

Minutes

Little Smeaton Parish Council Meeting 20 September 2023 Community Room, Kirk Smeaton

Present: Cllr C Atkinson (Vice Chair), Cllr A Hancock, Cllr J Howdle, B Smith (Clerk)

1. Apologies

Apologies received from Cllr Carpenter and Cllr Ivey.
Both accepted.

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 19 July 2023, were agreed as a true and correct record. Proposed Cllr Hancock, Seconded Cllr Howdle. All agreed. Signed by Cllr Atkinson (Vice Chair).

3.2 Review Previous Actions.

Action 7.10 on 17 May 23. Decision to keep petty cash considered. The petty cash has been used recently therefore it was decided to keep petty cash. It was agreed to consider topping up the cash level in the future if more petty cash is used.

Minute	Action	Cllr/Clerk	Outcome
	19/07/2023		
11.1	Clerk to contact Sarah Ward North Yorkshire police to request a temporary speed camera to be put in place.	BS	No longer applicable, due to a road survey taking place.
11.2	Clerk to use the Parish Portal to request a road sweeper as the recent flooding has caused a lot of grit on the road.	BS	Road sweeper attended the day after the flooding so did not need to action.
11.4	Contact YLCA to confirm that Cllr Ivey has been appointed the representative for YLCA's Joint Executive Board	BS	Completed
11.5.	Contact North Yorkshire Council to return records from their archives.	GI	Completed

15.3	Clerk to contact Richard Kendall Estate Agents to instruct them to handle the sale of Hillside Cottage.	BS	Completed
15.4	Clerk to appoint Danny Curnow to cut the grass at Hillside Cottage prior to marketing.	BS	Completed
15.5	Clerk to email/call E-on to resolve the problem of multiple energy bills being sent by them.	BS	Completed

4. Public Forum. Questions and concerns raised by the public

No members of the public were in attendance.

5. Financial Matters

- 5.1 Cllr Hancock confirmed that the bank reconciliations as at 31 August 2023, have been checked and signed as true and correct.
- 5.2 Cllr Hancock reported that there were some admin errors on the current Internal Control check that were now rectified. She also reported that as Hillside Cottage no longer has tenants, and has recently gone on the market, a number of unbudgeted items have occurred due to preparing the property for sale and associated costs.
- 5.3 The accounts as at 31 August 2023 were received and signed as a true and correct record by Proposed Cllr Howdle. Seconded Cllr Atkinson. All agreed.
- 5.4 Cllr Atkinson reported that although the budget was tight, due to no rental income, the budget is still on track. Also, we would need to monitor the budget carefully for the remainder of the year to ensure there is not a budget overspend. Once expenditure exceeds income it will be necessary to start allocating monies from the reserve funds.
- 5.5 The VAT spreadsheet was received as at 30 June 2023. The claim currently stands at £242.52.
- 5.6 The Contracts List Payments was signed by Cllrs Howdle and Atkinson as a record of payments made to date.
- 5.7 To ratify budget, spend and payment for:
- £26.24 for E-on July electricity bill for Hillside cottage
 - £30.51 for E-on August electricity bill for Hillside Cottage
 - £250.00 grass cutting for the marketing of Hillside Cottage
 - £81.89 for stakes and tape to mark up the boundaries of Hillside Cottage
 - £238 for September 2023 Council Tax Bill for Hillside Cottage
 - £50 to pay solicitors Carters Solicitors to carry out costs, VAT and disbursements.
- Proposed Cllr Howdle. Seconded Cllr Atkinson. All agreed.
- 5.8 Approve budget, spend and pay for:
- Up to £30 for Community Room Hire for the meeting on 20 September 2023.
 - £238.00 x 2 for October & November 2023 Council Tax bill for Hillside Cottage.
 - Up to £40 x 2 for September & October to E-on for electricity charges.

- Up to £25 for poppy wreath for Armistice Day.
- £774.00 for legal fees, disbursements and VAT to Carters Solicitors for Sale Instruction of Hillside Cottage.
- £375+ VAT for survey work and production of Land Registry compliant maps to deal with boundary changes at Hillside Cottage
- Overtime for Clerk's extra work concerning Hillside Cottage Sale. The Clerk reported that she had done 16 hours of additional work. Proposed Cllr Howdle. Seconded Cllr Atkinson. All agreed.

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

- 6.1 One planning application was made for Reference ZG2023/0854/HPA, 1 Wentdale, Little Smeaton WF8 3LX. Replace existing roof with attic trusses to form rooms in the roof space and increase the height of the boundary wall to the front elevation.
No objections were made by councillors or the public.

7. Review of Policies and Procedures

- 7.1 Deferred to the next meeting.

8. Trees Inspection

- 8.1 Cllrs expressed their thanks to Cllr Ivey on the work she carried out and excellent report she produced. The report is to be sent to the tree surgeon identified, and a quote to be obtained to carry out an inspection of said trees.
Action: Clerk to send report to the tree surgeon and obtain quote.

9. Street Lighting

- 9.1 Deferred to the January 2024 meeting.

10. Emergency Plan

- 10.1 Cllr Ivey advised that due to some further information being required from North Yorkshire Council this item would be deferred to the next meeting.

11. Campaign to Lobby NYC about Current Work on the A1

- 11.1 The Clerk to contact Kirk Smeaton Parish Council to see if they wish to join together to lobby NYC about the effect of traffic in and around both Little and Kirk Smeaton.

Action. Clerk to contact Kirk Smeaton Clerk to ask if their Chair would jointly contact/write to NYC with LSPCs Chair express to their concerns on the amount of traffic, and the damage to the roads, caused by the current ongoing works on the A1.

