

Minutes

Little Smeaton Parish Council meeting 7th September 2022 Community Room, Kirk Smeaton

Present: Cllr G Ivey (chair), Cllr C Atkinson (vice Chair), Cllr A Hancock, Cllr J Howdle,
Cllr I Carpenter

1. Apologies

No apologies received

2. Declarations of interest.

2.1. No declarations of interest were received under the council's code of conduct or members Register of Disclosable Pecuniary Interests.

2.2. No applications for dispensation were received.

3. Minutes from previous meeting

The minutes of the meeting held on July 13th 2022, were agreed as a true and correct record. Proposed Cllr Hancock, Seconded Cllr Howdle, All agreed. Signed by Cllr Ivey.

3.1. Previous actions

Minute	Action	Cllr/Clerk	Outcome
	05/22		
AM 9.3	Generic and Financial risk assessments	GI	Closed. Agenda item 7.1
	07/22		
4.2	Return declaration of office forms to Chair	IMC	Completed. Closed
8.2	Investigate possible grants to replace Wet Pore	IMC	None available. Closed
9.5	Agree working party for ground at beacon	All	W/c 1st Oct. Closed
13.2	Follow up invoice for beacon	AH/GI	Completed. Closed
13.3	Agree future use of beacon	All	Nothing planned. Closed
14.5	Investigate finance programs for parish councils	CA/IMC	Develop in-house Closed
16.1	Ask for update on drainage on New Road	GI	See agenda item 15. Closed
22.5	Remove previous clerks name from tenancy deposit scheme agreement	GI	Outstanding. Add to future action list

4. Invitation issued to local Community Police Officer to attend.

PCSO Annie Newbould, PC Sarah Ward (Animal and Wildlife Officer) and PC Alice?? from North Yorkshire police attended the meeting. Kirk Smeaton Parish Council Cllr Tricia Storey and Clerk Kate Bowden attended this section of the meeting.

See addendum 1 for police questions and response.

5. Public Forum.

No members of the public attending the meeting.

6. Financial Matters

6.1. Cllr Hancock confirmed that the bank reconciliations as at 31st August 2022, has been checked and signed as true and correct. Proposed Cllr Howdle, seconded Cllr Atkinson. All agreed

6.2. Cllr Hancock reported several minor issues with the current Internal Control audit. All but two issues have been resolved. Proposed Cllr Howdle, seconded Cllr Atkinson. All agreed

- a) The tenancy agreement needs amendment - this has since been resolved.
- b) Removing the previous clerk's name and business address from the bank statement.

6.3. The current finance sheet as at 31st August 2022, was signed as a true and correct record. Proposed Cllr Howdle, seconded Cllr Atkinson. All agreed

6.4. The budget report was received as at 31st August 2022 no unknown issues were identified.

6.5. The VAT spreadsheet was received as at 31st August 2022. The claim currently stands at £323.36.

6.6. The Contracts List Payments was signed by Cllrs Ivey and Atkinson as a record of payments made to date.

6.7. Payments were agreed for:

- Concrete path at cottage. Invoice due mid Sept: £2150.00 From Carl's Property Services
Proposed Cllr Atkinson, Seconded Cllr Carpenter. All agreed.

6.8. Agreement to ratify payments were made for:

- Replacement bench. Glasdon. £531.81 plus VAT (£106.36) = £638.17 in total due to a 30 day time constraint on the invoice.
- Kevin Parkinson. Removal of damaged bench at playground. £95.00

The following work was agreed as ratified for budget, spend and payment.

- Kevin Parkinson. Work at Cottage to resolve damp issues £345 + £50 for painting. Invoice received.
- Proposed Cllr Howdle, Seconded Cllr Carpenter. All agreed.

6.9. Budget, spend and payment was approved for:

- Room Hire July 13th. Development Group. £25
- British Legion poppy wreath £25 donation. Cllr Ivey to order.
- Room Hire September 7th. Up to maximum of £30
- Training session 'Handover to a new Clerk' Cllr Ivey on Sept 6th £25
- New battery for defibrillator to maximum of £230 [see agenda item 19]
- ROSPA inspection for playground £70
- Materials for fixing bench at playground £25 Cllr Atkinson to order.
- Wet Pour repair kit for playground. Up to £150.
- Proposed Cllr Howdle, Seconded Cllr Atkinson. All agreed.

