

**Little Smeaton Parish Council Meeting 18th September 24 Community Room,
Kirk Smeaton**

MINUTES

Present: Cllr G Ivey (Chair), Cllr C Atkinson (Vice Chair), Cllr A Hancock, Cllr J Howdle, Roz Brown (Clerk)

1. Apologies

1.1 Apologies were received from Councillor Carpenter.

1.2 The reason of absence given was approved

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 from 24th July 2024 were agreed as a true and correct record. Proposed: Councillor Hancock, Seconded: Councillor Howdle. All in favour.

3.2 Councillors noted

- that the shrubbery on Chapel/Hodge Lane has been cut back as required.
- That one quote had been obtained for Hanging Baskets for the summer of 2025. A second quote is expected by November. No third quote has been found.

4. Public Forum

4.1 No members of the public were present.

5. Financial Matters

5.1 Councillor Hancock confirmed that the bank reconciliations as at 31st August 2024, have been checked and signed as true and correct.

5.2 Councillor Hancock reported that the current internal control audit as at the 31st August 2024 was correct

5.3 The current finance sheet as at 31st August 2024 was signed by Councillor Ivey as a true and correct record. Proposed by Councillor Howdle, Seconded by Councillor Atkinson. All in favour.

5.4 The budget report, as at 31st August 2024, was received.

5.5. The VAT spreadsheet as at 31st August 2024 was received.

5.6 The contractual payments list was signed by Councillor Ivey and Councillor Atkinson as a record of regular payments made to date.

5.7 Budget, Spend and Pay were approved for the following items:

- £93.60 to ROSpa for the Playground inspection;
- £25.00 to the British Legion for the Remembrance Day wreath.
- £360.00 to Marcus Taperell for the Tree Inspection Report
- Up to £150.00 to NYC for inspection of Parish owned lights (see agenda item 17)
- Up to £30 for Community Room Hire for the meeting on the 18th September 2024
- £35.00 to YLCA for attendance at training course
- £756 to PKF Littlejohn for External Audit
- Up to £50.00 for extra keys for Cross Hills (see agenda item 11)

Proposed: Councillor Atkinson, Seconded Councillor Howdle. All in favour

5.8 Budget, spend and pay of £250.00 to DC Tree Co. for the urgent reduction of elder on Hodge lane was ratified. Proposed by Councillor Atkinson, Seconded by Councillor Howdle. All in favour.

5.9 Councillor Hancock presented the revised NALC model financial regulations 2024, to the meeting for approval. Adoption was proposed by Councillor Howdle, Seconded by Councillor Atkinson. All in favour

5.10 Councillors approved the updated Bank Mandate presented by Councillor Hancock following the appointment of the new Clerk. Proposed by Councillor Howdle, Seconded by Councillor Atkinson. All in favour

5.11 Councillors considered the opening of a “feeder” account with Unity Trust in preparation for the maturing of Redwood, Lloyds and Nationwide accounts in January and February 2025. At present both Redwood and Lloyds will allow the Parish Council to roll over the accounts. However it is not clear that Nationwide will. Councillor Hancock proposes that LSPC consider opening an account with Unity Trust, to avoid any one of the accounts exceeding the Government’s Financial Services Compensation Scheme. Unity Trust are currently paying 4.5%, but to invest with them a feeder account, which currently pays 2.6% is required. Councillor Hancock suggested that the Parish Council open a feeder account now with £100 which would come from the current variable Capital Account. Proposed by Councillor Ivey, Seconded by Councillor Atkinson. All in favour

5.12 Councillors noted the misunderstanding with regards to the cutting of grass on behalf of North Yorkshire Council and approved the subsequent alteration to the budget. LSPC will be able to bid for this work again in 2025.

5.13 Councillors noted the completion of the External Audit and the statement contained “On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in

accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.” Councillors agreed to the publication as required on the web site. To facilitate this the Clerk to send all documents to Councillor Atkinson. The Clerk to write to the Internal Auditor to inform him and to pass on the recommendation from the External Audit for future reports.

6. Parish Precept

- 6.1 Councillors noted the request from North Yorkshire Council for all precept amounts to be received by them by 31st December 2024 and agreed that Councillors Atkinson and Hancock would meet with the Clerk to draw up a draft budget for 25/26. This to be considered by the Finance Group and then brought to the full Council meeting on 20th November 2024.

7. Boundary Commission Parish Sector

- 7.1 Councillors noted the presentation from the Boundary Commission.

