howdle. All agreed.

Action: Clerk to obtain two further quotes for the proposed works.

24. EPC Plan

24.1 Cllrs agreed to start planning for the EPC works required to satisfy an EPC.

Action: Clerk to obtain quotes for new windows and doors in time for the next meeting. Also, to contact a qualified surveyor as to whether the house can be insulated due to its age and construction materials.

25. British Landlords Association (BLA)

25.1 Agreed that the Clerk would check their site once a week for any updates in legislation etc. and report back to Cllrs.

Action List

Minute	Action	Cllr/Clerk	Outcome
	03/23		
7.1	<p>Rewrite the Generic and Financial Risk Assessment</p> <p>Completed with minor amends to be made.</p> <p>Assets & Public Liability – Remove Check on Depreciation Policy (column six). BS</p> <p>Finances Check if notifications from the bank can be received if debit card purchase is in excess of a set amount. AH</p>	BS/AH	
7.	Policies and procedures, check when the next review is due.	BS	
14.	Clerk to contact Danny to ensure the grass is cut in time for the King's Coronation celebrations	BS	
15.	Liaise with Cllr Atkinson about purchasing a new laptop.	BS	
16.	Tree inspection to identify the number of trees and their locations.	GI	
22.1	Clerk to ask Cllr Carpenter what changes were made to the tenancy agreement. Also, to check with British Landlords Association whether changes can be made to a tenancy agreement once in place.	BS	
24.1	Clerk to obtain quotes for replacement windows and doors at Hillside Cottage. Also contact a surveyor about insulating the walls and floor.	BS	