

# Little Smeaton Parish Council

Little Smeaton Parish Council Meeting Wednesday 16<sup>th</sup> March 2022

## MINUTES

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

### 1. Apologies

Cllr R Brown (Clerk) due to illness.

### 2. Declarations of interest

Councillor Hancock declared a non-pecuniary interest in drainage for New Road.

### 3. Minutes from previous meeting

That the minutes of the meeting held on 12<sup>th</sup> January 2022 should be signed as a true and correct record was proposed by Councillor Hancock and seconded by Councillor Atkinson. All in favour.

### 4. Public Forum: Questions and concerns raised by the public

No members of the public were in attendance.

### 5. Financial Matters

**5.1** Councillor Hancock confirmed that the bank reconciliations as at 1<sup>st</sup> March 2022 had been checked and could be signed by the Chairman as true and correct. (Note: Income and expenditure to be updated by Councillor Brown for two entries relating to Amazon for flags and bunting).

**5.2** Councillor Hancock confirmed that the current Internal Control audit had taken place with a minor point regarding the bill for Wicksteed. Expenses form signed by Councillor Brown and Councillor Atkinson.

**5.3** The current finance sheet as at 1<sup>st</sup> March 2022 was therefore signed by the Chairman as a true and correct record.

**5.4** Contractual Payments List signed. As per Finance Regulations 6.15 the envelope containing the password for the Council computer/email had to be opened (due to illness). All Councillors made aware. Password must now be changed and envelope sealed, resigned and dated.

**5.5** The 2021/22 budget updated as at 1<sup>st</sup> March 2022 and the Anticipated Income and Expenditure reports as at 1<sup>st</sup> March 2022 were received by the meeting for information.

**5.6** The VAT spreadsheet as at 1<sup>st</sup> March 2022 was received by the meeting for information.

**5.7** Approved future budget, spend and payment of:

- Up to £30 for wildflower seeds for Cross Hills. Budget Line D (Grounds Maintenance £3815).
- Up to £40 for rose fertiliser for the trees on Cross Hills. Budget Line D (Grounds Maintenance £3815).
- £261.60 for dog poop bags. Budget Line K (Dog poop dispensers and bags). £280 approved for 2022/23 budget. To be purchased in early April 2022. NB. KSPC have decided not to purchase bags jointly on this occasion.
- £90 to Moss Pest Control for the removal of moles. Budget Line D (Grounds Maintenance £3815).

It was noted that the remaining budget in Budget Line D (Grounds Maintenance) of £383 does not include bunting etc (Queen's Jubilee items totalling £305.21) which would take the remaining budget down to £77.79).

All of the above items proposed by Councillor Atkinson and seconded by Councillor Howdle. All in favour.

**5.8** Approval of budget and spend for the beacon on Cross Hills for Queen's Jubilee agreed for Carl's original price of £200. Budget 2022/23 (Grounds Maintenance £1800 of which £600 has been set aside for the Jubilee. Currently £294.79 remaining. Proposed by Councillor Atkinson and seconded by Councillor Ivey. All in favour.

**5.9** Approved payment of:

- £26.52 to Wicksteed (budget and spend agreed at the meeting on 15<sup>th</sup> November 2021) for the replacement clamp. Budget line 1 (Playground Maintenance, £4350.55) £2736.41 remaining.
- £2766.74 (budget and spend agreed at the meeting on 15<sup>th</sup> November 2021) to Wicksteed for the ravine rope walk, to be paid once the rope has been fitted. Budget Line I (Playground Maintenance, £4350.55) £2736.41 remaining. Shortfall £56.85 as the grant does not cover VAT which amounts to £461.12 for this purchase. However, the grant from Selby District Council was for £2681.00 which £375.38 more than the eligible spend and we may, therefore, be required to repay this sum to Selby District Council. However, this will not take place until 2022/23 financial year.
- £180.00 to Marcus Taperell Tree Surgery for the removal of saplings on Hodge Lane. Budget and budget and spend approved at meeting on 28<sup>th</sup> October 2021. Budget Line D (Grounds Maintenance £3815.00). Currently there remains £77.79 in the budget.
- £577.56 for replacement of wooden fence at Hillside Cottage. (Original budget and spend agreed for £550 on 17<sup>th</sup> November 2021). Increased payment approved due to increase in cost of materials. Budget Line E (Property Maintenance £3326.40). Currently £186.40 remaining, plus £830 (see below) so £1016.40 in the budget.

All of the above proposed by Councillor Atkinson and seconded by Councillor Howdle. All in favour.