8. Police Response to Community Impact Statement

8.1 Councillors considered the Community Impact Statement and the response from T/superintendent Aldred and agreed to approach KSPC and propose a joint meeting to agree next steps, as the response was felt to be inadequate. Clerk to write to the KSPC Clerk to arrange this Councillors were also concerned that the CIS did not appear to have been sent to the Community Safety Partnership as understood. KSPC Clerk also to be ask if Councillor Byfield could respond further to the concerns raised in the CIS that the Police felt were incorrect. Clerk to also suggest that, as the concerns about street lighting came from residents on Manor Close and Wentedge Road, they may wish to raise this with NYC.

9. Events Team

9.1 Councillor Hancock reported that the Summer Fete had been very successful raising over £1k, some of which will be donated to local good causes. Future events include a pop up choir at the church on the 6th October at 11.00 -12.00; Pensioners Christmas tea on the 12th December; Christmas Santa event on 21st December and VE da celebrations on the 8th May 2025, when the beacon will be again lit.

10. Safe Route to School

10.1 Councillors noted the difficulty experienced by the Clerk in establishing who in NYC would be responsible for considering this issue Councillor Ivey hopes to raise the issue at the Selby and Ainsty meeting she will be attending tomorrow.

11. Social Values Activities Funding - National Highways

11.1 Councillors noted that the fence and gate on Cross Hills are nearly completed. The clerk to purchase 6 additional keys, to facilitate access as required. Councillors were informed that an email had been received that evening from a resident concerned about the fence and gate. Councillor Atkinson to research access rights with the Land Registry. Clerk to draft a response to the resident and circulate to all Councillors for comment.

12. Well

12.1 In the absence of Councillor Carpenter Councillors received an update from the Clerk on progress towards repairing and developing the well area as a capital project. Two quotes have been obtained, a third has been sought but without success. After consideration it was

agreed to accept the quote of £645.00 from Carl's Property Services. Proposed by Councillor Howdle, Seconded by Councillor Atkinson. All in favour. The Clerk to inform all three companies of the decision and thank them for their interest. However some concerns were raised about the dimensions of the hole which Councillor Atkinson will confirm to the Clerk. Councillor Atkinson has also looked into the possibility of lighting the well, and has written to NYC Highways who assisted KSPC with an unmetered electricity supply.

13. Hodge Bridge

13.1 Councillor Ivey reported on the advice she has received from the Drainage Board on repairing the river bank by Hodge Bridge. However, whilst there could be a number of different options, including piling with timber piles; regrading the bank; stabilising the bank with rock armour and the installation of gabian baskets, none were ideal and likely to cost between £10-12k. However the current position is not acceptable. Councillor Hancock suggested erecting a walk way made from recycled plastic such as used by YWT, Councillor Ivey to ask a local resident who was part of the YWT project for his advice.

14. Wentedge Bridge/A1 update

14.1 Councillors considered the recent communication from National Highways stating that the roadworks on the A1 will last, at least, another year. The Clerk to write to National Highways to ask about the diversion routes planned whilst Wentedge Road is closed. The Clerk also to ask if any further funding might be available under the Social Values Activities Funding in light of the further year of road works on the A1.

15. Grass triangle - replacement of Christmas tree planted for the late Queen's platinum jubilee

15.1 As no further contact has been had, Councillor Atkinson to contact the doner to ascertain what the current position is. Councillor Ivey to ask about purchasing a Christmas tree for the grass triangle should that be necessary.

16. Extension to 30 mph speed limit on Willowbridge Road, erection of stop sign, repainting of white lines and dropped kerbs.

16.1 A verbal update was given following the meeting with NYC Highways on the 25th July 2024. Councillors Ivey, Atkinson and Hancock were present at the meeting and were told that the white lines had already been repainted and that signs warning of the narrow bridge, and the extension of the 30 mph limit would be actioned. No date has been given.

17. Street Lighting Maintenance.

17.1 Councillors noted that the Electrical Engineering Department of North Yorkshire Council have agreed to take over responsibility for the Parish Council owned street lights. A full maintenance inspection is the next step, at a cost of £124.45 plus VAT.

18. Trees Inspection

18.1 Councillors noted that, currently two quotes have been received to undertake the work recommended in the recent survey. Based on the two quotes, the Councillors agreed to

proceed with all the work. However some of the trees are within the conservation area and, therefore, before LSPC proceeds permission will have to be sort from NYC. Councillor Ivey and the Clerk to take this forward. The Clerk to inform both contractors and to seek a third quote.

19. Domain Name, Website, Web Hosting

19.1 Councillors heard from Councillor Atkinson that LSPC has applied successfully for a Government grant of £100.00 towards the cost of transferring to a gov.uk domain and website. It was agreed that the domain name should be littlesmeatonparishcouncil.gov.uk. Councillor Atkinson advised that it is not possible to transfer existing emails to the new account, but the gmail accounts can remain open as long as required. Doing this will make the 5g storage at a cost of £120 for two years sufficient. Councillor Atkinson has yet to hear from most Councillors which website design they prefer. All to let him know as soon as possible.

