

Minutes

Little Smeaton Parish Council Meeting 19 July 2023 Community Room, Kirk Smeaton

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

1. Apologies

Apologies received from Cllr Carpenter. Accepted.

2. Declarations of interest

2.1. A declaration of personal interest was received from Cllr Hancock regarding item 11.2 concerning the drainage on New Road.

2.2. No applications for dispensation were received.

3. Minutes from previous meeting

3.1 The minutes of the meeting held on the 17 May and 22 June 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.	Policies and procedures, check when the next review is due.	BS	Deferred to the next meeting
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
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	Clerk obtained quotes, presented at the meeting 17/05/23 Surveyor not contacted, depends on outcome of next

			steps for the cottage. Cottage to be sold, no longer applies.
Minute	Action	Cllr/Clerk	Outcome
	17/05/23		
7.10	Decision to be made about keeping petty cash	Discuss at the next meeting	Still to discuss
10.	Contact NYC re street lighting contract	CA	Deferred until the January meeting
16.2	Seek legal advice on how not having a Title Absolute would affect the sale of the cottage if a decision to sell the cottage was made.	BS	Contacted the estate agent who said that the solicitors dealing with the sale would look at this.
16.3	To seek tracing agency. Contact utility providers. Gauge interest on WhatsApp re renting Hillside Cottage.	BS CA	All utility providers have been contacted. No longer applicable.

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

4.1 Members of the public were in attendance and questions were asked:

Q. Was the previous meeting regarding Hillside Cottage correctly advertised?
Could more have been done?

A. Cllrs responded that the meeting was advertised on the public notice board in time as per legal Parish Council meeting guidelines.

Q. Concerns were raised about the map presented at the previous meeting, and the boundaries outlined as belonging to the cottage. In particular, who does the land outside the chapel belong to? Cllr Ivey declared an interest at this point.

A. Cllrs responded that it was unclear who the land belonged to, however they would look into it and report back their findings.

Q. How long has the cottage belonged to the Parish Council, and who bequeathed it?

A. Extensive research has been done on this subject by current and past councillors, no definitive answer has been found to date. Parish records

confirm the parish council has been receiving rent and maintaining 'the parish cottage' since the early 1900's. The cottage was registered with the Land Registry in the name of Little Smeaton Parish Council in 2014.

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

A. These are not the responsibility of the Parish Council, but a message would be put out to residents and landowners encouraging them to take care of them.

5. Financial Matters

5.1 Cllr Hancock confirmed that the bank reconciliations as at 30 June 2023, have been checked and signed as true and correct.

5.2 Cllr Hancock reported that the current Internal Control audit was correct.

5.3 The final accounts as at 30 June 2023 were received and signed as a true and correct record by Cllr Ivey. Proposed Cllr Howdle. Seconded Cllr Atkinson. All agreed.

5.4 A new revised reduced budget was received from Cllr Atkinson for the 2023/24 financial year, due to Hillside Cottage not being tenanted. Cllr Atkinson explained that financial cuts needed to be made of around £4000.

5.5 The VAT spreadsheet was received as at 30 June 2023. The claim currently stands at £222.52.

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

5.7 Ratify budget, spend and payment for £125.14 Yorkshire Water Bill for Hillside Cottage. Proposed Cllr Ivey. Seconded Cllr Atkinson. All agreed.

5.8 Approve budget, spend and pay for up to £30 for hire of the community room for the meeting on 19/7/2023. Proposed Cllr Atkinson. Seconded Cllr Howdle. All agreed.

5.9 Approve budget, spend and pay for Council tax bill for Hillside Cottage due on 01/08/2023 for £237.64 and £238.00 due on 01/09/2023. It was agreed to approve payment for the first instalment of £237.64 due on the 1/08/2023 but not to approve further payments pending further investigation on the amounts due after this date as a query was raised. Proposed Cllr Atkinson. Seconded Joanne Howdle. All agreed.

5.10 Approve budget, spend and pay for black ink cartridge for £24.28. Proposed Cllr Atkinson. Seconded Cllr Howdle. All agreed.

5.11 Approve budget, spend and pay on *E-on* electricity bill for Hillside Cottage per agenda item 14.5. Not approved.

6. D Day 80 Anniversary – Lighting the Beacon

To be passed on to the events team to consider.

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

None received

8. Review of Policies and Procedures

Deferred to the next meeting.

9. Trees Inspection

9.1 Cllr Ivey reported that the work had been started but to be deferred to the next meeting as it was not completed yet.

10. Street Lighting

10.1 Deferred to the next meeting.

11. Correspondence Received

11.1 It was decided not to go with the suggestion of a cardboard traffic cop.

Action: Clerk to contact Sarah Ward North Yorkshire police to request a temporary speed camera to be put in place.

11.2 Cllr Atkinson has written to Highways who have advised that they hope to have the scheme designed by December 2023 and hope to complete the work in 2024. That is all subject to getting budgetary approval.

Action: Clerk to use the Parish Portal to request a road sweeper as the recent flooding has caused a lot of grit on the road.

11.3 Councillors concluded that the complaint might be considered against two of its criteria –

- *An expression of dissatisfaction about the failure to provide or meet the expected standard of a service.*
- *Failure to observe the Parish Council's policies or procedures.*

It was agreed to set up a committee to investigate the allegations, and once concluded a meeting date would be made to report on its findings. The complainant would be sent a letter outlining the process. Cllrs Atkinson and Howdle to investigate.

11.4 Email received to ask for confirmation that Cllr Ivey had been formally appointed to be the representative for YLCA's Joint Executive Board. Cllr Ivey accepted the appointment. Proposed Cllr Atkinson. Seconded Cllr Hancock. All agreed.

Action: Clerk to contact YLCA to confirm the above.

11.5 North Yorkshire Archives have completed their cataloguing of LSPC documents that have been deposited. They asked if we wanted any records back that were not required for permanent retention. Councillors agreed to ask for the records back.

Action: Cllr Ivey to request them back.

12. 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
- Update on Emergency Plan

13. Date of next meetings

13.1 Agreed amended dates of:

20 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

14. Hillside Cottage

15.1 Resolution to move to Private Session

Proposed Cllr Howdle. Seconded Cllr Atkinson. 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.

15.2 Plan marking out proposed boundary for Hillside Cottage to be put up for sale was presented to the Councillors. This was agreed. Proposed Cllr Ivey. Seconded Cllr Howdle. All agreed.

15.3 Richard Kendall was chosen to be the Estate Agency to handle the sale of Hillside Cottage. Proposed Cllr Ivey. Seconded Cllr Hancock. All agreed.

Action: Clerk to contact agents to instruct them to handle the sale.

15.4 Clerk to arrange grass cutting immediately prior to marketing Hillside Cottage.

Action: Clerk to appoint Danny Curnow to cut the grass prior to marketing once this has been arranged.

15.5 Negotiate with *E-on* about the constant demands of large bills.

Action: Clerk to email or telephone *E-on* to resolve.

15.6 Clerk mandated to proceed with all/any other details to expedite the sale of Hillside Cottage. Clerk to record extra hours spent on the project to be remunerated accordingly.

5.7 Landlord's statutory declaration to be completed and witnessed by a solicitor, and sent back to the Tenancy Deposit Scheme to request repayment of the deposit. Budget, spend and payment approved for up to £30 for a solicitor to witness and sign the declaration. Proposed Cllr Atkinson. Seconded Cllr Ivey. All agreed.

Action List

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	

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