

Little Smeaton Parish Council Meeting 14th May 2025
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. Election of Chair and Vice Chair

1.1 Councillor Ivey was proposed as Chair by Councillor Atkinson and seconded by Councillor Hancock. All in favour. Councillor Atkinson was proposed as Vice Chair by Councillor Ivey and seconded by Councillor Hancock. All in favour.

1.2 Councillor Ivey signed the declaration accepting the office.

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. Death of Councillor Carpenter

3.1 Councillors noted with considerable sadness the death of Councillor Carpenter, noted the significant contribution he had made to the Parish Council and the village and passed condolences to his wife and family.

3.2. Councillors heard from the Clerk about the process needed to elect to the vacancy. North Yorkshire Council will issue a notice of election which LSPC will need to advertise in the village. This will allow for the holding of an election at the expense of the Parish Council, if 10 or more residents so request. If no such election is called the Parish Council will advertise the vacancy and seek to co-opt a new, suitable candidate to the position. The Clerk to write to Mrs Carpenter explaining the actions being taken. Councillor Atkinson confirmed that steps have been taken to remove Councillor Carpenter's email account etc.

4. Minutes from previous meeting

4.1 Councillors confirmed the minutes of the meeting held on the 19th March 2025 as a true and correct record. Proposed by Councillor Hancock, Seconded by Councillor Howdle. All in favour.

4.2 Councillors received information on outstanding 'actions agreed' approved at the previous meeting held on 19th March 2025, not otherwise on the agenda:

- Preparations for future events including arranging for the grass at the Park to be mowed and collected for the Duck Race in June. This has now been completed by Councillor Hancock.

5. Financial Matters 2024/25

5.1 Councillor Hancock confirmed that the bank reconciliations as at 31 March 2025 have been checked and signed as true and correct.

5.2 Councillor Hancock confirmed that the Internal Control audit for 2024/25 has been undertaken and that all accounts are correct.

5.3 The final accounts and budget statement as at 31st March 2025 was received, and the meeting resolved to authorise the Chairman to sign it as a true and correct record. Proposed by Councillor Hancock and Seconded by Councillor Atkinson. All in favour.

5.4 The VAT spreadsheet as at 31 March 2025 was received and the meeting resolved to submit a VAT claim for 2024/25. Proposed by Councillor Ivey. Seconded by Councillor Hancock. All in favour.

5.5 Councillor Hancock confirmed the accuracy of the recent bank statements. The Chairman signed as confirmation.

5.6 Councillors approved the Certificate of Exemption. Proposed by Councillor Atkinson. Seconded by Councillor Howdle. All in favour.

5.7 The Annual Governance Statement for 2023/24, including the Internal Audit report, was reviewed and the meeting resolved to authorise the Chairman and the Responsible Financial Officer to approve as compliant all questions as stated. Proposed by Councillor Atkinson. Seconded by Councillor Howdle. All in favour.

5.8 The Accounting Statements of the AGAR Part 2 was reviewed and the meeting resolved to authorise the Chairman and the Responsible Financial Officer to approve and sign. Proposed by Councillor Atkinson. Seconded by Councillor Howdle. All in favour.

6. Financial Matters 2025/26

6.1 Councillor Hancock confirmed that the bank reconciliations as at 30th April 2025, have been checked and signed as true and correct.

6.2 Councillor Hancock confirmed that the current Internal Control Audit has been undertaken and that no issues were identified.

6.3 The current finance sheet and budget statement as at 30 April 2025 was signed by the Chairman as a true and correct record. Proposed by Councillor Atkinson. Seconded by Councillor Howdle. All in favour.

6.4 Councillors received the VAT spreadsheet as at 30 April 2025.

6.5 The Chairman and Vice Chairman signed the contractual payments list as a record of payments made to date. Proposed by Councillor Howdle. Seconded by Councillor Hancock. All in favour

6.6 Councillor Hancock confirmed the accuracy of the recent bank statements. The Chairman signed as confirmation.

6.7 Councillors noted and approved budget, spend and pay for

- Up to £30 for Community Room Hire for the meeting on 14th May 2025.
- Up to £9.50 for banking charges.
- Up to £60.00 for a memorial plaque.
- Up to £2000 for a wooden memorial bench.
- Up to £50 for the printing of the annual report
- £59.84 for firelighters for the beacon

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

6.8 Councillors ratified budget, spend and pay for:

- £154.00 for YLCA Membership Subscription a 2.6% difference from £150.00 approved at Parish Council meeting held on 19th March 2025.
- £40.00 to The Little Florist for sympathy flowers.

Proposed by Councillor Ivey. Seconded by Councillor Howdle.

