

Little Smeaton Parish Council

Old Fox Cottage
Little Smeaton
WF8 3LF

11th March 2026

Dear Councillor

You are summoned to attend the Little Smeaton Parish Council meeting on 19th March 2026 to be held at 7.00pm at the Community Rooms, Kirk Smeaton.

AGENDA

Little Smeaton Parish Council meeting 19th March 2026

1. Welcome and Apologies

1. To receive any apologies for absence and record these in the minutes.
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 meeting

3.1 Councillors to confirm the minutes of the meeting held on the 15th January 2026 as a true and correct record. Minutes to be signed by the Chairman.

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

5. Financial Matters

5.1 To hear confirmation from Councillor Hancock that the bank reconciliations as at 28 February 2026, 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 and budget report, as at 28th February 2026 to be signed by the Chairman as a true and correct record.

5.4 Councillors to receive the VAT spreadsheet as at 28th February 2026.

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 note that work is ongoing to include Councillor Croall as a signatory on Bank & Investment accounts.

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

- Up to £30 for hire of Community Room for meeting on 19th March 2026
- Up to £10.50 for banking charges incurred 10th March to 9th May 2026
- £3993.75 to Danny Curnow for grass cutting April to September 2026 to be paid in one payment of £665.65 and five payments of £665.62. To be included on the contractual payments list for financial year April 26 to March 27.
- £6.49 to HP Instant Ink for one payment in March 2026. Payments of £6.49 to be included on the contractual payments list for financial year April 26 to March 27
- Up to £15.00 for a replacement cash box
- Up to £15.00 for a date stamp.

5.7 Councillors to ratify budget, spend and pay of:

- £36.50 for training course to ensure better understanding of grant opportunities
- £165 to Carl Property Services for the repair of bench on Mount Pleasant, agreed as a health and safety concern.

6. Vacancy for Councillor

6.1 Councillors to hear from the Clerk with regards to progress in recruiting a fifth Councillor.

7. Grass Cutting Contract 2026/2028

7.1 Following the signing of the contract for cutting the grass, Councillors to consider the final outstanding item, that is the requirements for cutting the grass on Cross Hills. Currently the schedule states "Monthly cut. Area between fruit trees to be left uncut to promote wild flower growth". Councillors to clarify the exact requirement which is currently unclear to the contractor. There are no cost implications.

8. Damaged Edge by Playground

8.1 Councillors to note the damage recently done to the verge above the playground by car(s) driving on it, and to consider the possibility of erecting reflective warning posts to enhance the safety of pedestrians. Three quotes have been obtained from two providers: Highways will undertake the work providing 10 (black and white reflective) verge markers and 1 day installation for £990.00; Carl Property Services has quoted £995.00 for providing 24 markers with £635.00 for installation or £1630 in total, and a second quote for approximately £500 for providing 12 verge markers with £395 for installation or £895 in total, along with confirmation, should his quote be successful, that he will remain insured until the work is completed. Budget, spend and pay to be approved should the Councillors wish to go ahead with this project.

9. Village Magazine.

9.1 Due to issues with Microsoft dropping 'Publisher' the Village Magazine Team seeks Councillors views on whether future magazines could / should be published on line. And whether Councillors feel that the Parish Council website could be utilised for this purpose - as is already the case in Womersley.

10. Events Team

10.1 Councillors to consider a report from the representatives of the Events Team

11. Community Speed Watch

11.1 Councillors to hear an update on the Community Speed Watch project.

12. Policies, Procedures and Recurring Tasks

12.1 Councillors to approve and adopt the new Biodiversity Policy, Councillor Ivey;

12.2 Councillors to approve and adopt the reviewed Grievance Policy, Councillor Ivey;

12.3 Councillors to approve and adopt the reviewed Complaints Policy, Councillor Ivey;

12.4 Councillors to approve and adopt the reviewed Discipline Policy, Councillor Ivey;

12.5 Councillors to approve the updated Banking Mandate, Councillor Hancock;

12.6 Councillors to approve the updated Investment Strategy, Councillor Hancock;

12.7 Councillors to approve the updated Asset Register, Councillor Croall.

13. Council Owned Trees

13.1 Councillors to note the requirement in the Spring of 2026, to undertake a survey of trees owned by the Parish Council to ascertain any works required. A quote has been received from Marcus Tapperell of £400 plus VAT (£480) and from All About Arboriculture of £610 all inclusive. A further quote has been requested from Darrington Trees, but has not been received.