Payment noted for:

- £305.21 for bunting etc bought online for the Queen's Jubilee. Budget of £600 previously agreed for Budget Line D (Grounds Maintenance) in the 2022/23 budget. Purchase brought forward to ensure availability. Affordability and Authority to Spend form signed by all Councillors. Authority to Pay signed by Chair and Clerk. This payment leaves a shortfall of £262.21 in Line D (Grounds Maintenance) in this year's budget.
- £455.18 to Wicksteed for the Ropewalk paid on 03.01.22 following delivery of the correct rope (payment authorised on 17<sup>th</sup> November 2021). However, when budget and spend authorised on 15<sup>th</sup> September 2021, the amount was not noted.

#### **5.10** Budget allocation:

- It was agreed for the allocation of £830 to budget line E from Non-Recurring Income, to allow for the transfer of the bond from Number 1 Letting Agents to TDS as agreed and as required by legislation.
- Approved allocation of £262.21 to budget line D (Grounds Maintenance) from Budget Line Y (Contingency £400) to cover the shortfall identified due to the early purchase of bunting etc for the Queen's Jubilee. This now leaves £340 to cover the payments approved in these minutes.
- Approved the allocation of £56.85 to budget line I Playground Maintenance from budget line Y (contingency £400) to cover the shortfall identified due to the cost of VAT not covered by the grant.

Proposed by Councillor Atkinson and seconded by Councillor Howdle.

## **6. Grass Cutting**

One tender received. Deferred for further discussion.

## **7. Hanging Baskets**

The quote of £897.00 for 13 hanging baskets was agreed with the decision not to have any more.

## **8. Railway bridge on Stubbs Road**

There was concern that the bridge is falling to bits and with the undergrowth having been cleared that it now may become a fly tipping target. Councillor Ivey agreed to write to SDC.

## **9. Damage to river bank opposite Hillside Cottage**

Councillor Ivey declared a non-pecuniary interest as Chair of Danvm Drainage Commissioners and requested the other councillors to discuss. It was agreed to ask the Clerk to write to the Environment Agency to ascertain whether permission was granted for river bank to be cleared and whether it would contribute to flooding. Councillor Atkinson to forward information and draft letter to Councillor Brown.

## **10. Fly Tipping**

Councillor Ivey informed the meeting that the Yorkshire Wildlife Trust would be removing the large amount of material that had been fly tipped at Brockdale Nature Reserve.

### **11. Playground Maintenance**

All but one of the ropewalk ropes have been replaced. There are two issues on the ROSPA reports. The first one is finger entrapment which is flagged up every year and which Councillor Atkinson will look into. The second one is that the square platforms are delaminating. The causeway rope bridge will have to be dismantled. Grant paperwork.

### **12. Grounds Maintenance**

There is a broken seat/bench at the playing field. It was agreed to obtain a quote for a new one and to write to Selby to see if we can use the rest of the VAT money. Also to check if the seat/bench is insured.

### **13. Sustainable Heating/Green Project**

It was agreed to write to Selby District Council to see if they have any more information.

### **14. YLCA arranged meeting with Police, Fire and Crime Commissioner**

Councillor Ivey attended a Zoom meeting. One concern was that there was no follow up following an incident.

### **15. Crime Prevention**

Councillor Atkinson will be visiting Sherburn Parish Council next week to see their CCTV system. To check what time the street lights go off. No street lights on Stan Valley.

### **16. Election 2022**

The election was discussed.

### **17. Queens Platinum Jubilee 2<sup>nd</sup> June 2022**

Councillor Atkinson met with Carl (Kirk Smeaton Parish Council) and Mark Barnes (The Shoulder) and it was agreed that the beacon would be erected between the fruit trees on Cross Hills with a concrete plinth, a metal post in the ground bolted on with brackets. It will have an engraved plaque.

### **18. Clerk's Appraisal and Objectives for 2022/23**

Postponed – but all councillors are very happy with Councillor Brown’s work as Parish Clerk.

#### **19. Quarry Lane**

To be followed up at next meeting.

#### **20. Highway Drainage on New Road and Main Street**

To be followed up at next meeting.

#### **21. To receive any planning applications, and note any comments sent**

None.

#### **22. Correspondence received**

Correspondence received –

- Small Councils Committee letter from NALC 11.3.22.
- Pharmaceutical Needs Assessment Survey.

#### **23. Dates of next meetings**

18<sup>th</sup> May, 13<sup>th</sup> July, 7<sup>th</sup> September and 9<sup>th</sup> November 2022.

#### **24. In Private Session**

##### **Hillside Cottage**

As the original contractor who installed the fascia board was uncontactable two quotes to be obtained from Carl for repairs to fascia board as it is too deep and catches on window

Proposals:

- a) Remove fascia board and cut it down at a cost of £175.00 but if fascia board breaks it will cost £75.00 for another one.
- b) Cut a piece out of fascia board at a cost of £75.00.

Agreed budget and spend up to £250.00

It was agreed to go for Proposal a) at a maximum cost of £250.00.

Picture sent by tenant of broken/uneven paving stones to be considered for replacement/removal. Cost to come out of property maintenance.

Proposed by Councillor Atkinson and seconded by Councillor Howdle.