

Minutes

Little Smeaton Parish Council Annual Meeting 15 May 2024 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. Election of Chair and Vice Chair

1.1 Cllr Ivey was proposed as Chair by Cllr Hancock and seconded by Cllr Carpenter. 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. Apologies

None received

3. Declarations of interest

3.1. No declarations of interest were received under the council's code of conduct or members Register of Disclosable Pecuniary Interests.
3.2. No applications for dispensation were received.

4. Minutes from previous meeting

4.1 The minutes of the meeting held on 20 March 24, were agreed as a true and correct record. Proposed Cllr Hancock, Seconded Cllr Howdle. All agreed. Signed by Cllr Ivey.
4.2 Review Previous Actions.

Minute	Action	Cllr/Clerk	Outcome
17 January 24			
8.1	Chase tree surgeon to book the tree inspection late May.	BS	Completed
11.1	Finance group to explore what projects can capital be spent on by Parish Councils	Finance group	
13.1	Explore the options for a new website, domain name and web host for the July meeting	CA	
20 March 24			
5.1	Clerk to invite a Highways officer on site to raise the issues about speed signs, and dropped kerbs jointly with KS.	GI/BS	GI has contacted KS. Highways have responded.

5.8	Cllr Hancock to open a Revenue Savings Account for the council's reserves.	AH	Completed
6.1	Clerk to write to NYC planning dept with response to the planning application: ZG2024/0198/TELC from LSPC	BS	Completed
7.1	Clerk to forward procedures and policies due for update at the May meeting.	BS	Completed
15.1	Cllr Ivey to draft application to National Highways Social Values Activity Funding body.	GI	Completed

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

5.1 None raised.

6. Financial Matters

- 6.1 Cllr Hancock confirmed that the bank reconciliations as at 31 March 2024, have been checked and signed as true and correct.
- 6.2 Cllr Hancock reported that the internal control audit as at 31 March 2024 was correct.
- 6.3 The final accounts as at 31 March 2024 were received and signed as a true and correct record by Cllr Ivey. Proposed Cllr Carpenter. Seconded Cllr Howdle. All agreed.
- 6.4 The final budget statement was received for the 2023/24 financial year. Cllr Atkinson reported that although the reserves were dipped into this year due to Hillside Cottage being vacated, the budget was managed well and we did better than expected.
- 6.5 The VAT spreadsheet was received as at 31 March 2024. The amount of VAT claimed for 2023/24 was £988.77
- 6.6 The Annual Governance Statement and Internal Audit Report for 2023/24 was 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 Howdle. Seconded Cllr Atkinson. All agreed.

7. Financial Matters 2024/5

- 7.1 Cllr Hancock confirmed that the bank reconciliations as at 30 April 2024, have been checked and signed as true and correct.
- 7.2 Cllr Hancock reported Internal Control audit as at 30 April 2024 was correct.
- 7.3 The current finance sheet as at 30 April 24, was signed as a true and correct record by Cllr Ivey. Proposed Cllr Howdle. Seconded Cllr Carpenter. All agreed.
- 7.4 The budget report was received as at 30 April 2024. It was agreed to transfer up to £2350.28 out of LSPCs treasurers account to the Lloyds Instant Access Revenue account as part of the reserve fund. Proposed Cllr Ivey. Seconded Cllr Carpenter. All agreed.

Action: Cllr Hancock to transfer up to £2350.28 from the treasurers account to the reserves account.

7.5 No VAT has been recorded to date.

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

7.7 Ratified budget, spend and payment for:

- £140 for YLCA Membership Subscription
 - £240 Clerk's back pay
- Proposed by Cllr Carpenter, seconded by Cllr Atkinson. All agreed.

7.8 Approved budget, spend and pay for:

- Up to £30 for Community Room Hire for the meeting on 15 May 2024
 - Up to £600 Insurance
 - Up to £750 for a new laptop and software (Capital Spend) Resolved to transfer £750 from variable instant access capital account with Lloyds to council current account when ready to purchase
- Proposed by Cllr Ivey. Seconded by Cllr Carpenter. All agreed.
- £350 for tree inspection
 - £951.60 for hanging baskets
 - Up to £50 for the planters in the village
 - £110.40 Lofthouse Professional Charges
- Proposed Cllr Atkinson. Seconded Cllr Howdle. All agreed.

Action: Clerk to send insurance quotes to Cllr Carpenter to check and agree insurer.

7.9 Cllr Atkinson reported back on the recent zoom meeting about reviewing the revenue and capital accounts. All Cllrs had received the notes from prior to the meeting.

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

8.1 A planning application had been received by the Clerk prior to the meeting for:

Ref: ZG2024/0467/HPA

PROPOSAL: Erection of two storey extension

LOCATION: The Willows, Stan Valley, Little Smeaton

Action: As the application was received just before the meeting Cllrs were asked to look at the proposal and get back to the Clerk before the close date of 5 June with any comments/objections.