6.10. Un-budgeted spend and payment was approved for:

- Replacement village sign PW Signs £59 + vat budget line D. Cllr Ivey to order.
- Additional premium to Zurich for insurance of Jubilee Beacon & 2 new seats. £230.65 for the rest of the insured year – to June 1st 2023. overspend of £230.65 on budget line J. Cllr Atkinson to follow up with Zurich
- PK Littlejohn. Fine for late submission of Certificate of Exemption [awaited] £40 + vat budget line S.
- Purchase of a book of 1st class stamps out of the petty cash float.

7. Review of policies

7.1. The Generic and Financial Risk Assessment will be rewritten. Cllrs Carpenter and Atkinson to work on this.

7.2. Cllr Ivey has updated the Asset Register. This was accepted. Proposed by Cllr Atkinson, seconded by Cllr Howdle. All agreed.

8. Playground

8.1. It was agreed to purchase a patch repair kit to fix the hole in the Wet Pour at the playground. Cllr Atkinson to investigate. Proposed Cllr Ivey, seconded Cllr Carpenter. All agreed.

8.2. It was agreed to monitor the playground and check for more graffiti.

9. Grounds Maintenance

9.1. It was noted that the damaged seat at the playground has been removed. A concrete plinth is required to fix the new seat to. Cllrs Atkinson and Carpenter will carry out the work.

9.2. The trees at Crosshills are struggling to survive, as are some of the planters. A message will be put on the WhatsApp group to see if anyone has a spare water butt or investigate the price of a new one. It is intended to set this up at Crosshills. Cllr Atkinson will follow up.

9.3. It was agreed to purchase a village sign to replace the one stolen from Viewlands.

10. Wentedge Road Quarry.

Cllr Ivey attended the Liaison Meeting on September 7th afternoon and gave an update. The monitoring report showed that there had been a lot of dust and some plants had suffered, but it was acknowledged that this could be due in some part to drought conditions.

11. Local Crime/Community Safety

11.1. It was noted that there has been damage caused to parish council property:

2020 & 2021.	Repeated damage to hand sanitiser at playground.
2021.	Seat on Quarry Lane almost completely demolished.
2021 December.	3 sets of Christmas Tree lights cut.
2022 March.	Seat overlooking playground damaged.
2022	Teenagers seen pulling up Mt Pleasant street sign
2022 May.	3 jubilee flags removed by teenagers.
2022 June.	Graffiti on almost all pieces of playground equipment. Jubilee tree plaque broken off stand.
2022 July 25 th .	Further graffiti to playground equipment
2022 August	Removal of village sign on New Road

11.2. Little Smeaton is currently running at the rate of approximately two crimes a month. Cllr Atkinson will continue to monitor crime rates in the village.

12. Local Government Reorganisation.

Cllr Ivey is representing Selby District on a working group set up with North Yorkshire Council to produce a Parish Charter. The group will meet NY officer Lisa Dixon on September 13th to look at how the County Council will communicate with Parish Councils.

13. Queens Platinum Jubilee Beacon.

- 13.1. The invoice from Gillian & Baines has not yet been received. The Smeaton's events committee have been reminded and LSPC will wait for further contact from them.
- 13.2. It was agreed that paving at the base of the beacon would be useful. There are no funds available at the moment. Cllrs will monitor the village WhatsApp to see if anyone has any paving slabs to give away. There are no future plans to use the beacon in 2022.
- 13.3. The Beacon has been added to the insurance schedule, and the increased premium approved.

14. Clerk to the Parish Council.

- 14.1. It was agreed that the new clerk will commence employment with the Council on September 19th. Proposed Cllr Ivey, seconded Cllr Atkinson. All agreed.
- 14.2. Cllr Ivey attended a training course on appointing a new clerk and will develop a handover plan. Cllr Atkinson will check the council laptop for a contract of employment letter.
- 14.3. The council agreed budget, spend and payment for the new clerk, Barbara Smith. Salary is based on an average of twenty hours a month at £10.21 per hour which will be £2450.40 per annum, paid monthly (£204.20). First payment due 20th October 2022 and then the 20th of every month until further notice. Proposed by Cllr Ivey, seconded by Cllr Atkinson. All in favour.
- 14.4. The council agreed budget, spend and payment to Lofthouse & Co for payroll services associated with 14.3 above. Based on a quote received from Lofthouse the council understands the service will cost £116.40 and are seeking clarification as to whether this will be paid annually or in monthly installments. Proposed by Cllr Ivey, seconded by Cllr Atkinson. All in favour.

