

Minutes

Little Smeaton Parish Council Meeting 17 January 2024 Community Room, Kirk Smeaton

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

1. Apologies

1.1 To receive and note apologies from any councillors who are unable to attend the meeting.

No apologies received as all councillors present.

1.2 To consider reasons for absence provided by councillors who cannot attend and resolve the council's acceptance of these if felt relevant.

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 8 November 23, were agreed as a true and correct record, with addition of Cllr Ivey's name (added manually) as being present. Proposed Cllr Hancock, Seconded Cllr Howdle. All agreed. Signed by Cllr Ivey.

3.2 Review Previous Actions.

All completed.

Minute	Action	Cllr/Clerk	Outcome
	19/10/1023		
3.1	Investigate how and who will undertake the internal and external audit this year 23 – 24.	BS	Completed
	8/11/2023		
7.1	Clerk to send Cllr Carpenter copies of policies and procedures to be updated	BS	Completed
8.1	Trees Inspection. Clerk look at another contractor if the tree surgeon does not get back to us.	BS	Completed Marcus Tapperall Confirmed £300 + VAT to inspect the trees.
20.1	Cllr Carpenter to check the number of batteries left from last year for the Christmas lights.	IC	Completed

25.2	Clerk to chase up solicitors on the progress of selling Hillside Cottage.	BS	Completed
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4. Public Forum. Questions and concerns raised by the public

One member of the public was in attendance. No questions or issues were raised.

5. Financial Matters

5.1 Cllr Hancock confirmed that the bank reconciliations as at 31 December 2023, have been checked and signed as true and correct.

5.2 Cllr Hancock reported that there were no issues with the internal audit

5.3 The accounts as at 31 December 2023 were received and signed as a true and correct record by Proposed Cllr Carpenter. Seconded Cllr Atkinson. All agreed.

5.4 Cllr Atkinson reported that LSPC have had to use some of the reserves, however, it had been managed well despite the challenges faced.

5.5 The VAT spreadsheet was received as at 31 December 2023. The claim currently stands at £338.54.

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

5.7 To ratify budget, spend and payment for:

- £375 for emergency tree work/willow pollard on Hodge Lane
 - £92.40 for Lofthouse Payroll Services
- Proposed Cllr Atkinson. Seconded Cllr Howdle. All agreed.

5.8 Approve budget, spend and pay for:

- Up to £30 for Community Room Hire for the meeting on 17 January 2024
- Up to £40 January 2024 to E-on for electricity charges.
- £158.40 for Wix website hosting
- Up to £25 for antivirus software
- £30 for YLCA Year End & Audit training
- £35.88 for Little Smeaton Parish Council Domain name

5.9 Cllr Atkinson reported on the budget for the coming year 24/25. The expected original VAT amount has increased due to VAT to be claimed back from the sale of Hillside Cottage. The budget is expected to be tight up until August when the second half of the Parish Precept will be paid to LSPC..

Cllrs resolved to accept the proposed budget for 24/25. Proposed Cllr Carpenter. Seconded Cllr Hancock. All agreed.

5.10 Councillors resolved to keep the Parish Precept at the same amount as last year £6598.70. Proposed Cllr Ivey. Seconded Cllr Howdle. All agreed.

5.11 **Appendix 1.** Describes a widely accepted definition of capital expenditure which the parish council recognises and accepts.

5.12 Cllrs resolved to appoint Paul Clark as the internal auditor for 23/24 accounts. Proposed Cllr Howdle. Seconded Cllr Atkinson. All agreed.

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

No planning applications made.

7. Review of Policies and Procedures

7.1 Each Councillor agreed to look at various policies to be updated and present to future PC meetings when they are due to be amended.

Action: Clerk to send copies of current policies and procedures to each Councillor to review and update.

8. Trees Inspection

8.1 It was agreed to appoint Marcus Tapperall to undertake a tree inspection after May 24.

Action: Clerk to contact Marcus to arrange the inspection to take place after May.

9. Street Lighting

9.1 Deferred to the May 2024 meeting.

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

10.1 Cllr Ivey advised that she and Cllr Atkinson had met with Highways to view and discuss the issues on New Road. It was agreed that NYC would continue to seek a contribution from National Highways towards the cost of permanent repairs to New Road. In the meantime, they would continue to fill in pot holes as and when required, with a view to offering a more permanent solution in the future.

11. YLCA Law & Governance Point LTN31E

11.1 Cllr Atkinson reported that Point LTN31E in the recent YLCA Law & Governance newsletter had highlighted in sect 137. that the scope had been broadened on what Parish Councils were allowed to spend capital on. It was agreed that the Finance Group would explore this further.

Action. Finance group to research and explore this further.

12. Repairs to Bus Shelter

12.1 In work, report to next meeting.

13. Domain Name, Website, Web Hosting

13.1 Defer to the July meeting

Action: Explore options.

14. Correspondence Received

14.1 In response to a request to join Kirk Smeaton PC in creating a safe pathway from Kirk Smeaton School to Norton, Councillors decided that they wanted to focus on Little Smeaton projects, especially as there is not even a safe route to school from Mount Pleasant.

15.1 Matters for Inclusion on the next Agenda

- Update on campaign to lobby NYC and Highways about the current works on the A1
- Update on street lighting – Deferred to May meeting?
- Review of policies and procedures
- Update on Bus Shelter

- Clerk to advise dates of meetings for the year 2024/25.

16. Date of next meetings:

16.1 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.

Cllrs decided not to move to private session as the cottage has no tenants.

17.2 Cllr Carpenter brought the contract for the sale of the cottage, from the solicitors, to be witnessed and signed by himself and the Clerk. He verbally went through the contract with the Councillors who inspected and agreed they were happy with it. Cllr Carpenter agreed to take it to the solicitors the next day to enable for the sale to conclude on the 19 January 2024. The Councillors thanked Cllr Carpenter for the hard work he had done to bring the sale to a conclusion.

Cllr Hancock presented Councillors with details of the banks to be used to invest the monies from the sale of Hillside Cottage. She explained the interest rates of each account and verified that the banks met with the conditions of LSPCs Investment Strategy. Cllr Hancock had applied to the banks to open the accounts and signatures were obtained to complete the process. Councillors thanked Cllr Hancock for the hard work she had done to apply for the bank accounts on LSPCs behalf.

Action List:

Minute	Action	Cllr/Clerk	Outcome
	17 January 24		
7.1	Clerk to send agreed policies to Councillors to review and update for March meeting	BS	
8.1	Contact Marcus Taperall to book the tree inspection late May	BS	
11.1	Finance group to explore what projects can capital be spent on by Parish Councils	Finance group	
12.1	Check work needed to the bus shelter in order to replace the broken pane.	CA	
13.1	Explore the options for a new website, domain name and web host for the July meeting	CA	
14.1	Chairman to respond to KSPC	GI	Completed