6.9 Councillors noted the renewal notice received from Clear Councils Insurance and the significant increase in the premium of 26% but noted that this was in line with average increases. Councillors resolved to obtain two other quotes and to approve budget, spend and pay for up to £746.98. Proposed by Councillor Ivey. Seconded by Councillor Howdle. All in favour.

7. Finance Group

7.1 Councillors noted that the Finance Group met on the 1st May 2025 prior to the full Parish Council meeting, and considered the following recommendations:

- The reviewed Financial Regulations and Asset Register be approved;
- The Clerk transfers all interest payments on receipt to the Lloyds Community Account;
- That the Clerk transfers the Capital and Revenue monies held in the Unity Trust Current Account using the process agreed with Councillor Hancock;
- That as comprehensive controls are in existence and no significant negative financial effect is likely, yes can be answered to all questions contained in the AGAR Annual Governance Statement.

The position of Councillor Carpenter in relation to the LSPC accounts was considered and the necessary actions agreed.

It was also noted that the banking mandate will need to be updated. To be placed on the agenda for the July Parish Council meeting.

8. Review of Policies and Procedures

8.1 Councillors approved the updated Policies and Procedures:

- Standing Orders (GI) Proposed by Councillor Ivey. Seconded by Councillor Howdle. All in favour.
- Financial Regulations (including internal controls) (AH) Proposed by Councillor Hancock. Seconded by Councillor Ivey. All in favour.
- Asset Register (RB). Proposed by Councillor Ivey. Seconded by Councillor Hancock. All in favour.

Small alterations were suggested for the following policies and procedures. To be placed on the agenda for the July meeting

- Financial and Management Risk Assessment (CA)
- Business Continuity Plan (RB)

9. Playground

9.1 Councillors were informed by Councillor Atkinson that the small actions required following the presentation of the annual ROSPA inspection in November 2024 have yet to be taken forward but that this will happen shortly. At the same time it will be arranged for the surface to be sprayed to remove any moss. A further update to be placed on the agenda for July.

10. Safe Route to School and Road Safety

10.1 Councillors considered LSPC requesting volunteers to undertake speed checks in the village, and noted the advice given by the Clerk of KSPC. Councillors were in favour of pursuing this option and Councillor Hancock offered to talk to few, potential volunteers and to talk to the KSPC Clerk about the training and what would be expected of any volunteers.

10.2 Councillors heard from Councillor Atkinson regarding the upgrading of the VAS sign by adding a logger device which records numbers of vehicles, speeds and times of day. However, the company who fitted the VAS sign are no longer in business and the two other companies, approved by NYC, would not be able to upgrade LSPC's current equipment and that the Parish Council would need to start again. In view of this, it was agreed to taken no further action on this issue until the possibility in 10.1 has been further explored.

11. Events Team

11.1 Councillors received a report from the representatives of the Events Team, who confirmed the success of the VE day celebrations with lots of positive feedback having been received. The next event will be the duck race on the 7th June, and a meeting of the Events Team is due to take place next week to finalise arrangements.

12. Social Values Activities Funding - National Highways

12.1 Councillors considered publishing the results of the consultation exercise by delivering a letter to each household, as well as sending a copy to all organisations who were consulted. This was confirmed, as was the wording previously drafted by Councillor Atkinson. The letter to incorporate notification of the retrospective application to the Secretary of State, and to be sent once this has been submitted. Spend, budget and pay of up to £20.00 was approved for printing the letter. Proposed by Councillor Ivey. Seconded by Councillor Atkinson. All in favour.

12.2 Councillors noted the progress made on applying for retrospective permission for the boundary fence on Crosshills, and considered next steps, including the email received recently on behalf of a local resident. This suggests a possible resolution to the dispute over the positioning of the fence. Following a discussion it was agreed to proceed with obtaining quotes for the work which would be required, if LSPC was to accept this way forward. Quotes would also be required for the repair of the fence. The owner of the adjoining field, who was present at the meeting, agreed to obtain from her tenant the necessary dimensions that would be needed to ensure large agricultural vehicles could access the neighbouring field without risk to the fence. A letter confirming these next steps to be sent to the correspondent and the local resident. Councillors, however, feel the Parish Council would need a legally drawn up document making ownership of the fenced off part of Cross Hills clear if this compromise is to be acceptable. A discussion took place about who might pay for this, but no conclusion was reached. Proposed by Councillor Ivey and Seconded by Councillor Howdle. All in favour.

12.3 Councillors to consider the damage to the fence and land at Crosshills, and to decide on next steps to rectify the damage.

Quotes to be obtained for repairing the fence.

