

Little Smeaton Parish Council

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

29th June 2026

Dear Councillor

You are summoned to attend the Little Smeaton Parish Council meeting on 8th July 2026 to be held at 7.00pm at the Community Rooms, Kirk Smeaton.

AGENDA

Little Smeaton Parish Council meeting 8th July 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 meetings held on the 13th May 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. Parish Council Vacancies

5.1 Councillors to resolve to move into private session.

5.2 Councillors to consider the recent recruitment process and outcomes, to select a new Clerk/RFO/Proper Officer.

5.3 Close of private session

5.4 Councillors to resolve to appoint new Clerk/RFO/Proper Officer and agree details, including to approve the purchase of any new, necessary equipment.

5.5 Councillors to approve the addition of the new Clerk as a signature on all LSPC bank accounts

5.6 Councillors to note that notification of her intention to resign with immediate effect has been received from Councillor Hancock by the Chairman. It is recommended that the Clerk be asked to commence the recruitment process for a new Councillor by informing North Yorkshire Council Democratic Services.

6. Financial Matters

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

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

6.3 Councillors to note that the Finance group met on the 15th June 2026 and makes the following recommendations to the full Parish Council:

- To continue to invest with UT rolling over the account for another 12 months
- To continue to invest with NW rolling over the account for another 6 months

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

- Up to £9.50 for banking charges
- Up to £30.00 for hire of community room
- £500 to All About Arboriculture for survey of LSPC owned trees.
- Up to £120.00 for ROSPA playground inspection.
- Up to £140.00 Samsung Galaxy A16 4G Android Smartphone, 6.7" Screen,

Multiple Cameras, 128GB Storage, Light Grey, 3 Year Manufacturer Extended Warranty (UK Version)

- £40 to YLCA for training event attended by Councillor Atkinson regarding the use of A1 for Council business.

6.5 Councillors to approve withdrawal of £50 to be used for petty cash.

6.6 Councillors to ratify budget, spend and pay for:

- £88.20 to Lofthouse Ltd for payroll support dating back to 2024/5 financial year.
- £516.00 to First Impressions for hanging baskets. £504 approved at the Parish Council meeting on the 13th May 2026. However an additional bracket was also purchased.
- £112 to DC Tree Co. for collection and erection of hanging baskets. £100.00 approved on the 13th May 2026. However an additional bracket and basket were erected on Wentdale.

7. Review of Policies and Procedures

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

- Financial and Business Risk Assessment (AC)
- Banking Mandate (AC)
- Record of Processing of Activities under GDPR (AC)

7.2 Councillors to report any data processing activity encountered in the past 2 months

8. Survey of Trees

8.1 Councillors to note that a survey of the LSPC trees took place on the 19th June 2026 by All About Arboriculture who have provided the Parish Council with a copy of their relevant qualifications and Public Liability insurance. A copy of the survey will be circulated to all Councillors once it has been received. If available Councillors to discuss findings and agree any actions required, or, if not received by the date of the meeting Councillors to resolve to resolve that any urgent actions required be delegated to Chairman and Clerk in order to comply with Health and Safety regulations.

9. North Yorkshire Council Local Plan

9.1 Councillors to note the information circulated by Councillor Atkinson with reference to the development of the Local Plan. Councillors to consider what actions need to be taken at this time to ensure a timely response can be submitted when required.

10. Road Safety

10.1 Councillors to note that NYC has successfully erected 10 bollards at the verge in front of the playground as agreed. No invoice for this work has yet been received. Councillors to consider whether the existing bollards sufficiently protect the verge.

10.2 Councillors to receive a report on the recent activity undertaken by the Community Speed Watch project.

11. Playground

11.1 Following the decision taken at the Parish Council meeting held on the 13th May 2026 to form a small working party to take forward the resident's suggestions for developing the playground, Councillor Atkinson and Councillor Warren-Holmes have agreed to join the working party. Councillors to agree next steps.

12. River Went Bank

12.1 Following the decision taken at the Parish Council meeting held on the 13th May 2026 to form a small working party to take forward the work needed to protect the river bank by Hodge Bridge, Councillor Ivey will give a verbal update to the meeting on progress made.

12.2 Councillors to note that the wire and other hazards in the river have been removed.

13. Wentdale Aggregates Liaison Meeting

13.1 Councillors to receive an update from Councillor Ivey following the six monthly liaison meeting. Councillors to agree any actions required.

14. Events Team

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

15. Cross Hills fence

15.1 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 most recent comment was received from the NYC ecologist on the 9th June 2026. The Clerk to provide a verbal update to the meeting as appropriate.

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

16.1 Application for consent to remove 1 No Hawthorn tree at the drive entrance and ground level vegetation to the left hand side of the property in the conservation area Hillside Cottage, Hodge Lane, Little Smeaton.

17. Correspondence Received

17.1 Letter received from Historical Railways Estate with reference to the bridge on Stubbs Road.

17.2 Email received from local resident re transport to school.

18. To confirm dates of future Parish Council meetings:

18.1 The next meeting to be held at 7.00pm on 9th September 2026.