

Minutes

Little Smeaton Parish Council Annual Meeting 17 May 2023 Community Room, Kirk Smeaton

Present: Cllr G Ivey (chair), Cllr A Hancock, Cllr J Howdle, B Smith (Clerk)

1. Election of Chair and Vice Chair

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

None received

4. Declarations of interest

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

4.2. No applications for dispensation were received.

5. Minutes from previous meeting

3.1 The minutes of the meeting held on 29 March 2023, were agreed as a true and correct record. Proposed Cllr Hancock, Seconded Cllr Howdle. All agreed. Signed by Cllr Ivey.

3.2 Review Previous Actions.

Minute	Action	Cllr/Clerk	Outcome
	7.22		
13.2	Monitor WhatsApp for free paving slabs	All	Continue to Monitor
	03/23		
7.1	Rewrite the Generic and Financial Risk Assessment Completed with minor amends to be made. Assets & Public Liability – Remove Check on Depreciation Policy (column six). BS Finances Check if notifications from the bank can be	BS/AH	BS removed the reference to depreciation policies, under Assets & Public Liability. AH checked out notifications for debit card

	<p>received if debit card purchase is in excess of a set amount. AH</p> <p>Inadequate record keeping and/or transparency.</p> <p>Review manual process to see if we can reduce opportunities for error.</p>		<p>purchases, to stay as is. Complete</p> <p>BS & AH looked at the manual process of record keeping to see if it could be reduced. Both felt that the checks were robust, and should stay as they are. Complete</p>
7.	Policies and procedures, check when the next review is due.	BS	Still to complete
14.	Clerk to contact Danny to ensure the grass is cut in time for the King's Coronation celebrations	BS	Completed
15.	Liaise with Cllr Atkinson about purchasing a new laptop.	BS	To discuss at the next budget revision meeting
16.	Tree inspection to identify the number of trees and their locations.	GI	Deferred to the next meeting
22.1	Clerk to ask Cllr Carpenter what changes were made to the tenancy agreement. Also, to check with British Landlords Association whether changes can be made to a tenancy agreement once in place.	BS	In view of tenant handing in their notice this no longer applied.
24.1	Clerk to obtain quotes for replacement windows and doors at Hillside Cottage. Also contact a surveyor about insulating the walls and floor.	BS	<p>Clerk obtained quotes, presented at the meeting 17/05/23</p> <p>Surveyor not contacted, depends on outcome of next</p>

			steps for the cottage.
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6. Financial Matters

- 6.1 Cllr Hancock confirmed that the bank reconciliations as at 31 March 2023, have been checked and signed as true and correct. Cllr Hancock reported that there had been an overspend of £71.89 in the year 22/23. This was due to an unexpected grant received to resurface the children's park.
- 6.2 Cllr Hancock reported some admin errors with the current Internal Control audit.
- 6.3 The final accounts as at 31 March 2023 were received and signed as a true and correct record by Cllr Ivey. Proposed Cllr Howdle. Seconded Cllr Atkinson. All agreed.
- 6.4 The final budget statement was received for the 2022/23 financial year, and no issues were identified.
- 6.5 The VAT spreadsheet was received as at 31 March 2023. Cllr Atkinson reported a change to the final amount as follows: *'The cost of resurfacing the playground area was £3400 plus VAT at £680 therefore £4080 in total. Selby District Council provided £2700 towards these costs in the form of a grant. LSPC made up the additional £1380 from its own funds. A condition of Selby's grant was that none of their funding can be the subject of a VAT reclaim. This is normal accounting practice. Therefore, LSPC are only able to reclaim VAT on the money they put towards the overall cost. The VAT proportion of £1380 is £230, which is the total amount that LSPC can reclaim for this work'*.
As a result of this adjustment the final amount of VAT to reclaim for 22/23 is £872.63. Cllr Atkinson proposed to submit the VAT claim for 2022/23, seconded by Cllr Howdle. All in favour.
- 6.6 The Annual Governance Statement and Internal Audit Report for 2022/3 were reviewed and it was resolved to authorise the Chairman to sign the AGAR Part 1 Proposed Cllr Carpenter. Seconded Cllr Howdle. All agreed.
- 6.7 The Accounting Statements of the AGAR Part 2 were reviewed and it was resolved to authorise the Chairman to approve the AGAR Part 2. Proposed Cllr Atkinson. Seconded Cllr Carpenter. All agreed.
- 6.8 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. Proposed Cllr Atkinson. Seconded Cllr Carpenter. All agreed.
- 6.9 (Additional point added to the agenda) It was agreed that the accounts for Little Smeaton Parish Council could be viewed by the public between 1 and 30 June 2023, and to contact the Clerk to arrange this.

7. Financial Matters 2022/3

- 7.1 The revised budget for 2023/24 is to be deferred to another parish meeting, to be decided, due to a change in the Parish Council's financial circumstances.