13. Street Lighting Maintenance.

13.1 Councillors were given a verbal update about the upgrade to the LSPC owned street lights:

- Asset LP1 is working and does not require any work at this time.
- Asset LP2 has had a new pole bracket and lantern fitted. This should be connected within two weeks
- Asset LP3 The work should be completed W/E 13/06/2025

The Clerk to write to thank NYC for this update and to ask for a further progress report when the work is completed.

14. Little Smeaton Council Owned Trees.

14.1 Councillors considered the planting of the donated oak tree and Christmas tree and agreed to leave them in their pots until the good weather ends and there is some rain.

14.2 Councillors considered the purchase of additional trees to replace those recently removed, but agreed to postpone the discussion until the July meeting in view of the long period with no rain.

15. Items identified for purchase.

15.1 Councillors noted that two items, identified for purchase at the Parish Council meeting on the 19th March have not, as yet, been taken forward. The Clerk explained that North Yorkshire Council have informed LSPC that, as there is a litter bin opposite the layby by the playground, no additional bin is necessary. They would not, therefore empty it. Clerk to write again to NYC including photographs of the litter. With regards to the information board, the Clerk has been unable to find a supply of the type of notice board identified by Councillor Ivey. Councillor Atkinson will look to see whether he can find a supplier.

15.2 Councillors considered the placing of the purchased bench, and agreed that it would be placed on the playground near the football pitch. Councillor Atkinson to place it and fix it. However he will need help so will place a request on the village WhatsApp group. A further bench to be considered for the top of Quarry Lane. To agenda for the July meeting.

16. Parish Council Land on either side of Hillside Cottage

16.1 Councillors to note that the application to register the two pieces of land on either side of Hillside Cottage as separate entities has been submitted to the Land Registry. However the cheque had been wrongly dated. This was corrected and will be resent.

17. Grass Cutting Contract

17.1 Councillors discussed the current contract but agreed not to change it at this time, but instead to monitor compliance through the rest of this year and draw up a new contract for cutting in 2026. This will need to go out to tender in approximately November 2025.

18. Dell Warranty Cover

18.1 Following discussion the Councillors agreed not to extend the warranty period for the Dell Laptop.

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

19.1 No applications have been received.

20. Correspondence Received

20.1 Email from PCSO at Leicestershire Police has been received asking LSPC to support a campaign to award PCSOs with a 20 year service medal. This current happens for Police Officers but not for Police Community Support Officers. Following a discussion, Councillors agreed to support this campaign.

20.2 An Email received from YLCA re the annual meeting of the Selby Branch of YLCA has been received with an invite for agenda items. Councillors agreed that LSPC have no agenda items to submit at this time.

21. To confirm dates of future Parish Council meetings:

21.1 The next meeting to be held at 7.00pm on 17th July 2025.

There being no further business, the meeting closed at 21.10pm.

Minute	Action	Cllr/Clerk	Outcome
	14th May 2025		
3.2	To undertake process as required to fill vacancy for a Councillor	RB	Completed
3.2	To write to Mrs. Carpenter	RB	Completed
5.4	To submit a VAT claim	RB	Completed
5.6	To submit AGAR as required	RB	Completed
6.7	To make payments as agreed	RB	Completed
6.9	To obtain two quotes for Insurance	RB	Completed
7.1	To transfer monies as agree	RB	Completed
7.1	To remove Councillor Carpenter from bank accounts	AH	Completed
7.1	To put bank mandate on the July meeting agenda	RB	Completed
8.1	Financial and Management Risk Assessment and Business Continuity plan to be updated and put on the agenda for July.	CA/RB	Completed
9.1	Actions required on the playground to be undertaken. To be placed on the agenda for July	CA/RB	Completed
10.1	To talk to possible volunteers and to seek advice about training etc	AH	Completed
12.1	Letter to all residents to be printed once completed.	CA/RB	Not ready. On Agenda for July
12.2	Quotes to be obtained for moving and repairing the fence	RB	Completed
13.1	Clerk to write to NYC	RB	Completed
14.1	To place the purchase of new trees on the agenda for July	RB	Completed
15.1	Clerk to write to NYC re litter bin	RB	Completed
15.1	Councillor Atkinson to look for Information boards	CA	Completed
15.2	Councillor Atkinson to seek help to move the new bench	CA	Not completed. On agenda for July

15.2	Clerk to agenda the purchase of a bench at Quarry Lane in July	RB	Completed
16.1	Clerk to resend cheque	RB	Completed
17.1	To monitor compliance with current contract and draft revised contract. To be discussed at the September PC meeting	RB	On agenda for September
20.1	To write in support of campaign	RB	Completed