

Little Smeaton Parish Council

Little Smeaton Parish Council Meeting July 15th 2021

MINUTES

Present – Cllr G Ivey (Chair), Cllr R Brown (Clerk), Cllr C. Atkinson (Vice Chair), Cllr A. Hancock, Cllr J. Howdle

No members of the public were in attendance

1. Apologies

None

2. Declarations of interest.

Councillor Hancock declared a non-pecuniary interest in agenda item 19.1, drainage on New Road

3. Minutes from previous meeting

The minutes of the meeting held on 4th May 2021, were signed as a true and correct record. Proposed by Councillor Hancock, seconded by Councillor Atkinson. All in favour.

4. Public Forum

No members of the public were in attendance

5. Financial Matters

5.1. Bank reconciliations, as at 1st July 2021. The two reconciliation reports, one that had been reconciled to the Income and Expenditure Report and one to the Bank Statements have been prepared and checked. The meeting received confirmation from Councillor Hancock that these were true and correct.

5.2 Internal Control Audit as at 1st July 2021. Councillor Hancock reported to the meeting that internal controls are in place and working well, with all necessary notifications included on the agenda. However, she recommended that, in future receipts are issued for any donations. The Clerk to design a simple form for use in future.

5.3 Income and expenditure finance sheets as at 1st July 2021 received. Councillor Atkinson pointed out a non-material error on the income and expenditure page of the report where the bank account total did not agree with the total on the bank reconciliation. The

Clerk to investigate and confirm that the reconciliation page contains the correct figure. (NB confirmed following day and finance sheet signed by the Chair).

5.4 Budget and Anticipated income and expenditure report as at 1st July received. As this was the first such report the Clerk explained to the meeting how the reports worked, with the budget report showing expenditure to date against each budget line and the anticipated income and expenditure report showing the likely out turn at the end of the year. The report was accepted,

5.5 VAT spreadsheet as at 1st July received.

5.6 Contracts List Payment as at 1st July received and signed by the Chair.

5.7 Payment for plants. Noted that budget, spend and pay of £60.00 for plants for the village planters had been agreed at the meeting held on the 4th May 2021. Actual spend was £62.50 (not £64.50 as stated on the agenda). This expenditure is 4.1% in excess of the budget. Acceptance of this overspend was proposed by Councillor Atkinson and seconded by Councillor Howdle. All in favour.

5.8 Spend of £100 as a deposit on the bench on Cross Hills. Payment of a deposit for the bench on Cross Hills had been made between meetings to facilitate the fixing of the bench in appropriate weather. As this had been paid with a donation from a resident and was not, therefore, part of the Parish Council's direct expenditure approval was proposed by Councillor Howdle and seconded by Councillor Atkinson. All in favour.

5.9 Allocation of monies to budgets.

- £400.00 from excess carry forward to grass cutting (budget reference A)
- £1515.00 from non-recurring payments to ground maintenance (budget reference D)
- £180.00 from non-recurring payments to hanging baskets (budget reference B)

Approval proposed by Councillor Atkinson and seconded by Councillor Howdle. All in favour.

Future budget, spend and pay

- £958.80 to First Impressions (hanging baskets). Budget reference B. This requires a budget overspend of £78.80 or 11.2%.
- £1415.00 to Classic Memorial Benches. Budget reference D
- £25.00 to Community Room. Budget reference P
- £33.78 to JRB Enterprise Ltd (dog poop bags). Budget reference P
- £485.00 to Carl Property Services (playground repairs £350.00, and planting trees £135.00). Budget references I and D

Approval proposed by Councillor Atkinson and seconded by Councillor Howdle. All in favour

6. Review of Policies

- Code of Conduct drafted by the Clerk. With small amendments acceptance was proposed by Councillor Ivey and seconded by Councillor Hancock. All in favour.

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- Gifts and Hospitality drafted by the Chair. Following discussion, it was agreed that any gifts accepted will be recorded in the minutes of the next meeting. The Clerk to review the Council's Publication Scheme for any conflicts with this policy. With small amendments to be made by the Chair acceptance of the new policy was proposed by Councillor Howdle and seconded by Councillor Hancock. All in favour.

7. Hillside Cottage.

A number of quotes for necessary work to the cottage was presented to the meeting by the Clerk. Following discussion, it was agreed that the Chair and Vice Chair would meet with the tenants to agree next steps. Clerk to arrange.

8. Playground Repairs

A number of quotes for necessary work to the playground were presented to the meeting by the Clerk. Councillor McCartney (Selby District Council) has agreed to give some financial support to the Parish Council for the playground. The Clerk to confirm to Councillor McCartney how the other repairs will be funded.