15. Drainage, lower end of New Road.

On 31.8.22 Cllr McCartney advised of the following response from Highways. "The drainage scheme at New Lane Little Smeaton was submitted to County Hall on 10th May 2021. To date, funding is still to be confirmed". It was agreed to follow this up in six months' time.

16. Review of Emergency Plan.

Cllr Ivey agreed with KSPC Chair and Clerk to hold a walk-through exercise in two months' time.

17. New planning applications were noted:

- 6 Wentdale. New porch and internal changes. Comments sent to SDC.
- Honeysuckle Cottage. Changes to conditions 3 & 4. No objection
- Agricultural building Stubbs Road. No objection
- Riverside Farm development, Kirk Smeaton. No objection
- Cllr Atkinson will respond to SDC

18. Correspondence Received

- A request was received for a donation to Selby Citizens Advice Bureau. It was agreed not to donate.
- A request was received from Kirk Smeaton PC to join a planned wine walk event to raise funds for the parish council. This event has been cancelled.
- Consultation on the Local Plan; www.selby.gov.uk/localplan Cllr Ivey reported that no development sites are proposed in Little Smeaton or Kirk Smeaton. Little Smeaton was noted as having sufficient green space.

19. Defibrillator.

- The defibrillators in Little Smeaton and Kirk Smeaton are being recalled for a battery change. The defibrillator will be removed on Sept 23rd by Chris Smart. The local Community First Responder will have a defibrillator available if one is required.
- Payment was agreed for a new battery if required, to maximum value of £230 Budget line U. £700 available

20. Hillside Cottage.

By virtue of Hillside Cottage being owned by LSPC; discussion may include commercially sensitive information regarding contractors and/or data relating to the tenants which is, and who are, subject to data protection.

20.1. Resolution to move to Private Session

Proposed Cllr Ivey, Seconded Cllr Howdle. All Agreed

20.2. It was noted that a contractor was engaged to carry out works to the chimney and to resolve damp issues and this work was completed in late August.

20.3. It was noted that a contractor has been engaged to carry out works to lay a new concrete footpath to the front of the cottage and including a drain at the top. The work was planned to be completed by mid-September but has been delayed. The contractor will come as soon as possible. Cllr Atkinson will notify the tenant.

20.4. The council considered suggested work to clear moss off the cottage roof and to clean out the gutters. Potential cost is £300 to £400. It was agreed to clean the gutters and to get quotes from Kevin, Danny and the village window cleaners. It was agreed to leave the roof cleaning until spring for drier weather. Cllr Ivey to follow up on the quotes.

21. Date of next meetings [all booked]9th November 2022, Budget preparation for 2023/411th January 2023, Decision on Precept for 2023/429th March 2023..... May 2023, Annual Parish Meeting and Annual Meeting of Council
Approval of accounts for 2022/3**Action List**

Minute	Action	Cllr/Clerk	Outcome
	07/22		
22.5	Remove previous clerks name from tenancy deposit scheme agreement	GI	
	09/22		
6.9	Order poppy wreath	GI	
6.9	Order materials to fix bench	CA	
6.10	Order replacement village sign	GI	
6.10	Follow up with Zurich Insurance	CA	
6.10	Purchase book of 1 st class stamps from petty cash	AH	
7.1	Rewrite the Generic and Financial Risk Assessment	IC/CA	
8.1	Investigate repair kit for Wet Pour	CA	
9.1	Fix new bench at playground	IC/CA	
9.2	Investigate water butt	CA	
13.2	Monitor WhatsApp for free paving slabs	All	
14.2	Develop handover plan for new clerk	GI	
14.2	Check laptop for contract of employment letter	CA	
14.4	Check with Lofthouse & Co – Are their fees charged annually or monthly	GI	
14.4	Confirm with Lofthouse & Co how the process of paying the clerks salary operates	GI	

15	Add a diary entry to follow up on New Road drainage scheme in March 2023	GI/BS	
16	Liaise with KSPC re emergency plan by Nov 2022	GI	
17	Respond to SDC re planning permission	CA	
20.3	Notify cottage tenant of delay to path works	CA	
20.4	Get quotes for cleaning cottage gutters	GI	

Addendum 1

Little Smeaton Parish Council Meeting 07/09/22 - Questions for police attendees

North Yorkshire Police representatives: PCSO Annie Newbould, PC Sarah Ward, PC Alice

1. What measures do you currently have in place to support outlying areas like the Smeatons, what is your expectation in terms of patrol numbers and are there any plans to increase these?

