

Annual Meeting of Little Smeaton Parish Council 18th May 2022 Community Rooms, Kirk Smeaton.

Present: Cllr G Ivey (Chair), Cllr C Atkinson (Vice Chair), Cllr A Hancock, Cllr J Howdle

1. Election of Chair and Vice Chair

Cllr Ivey was proposed as Chair by Cllr Hancock and seconded by Cllr Howdle. All in favour. Cllr Atkinson was proposed as Vice Chair by Cllr Hancock and seconded by Cllr Howdle. All in favour.

Cllr Ivey signed the declaration accepting the office.

2. Welcome

The Chair welcomed everyone to the meeting. No members of the public were in attendance.

3. Apologies

R Brown (Clerk) due to illness.

4. Outcome of Election

4.1 All Councillors signed the "Acceptance of Office" form.

4.2 Declaration of Interests

All councillors completed the "Register of Members Interests" form.

4.3 Declaration of Expenses

All Councillors completed the "Return of Election Expenses" form.

4.4 Councillors resolved that the Proper Officer (Clerk) would countersign where required, the paperwork completed by councillors in 4.1, 4.2 and 4.3 above.

4.5 Co-option of 5th Councillor

Cllr Atkinson mentioned that a resident of Little Smeaton had expressed an interest in joining the Parish Council and will confirm whether they intend to put their name forward in the next few days.

4.6 Appointment of Councillor(s) to represent LSPC at YLCA's Branch Meetings.

It was agreed to nominate two councillors. Cllr Hancock proposed Cllr Ivey, seconded by Cllr Howdle. All in favour. Cllr Ivey proposed Cllr Atkinson, seconded by Cllr Howdle. All in favour.

5. Declarations of interest.

5.1 No declarations of interest were received.

5.2 There were no applications for dispensation.

6. Minutes from previous meeting

6.1 The minutes of the meetings held on 16th March 2022 and the 28th April 2022 were confirmed as a true and correct record. Proposed by Cllr Atkinson, seconded by Cllr Howdle. Cllr Ivey signed them off.

7. Financial Matters 2021/22

7.1. Cllr Hancock confirmed that the bank reconciliation as at 31st March 2022 has been checked and signed as true and correct.

7.2 Cllr Hancock reported that Internal Control audit issue for 2021/22 was to be discussed later in the meeting.

7.3 The final accounts as at 31st March 2022 were presented for authorisation. Financially the accounts were correct but Cllr Atkinson requested that three Amazon transactions be annotated to show what the purchases were for. Sign off of the Income and Expenditure sheet was deferred until the updates are completed. Chair Cllr Ivey signed the Bank & Cash reconciliation as correct. Proposed by Cllr Atkinson, seconded by Cllr Hancock. All in favour.

Action: Clerk to update Income & Expenditure sheet.

7.4 The final budget statement for the 2021/22 financial year was received and noted as being correct. It was noted that a challenging financial year had been well managed.

7.5 The VAT spreadsheet as at 31st March 2022 was received and accepted. Cllr Ivey proposed to submit the VAT claim for 2021/22, seconded by Cllr Howdle. All in favour.

7.6 The Annual Governance Statement for 2021/22, including the Internal Audit report was reviewed and accepted. This was proposed by Cllr Ivey, seconded by Cllr Howdle. All in favour.

Action: Cllr Brown to publish this and Cllr Atkinson to add it to the website. The dates set for the period of the exercise of public rights are 27th June 2022 to 29th July 2022.

7.7 The Accounting Statements of the AGAR Part 2 were reviewed and authorized. Three signature were required and each are minuted separately below.

- 7.7.1** Authorisation to sign page three of the AGAR Part 2 was proposed by Cllr Hancock, Seconded by Cllr Howdle. All in favour.
- 7.7.2** Authorisation to sign page five of the AGAR Part 2 was proposed by Cllr Hancock, Seconded by Cllr Howdle. All in favour.
- 7.7.3** Authorisation to sign page six of the AGAR Part 2 was proposed by Cllr Hancock, Seconded by Cllr Howdle. All in favour.
- 7.8** It was resolved that, with an income of less than £25,000, Little Smeaton Parish Council is exempt from the need for an external audit. This was proposed by Cllr Ivey, seconded by Cllr Atkinson. All in favour.

