

Minutes

Little Smeaton Parish Council meeting 11 January 2023 Community Room, Kirk Smeaton

Present: Cllr G Ivey (chair), Cllr C Atkinson (vice Chair), Cllr A Hancock, Cllr J Howdle, Cllr I Carpenter B Smith (Clerk)

1. Apologies

No apologies received

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 9 November 2022, were agreed as a true and correct record. Proposed Cllr Hancock, Seconded Cllr Carpenter. All agreed. Signed by Cllr Ivey.

3.2 Previous Actions

Minute	Action	Cllr/Clerk	Outcome
	07/22		
22.5	Remove previous clerks name from tenancy deposit scheme agreement	GI	To be completed
7.1	Rewrite the Generic and Financial Risk Assessment	IC/CA	Outstanding Sample templates downloaded awaiting action
13.2	Monitor WhatsApp for free paving slabs	All	Continue to Monitor
	9/11		
6.	Clerk to apply for membership to British Landlords Association	BS	Completed
5.14	Clerk to write to Selby District Council to ask to delay decision for 23/24 precept.	BS	Completed
8.	Print playground Award letter and councillors to sign.	BS	Completed

8.1	Cllr Atkinson or Cllr Carpenter to investigate the piece of concrete protruding from the ground, and make a recommendation.	CA/IC	Foundation from adjacent equipment is protruding. To be remedied when the weather permits.
8.2	Cllr Atkinson to progress the order to overlay the wet pour and answer queries from DCM. Also, to seek assistance on WhatsApp to power wash the wet pour surface.	CA	Still awaiting moss to be removed. Phil Oades has offered to try and remove it in the next couple of weeks.
10.	Send spec to contractors to supply grass cutting.	BS	Completed
11.	Vegetation obscuring road signs, clerk to chase up with NYCC.	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 31 December 2022, have been checked and signed as true and correct

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

5.3 The current finance sheet as at 31 December 2022, was signed as a true and correct record by Cllr Ivey. Cllr Hancock explained a work around to record the Clerk's salary.

Proposed Cllr Carpenter. Seconded Cllr Howdle. All agreed.

5.4 The budget report was received as at 31 December 2022 and no issues were identified.

5.5 The VAT spreadsheet was received as at 31 October 2022. The claim currently stands at £507.73.

5.6 The Contracts List Payments was signed by Cllrs Ivey and Atkinson as a record of payments made to date.

5.7 The councillors were presented with budget proposals before the meeting. Options were discussed. The increase to the Parish Precept was considered alongside a financial risk assessment in case of potential risk to income.

It was agreed that the Parish Precept would rise 20%. The rent for Hillside Cottage would rise 10%.

Proposed by Cllr Carpenter, seconded by Cllr Howdle. All agreed.

- 5.8 Budget, spend and payment approved for up to £30 for antivirus software. Proposed Cllr Ivey. Seconded Cllr Carpenter. All Agreed
- 5.9 The HP ink contract has been ceased by HP Ink and the contractual payment list has been amended to reflect the change.
- 5.10 Agreement to ratify budget and spend for £49.77 (Ink cartridges). Proposed Cllr Ivey. Seconded Cllr Howdle. All agreed.
- 5.11 Budget, spend and payment approved for £158.40 for the unlimited plan for littlesmeatonpc.com. Proposed Cllr Howdle. Seconded Cllr Carpenter. All agreed.
- 5.12 Budget, spend and payment approved for up to £30 for community room hire. Proposed Cllr Ivey. Seconded Cllr Atkinson. All agreed.
- 5.13 Agreement to appoint Paul Clarke as the internal auditor for 23-24. Proposed Cllr Carpenter. Seconded Cllr Atkinson. All agreed.

6. Invitation to town and parish councils to submit expressions of interest in managing services and assets on behalf of North Yorkshire Council

- 6.1 Discussion took place and the decision was not to take part in the management of services and assets on behalf of NYCC.

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

- 7.1 None received.

8. Review of Policies and Procedures

- 8.1 Cllr Ivey to review the Grievance and Complaints policies, and report at the next parish council meeting in March.

