

Little Smeaton Parish Council Meeting 20th November 2024
Community Room, Kirk Smeaton

MINUTES

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

1. Apologies

1.1 None

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 meetings held of 18th September 2024 and the 28th October 2024 were confirmed as correct. Proposed by Councillor Hancock, Seconded by Councillor Howdle. All in favour.

3.2 There were no outstanding 'actions agreed' approved at the previous meetings held on 18th September 2024 and the 28th October, that were not otherwise on the agenda.

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

4.1 No members of the public were in attendance at the meeting.

5. Financial Matters

5.1 Confirmation was received from Councillor Hancock that the bank reconciliations as at 31 October 2024, have been checked and signed as true and correct.

5.2 Confirmation was received from Councillor Hancock that there were no issues arising from the Internal Control Audit.

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

5.4 The budget report as at 31 October 2024 was received.

5.5 The VAT spreadsheet as at 31 October 2024 was received.

5.6 The contractual payments list was signed by the Chairman and Vice Chairman as a record of payments made to date.

5.7 Councillors approved the transfer of £140.00 from budget line L to budget line E to allow for the purchase of new decorations for future events. Proposed by Councillor Carpenter, Seconded by Councillor Ivey. All in favour.

5.8 Councillors noted and approved budget, spend and pay for:

- Up to £30 for Community Room Hire for the meeting on the 20th November 2024
- £79.90 for black and colour extra-large printer ink
- £470.00 to Suffolk Cloud for set up of website, registration of .gov.uk domain, 2 years mailbox storage and hosting of website until 31 October 2025
- Up to £340 for 14 Christmas lights
- Up to £25.00 for batteries for Christmas decorations
- £51.20 back pay for previous Clerk
- £25.00 to The Brotherhood for Christmas tree with roots for the triangle of grass below Mount Pleasant (see agenda item 13)
- Up to £72 for Poppies from the British Legion

Proposed by Councillor Howdle, Seconded by Councillor Carpenter. All in favour.

5.9 Councillors noted and approved budget, spend and pay from capital of £645 to CPS for upgrade to the well. Proposed by Councillor Ivey, Seconded by Councillor Atkinson. All in favour.

5.10 Councillors ratified budget, spend and pay of:

- £3.00 to pay for land search in respect of Crosshills
- £4.80 extra to pay for the Playground inspection by Rospa
- £20 to pay for the clearance of leaves on Hodge Lane

Proposed by Councillor Carpenter, Seconded by Councillor Howdle, All in favour.

5.11 Councillors noted the expenditure of £7.20 from petty cash for postage to Unity Trust Bank and North Yorkshire Council.

5.12 Councillors noted that a feeder account with Unity Trust Bank has been opened as agreed at the meeting held on the 18th September 2024, and that £100.00 has been transferred into that account from the Lloyds Bank Instant Saver Capital Account.

5.13 Councillors noted the letter received from Lloyds bank regarding the renaming of the LSPC Treasurer's Account to a Community Account as from 14th January 2025 and the intention to charge £4.25 a month for day to day banking, plus extra for any transactions not completed digitally.

6. Finance Group

6.1 Councillors noted that the Finance Group met on the 14th October 2024, and on the 28th October 2024 prior to the full Parish Council meeting. Councillors received the notes of those meetings, and approved the following recommendations:

- That the precept request remain at the same level of payment for residents for 2025/26 as for 2024/25, and the Clerk be authorised to send the necessary papers to North Yorkshire Council. Proposed by Councillor Atkinson, Seconded by Councillor Ivey. All in favour.

- That the draft budget is brought forward to the January 2025 meeting for final approval
- That the updated Investment Strategy, as recommended by the Finance Group, be adopted. Proposed by Councillor Howdle, Seconded by Councillor Carpenter. All in favour.

7. Playground

7.1 Councillors noted receipt of the annual inspection report of the playground by Rospa, and agreed the following actions:

- To monitor the asphalt under the junior swings until the spring and then upgrade as required as a capital project in the next financial year;
- The rocker to be inspected by Councillor Atkinson and remedial action to be taken to ensure it sits correctly.
- Councillor Atkinson to explore the possibility of putting a board against the potential finger trap.
- Councillor Atkinson to advise whether the moss needs removing in the spring

8. Events Team

8.1 Councillor Hancock outlined the plans for Christmas Events in the villages which include the Pensioners party, the Carol Service and the Santa event. It was noted that the choir will sing at all three events. There will also be an event on 8th May 2025 to mark VE day when the beacon will be lit and fish and chips available at the Shoulder of Mutton. A further event at the end of May is also being planned with a 40s band, but the arrangements for this are still to be finalised.

