

**Little Smeaton Parish Council
(LSPC)**

**3 Wentdale
Little Smeaton
WF8 3LX**

Dear Councillor

You are summoned to attend the Little Smeaton Parish Council meeting on 29 March 2023 to be held at 7.00pm at the Community Rooms, Kirk Smeaton.

AGENDA

Little Smeaton Parish Council meeting 29 March 2023

1. Apologies

To receive apologies and approve reasons for absence.

2. Declarations of interest

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

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

3. Minutes from previous meeting

3.1 To confirm the minutes of the meetings held of 11 January 2023

3.2 To review 'actions agreed' approved at the previous meeting

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

5. Financial Matters

5.1 To hear confirmation from Cllr Hancock that the bank reconciliations as at 28 February, have been checked and signed as true and correct.

5.2 To hear from Councillor Hancock with regards to the Current Internal Control Audit.

5.3 The current finance sheet as at 28 February 2023 to be signed as a true and correct record.

5.4 To receive the budget report as at 28 February 2023.

5.5 To receive the VAT spreadsheet as at 28 February 2023

5.6 To sign the contractual payments list 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.

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

5.9 Ratify decision to move £270.99 from Grounds Maintenance (budget line

D) to Defibrillator (budget line U) to facility payment of unbudgeted item – defibrillator cabinet (Emergency due to Public Health and Safety).

- 5.10** Ratify payment of £49.77 (ref 52L) for ink cartridges (missed from January minutes in error).
- 5.11** Approve budget, spend and pay for up to £25 for hire of the community room for the meeting on 29/03/2023.
- 5.12** To re-discuss budget allocation and approve payment for £4080 for wet pour by DCM for park resurfacing.
- 5.13** Approve budget, spend and pay for £25 for Clerk's Annual Governance and Accountability Return training.
- 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.
- 5.15** To approve new contractual payment list with effect from 1st April

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

7. Review of Policies and Procedures

- 7.1** Update on the review of the Complaints and Grievance policies.

8. Financial Risk Assessment

- 8.1** Discuss update on the Financial Risk Assessment for 23/24.

9. Public Litter Bin – Near Park

- 9.1** Cllrs to note that the new litter bin is now in place.

10. Draft Parish Council Consultation

- 10.1** Discuss responses to the consultation.

11. Playground

- 11.1** Update on the work at the playground.

12. Proposed Barriers on Hodge Lane

- 12.1** To discuss whether to proceed with the barriers on Hodge Lane and any other suggestions.

13. Defibrillator Cabinet

- 13.1** Cllrs to note that new defib cabinet in place and residents advised via WhatsApp.

14. King's Coronation Celebrations

- 14.1** Discuss and agree budget, spend and payment for Kings Coronation Celebrations, specifically lighting of the beacon and use of playing fields. Cllrs Ivey and Hancock to report.

15. Purchase of Laptop for Little Smeaton Parish Council

- 15.1** Discuss the purchase of a new laptop from the budget 2023/24

16. Tree Inspection

- 16.1** Clerk to report on the outcome of response from contractors about carrying out a tree inspection.

17. Street Lighting

17.1 Discuss maintenance contract with NYC about the issue around street lights belonging to LSPC.

18. Correspondence Received

18.1 A complaint has been received from a resident about the Fertiliser tank on Smeatleys Lane. This has been passed to Cllr McCartney. Cllr. Ivey to report on any response received.

19. Matters for inclusion on the next agenda

20. Proposed Dates of next meetings

20.1 Agree to Dates

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

By virtue of Hillside Cottage being owned by LSPC; discussion may include commercially sensitive information regarding contractors and/or date relating to the tenants which is, and who are, subject to data protection.

Resolution must be proposed and seconded, and minuted accordingly.

22.1 Tenancy Agreement

21.2 Discuss next steps/way forward.

23. Potential Spend on Flushing out Radiators and Service

22.1 Clerk to provide quote from Green and Reliable to discuss.

24. EPC Plan

23.1 Discuss way forward with the EPC.

25. British Landlords Association (BLA)

25.1 Next Steps.