8. Financial Matters 2022/23

- 8.1** It was agreed to resolve to adopt the revised budget for 2022/3. Proposed by Cllr Ivey, seconded by Cllr Howdle. All in favour.
- 8.2** Cllr Hancock confirmed that the bank reconciliation as at 30th April 2022 has been checked and signed as true and correct.
- 8.3** Cllr Hancock confirmed there are no issues with regards to the Internal Control audit as at 30th April 2022.
- 8.4** The accounts as at 30th April 2022 were received and authorized. Proposed by Cllr Howdle, seconded by Cllr Atkinson. All in favour. The accounts were signed by Cllr Ivey.
- 8.5** The budget report as at 30th April 2022 was received and acknowledged.
- 8.6** The VAT spreadsheet as at 30th April 2022 was received.
- 8.7** The Contractual Payments form was signed by Cllr Ivey.
- 8.8** The following payments were approved:
- Payment of £133.00 to YLCA for the annual subscription paid on the 3rd April 2022. (Budget line N, Membership Subscriptions, £220) Affordability and Authority to spend slip signed as payment, as marked on invoice, due prior to May Parish Council meeting. Proposed by Cllr Atkinson, seconded by Cllr Howdle. All in favour.
 - Payment of £264 to JRB Enterprise Ltd for dog poop bags. (Budget line K, Dog Poop Bags, £264.00) £260.00 approved at meeting on the 16th March 2022, increase due to increase in price. Proposed by Cllr Atkinson, seconded by Cllr Howdle. All in favour.

8.9 The following budget, spend and payments were approved:

- Up to £80.00 for plants for the village signs. (Budget line: C, Plants, £80)
Proposed by Cllr Ivey, seconded by Cllr Atkinson. All in favour.
- £467.44 to Zurich Insurance. (Budget line: J, Insurance, £467.44)
Proposed by Cllr Ivey, seconded by Cllr Atkinson. All in favour.
- £1280.00 to Danny Curnow for Grass Cutting in April and May 2022. (Budget line A Grass Cutting 3840.00) to be included on the Contractual Payments List for future payments.
Proposed by Cllr Ivey, seconded by Cllr Atkinson. All in favour.
- £138.00 to Marcons Bathroom & Heating for the servicing of Hillside Cottage Boiler. (Budget line E, Property Maintenance, £3780.00)
Proposed by Cllr Ivey, seconded by Cllr Atkinson. All in favour.
- £35.00 To Smeaton Centre for hire of the Community Room on 28th April 2022 and the 18th May 2022 (Budget line P, Room Hire £300.00)
Proposed by Cllr Ivey, seconded by Cllr Howdle. All in favour.
- £372 To Meynell-Mix Ltd for concrete for the Jubilee beacon foundations. (Budget line D Ground Maintenance, £2562.38)
Proposed by Cllr Ivey, seconded by Cllr Howdle. All in favour.
- £963 To First Impressions for the village hanging baskets. (Budget line B Hanging Baskets £963)
Proposed by Cllr Ivey, seconded by Cllr Howdle. All in favour.

8.10 The following budget and spend was approved for:

- Up to £1000 for a bench to replace the broken one by the playground (Budget line D Ground Maintenance, £2562.38)
Proposed by Cllr Ivey, seconded by Cllr Atkinson. All in favour.
- Up to £20 for the printing of the Annual Report (Budget line T Printing, £30.00)
Proposed by Cllr Ivey, seconded by Cllr Atkinson. All in favour.
- Up to £100 to cut the grass around the beacon prior to the Jubilee celebrations. Budget line to be assigned.
Proposed by Cllr Ivey, seconded by Cllr Howdle. All in favour.
- Up to £15 to purchase firelighters for the beacon ceremony. Budget line to be assigned.
Proposed by Cllr Ivey, seconded by Cllr Howdle. All in favour.

- Up to £50 to purchase Hammerite paint and brushes to paint the beacon pole for the Jubilee ceremony. Budget line to be assigned.

Proposed by Cllr Ivey, seconded by Howdle. All in favour.

Action: Cllr Atkinson for contact Danny Curnow re grass cutting

8.11 Cllr Hancock explained that there had been an error in the system functionality when making payments to CPS £577.56 and Marcus Taperell £180, which resulted in a finance breach and the need to amend the Finance Regs/Banking Mandate. This has now been resolved and the issue has been recorded in the banking log. Acknowledgement of this was proposed by Cllr Howdle, seconded by Cllr Atkinson. All in favour.