8.2 Councillors considered the very generous offer of a donation of £200.00 from the events team and agreed to accept it as a contribution to possible projects to enhance the area around the beacon such as a bench or an information board. Alternatively an information board by Hodge Bridge could be considered. Councillors Ivey and Hancock to inform the events team.

9. Safe Route to School

9.1 Councillors noted the negative response from Highways with regards to the Parish Council's Safe Route to School project. Subsequent letters were sent to the local North Yorkshire Councillor and the local MP, however no replies have been received. Councillors noted, however, the recent campaign launched by the local MP. The Clerk to draft a letter to the local MP with reference to this campaign and the link with the Safe Route to School campaign and invite him to visit to see the problem for himself.

10. Social Values Activities Funding - National Highways

10.1 Councillors considered the current position with regards to the boundary fence on Cross Hills, and agreed that Councillor Carpenter would draft a reply to Mr Holden's recent email and circulate for comment. Councillor Carpenter also to send to Councillor Ivey and to the Clerk the link to Government advice on applying for retrospective permission to erect a fence on common land to allow them to take this forward.

10.2 Councillors noted the recent negative response from National Highways with regards to more funding under the Social Values Activities Funding. Clerk to forward details to all councillors of the next public meeting with regards to the A1 roadworks.

11. Well

11.1 Councillors noted with pleasure the recent upgrade to the well which will allow the safe erection of a Christmas Tree. Councillor Atkinson has looked into the possibility of electricity being installed at the well site for Christmas tree lights, but this was considered too expensive to be a realistic proposition as it would involve a road crossing at about £2k and would not constitute good value. Councillor Atkinson will, however explore the possibility of solar lights similar to the arrangement on the 40 mile sign on New Road.

12. Hodge Bridge

12.1 Councillors considered next steps with regards to repairing the river bank at Hodge Bridge. Councillors heard from Councillor Ivey about the advice she had requested about the walkway erected in Brockadale Nature Reserve. This has not yet been received and Councillor Ivey will chase up a response. However, she is concerned that LSPC may not get permission from the Environment Agency. Councillor Ivey will attempt to obtain further advice direct from the EA.

13. Grass triangle - replacement of Christmas tree planted for the late Queen's Platinum Jubilee

13.1 Councillors considered the offer by an anonymous donor of a tree to replace the one destroyed, but noted that this is required to be a native species. It was, therefore, decided to buy from the Brotherhood a Christmas Tree with roots at a cost of £25.00 and to ask the donor if he wished to still supply a native oak tree to be planted in the same area and if he feels this would be appropriate considering the thin soil and the difficulties watering new trees.

13.2 Councillors to noted that a 5ft replacement Christmas tree with roots will be purchased from the Brotherhood at a cost of £25.00

14. Christmas Decorations

14.1 Councillors noted the kind donation of a Christmas Tree for the Well from the Brotherhood. However this will need to be cut down by the Council. Councillors approved budget spend and pay of up to £30 to allow this to happen. Proposed by Councillor Howdle. Seconded by Councillor Ivey. All in favour.

14.2 Councillors noted the intention to purchase 14 new lights to be placed on the lampposts with brackets and agreed to order the lights from the Old Rail Line Garden Centre at a cost of £17.99 each. Proposed by Councillor Carpenter. Seconded by Councillor Atkinson. All in favour.

15. Street Lighting Maintenance.

15.1 Councillors noted that the Electrical Engineering Department of North Yorkshire Council have agreed to carry out the inspection of the street lights owned by the Parish Council. Information from the report is currently awaited. Councillor Atkinson to request the report asap. Clerk to forward email trail to him to allow this to happen.

16. Trees Inspection

16.1 Councillors noted that, following the report prepared by Marcus Taperell presented to the July Parish Council meeting, and the decisions taken at the September Parish Council meeting, an application for permission to carry out work on those trees that are in the conservation area has been submitted by the Clerk, although a response is not expected until the 10th December 2024. In the meantime it was agreed for the Clerk to request quotes from the three potential contractors for the work needed in the non-conservation area.

17. Domain Name, Website, Web Hosting

17.1 Councillors noted the progress made towards migrating to a Gov.uk domain, and thanked Councillor Atkinson for all the work undertaken by him on the new website. All Councillors were invited to look at the new website and forward any comments to Councillor Atkinson. The Clerk to work with Councillor Atkinson to ensure that all the most up to date policies are included on the website. All Councillors to set up the new email accounts. Councillor Atkinson to forward the instructions again to facilitate this happening as well as instructions on how to set up the automatic transfer of emails from the old Gmail accounts. Automatic payments to Wix etc need to be cancelled by the Clerk. It was agreed to go live on the 1st January 2025.