20. Parish Council Land on either side of Hillside Cottage

20.1 Councillors noted the most recent Land Registry Title and Map for Hillside Cottage showing that the current owners have correctly registered their title. Councillors considered what actions need to be taken to register the two adjoining pieces of land separately as the property of Little Smeaton Parish Council and agreed that legal assistance is required. As this is not urgent, Clerk to agenda for the January Parish Council meeting.

21. Policy and Procedures Review

21.1 Councillors agreed to adopt the following revised Policies and Procedures:

- Data Audit (CA)
- General Privacy Notice (CA)
- Councillors and Employees Privacy Notice (CA)
- Code of Conduct (GI)

Proposed by Councillor Atkinson, Seconded by Councillor Hancock, All in favour.

Agreed policies were signed by the Chairman and Clerk.

It was noted that, under the Code of Conduct, Councillors Ivey, Hancock and Howdle should register their interest in the Events Committee. The Clerk to inform North Yorkshire Council, Democratic Services.

21.2 Councillors to note the following policies to be written or reviewed for the November 2024 meeting

- Business Continuity Plan (RB)
- Investments (AH)

22. To receive any planning applications and note any comments sent

22.1 Councillors noted the response sent stating that LSPC had no concerns regarding the application from Rolls Dene, New Road, Little Smeaton for the erection of single storey side/rear extension.

23. Correspondence Received

23.1 Letter concerning: Proposed Telecommunications Installation Upgrade was reviewed by the Councillors, and it was agreed that when the formal planning application is received the Parish Council will bring this to the attention of local residents

23.2 Email concerning: Support for North Yorkshire Citizens Advice & Law Centre was considered but it was agreed to make no donation at this time. Clerk to write to inform them of this decision.

24. Matters for inclusion on the next agenda.

- Parish Precept
- Community Impact Statement
- Safe Route to School
- Well development
- Hodge Bridge Area
- Replacement of Christmas Tree
- Willowbridge Road safety issues
- Street Lighting
- Parish Council Trees
- Gov.UK domain
- Policy reviews

25. Date of the next meeting Wednesday 20th November 2024

Minute	Action	Cllr/Clerk	Outcome
	18th September 2024		
5.11	To open feeder account with Unity Trust	AH	
5.13	To write to Internal Auditor to thank him and to share with him recommendation from External Audit	RB	
5.13	To send CA all audit documents to allow him to place on website	RB/CA	Completed
6.1	Councillors Atkinson and Hancock to meet with Clerk to prepare draft budget. Clerk to organise	RB	
6.1	Finance group to consider draft budget. CA to agenda	CA	
6.1	Precept and draft budget to be agenda items for 30 th November meeting	RB	
8.1	Clerk to write to KSPC re Community Impact Statement Response	RB	Completed
10.1	Councillor Ivey to raise Safe Route to School project at Selby and Ainsty meeting if Highways present. To let Clerk know	GI	Completed
11.1	Clerk to purchase 6 extra keys	RB	
11.1	Councillor Atkinson to research Land Registry	CA	Completed
11.1	Clerk to draft response to resident	RB	Completed
12.1	Councillor Atkinson to confirm dimensions of the holes at the well for the Christmas Tree. Clerk to write to companies who expressed an interest	CA RB	Completed
13.1	Councillor Ivey to ask local resident about erecting a walkway by Hodge Bridge	GI	
14.1	Clerk to write to National Highways re Wentedge Road and further funding for social value activities	RB	
15.1	Councillor Atkinson to contact tree donor	CA	Completed
15.1	Councillor Ivey to enquire about the cost of purchasing a tree	GI	
17.1	Clerk to inform NYC	RB	Completed

18.1	Councillor Ivey and Clerk to seek permission for the tree work from NYC	GI/RB	
18.1	Clerk to seek third quote	RB	
19.1	All Councillors to inform Councillor Atkinson which website design they prefer	GI/AH/JH/IC	
20.1	Clerk to agenda Land Registry for Hillside Cottage for the January meeting	RB	
21.1	Clerk to register with NYC Councillors interest in the Events Committee	RB	
22.2	Clerk to draft Business Continuity Plan	RB	
22.2	Councillor Hancock to review the Investments Policy	AH	
23.1	Clerk to bring planning application to the attention of local residents	RB	Completed
23.2	Clerk to write to NY Citizens Advice	RB	