Following, on the 19th July 2021 and the relaxing of the Coronavirus regulations it was agreed that:

- The swings that had been previously removed to facilitate social distancing would be replaced by Councillor Atkinson;
- That the blackboard would be repainted by Councillor Hancock to remove the Coronavirus specific requirements;
- That a new more general notice requesting users to continue to be careful would be drafted by Councillor Ivey
- That the hand sanitizer would remain in place for the time being and would be maintained by Councillor Howdle.

9. Ground Maintenance.

A number of quotes for necessary works were presented to the meeting by the Clerk. Following discussion, it was agreed to:

- Proceed with the quote from Taperell Tree Surgery to remove the roots near the playground, lower the ground and turf it at a cost of £860 plus VAT
- Purchase a Grit Bin and Grit for Mount Pleasant from NYCC at a cost of £150.00 and a recurring cost of £75.00 plus VAT to have it filled each year

Proposed by Councillor Ivey and seconded by Councillor Howdle.

10. Review of Grass Cutting Contract for 2021/2 and 2022/3

- Contract for 2021/2 - Concerns raised that the grass cutting appears to be being done earlier each month. The Clerk will provide this feedback to the Contractor.

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- Contract for 2022/3 Councillor Atkinson has been looking into whether we could reduce the amount of grass cutting by sowing wild flowers. This requires considerable work and does not appear to have been successful everywhere it has been tried (Rotherham's are beautiful, York's are not.) Following discussion, it was agreed to trial a small area next year and to purchase £30 of seeds.

11. Cross Hills Project

The Clerk confirmed that the trees purchased by a resident as a memorial to his mother have been successfully planted. In addition, the memorial bench has been ordered and should be delivered in September. The resident has been informed.

12. Quarry Application Update

The Chair confirmed that the Secretary of State has decided against calling in the application. This has, therefore, reverted to NYCC to rehear. This will take place as a face-to-face meeting on the 27th July 2021 at County Hall Northallerton. Only a limited number of people will be allowed to attend and speak. Brockadale Action Group (BAG) have employed an ecologist who will prepare information for the hearing. A booklet of species found in Brockadale is also being prepared. There is a Just Giving page to raise money to pay for the campaign. Councillor Atkinson to put this onto our Facebook page.

13. Christmas Decorations

The Clerk has received information from First Impressions about their Christmas Trees which need to be ordered by 1st August and cost £86.00 plus VAT each. Following discussion, the decision was made not to order any Christmas trees but to see if we can source and erect lights on the lampposts ourselves. Councillor Hancock to explore the possibilities.

14. Sustainable Heating/Green Project

Councillor Atkinson has completed the online survey and this is ready to be circulated electronically or as a paper-based survey as soon as the Quarry application has been finalized.

15. Report back from Events Team meeting

Councillors Hancock and Councillor Howdle represent the Parish Council on the Events Team. They reported back to the meeting that a 5k Run and a Fun Run for Children will be held on the 5th September. The runs will start and finish at the pub where other activities will be organized including Wellie Wanging, a Bake Off, Tug of War etc. Any money raised will be used to fund Santa's visit and other events.

16. Queen's Platinum Jubilee 2022

Following discussion, it was agreed that the Parish Council would like to take part in both the "Plant a Tree for the Jubilee" and the beacon events. Councillor Ivey to follow this up and obtain further information.

17. Clerk's Appraisal Process and Objectives for 2021/2

A draft process and draft objectives were presented to the meeting by the Clerk and Councillor Atkinson. These are designed to test out and establish the process before a new Clerk is employed by the Parish Council. Both were accepted by the meeting.

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

Honeysuckle Cottage – Objections to the sighting of the entrance and exit have been submitted by the Clerk. No information has been received as yet about this application.

19. Correspondence Received

19.1 Email from resident on New Street about the new drainage scheme received. The resident would like the support of the Parish Council to get the short- and long-term solutions proposed by NYCC funded. Councillor Hancock withdrew from the meeting whilst this was discussed. The Parish Council agreed to support the resident by writing a letter to NYCC. The Clerk to draft letter

19.2 Email from Matthew Brown Rural Housing Enabler SDC asking to attend a PC meeting to explore further the possibility of a local survey of Housing Need. Chair to reply inviting him to attend the September meeting for 10 minutes,

19.3 Charity Appeal from Chairman of SDC. Unfortunately, at this time the Parish Council is unable to support this. Clerk to respond to Chair of SDC

19.4 Living Went Project. Request received to take samples from the River Went by Hodge Bridge accepted, Clerk to inform project.

19.5 YLCA Joint Annual Meeting on 17th July. Unfortunately, no one is available to attend. Apologies to be sent.

20. Matters for inclusion on the next agenda

- Playground improvements and funding
- Update on Ground maintenance plans
- Hillside Cottage
- Promoting a “green” agenda

21. Date of next meetings:

15th September 2021, 17th November 2021, 19th January 2022, 16th March 2022

Meeting closed at 9.20pm