- 11.2 Cllr Atkinson is to follow up with North Yorkshire Police about the concerns around speeding in Little Smeaton and their promise to monitor speeds on the 40mph stretch of New Road.

Action: Cllr Atkinson to contact North Yorkshire Police about the above concerns.

12. Bus Shelter

- 12.1 Cllrs noted the breakage of an end pane of the bus shelter. Cllrs thanked Cllr Hancock for clearing up the glass.

- 12.2 Quotes to be obtained for replacing the pane of glass with a perspex one.

Action: Cllr Atkinson to measure the panes and obtain quotes for replacements.

13. Update on the Complaint from Previous Tenant at Hillside Cottage

13.1 Cllr Atkinson reported that he had sent out an acknowledgement letter in response to a previous tenant raising a complaint concerning the additional meeting held on 22 June 2023.

Councillors had agreed to investigate the complaint and he and Cllr Howdle approached all the attendees at the meeting to ask if they would be willing to be interviewed, one person declined. Those who were interviewed did not substantiate the claims made by the complainant. The complainant was notified in writing that no evidence was found to substantiate their claims and that the council would be taking no further action. The complainant was offered the opportunity to appeal this decision but has not done so therefore the complaint is now considered to be closed.

13.2 Cllr Atkinson responded to questions/concerns raised at the meeting held on July 19 2023.

Q 1. Was the previous meeting regarding Hillside Cottage correctly advertised? Could more have been done and was it advertised in the right time frame?

A. Cllr Atkinson has spoken with the person who raised this issue and discovered they had not understood the difference between a parish council meeting and an annual parish meeting, the two having different notice periods. Cllr Atkinson confirmed that the notice period for a parish council meeting had been correctly observed. However, it was noted that 'best practice' is now to give seven days notice for any meeting and it was agreed that the parish council would endeavour to adhere to this timescale in future.

Q 2. Who does the land outside the chapel belong to?

Cllr Atkinson researched this and found that the land is registered to the Prince of Wales Colliery whose interests now appear to be managed by Harworth Estates.

Q 3. Concern was raised at the number of hedges that are overgrown in the village, and landowners not maintaining them.

A. In response a message was put in the local parish magazine to highlight the concern to residents.

14. Correspondence Received

14.1 No action to be taken on the publicity items received about volunteer drivers.

14.2 The Clerk had received a letter from the Pension Regulator informing LSPC of their responsibility to comply with workplace pension law and offer a workplace pension to any employers.

Action: As the Clerk does not earn enough to obtain a workplace pension she will contact Lofthouse to ask who needs to complete the declaration of compliance.

14.3 A letter had been received from Cllr Ivey about the installation of the Beacon in Little Smeaton for the Platinum Jubilee of the Queen in 2022, including a shield. Despite several requests, the fabricators who

completed the work never provided an invoice so no monies were paid by LSPC. Following the erecting of a second shield in 2023 to mark the Coronation of the King, Cllr Ivey was advised verbally of the cost for both shields with an assurance that this is the total bill for the Beacon. Cllr Ivey has paid for these herself and has donated them to LSPC. Cllr Ivey was thanked for her kind donation.

15. Matters for Inclusion on the next Agenda

15.1 To be included on the next agenda.

- Trees Inspection
- Update on Emergency Plan
- Christmas and any associated costs
- Ideas for capital spends from the proceeds of the sale of the cottage.
- Where to invest the money from the proceeds of the sale.

16. Date of next meetings:

16.1 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

17. Hillside Cottage

17.1 Resolution to move to Private Session

Proposed Cllr Atkinson. Seconded Cllr Hancock. 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 Cllr Atkinson reported on the sale of the cottage.

- Nothing to date has come back from the damp and roof survey undertaken by the vendor.
- Solicitors draft pack has been sent to the buyer's solicitor.
- ID has been asked for by our Solicitor, Clerk to confirm whose ID should be supplied.

Action: Clerk to contact our solicitor to get an update on the progress of buyer's solicitor.

Clerk to contact our solicitor about ID.

17.3 Cllrs noted that the full deposit of £850 had been received in the bank account from the Tenancy Deposit Scheme. Cllrs decided not to pursue the previous tenants for further costs as the cottage has been put up for sale, and estimated associated costs were for made for preparing the cottage to be put up for rent. Proposed Cllr Hancock. Seconded Cllr Howdle. All agreed.

17.4 Investing/recording monies from the proceeds of the sale deferred to the next meeting.

Action List

Minute	Action	Cllr/Clerk	Outcome
	20/09/2023		
5.8	Cllr Hancock to confirm clerks additional hours with Lofthouse in order for payment to made.	AH	Completed
8.1	Trees Inspection. Clerk to send report to the tree surgeon and obtain quote.	BS	
11.1	Clerk to contact Kirk Smeaton Clerk to ask if their Chair would jointly contact/write to NYC with LSPCs Chair express to their concerns on the amount of traffic, and the damage to the roads, caused by the current ongoing works on the A1.	BS	Completed
11.2	Cllr Atkinson to contact North Yorkshire Police about speeding concerns due to the work currently being carried out on the A1.	CA	Completed
12.2	Cllr Atkinson to measure and obtain quotes for replacement panes to the bus shelter.	CA	
14.2	As the Clerk does not earn enough to obtain a workplace pension she will contact Lofthouse to ask who needs to complete the declaration of compliance.	BS	Completed
17.2	Clerk to contact our solicitor to get an update on the progress of buyer's solicitor. Clerk to contact our solicitor about ID.	BS BS	Complete. Solicitor said it was early in the process to be getting responses from the buyer's solicitor. But work is being carried out in the background.