18. Community Impact Statement

18.1 Councillors noted that a joint meeting took place with Kirk Smeaton Parish Council on 23rd October 2024, and that a response has been drafted by KSPC. Comments on the draft have been sent to KSPC but it is unclear what has happened since then. The Clerk to enquire, but to take no further action.

19. Policy and Procedures Reviews

19.1 Councillors approved the Policies and Procedures as agreed:

- Business Continuity Plan (RB)

Proposed by Councillor Carpenter. Seconded by Councillor Hancock. All in favour. Clerk to continue to ensure all actions are implemented in a timely fashion.

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

20.1 Councillors noted that the planning application - removal of the existing 15m monopole supporting 3no. antennas and replacement with a new 20m monopole and headframe supporting 6no. antennas, 2no. 0.3m dishes and ancillary equipment. The removal of 1no. cabinet and replacement with 3no. cabinets and works thereto Land At Quarry Lane Little Smeaton North Yorkshire, had been approved. It was also noted that letters were delivered to local houses to alert them to this change, but no comments were sent by the Parish Council.

21. Correspondence Received

21.1 The email received from resident enquiring about the possibility of a bench near Water Lane Bridge was discussed. It was decided to forward this to KSPC as the only possible site is in Kirk Smeaton. Clerk to make the KSPC Clerk aware of this decision.

21.2 The email received from YLCA asking for nominations to a Royal Garden Party was considered but it was agreed that no nominations to be sent by LSPC

21.3 The email received from resident about traffic through the village, and Remembrance poppies was considered and a response agreed. The Clerk to send to resident.

22. Matters for inclusion on the next agenda.

22.1 All on going issues to be included on the January agenda including the new web site.

The maturity of accounts in the new year will need to be agreed late December or very early January. Clerk to arrange a formal Parish Council meeting to facilitate this once the required date is known

23. To confirm the date of the next meeting as Wednesday 22nd January 2025

There being no further business the meeting was closed at 8.45pm

Minute	Action	Cllr/Clerk	Outcome
	20th November 2024		
5.7	To transfer £140.00 from budget line L to budget line E	RB	Completed
6.1	To submit precept request to NYC	RB	Completed
7.1	To Monitor the asphalt under the swing and advise in the Spring whether an upgrade is required	CA	Brought forward to the May 25 meeting
	To inspect roller at playground and ensure fitted properly. Clerk to bring forward to the May meeting	CA/RB	Brought forward to the May 25 meeting
	To look at the possibility of placing a board to remove potential finger trap	CA	Brought forward to the May 25 meeting
	To advise whether the moss needs removing in the Spring. Clerk to bring forward to the May meeting	CA/RB	Brought forward to the May 25 meeting
8.2	To advise the Events Team re their contribution to the Parish Council	GI/AH	Bought forward to the March 25 meeting
9.1	To draft letter to the local MP and invite him to visit re Safe Route to School campaign	RB	Completed
10.1	To draft a response to Mr. Houlden's recent email	IC	Completed
10.1	To forward Government link to GI and RB	IC	Completed
10.2	Clerk to forward information about the next National Highways meeting.	RB	Completed
11.1	To explore solar lighting for the well	CA	Bought forward to September 25 meeting
12.1	To chase up advice about erecting a walkway near Hodge Bridge	GI	Bought forward to the March 25 meeting
13.1	To discuss with local resident the possible donation of a native oak tree	CA	Completed
13.2	To purchase a Christmas Tree with roots	GI	Completed
14.1	To pick up Christmas trees and pay for help	GI	Completed
14.2	To purchase 14 Christmas Lights	RB	Completed

15.1	To chase up the report into LSPC street lighting	CA	Completed
15.1	To forward email trail to allow this to happen	RB	Completed
16.1	To request quotes for the tree work in the non-conservation area	RB	Completed
17.1	RB to work with CA to upload all policies to the new website	RB/CA	Completed
17.1	All Councillors to set up new emails	All	Completed
17.1	RB to work with CA on cancelling appropriate automatic payments	RB/CA	Completed
17.1	Gov.uk website and emails to go live 1 st Jan	CA	Completed
18.1	RB to ask Clerk re response to CIS	RB	Completed
19.1	RB to implement all actions in the BCP	RB	On going
21.1	RB to let KSPC clerk know decision	RB	Completed
21.3	RB to respond to resident as agreed	RB	Completed
22.1	RB to arrange additional PC meeting when date is known	RB	Completed