

Minutes

Little Smeaton Parish Council meeting 9 November 2022 Community Room, Kirk Smeaton

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

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

3.1 The minutes of the meeting held on 7 September 2022, were agreed as a true and correct record. Proposed Cllr Hancock, Seconded Cllr Carpenter. All agreed. Signed by Cllr Ivey.

The minutes of the meeting held on 6 October 2022, were agreed as a true and correct record. Proposed Cllr Hancock, Seconded Cllr Howdle. All agreed. Signed by Cllr Ivey.

3.2 Previous Actions

Minute	Action	Cllr/Clerk	Outcome
	07/22		
22.5	Remove previous clerks name from tenancy deposit scheme agreement	GI	To be completed
	09/22		
6.9	Order poppy wreath	GI	Complete
6.9	Order materials to fix bench	CA	Complete
6.10	Order replacement village sign	GI	Complete
6.10	Follow up with Zurich Insurance	CA	Complete
6.10	Purchase book of 1 st class stamps from petty cash	AH	Complete
7.1	Rewrite the Generic and Financial Risk Assessment	IC/CA	Outstanding
8.1	Investigate repair kit for Wet Pour	CA	Closed N/A
9.1	Fix new bench at playground	IC/CA	Complete
9.2	Investigate water butt	CA	Complete

13.2	Monitor WhatsApp for free paving slabs	All	Continue to monitor
14.2	Develop handover plan for new clerk	GI	Complete
14.2	Check laptop for contract of employment letter	CA	Complete
14.4	Check with Lofthouse & Co – Are their fees charged annually or monthly	GI	Complete
14.4	Confirm with Lofthouse & Co how the process of paying the clerks salary operates	GI	Complete
15	Add a diary entry to follow up on New Road drainage scheme in March 2023	GI/BS	Complete
16	Liaise with KSPC re emergency plan by Nov 2022	GI	Complete. Gillian and Angela to represent Little Smeaton.
17	Respond to SDC re planning permission	CA	Complete
20.3	Notify cottage tenant of delay to path works	CA	Complete
20.4	Get quotes for cleaning cottage gutters	GI	Complete, gutters cleaned

4. Public Forum.

No members of the public attending the meeting.

5. Financial Matters

5.1 Cllr Hancock confirmed that the bank reconciliations as at 31 October 2022, have been checked and signed as true and correct

5.2 Cllr Hancock reported several minor issues with the current Internal Control audit

5.3 The current finance sheet as at 31 October 2022, was signed as a true and correct record by Cllr Ivey.

5.4 The budget report was received as at 31 October 2022 and no issues were identified.

5.5 The VAT spreadsheet was received as at 31 October 2022. The claim currently stands at £437.88

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

5.7 Amendments to the Banking Mandate were agreed. Proposed Cllr Atkinson, Seconded Cllr Howdle. All agreed.

- 5.8 Amendments to the Contractual Payment List, including the Clerk's Salary with effect from October 22 were agreed. Proposed Cllr. Atkinson, Seconded Cllr Howdle. All Agreed.
- 5.9 Cllr Ivey reported that the monies in the Tenant Deposit Scheme was correct, however, it will need reviewing shortly because of future regulation changes.
- 5.10 Budget, spend and payment approved for:
- a) £88.20 RoSPA for playground inspection
 - b) Up to £200 for batteries/cable ties for Christmas lights
 - c) Up to £25 gift for Brotherhood for donating Christmas tree
 - d) £10 for room hire for meeting held 6.10.22
 - e) Up to £25 for meeting held 9.11.22
 - f) £70.80 for Little Smeaton sign at the New Road/Quarry Lane Junction.
- Proposed Cllr Atkinson, Seconded Cllr Howdle. All agreed.
- 5.11 Agreement to ratify budget and spend for £40 (for Hillside gutter clearance – per minute 20.4 (7.9.22 meeting) and to agree corresponding expenses claim for Chairman for this £40. Proposed Cllr Carpenter, Seconded Cllr Howdle. All agreed.
- 5.12 Agreement to ratify budget and spend of £9.60 (for printing of leaflets for the bus campaign for Little Smeaton and Stapleton) Proposed Cllr Howdle, Seconded Cllr Carpenter. All agreed.
- 5.13 To approve payment of £9.60 to B Crossdale (for the printing of the leaflets for the bus campaign). Proposed Cllr Carpenter, Seconded Cllr Atkinson. All agreed.
- 5.14 Budget and precept considered for 2023/24. Discussed rent for Hillside Cottage, no final agreement at present. Parish precept discussed. Clerk to write to SDC to defer final decision at January parish council meeting.
- Action: Clerk to write to Selby District Council to ask to delay decision for 23/24 precept**