14. Litter Bin

14.1 Councillors to note the installation of a new litter bin opposite the playground, and to consider the necessary arrangements to ensure that it is emptied on a regular basis, including the purchase of an additional key or keys. One additional key costs £6.60 inclusive of VAT, plus delivery at £5.10 inclusive of VAT.

14.2 Councillors to note the recent fly tip in the layby with the new litter bin and consider whether there is any further action that can be taken to deter this in future, including the possibility of a CCTV warning notice.

15. Road Safety and repairs.

15.1 Councillors to note that, following discussion at the January Parish Council meeting, the Clerk contacted NY Highways to follow up the commitment to repair the edges of New Road once the repairs to the A1 were complete. A reply was received from Mr. Battersby Corporate Director of Environment to confirm that this work will be carried out once the current drainage work is complete. This is scheduled to finish 13th March 2026.

15.2 Councillors to note that North Yorkshire Council have recently confirmed a change in policy for speed cameras, which will now be erected in North Yorkshire. This is at least partly thanks to the campaigning by Average and Fixed Speed Cameras - North Yorkshire (AFSC - NY) organisation of which Little Smeaton Parish Council is a member.

15.3 Councilors will be aware that a safety issue has arisen recently with an accumulation of cones appearing in the village, in particular on New Road. It is recommended that the Clerk be instructed to inform the police and NY Highways, and to request that the unnecessary cones be removed.

15.4 Councillors to note email received from KSPC Councillor Byfield asking for LSPC to consider writing to NYC Highways in support of Kirk Smeaton School's concerns about the lack of a safe route to the school and other issues.

16. Website compliance

16.1 Councillors to note the recent review undertaken by Councillor Atkinson into the Parish Council's website compliance (WCAG 2.2AA) and data protection obligations in line with the new AGAR requirements, and to consider what, if any, further work is required to ensure compliance is acceptable.

17. Playground and possible development of the Football Pitch

17.1 Councillor Atkinson to update the Parish Council on any progress on the installation of the two new platforms.

17.2 Councillors to note that the wet pour under the playground swings has been successfully replaced.

17.3 Councillors to hear from Councillor Ivey with regards to funding opportunities following her attendance at a recent YLCA training course and the Parish Liaison meeting and to consider next steps with regards to developing the football pitch.

18. Cross Hills fence

18.1 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.

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

19.1 No new planning applications received.

19.2 Two previous applications approved: Replacement side extension and rear deck, Manor Barn, Main Street and discharge of condition of approval to side and rear, alterations to the existing front project, and installation of new vehicular access, Hillside Cottage, Hodge Lane.

20. Correspondence Received

20.1 Councillors to consider email received from local resident re Community Payback.

20.2 Councillors to consider letter received from First Impressions.

20.3 Councillors to note Email received re setting up the Community Room for Parish Council meetings and actions taken to address the issues raised

20.4 Councillors to note Email from Kirk Smeaton resident

20.5 Councillors to note Email from Little Smeaton resident, to consider actions already taken and to consider a draft response.

20.6 Councillors to consider whether they wish to take part in the lighting of a “Lamp Light of Peace” at 10.57am on the 11th November 2026.

21. To confirm dates of future Parish Council meetings:

21.1 The Annual Parish Meeting will be held at 7.00pm on Wednesday 13th May 2026, followed by the Annual General Meeting of the Parish Council immediately afterwards.

21.2 Further meetings to be held on: 8th July 2026, 9th September 2026, 11th November 2026, 13th January 2027 and 10th March 2027.