A: There is not a fixed number of patrols. They are statistics driven depending on where there is the most need. The patrols are geographically widespread and sporadic unless there is a hot spot or specific incident going on – in which case resources are increased. Crime in The Smeatons is very low and does not attract many patrols on a regular basis although teams may patrol when they are attending incidents in other local areas.

2. Do you prioritise resources solely on crime rates or do you take other factors into account, and if so, what are they?

A: Resources are split between a response team – which deals with immediate incidents and a neighbourhood team – which looks at longer term problem solving and crime prevention. In addition to this they have other specialist officers such as the Animal and Wildlife officer.

3. When reporting crimes over the phone residents have raised concerns that their calls are sometimes allocated to neighbouring police forces which has resulted in delayed responses. When someone calls the police how do you identify where the caller is located and is there anything the caller can do to make sure the call is allocated straight to North Yorkshire police?

A: Report all incidents that are happening at that moment on 999. Calling 999 again and saying that the perpetrators have gone may result in the blue lights being switched off as the responding officer has to make a justifiable decision to use blue lights.

When you dial 999 always ask for North Yorkshire Police. Then when you are put through to the Police state again you want North Yorkshire Police as the call handler may put you through to another police service if North Yorkshire control room is busy. Whichever service initially takes the call it will ultimately end up with North Yorkshire. Other police services do not attend North Yorkshire calls.

Advice from the Police is to report incidents to 101 using the North Yorkshire Police website and the 'report crime online' link. This will get a faster response than phoning in.

4. What is being done to improve cross border liaison between North, South and West Yorkshire.

A: There are some regional teams that work across police service borders. CSI and Intelligence Departments liaise across borders. Some neighbourhood policing teams liaise with other local teams and share information.

Other than items which go on the Police National Computer, the sheer volume of incidents makes it difficult to share data and photos of offenders across borders.

5. Across the villages there is some apathy about reporting incidents because people feel that quite often not much is done in terms of follow up. We feel that better feedback and publicity from the police about incidents might encourage people to be more proactive about reporting in the first instance. Is there anything that can be done to improve feedback on reported incidents?

A: Only the actual victims of a specific crime are informed of the outcome of the investigation or prosecution. Even if you report something and are classed as a witness you will not be informed of the outcome.

Social media is now the main source of police information:

- *York Press will have information on court cases*
- *North Yorkshire Police Facebook page*
- *North Yorkshire Police Selby District Facebook page*
- *North Yorkshire Police Twitter account*

6. There was a general discussion about driving offences in the village.

A: Driving offences are against the law but are not included in the crime statistics. This makes it difficult to build evidence for road safety measures.

7. We regularly get poachers, lamping and quad bikes in the fields around the Smeatons. What measures are you taking to address this.

A: PC Sarah Ward is the Animal and Wildlife officer for North Yorkshire and responded to this question.

- *Always report ongoing poaching incidents to 999 – the call taker will decide if it's an emergency or not*
- *There is a dedicate Rural Task Force that covers this type of offence*
- *The Rural Task Force covers a wide geographical area and can be anywhere in the county at a given time*
- *It is difficult to arrest someone without photographic or hard evidence. For example: If they don't have a gun it is not a crime to be out walking a dog in a field in the middle of the night – even if they are from outside the area*
- *Even with a gun, in certain circumstance, this may not constitute a crime if permission has been given to be on the land*

- *From Police experience poachers are often also burglars- so make sure that your property and belongings are secure*
- *Wildlife abuse has recently attracted tougher sentences due to the Animal Welfare (Sentencing) Bill in 2021*

8. Over the summer we've experienced a few incidents of graffiti and low-level vandalism and suspect younger teenagers are to blame. Do you have any advice on writing to local schools and what involvement do the police have with schools?

A: There are comparatively few incidents involving children in the Smeatons. It is difficult for the Police to deal with children without any evidence. A name written in graffiti is not proof that person has written it. PCSOs visit local primary schools and the School Liaison Officer can go into secondary schools if there is evidence that some disruption is being caused by their pupils. The teams would not cross borders – for example the North Yorkshire teams would not visit Campsmount School. They suggest that if there was evidence of certain pupils causing a problem then local Parish Councils could write to the Headmaster directly.

9. We've heard reports that the police station at Eggborough has or is closing. Is this correct and if so, does that make Selby our nearest station?

A: The front counter at Eggborough was closed during COVID and has not reopened. The Station remains open and operational and the officers present are not aware of any plans to change this.