

Little Smeaton Parish Council

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

7th May 2026

Dear Councillor,

You are summoned to attend the ANNUAL MEETING OF THE COUNCIL on 13th May 2026 to be held at the Community Rooms, Kirk Smeaton.

This meeting will take place immediately following the Annual Parish Meeting which will start at 7.00pm

AGENDA 1.

Little Smeaton Annual Parish Meeting 13th May 2026 at 7.00pm, Community Rooms, Kirk Smeaton.

1. Apologies

To receive apologies and approve reasons for absence.

2. Annual Report 2025/6

2.1 To receive the Annual Report from the Chairman

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

3.1 To hear from any member of the public in attendance.

4. Close of Meeting

AGENDA 2

Annual Meeting of Little Smeaton Parish Council 13th May 2026

1. Election of Chair and Vice Chair

1.1 Chair and Vice Chair to sign declaration accepting the office.

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 meeting

3.1 Councillors to confirm the minutes of the meeting held on the 19th March 2026 as a true and correct record. Minutes to be signed by the Chairman.

4. Current Parish Council vacancies

4.1 Councillors to note that, following the advertising of the vacancy for a Councillor, LSPC has received one expression of interest.

4.2 Councillors to note that the Clerk has given notice of her intention to resign from the post as at 15th July 2026. Councillors to note that the post has been advertised with a closing date of the 12th May 2026. The Clerk to give a verbal update at the meeting.

5. Financial Matters 2025/26

5.1 To hear confirmation from Councillor Hancock that the bank reconciliation as at 31 March 2026 has been checked and signed as true and correct.

5.2 To hear from Councillor Hancock with regards to the Internal Control audit for 2025/26.

5.3 To receive the final accounts and budget statement as at 31st March 2026, and to resolve to authorise the Chairman to sign it as a true and correct record.

5.4 To receive the VAT spreadsheet as at 31 March 2026 and to resolve to submit a VAT claim for 2025/26.

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

5.6 Councillors to approve the Certificate of Exemption.

5.7 To review and resolve to approve the Annual Governance Statement for 2025/6, including the Internal Audit report.

5.8 To review and resolve to authorise the Chairman and Clerk to approve and sign the Accounting Statements of the AGAR Part 2.

6. Financial Matters 2026/27

6.1 Councillor Croall to report to the meeting on the internal control checks undertaken to ensure the finance report is correct and reconciles with the bank statements and invites the Chairman to counter sign the summary statement to the finance pack.

6.2 Councillors to note and adopt the updated budget for 2026/7

6.3 The Chairman and Vice Chairman to sign the contractual payments list as a record of payments made to date.

6.4 Councillors to note and approve budget, spend and pay for:

- Up to £30 for Community Room Hire for the meeting on 13th May 2026.
- Up to 9.50 for banking charges from 10th May to the 9th July 2026
- Up to £40.00 for Anti-virus software
- £145.00 plus VAT (£174.00) for supply and fitting of No Fly Tipping poster
- £20 to YLCA for advertising the Clerk vacancy.
- Up to £130.00 for flowers for the planters (this money in addition to £150.00 approved at the January meeting of which only £30 has been spent.)

6.10 Councillors to ratify budget, spend and pay for:

- £145.00 for YLCA Membership Subscription

7. Council Insurance.

7.1 Councillors to note that the Parish Council's insurance is due for renewal on 1st June 2026. A renewal quote, £760.03, has been received from our existing insurers, Clear Councils, and a second quote from Zurich for £784.01 for one year or £723.81 for three years. Attempts to find other insurers using an alternative broker were unsuccessful. However recent changes to the Asset register may have rendered these quotes inadequate. The Clerk to provide a verbal update. Budget, spend and pay as appropriate to be approved.

8. Information Commissioner's Office (ICO)

8.1 Councillors to note that registration by the Parish Council with the Information Commissioner has been a requirement since May 2018, but has previously been overlooked. The Clerk to be required to contact the ICO and arrange for the necessary fee to be paid, which is understood to be £52.00. Budget, spend and pay for this

amount to be authorised. However it is possible that a fine may be levied for non-registration, the amount of which is currently unknown.

9. Website Compliance

9.1 Councillor Atkinson to update on the work currently being undertaken to assess the LSPC website and processes for compliance with Data Protection, and other relevant legislation.

10. Review of Policies and Procedures

10.1 Councillors to approve the new and updated Policies and Procedures:

- Standing Orders (GI)
- Financial Regulations (AC)
- Internal Controls (AC)
- Banking Mandate (AH)
- Investment Summary (AH)
- IT Policy (CA)
- Data Protection Policy
- Data Retention and Disposal Policy
- Website Accessibility Statement

11. Playground

11.1 Councillor Atkinson to update the meeting with regards to the installation of the 2nd platform.

11.2 Councillors to consider funding for, and the development of the football field. Councillor Atkinson to update the meeting on enquiries made so far.

12. Hanging Baskets

12.1 Councillors to note that, having been given delegated authority to negotiate for hanging baskets for the summer of 26, Councillor Ivey and the Clerk, have agreed with First Impressions to provide 14 filled baskets at the end of May/beginning of June with DC Tree company carrying out the watering once a week between June and September. It is expected that the total cost will be £1356.00. Budget, spend and pay to be approved for £504 to First Impressions, £100 to DC Tree Co, to collect and install the baskets, and £752.00 for the watering to be paid monthly and included on the contractual payments list.

13. Road Safety

13.1 Councillors to note, following the decision taken at the March meeting, the letter sent to NYC, the local MP, local Councillors etc. Councillors to also note the detailed reply from NYC explaining that Little Smeaton does not meet the required threshold for road improvements or new footway where there is none, from NYC but with suggestions

of actions that might be taken by the Parish Council. Councillors to consider any future actions to be taken.

13.2 Councillors to note that NYC Highways, have agreed to erect reflective bollards. However no date for the work has yet been notified to the Clerk. Budget, spend and pay agreed at the March Parish Council meeting.

13.3 Councillors to note that the Clerk has, as agreed at the March meeting, been in touch with NYC Highways with regards to the large collection of cones that have accumulated on New Road. Work on the potholes and collection of the cones was due to take place on the 24th April 2026, but, whilst this did not materialize, the cones have subsequently been removed. The pot holes and damaged edges to the road however remain an issue, and the Clerk will seek to provide a verbal update at the meeting with regards to the meeting with NYC Highways to discuss.

13.4 Councillor Hancock to provide an update on the Community Speed Watch project.

14. Went River Bank near Hodge Bridge

14.1 Councillors to consider the current poor state of the bank of the river near Hodge Bridge and to consider what actions can be taken to shore up the bank. (see enclosed report)

15. Survey of Trees

15.1 Councillors to receive the report into the condition of trees owned by the Parish Council and decide on any further actions required.

16. Events Team

16.1 Councillors to hear a report from the representatives of the Events Team.

17. Cross Hills fence

17.1 Councillors to note that no decision has as yet been made by the NY planning department re access to the field next to Cross Hills. The Clerk to update the meeting as appropriate.

18. To receive any planning applications and note any comments sent.

18.1 No applications received.

19. Correspondence Received

19.1 Email received from local resident re the Village Playing Field.

20. To confirm dates of future Parish Council meetings:

20.1 The next meeting to be held at 7.00pm on 8th July 2026.