9. Review of Policies and Procedures

9.1 Councillors presented the following Policies and Procedures for approval:

- Financial Risk Assessment (IC) Accepted.
- Asset Register (BS) Accepted.
- Standing Orders (GI) Proposed Cllr Hancock. Seconded Cllr Carpenter. All agreed.
- Bank Mandate (AH) Proposed Cllr Howdle. Seconded Cllr Atkinson. All agreed.
- Financial Regulations (AH) Proposed Cllr Carpenter. Seconded Cllr Howdle. All Agreed.
- Internal Controls (AH) Accepted.

Action: Clerk to forward policies and procedures to Cllrs to be updated at the July meeting.

9.2 The 'Declaration of Financial Fitness' forms were accepted and all Cllrs signed these at the meeting. All new parties to Council banks and savings accounts will be asked to sign these with effect from 01/05/2024.

9.3 Cllrs decided not to ask for DBS checks on new members unless the need to do so becomes apparent in the future.

10. Trees Inspection

10.1 The Clerk reported that she had had contact with Marcus Tapperall and has arranged for him to do the tree inspection after the 15 May. Marcus will provide a report on the condition of the trees and recommend any action to be taken, for example felling of any dangerous trees.

11. Street Lighting

11.1 Cllr Atkinson contacted NYC about maintaining the parish owned street lighting. NYC have acknowledged the request, currently waiting for Street Lighting department to make contact.

12. Repairs to Bus Shelter

12.1 Deferred until after the summer.

13. Domain Name, Website, Web Hosting

13.1 Deferred to the July Meeting.

14. Social Values Activities Funding – National Highways

14.1 Cllr Atkinson reported back on the meeting with National Highways funding our proposed projects. Highways responded positively to:

- Paving slabs being put under the beacon as a safety feature.
- Putting birdmouth fencing as a barrier at the top of the Crosshills recreation area.

They rejected proposals for:

- Allotments around the park area
- New footpaths along Mount Pleasant

Action: Clerk to contact NH to say that Cllrs at the meeting were happy to go ahead with the projects, paving slabs and birdmouth fencing.

15. Appointment of Councillors to Attend YLCA Branch Meetings.

15.1 Cllrs Ivey and Howdle agreed to attend the meetings.

16. YLCA Law & Governance Point LTN31E

16.1 Cllr Atkinson reported that changes had been made for capital spending but they are not be suitable for LSPC to pursue.

17. Land Registry for Boundaries on the Land next to Hillside Cottage

17.1 Cllrs decided to contact the Land Registry to register the two pieces of land belonging to the parish council next to Hillside Cottage.

Action: Clerk to send TP1 form to the Land Registry to transfer land to LSPC due to the sale of Hillside Cottage.

18. Dropped Kerbs and Speed Limits in the Village

18.1 Highways rejected LSPCs request to put speed limits on Main Street alongside the park to Willowbridge, and from Mount Pleasant to Willowbridge. However, Cllrs expressed concerns about the National speed limit outside a children's park and suggested that research should be done to check whether national speed limits are allowed near parks elsewhere in the country and to keep campaigning for the 30mph speed limit. Concerns were also expressed around the single-track road over Willowbridge and motorists not exercising due caution as they are not aware of it.

Action: Clerk to contact Highways to ask for warning signs to be put before the single-track road over Willowbridge.

18.2 In response to a resident's request for dropped kerbs in the village Cllr Ivey has produced a report to put to highways to take up this request. She discusses the history, Safe Route to School project and completed a walk-through of the village to map out and identify where dropped kerbs are required, including photographs.

Action: Clerk to send Cllr Ivey's report to highways to support the request for dropped kerbs.

19. Correspondence Received

None received.

20. Matters for Inclusion on the next Agenda

20.1 To be included on the next agenda.

- Update on Street Lighting owned by LSPC.
- Repairs to bus shelter
- Domain Name, Website, Web Hosting
- Social Values Activities Funding – National Highways – Update
- Land Registry for Boundaries on the Land next to Hillside Cottage - Update
- Dropped Kerbs and Speed Limits in the Village – Update
- Updated policies and procedures for July

21. Date of next meetings

21.119 July 2023

27 September 2023

8 November 2023

17 January 2024

j20 March 2024

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

Action List

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	17 January 24		
11.1	Finance group to explore what projects can capital be spent on by Parish Councils	Finance group	
13.1	Explore the options for a new website, domain name and web host for the July meeting	CA	
	15 May 24		
7.4	Cllr Hancock to transfer up to £2350.28 from the treasurers account to the reserves account.		
7.8	Clerk to send insurance quotes to Cllr Carpenter for checking.	BS	Completed
8.1	Cllrs to check out the planning application ZG2024/0467/HPA and get back to the Clerk with comments/objections by 5 June 24.	Cllrs	
9.1	Clerk to forward policies and procedures to be updated for the July meeting.	BS	
14.1	Clerk to contact NYC to say that Cllrs at the meeting are happy to go ahead with the projects, paving slabs and birdmouth fencing.	BS	Completed
17.1	Clerk to send TP1 form to the Land Registry to transfer land to LSPC due to the sale of Hillside Cottage.	BS	
18.1	Clerk to contact Highways to ask for warning signs to be put before the single-track road over Willowbridge.	BS	
18.2	Clerk to send Cllr Ivey's report to highways to support the request for dropped kerbs.	BS	