

Little Smeaton Parish Council

Old Fox Cottage,
Main Street,
Little Smeaton,
WF8 3LF

16th September 2020

Dear Councillor,

You are summoned to attend the Little Smeaton Parish Council virtual meeting on 23rd September 2020 to be held via Skype at 7.00pm

AGENDA

Little Smeaton Parish Council meeting 23rd September 2020

1. Apologies

To receive apologies and approve reasons for absence.

2. Declarations of interest.

To receive any declarations of interest not already declared under the council's code of conduct or members Register of Disclosable Pecuniary Interests.

To receive, consider and decide upon any applications for dispensation.

3. Minutes from previous meeting

To confirm the minutes of the meeting held on 15th July 2020, and to sign as a true and correct record.

4. Public Forum. Questions and concerns raised by any member of the public present.

5. Financial Matters

5.1. To hear confirmation from Councillor Hancock that the bank reconciliation as at 1st September 2020, has been checked and signed as true and correct. To agree on the future reconciliation process. Please note there are currently two editions (attached) of the bank reconciliation depending on which process is agreed going forward.

- 5.2 To hear from Councillor Hancock with regards to the Internal Control audit.
- 5.2. Current finance sheet as at 1st September 2020, to be signed as a true and correct record.
- 5.3. To resolve to appoint an Internal Auditor for 2021/2
- 5.4 To consider report from the Clerk in preparation of the budget discussions at the November meeting.
- 5.5. Ratify emergency decision made between meetings to remove dead branch of willow tree and payment of invoice number 7691 for £240.00
- 5.6. Ratify emergency decision made between meetings to print leaflets for Safer Streets project and payment of invoice number 0453 for £28.00
- 5.7. Ratify emergency purchase of signage and equipment for the playground to make it Covid 19 safe, and payment of invoices for £163.00. Note payment reimbursed through CEF claim.
- 5.8. Resolve to approve extra payment for removal of trees and hedge cuttings and grass cutting near fruit trees, and payment of invoice for £60.00
- 5.9 Resolve to approve emergency payment for removal of damaged bench and payment of invoice 56 for £50.00
- 5.10. To note additional payments made between meetings, as follows:
- Dog poop bags £33.78
 - Hanging baskets flowers £660.00
 - Room hire delayed since March 2020 £10.00
 - Goal Post paint £16.00
 - Plants £50.00
 - Training by YLCA £148.50 (Please note these items should have been £121.00. £5 to be reimbursed by YLCA
- 5.11. Update regarding the Co-op and Lloyd's bank accounts.
- 5.12. To note receipt of £169.00 in settlement of the insurance claim for damaged bench
- 5.13. Update on AJ1 Road safety project application
- 5.14. Adoption of LSPC Asset register
- 6. Creation of a Single Unitary Authority for North Yorkshire and York**

To consider a response to the proposed models for a new unitary authority or authorities.

7. Safer Streets Project

To review progress on the project and agree next steps as appropriate.

8. Adoption of policies and review of policies recommended by YLCA

8.1 To review and adopt revised policies:

Grievance Policy
Discipline Policy

9. Website Documentation

To consider compliance with the YLCA list of documents recommended for publication on website and agree actions required.

10. Website Accessibility

10.1 To hear from Councillor Atkinson an overview of regulations

10.2 To hear from Councillor Atkinson about changes made to website

10.3 To agree status of Little Smeaton Parish Council Website

10.4 To agree and adopt Website Accessibility Statement

11. Emergency Plan

11.1 To review progress on written emergency plan

11.2 To review requests for consent to hold data from volunteers as under GDPR.

11.3 To consider feedback from volunteers who were used during pandemic, and agree actions as required,

12. Quarry extension application.

To update the meeting on the applications progress through North Yorkshire County Council planning process.

13. Road, traffic signs update

Review progress against the May 2020 installation date for speed limit and horse warning signs.

14. Playground repairs and inspection

14.1 To note that the playground was successfully reopened on the 8th August 2020 in full compliance with current Government guidance.

14.2 To note the planned inspection of the playground due during September/October 2020 by ROSPA and agree next steps.

15. Highway Drainage on New Road and Main Street

Update on the NYCC highways project to improve drainage on New Road and Main Street.

16. Dropped Kerbs

Review the March 2020 decision to postpone the Parish Council/Disability Forum survey to propose locations for dropped kerbs.

17. Hillside Cottage

17.1 Review progress on obtaining a survey of Hillside Cottage to ascertain a list of required improvements

17.2 Review progress on obtaining quotes for agreed work on Hillside Cottage.

17.3 To consider applying for a grant to cover energy efficient improvements.

18. To Note any planning applications and actions taken.

18.1 Planning application for 4 Mount Pleasant - comments submitted

18.2 Planning application for Churchfield Lane – no comments submitted

19. Correspondence Received

19.1. Email from resident concerning telephone box

20. Matters for inclusion on the next agenda.

21. Dates of next meetings:

25th November 2020, 27th January 2021, 24th March 2021