

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 7th January 2025 to be held at 7.00pm at the Community Rooms, Kirk Smeaton.

AGENDA

Little Smeaton Parish Council meeting 7th January 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 meeting

- 3.1 Councillors to confirm the minutes of the meeting held on the 20th November 2024 as a true and correct record. Minutes to be signed by the Chairman.
- 3.2 Councillors to receive information on outstanding 'actions agreed' approved at the previous meeting held on 20th November 2024, not otherwise on the agenda.
 - Playground actions bought forward to the May Parish Council Meeting
 - Contribution to the Parish Council from the Events team bought forward to the March Parish Council meeting

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

5. Financial Matters

- 5.1 To hear confirmation from Councillor Hancock that the bank reconciliations as at 31 December 2024, 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 31st December 2024 to be signed by the Chairman

as a true and correct record.

5.4 Councillors to receive the budget report as at 31 December 2024.

5.5 Councillors to receive the VAT spreadsheet as at 31 December 2024.

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

5.7 Councillors to note the notification from Unity Bank that they have reduced interest rates on our account from 2.60% to 2.50%

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

- Up to £30 for hire of Community Room for meeting on 7th January 2025
- £8.50 for banking charges
- Up to £4152 for upgrade to the Parish Council owned street lights. (see agenda item 14)
- Up to £2880 for essential works on trees owned by the Parish Council (see agenda item 15)
- Up to £250 for office furniture (see agenda item 16)

5.9 Councillors to ratify budget, spend and pay of

- £65.97 on batteries for Christmas lights
- £89.95 on extra snowflake Christmas lights
- £37.15 on batteries for the extra Christmas lights

5.10 Councillors to note withdrawal of £55.00 cash from Lloyds Current Account by Councillor Ivey (Chair) and the expenditure from petty cash of £54.69 for Christmas tree, delivery of same, and a thank you present to the Brotherhood.

5.11 Councillors to consider the appointment of an Internal Auditor for 2024/5

6. Parish Precept

6.1 Councillors to note the acknowledgment from North Yorkshire Council that the precept for 2025/26 will be set at £6758.50

7. Finance Group

7.1 Councillors to note that the Finance Group met on the 2nd January prior to the full Parish Council meeting. Councillors to receive the notes of this meeting and approve the following recommendations:

- The draft budget for 2025/6
- Actions to take following the closure of the Fixed Term Deposit Account held with Lloyds Bank which is due to mature on the 8th January 2025
- Actions to be taken following the closure of the Fixed Term account held with Redwood Bank that matures on 26th January 2025
- Actions to be taken following the closure of the Fixed Term account held with Nationwide that matures on the 16th February 2025
- Financial details and implications of revenue/capital projects for 2024/5 and 2025/

8. Community Impact Statement

8.1 Councillors to note the letters recently sent following the police response to the Community Impact Statement.

9. Events Team

9.1 Councillors to consider a report from the representatives of the Events Team, and to note the success of the Christmas events.

9.2 Councillors to hear progress on plans for events during 2025 including for the celebration of VE day in May.

10. Safe Route to School

10.1 Councillors to consider next steps with regards to the “safe route to school” project following recent emails from and to Keir Mather MP.

11. Social Values Activities Funding - National Highways

11.1 Councillors to note the progress made on applying for retrospective permission for the boundary fence on Crosshills, to consider responses from the consultation so far undertaken, and to consider next steps, including consultation with local residents.

12. Hodge Bridge

12.1 Councillor Ivey to confirm that there has been no further contact received from the recommended person at Yorkshire Wildlife, so this is being chased.

13. Street Lighting Maintenance.

13.1 Councillors to note that the Electrical Engineering Department of North Yorkshire Council have undertaken a full maintenance inspection of the Parish Council owned street lights, to receive their report and to approve works as necessary with expenditure from capital of up to £4152.00

14. Trees Inspection

14.1 Councillors to note that, following the report prepared by Marcus Taperell and presented to the July Parish Council meeting, permission has been received from North Yorkshire Council to carry out the work required in the Conservation Area and that quotes have been received from 3 contractors. Councillors to consider next steps and approve the required expenditure from capital of up to £2880.00

15. Data Retention and Disposal Policy

15.1 Councillors will be aware that the Data Retention and Disposal Policy states that “Personal information will be retained in locked filing cabinets within the home of the Clerk. Access to these documents will only be by authorised persons”. Currently no locked filing cabinet has been made available to the Clerk. It is, therefore, proposed that a two drawer filing cabinet, of appropriate quality, be purchased, and stored at the home of the Clerk. Councillors to approve the required expenditure from capital of up to £250.00

16. Update from National Highways with regard to the AI improvements

16.1 Councillors to note the recent update from National Highways and to consider how best to publicise the information.

17. Domain Name, Website, Web Hosting

17.1 Councillors to note that the new website and emails with the Gov.uk domain went live as planned on the 1st January 2025.

18. Policy and Procedure Reviews

18.1 Councillors to approve the updated Business Continuity Plan

19. Parish Council Land on either side of Hillside Cottage

19.1 Further to the discussion at the September Parish Council meeting, Councillors to consider what actions need to be taken to register the two adjoining pieces of land as the property of Little Smeaton Parish Council and whether legal assistance is required.

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

20.1 No planning applications received.

21. Correspondence Received

21.1 Councillors to note that a local resident attempted to post on the LSPC Facebook page with regards to a police appointment.

21.2 Councillors to note the WhatsApp message received from new owners of Hillside Cottage regarding a future planning application.

22. Matters for inclusion on the next agenda.

23. To confirm the date of the next meeting as Wednesday 19th March 2025