

## **Little Smeaton Parish Council**

**Old Fox Cottage  
Little Smeaton  
WF8 3LF**

Dear Councillor

You are summoned to attend the Little Smeaton Parish Council meeting on 10<sup>th</sup> September 2025 to be held at 7.00pm at the Community Rooms, Kirk Smeaton.

### **AGENDA**

#### **Little Smeaton Parish Council meeting 10<sup>th</sup> September 2025**

##### **1. Apologies**

- 1.1 To receive apologies for absence and record these in the minutes
- 1.2 To consider the approval of reasons for absence given by councillors

##### **2. Declarations of interest**

- 2.1 To receive any declarations of interest not already declared under the Councils' 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 meetings**

- 3.1 Councillors to confirm the minutes of the meetings held on the 17<sup>th</sup> July 2025 and on the 26<sup>th</sup> August as true and correct records. Minutes to be signed by the Chairman.

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

##### **5. Vacancy for Councillor**

- 5.1 Councillors to note that, following the advertising of the vacancy for a Councillor, LSPC received one expression of interest by the closing date. North Yorkshire Council Democratic Services have been informed. Councillors are invited to formally co-opt Anthony Croall as a Councillor for Little Smeaton Parish Council.

##### **6. Financial Matters**

**6.1** To hear confirmation from Councillor Hancock that the bank reconciliations as at 31<sup>st</sup> August 2025, have been checked and signed as true and correct.

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

**6.3** The current finance sheet as at 31<sup>st</sup> August 2025 to be signed by the Chairman as a true and correct record.

**6.4** Councillors to receive the budget report as at 31<sup>st</sup> August 2025.

**6.5** Councillors to receive the VAT spreadsheet as at 31<sup>st</sup> August 2025

**6.6** The Contractual Payment form as at 31<sup>st</sup> August 2025 to be signed by the Chairman and Vice Chairman.

**6.7** To hear from Councillor Hancock with regards to the accuracy of the recent bank statements. The Chairman to sign as confirmation.

**6.8** Councillors to receive the updated Investment summary, reflecting the closing and reopening of the UT accounts.

**6.9** Councillors to note that the interest rate of the accounts held with LB is due to be reduced from 0.7% to 0.6%. Possible other banks with which to place monies held in LB reserves, and LB capital, is currently being explored. A verbal update from the Clerk will be available at the meeting.

**6.10** Councillors to note and approve budget, spend and pay for:

- Up to £36.00 for hire of Community Room for meeting on 10<sup>th</sup> September 2025;
- Up to £10.50 for banking charges;
- £80 to ROSPA for the annual playground inspection;
- £88.87 to Cartridge People for Black and Colour ink cartridges;
- £82.00 to The British Legion for wreath and lamppost poppies.

**6.11** Councillors to ratify budget, spend and pay of

- £11.19 to Norton for 1 year subscription;
- £119.77 to Amazon for speed gun and batteries;
- £30.00 to Danny Curnow for removing post and rail on Cross Hills;
- £28.00 for CHAPS payment to UB.

## **7. Finance Group**

**7.1** Councillors to note that the Finance Group met on the 6<sup>th</sup> August 2025 prior to the full Parish Council meeting. Councillors to receive the notes of this meeting and approve the following recommendations:

- The decision to continue with UB for 12 months to be ratified;
- Budget, spend and pay for £28.00 to UB for the transfer of interest on the 30<sup>th</sup> September to be approved;

- The transfer of monies into the budgets for the Playground and General Land costs be approved;
- Budget and precept requirements to be placed on the agenda for the November Parish Council meeting;
- Negotiations for the grass cutting contract to be completed before the end of October 2025.

## **8. Events Team**

**8.1** Councillors to consider a report from the representatives of the Events Team, and to note the success of the Annual Fete.

**8.2** Councillors to hear progress on plans for events during 2025 including for Christmas 2025

## **9. Hanging Baskets**

**9.1** Councillors to note that the previous supplier of hanging baskets has informed the Parish Council that they will no longer be in position to provide them after this year. Councillors to consider what alternatives might be possible including opening negotiations with the exiting supplier to ascertain whether a larger order would be viable, enhancing the current planters, and placing some additional ones around the village.

## **10. Lighting the Christmas Decorations at the Well**

**10.1** Councillors to consider lighting for the well. Previous enquiries have ruled out the possibility of having an electric supply installed to light the Christmas decorations, however it was agreed to bring forward to this meeting the possibility of solar lighting.

## **11 Review Schedule of Policies and Recurring Tasks**

**11.1** Councillors to approve the new IT Policy

**11.2** Councillors to approve the updated Policies, and Recurring Tasks Review document, and to agree an appropriate lead Councillor for the IT policy, a schedule for the inspection of trees, a schedule and lead Councillor for the Emergency Plan and, if required the appropriate times for an inspection of the playground, in addition to the formal playground inspection undertaken by ROSPA.

## **12. Playground**

**12.1** Councillors to hear from Councillor Atkinson on actions taken to replace the two platforms.

**12.2** Councillors to note that the ROSPA inspection of the Playground will take place during September 2025.

### **13. Grass Cutting Contract**

**13.1** Councillors to note that the current three year contract for grass cutting is due to end in 2025, and that a procurement exercise needs to be held for 2026, or, if a three year contract is wanted again, for 2026 to 2028.

### **14. Road Safety**

**14.1** Councillors to hear from Councillor Hancock about progress made with LSPC undertaking speed checks in the village, and to consider any further actions required.

### **15. Social Values Activities Funding - National Highways**

**15.1** Councillors to note that an extra Parish Council meeting to discuss the fence on Cross Hills was held on 26<sup>th</sup> August 2025 and to note the outcomes from that meeting. Councillors to consider any further actions needed to take this forward.

### **16. Little Smeaton Council Owned Trees.**

**16.1** Councillors to consider the planting of the donated trees, to agree where they are to be planted, and to approve budget, spend and pay of £30.00 to plant the trees.

**16.2** Councillors also to consider the purchase of additional trees to replace those removed, and to agree budget, spend and pay as appropriate.

### **17. Items identified for purchase.**

**17.1** Councillors to note that further conversation has been held with North Yorkshire Council with regards to the purchase of a litter bin for the “lay by” opposite the playground, and the suggestion that the area be grassed to stop people parking there. However NYC remain adamant, and a request has been passed to the Parish Liaison team who have agreed to intervene. A verbal update will be available from the Clerk at the meeting.

**17.2** Councillors to reconsider the purchase of a further bench to be placed at the top of Quarry Lane in view of further concerns having been raised.

**17.3** Councillors to reconsider the placing of the purchased bench by the playing field, following concerns having been raised.

### **18. Parish Council Land on either side of Hillside Cottage**

**18.1** Councillors to note that the application to register the two pieces of land on either side of Hillside Cottage as separate entities has been submitted to the Land Registry. However a reply is not expected until the end of July **2026** and not 2025 as previously stated.

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

**19.1** No applications received.

**20. Correspondence Received**

**20.1** Email from Kirk Smeaton resident concerning playground equipment.

**20.2** Email from Little Smeaton resident concerning a planning application.

**21. To confirm the date of the next Parish Council meeting:**

**21.1** The next meeting to be held at 7.00pm on 20<sup>th</sup> November 2025