- 7.2 Cllr Hancock confirmed that the bank reconciliations as at 30 April 2023, have been checked and signed as true and correct. Proposed Cllr Carpenter. Seconded Cllr Howdle. All agreed.
- 7.3 Cllr Hancock reported some admin errors with the current Internal Control audit as at 30 April 2023.
- 7.4 The current finance sheet as at 30 April, was signed as a true and correct record by Cllr Ivey. Proposed Cllr Carpenter. Seconded Cllr Howdle. All agreed.
- 7.5 The budget report was received as at 30 April 2023 and no issues were identified.
- 7.6 The VAT spreadsheet was received as at 30 April. The claim currently stands at £64.45.
- 7.7 The Contracts List Payments was signed by Cllrs Ivey and Atkinson as a record of payments made to date.
- 7.8 Ratify budget, spend and payment of £135.00 for the annual subscription paid on the 5 April 2023. (Budget line N, Membership Subscriptions, £250.00. Affordability and Authority to spend slip signed as payment, as marked on invoice, due prior to May Parish Council meeting. Proposed by Cllr Ivey, seconded by Cllr Howdle. All agreed.
- 7.9 Ratify budget, spend and payment for Invoice reference 4D (362.69 for new litter bin). Budget, spend and payment agreed in January 2023 meeting for only £316.49. This represents an overspend of £46.20 (14.6%). This represents more than a 5% increase per Finance Regulations. This was due to an increase made in the new 23/24 financial year by North Yorkshire Council. Proposed by Cllr Atkinson, seconded Cllr Carpenter. All agreed.
- 7.10 Budget, spend and payment approved for up to £20 on stationery items. Proposed Cllr Carpenter. Seconded Cllr Atkinson. All agreed.
- Action: To decide at the next meeting whether petty cash should be used for miscellaneous sundries. Or, not to carry petty cash as a Parish Council.**
- 7.11 Budget, spend and payment approved for up to £950 for Parish Council Insurance. It was resolved to use BHIB as the new Insurance provider. Proposed Cllr Atkinson. Seconded Cllr Carpenter. All agreed.
- 7.12 Budget, spend and payment approved for up to £50 on plants for the village planters. Proposed Cllr Hancock. Seconded Cllr Howdle.
- 7.11. Budget, spend and payment approved for up to £30 for community room hire. Also up to £20 for an additional meeting to be held in June, date to be decided. Proposed Cllr Ivey. Seconded Cllr Atkinson. All agreed.

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

- 8.1 One planning permission request was received from:
 2023/0339/HEN
 Mr Chris Holdsworth
 14 Mount Pleasant
 Little Smeaton
 Pontefract
 North Yorkshire
 WF8 3LW

House extension notification for single storey hipped roof rear extension extending 3.6 metres to rear, 3.8 metres to ridge and 2.4 metres to eaves. No objections received.

9. Trees Inspection

9.1 Deferred to the next meeting.

10. Street Lighting

10.1 Deferred to the next meeting.

Action: Cllr Atkinson to chase up with NYC and report at the next meeting.

11. Finance Regulations, Banking Mandate and Standing Orders to be Reviewed and Signed.

- Finance regulations reviewed, small amendments made and presented by Cllr Hancock. Proposed Cllr Atkinson. Seconded Cllr Howdle. All agreed to approve.
- Banking Mandate reviewed and presented by Cllr Hancock. Proposed Cllr Carpenter. Seconded Cllr Howdle. All agreed to approve.
- Standing Orders reviewed against new NALC template and amended accordingly then presented by Cllr Ivey. Proposed Cllr Ivey. Seconded Cllr Howdle. All agreed to approve.

12. Correspondence Received

None received.

13. Matters for Inclusion on the next Agenda

19.1 To be included on the next agenda.

- Update on Street Lighting owned by LSPC.
- Trees Inspection
- Hillside Cottage – Forward plan

14. Date of next meetings

14.1 Agreed amended dates of:

19 July 2023

27 September 2023

8 November 2023

17 January 2024

20 March 2024

.... May 2024 Annual Parish Meeting and Annual Meeting of Council
Approval of accounts for 2023/4

15. Councillors to review Coronation event and planned future events

15.1 Everyone agreed that the Coronation events were very successful. It was reported that villagers have approached Councillors about having an annual duck race and picnic. The events team will consider this as a possibility.

16. Hillside Cottage

16.1 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.

- 16.2 Councillors to consider quotes for works to the cottage a) short term...b) long term.
- a) Short term – considered costs of quotes for repairs, redecoration in order to re let the cottage.
- b) Long term – PC has not got a Title Absolute to the cottage.
- Action: Cllr Carpenter to seek legal advice on how this would affect the sale of the cottage if a decision was made to sell the cottage.**

- 16.3 Councillors to consider forward plan for Hillside Cottage (this covers consideration of the notes from the working group)
Tenancy deposit scheme. To agree budget, spend and pay of up to £55 for employment of a tracing agency. Proposed Cllr Carpenter.
Seconded Cllr Atkinson.

Action: Clerk to seek to employ tracing agency and contact utility providers to report change of occupancy and provide readings where appropriate.

Action: Cllr Atkinson to gauge interest via WhatsApp for renting the cottage.

Action List

Minute	Action	Cllr/Clerk	Outcome
	17/05/23		
7.10	Decision to be made about keeping petty cash	Discuss at the next meeting	
10	Contact NYC re street lighting contract	CA	
16.2	Seek legal advice on how this would affect the sale of the cottage if a decision to sell the cottage was made.		
16.3	To seek tracing agency. Contact utility providers.	BS	
	Gauge interest on WhatsApp re renting Hillside Cottage.	CA	