9. Policies

9.1 The Standing Orders were reviewed by Cllr Ivey. There were only a few minor changes mainly due to COVID. Cllr Hancock proposed to accept the new Standing Orders, seconded by Cllr Howdle. All in favour

9.2 Financial Regulations and Banking Mandate was reviewed by Cllr Hancock. Cllr Atkinson proposed that the review be accepted, seconded by Cllr Howdle. All in favour.

9.3 Cllr Ivey highlighted some issues in the Generic and the Financial Risk Assessments around employee liability. This item should be reviewed and revisited in a later meeting.

Action: Clerk to review and re-present at a later meeting.

9.4 The Asset register was reviewed and two more assets should be added or amended for 2022/3.

- The cottage value should be reassessed due to a large increase in house prices.

Action: Cllr Hancock to assess percentage house price rise in LS.

- The beacon should be added as an asset. It was agreed to value it at £1000.

10. Grass Cutting Contract

10.1 The contract for grass cutting has been awarded to Danny Curnow who was the sole bidder. The new contract has been revised and renewed at a reduced price.

11. Damaged River Bank near Hodge Bridge

11.1 Cllr Atkinson reported that the Environment Agency had visited Little Smeaton following reports of possible bank damage along the River. No evidence of

damage was found and the Environment Agency confirmed they are not intending to take the matter further unless additional complaints are made. The council are satisfied with this outcome and consider the matter closed.

12. The Queen's Platinum Jubilee Celebrations

12.1 Bunting to celebrate the Jubilee will be erected in Little Smeaton on the 21st May. Cllr Hancock asked when the flower baskets would be installed.

Action: Clerk to find out installation date.

The beacon is being installed on 23d May and there will be a test firing before the celebration on the 2nd June. Fire blankets, and grass cutting have been arranged for health and safety.

It was agreed that the base of the beacon would look better if it was painted.

Action: Cllr Howdle to do the painting.

13. Review of Emergency Plan

13.1 There has been no further contact from KSPC regarding the Emergency Plan. This item to be deferred to the next meeting.

Action: Clerk to defer

14. Community Safety

14.1 The plan on the steps to promote community safety is still awaiting release of the next village briefing.

14.2 Cllrs Ivey and Atkinson are to attend the Zoom meeting arranged by YLCA with the Police, Fire and Crime Commissioner on 26th May and will report back.

15. Playground

15.1 The latest inspection report was received from Cllr Atkinson. There are some metal plates that are wearing badly and which should be replaced. Other no cost repairs will be actioned by Cllr Atkinson.

Action: Cllr Atkinson to contact Wicksteed for prices.

16. Ground Maintenance

16.1 Expenditure for the Jubilee celebration has already been approved and arrangements are underway.

It was agreed to pursue the Glasdon bench to replace the one damaged at the playground. Cllr Atkinson pointed out that the £350 grant for this needs to be spent before September. The expenditure has already been approved.

The replacement of the light on Hodge Lane was also discussed. This is currently working although it has an unknown life span. It was agreed to leave this until it stops working again.

Action: Clerk to order Glasdon Bench

17. Clerk's Annual Appraisal and Objectives for 2022/3

17.1 Cllr Atkinson reported the outcome of the Clerk's appraisal 2021/2. It was agreed that this item can now be closed. Proposed by Cllr Hancock, seconded by Cllr Howdle. All in favour.

17.2 It was agreed to receive and resolve to adopt the proposed Clerk's objectives for 2022/3.

18. Deregulation on Quarry Lane

18.1 No update was available.

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

19.1 None received.

20. Correspondence Received

20.1 None received.

21. Date of next meetings:

21.1 13th July 2022, 7th September 2022, 9th November 2022, 11th January 2023, 29th March 2023.

There has been a request from the school to move the PC meetings from Wednesdays. No rooms are free on any other days so future meetings will remain on Wednesdays.

22. Resolution to move to private session

22.1 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.

23. Hillside Cottage

23.1 The residents have requested that the path be repaired as a high priority. An estimate of £545 has been received but it is not clear what that includes.

Action: Clerk to go back to Carl and ask what work and material has been quoted for.

24. Close of meeting