6. Organisations Offering Advice to Landlords

- 6.1 The Clerk presented her findings at the meeting. Agreed to apply for membership of British Landlords Association, BLA. Agreed budget spend and payment of £130 Proposed Cllr Ivey, Seconded Cllr Carpenter. All agreed.
- Action: Clerk to apply for the membership to BLA**

7. To receive any Planning Applications, and note any comments sent

- 7.1 None received.

8. Playground

- 8.1 The RoSPA report was considered, no major repairs.
- Action: Cllr Atkinson or Cllr Carpenter to investigate the piece of concrete protruding from the ground, and make a recommendation.**
- 8.2 The Award letter for the funding from Selby District Council has arrived, copies need printing off and signing by councillors.
- Action: Cllr Atkinson to progress the order to overlay the wet pour and**

answer queries from DCM. Also, to seek assistance on WhatsApp to power wash the wet pour surface.

9. Grounds Maintenance

9.1 New bench at playground now in place.

9.2 The replacement village sign has now been installed.

10. Grass Cutting Contract

10.1 It was agreed to stay with the existing Spec at present and to send out to prospective contractors.

Action: Clerk to send Spec out to prospective contractors for the grass cutting contract.

11. Vegetation Obscuring Road Signs

11.1 Clerk to chase up, North Yorkshire County Council forwarded the complaint to their Thirsk depot, however it should have been sent to their Selby depot. Thirsk covers Little Smeaton Northallerton, not ours in WF8.

Action: Clerk to contact NYCC to confirm that Little Smeaton is in the WF8 area.

12. Wentedge Quarry

To note the quarry has now been sold and await invitation to the next liaison meeting which is due to be on 7 December 2022.

13. Review Emergency Plan

Cllrs Hancock and Ivey to attend a meeting on 10 November 2022 and to report back to the next council meeting.

14. Correspondence Received

None received.

15. Matters for Inclusion on the next Agenda

Clerk to write to Yorkshire Water to cut hedging obstructing the footpath near the Yorkshire Water Pumping Station.

16. Date of next meetings [all booked]

11th January 2023 Decision on Precept for 2023/4

29th March 2023

..... May 2023, Annual Parish Meeting and Annual Meeting of Council
Approval of accounts for 2022/3

17. Hillside Cottage

17.1 Resolution to move to Private Session

Proposed Cllr Ivey, Seconded Cllr Carpenter. All Agreed

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.

17.2 Works on the chimney and the steps is now complete, and the gutters have been cleaned out.

17.3 No other works have been brought to attention.

Action List

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	07/22		
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7.1	Rewrite the Generic and Financial Risk Assessment	IC/CA	Outstanding
13.2	Monitor WhatsApp for free paving slabs	All	Continue to Monitor
	9/11		
6.	Clerk to apply for membership to British Landlords Association	BS	Outstanding
5.14	Clerk to write to Selby District Council to ask to delay decision for 23/24 precept.	BS	Outstanding
8.	Print playground Award letter and councillors to sign.	BS	Outstanding
8.1	Cllr Atkinson or Cllr Carpenter to investigate the piece of concrete protruding from the ground, and make a recommendation.		
8.2	Cllr Atkinson to progress the order to overlay the wet pour and answer queries from DCM. Also, to seek assistance on WhatsApp to power wash the wet pour surface.		
10.	Send spec to contractors to supply grass cutting.	BS	Outstanding
11.	Vegetation obscuring road signs, clerk to chase up with NYCC.	BS	Outstanding