9. Public Litter Bin – Near Park

- 9.1 Budget, spend and payment approved for £316.49 for purchase of the BMB/40 Barnsley Bin (Black) from Selby District Council to replace the damaged bin currently in place. Proposed Cllr Ivey. Seconded Cllr Howdle. All agreed.

Action: Before proceeding to purchase, the Clerk is going to check the spec with SDC to see if it is a suitable replacement for the current bin and find out what base they require to be in place for them to fix the bin to.

10. YLCA request for photos

- 10.1 Discussed and agreed LSPC has no suitable photos to provide.

11. Playground

- 11.1 Cllr Atkinson reported on the progress of the planned works to the park. The works cannot go ahead until the moss is removed from the surface. Cllr Atkinson has spoken to Phil Oades, who has agreed to try and remove the moss. The previous offer to remove the moss did not materialize.

12. Grounds Maintenance

- 12.1 Tree safety checks were discussed at the playground, Cross Hills and the path to the river on Hodge Lane. It was agreed to approach contractors to

gauge a price for an inspection of the trees and to provide a written report/certificate of safety of the outcome.

Action: Clerk to contact prospective contractors about inspecting the trees as above.

13. Grass Cutting Contract and Hanging Baskets

13.1 The tender received from Daniel Curnow was accepted. Danny to provide evidence of Liability Insurance. Proposed Cllr Howdle. Seconded Cllr Atkinson. All agreed.

13.2 Cllrs were presented with a quote of £920.40 for the village hanging baskets from First Impressions, which was agreed. Proposed Cllr Hancock. Seconded Cllr Howdle. All agreed.

14. Vegetation Obscuring Road Signs

14.1 Clerk reported that all the reported vegetation to road signs had now been removed by Highways. Clerk raised one more road sign, Give Way, on the junction from Quarry Lane to New road, that had vegetation obscuring it.

14.2 Clerk reported that the overhanging hedges on the path near the water works had now been cut and cleared by Yorkshire Water.

Action: Clerk to contact Highways to remove the vegetation as above.

15. Defibrillator Cabinet

15.1 An electrician inspected the cabinet and found that the circuit board is faulty he said he would contact colleagues to source a spare/scrap one, that could be utilised to replace the existing one. We are still waiting for a response.

16. Wentedge Quarry

16.1 Cllr Ivey provided minutes of the liaison meeting held on 7 December 2022. It was noted that the new owner of the quarry is using a different method of extraction to the previous owner. This was seen as a positive step as the new method did not involve blasting, therefore, less dust emitted to contaminate the surrounding environment.

17. Review Emergency Plan

Cllr Ivey provided a copy of the new emergency plan which councillors approved. To be kept on file with the Clerk and updated as necessary.

18. Correspondence Received

None received.

19. Matters for Inclusion on the next Agenda

19.1 To be included on the next agenda.

- Update on the financial risk assessment.
- Update on the review of the Complaints and Grievance policies.
- Discuss potential spend on flushing out the radiators at Hillside Cottage.
- Discuss a plan going forward around the EPC for Hillside Cottage. Cllr Hancock to send current EPC to all councillors to prepare.

Action: Clerk to approach the contractor responsible for the annual heating inspection to get a quote on cost of combined flushing of radiators alongside the annual heating inspection.

20. Date of next meetings

16.1 29th March 2023

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

Action: Clerk to arrange dates for the meetings for the coming year.

21. Hillside Cottage

21.1 Resolution to move to Private Session

Proposed Cllr Ivey, Seconded Cllr Carpenter. 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.

22.2 The reported leak reported by the tenant was discussed. Clerk to ask the tenant to give dates that are convenient to arrange a contractor to visit and assess.

Action: Clerk to ask the tenant convenient dates for contractor to assess.

Action List

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	07/22		
22.5	Remove previous clerks name from tenancy deposit scheme agreement	GI/BS	To be completed, Clerk to check the document.
7.1	Rewrite the Generic and Financial Risk Assessment	IC/CA	Outstanding Sample templates downloaded awaiting action
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	
12.1	Clerk to contact prospective contractors about tree inspections	BS	
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	
20.	Clerk to arrange parish meetings for the coming year.	BS	
22.2	Clerk to ask the tenant convenient dates for contractor to assess damage caused by the leak at Hillside Cottage.	BS	