

**Little Smeaton Parish Council Meeting 17<sup>th</sup> July 2025**  
**Community Room, Kirk Smeaton**

**MINUTES**

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

**1. Apologies**

1. All Councillors were present. There were no apologies. One member of the public was in attendance.

**2. Declarations of interest**

**2.1** No declarations of interest were declared under the Councils' 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** Councillors confirmed that the minutes of the meetings held on the 14th May 2025 were true and correct records. Proposed by Councillor Hancock, seconded by Councillor Atkinson. All in favour. The minutes were signed by the Chairman.

**4. Vacancy for Parish Councillor.**

**4.1** The councillors noted that no election to fill the current vacancy for a Councillor for the Parish Council has been requested by residents. The Parish Council will now advertise the vacancy and seek to co-opt a suitable candidate, as required.

**4.2** The councillors considered the draft advert and agreed the process to be followed. The advert to be placed on the Parish Council notice boards, website and Facebook page. The advert will also be included in the Village Magazine. A closing date of the 31<sup>st</sup> August was agreed.

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

**5.2** No questions or concerns were raised by members of the public.

## 6. Financial Matters

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

**6.2** Councillor Hancock confirmed that the Internal Control Audit as at 30<sup>th</sup> June 2025, has been undertaken. She highlighted the need, whenever possible, to use the Parish Council credit card when purchasing items for the Parish Council. Expense claims will not, in future, be paid until the item(s) purchased have been ratified at a full meeting.

**6.3** The current finance sheet budget report and contractual payments sheet, as at 30th June 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 30th June 2025.

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

Proposed by Councillor Howdle, seconded by Councillor Atkinson. All in favour.

**6.6** Councillors noted and approved budget, spend and pay for:

- Up to £36.00 for hire of Community Room for meeting on 17th July 2025
- Up to £10.50 for banking charges for the period of June - July 2025
- £235.00 to Carl Property Services to rebuild the village planter at Viewlands.

Proposed by Councillor Howdle, seconded by Councillor Atkinson. All in favour.

**6.7** Councillors to ratify budget, spend and pay of:

- £431.66 to Wicksteed for emergency repairs to the playground equipment.
- £50.00 to Andrew Cocks for removal of a wasp nest on Hodge Lane.
- £15.98 to Amazon for magnets for the phone box art.
- £13.97 to Amazon for magnets for the phone box art. Subsequently refunded.
- £11.19 to Norton for Anti-virus protection.

Proposed by Councillor Ivey, seconded by Councillor Atkinson. All in favour.

**6.8** Councillors ratified the expenses claim paid to Councillor Ivey for £15.00 for plants for the village planter, and £59.84 for fire lighters for the beacon for VE day celebrations.

Proposed by Councillor Atkinson, seconded by Councillor Howdle. All in favour.

**6.9** The Chairman invited the Clerk to use this agenda item to confirm the up to date, understanding by all Councillors, of the, fairly complex, banking arrangements with particular reference to the process for recording transfers between accounts. The Clerk reminded the meeting that the Parish Council hold two, different, pots of money – revenue and capital. Revenue monies are for the day to day running of the Parish Council and come primarily from

the precept and interest on the capital monies The capital monies are the proceeds from the sale of Hillside Cottage and cannot be used except for capital projects.

The revenue monies are held in three accounts – a current account for everyday use, the reserves which should only be used in an emergency and currently stand at £4000.00, and the

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“surplus” account. Unlike the current account, the reserves and the surplus accounts earn interest. Monies are transferred to and from the surplus account to maximise this interest whilst ensuring that enough money is in the current account to pay invoices received etc. All such transfers do not appear on the revenue income and expenditure spreadsheet on the Parish Council Accounts as this is not new money. However a paper record is kept with the financial papers. Interest from these accounts will be transferred by the Clerk each month.

The council has already resolved, when budget setting, to increase the reserves amount to £6000. The Clerk to transfer another £2000.00 in this financial year, once the cash flow allows, to achieve this.

The capital monies are held in five separate accounts to maximise the interest received and to ensure that each account does not exceed the Governments protection amount of £85000. Each account pays interest at different intervals, but all interest is revenue and not capital. The interest is, therefore transferred to the appropriate revenue account and will appear on the income and expenditure spreadsheet.

However the interest from the UB accounts cannot be easily transferred. It has become clear that UB charge £28.00 for any transfer as this can only be done through a CHAPS payment. This means that, currently the two UB accounts, together, exceed the Government protection amount by £289.51 It is, therefore, recommended that one transfer takes place the day after the UB account matures on the 18<sup>th</sup> August 2025, and that the UB current account is then left with no monies in the future.

Proposed by Councillor Ivey, seconded by Councillor Howdle. All in favour.

**6.10** Councillors noted that the interest payable on the accounts with Lloyds Bank has been reduced from 0.80% to 0.70%.

## **7. North Yorkshire Local Plan**

**7.1** Councillors noted the development of North Yorkshire Council’s local plan. In particular Councillors noted the publication of the first consultation document “Our first Conversation”, about the priorities and issues that the North Yorkshire Local Plan can help to address, and the likely consultation on preferred options in Q4 2026.

## **8. Review of Policies and Procedures**

**8.1** Councillors approved the updated Policies and Procedures, which were signed by the Chairman and Clerk:

- Financial and Management Risk Assessment. Proposed by Councillor Atkinson, seconded by Councillor Hancock. All in favour.

- Banking Mandate. Proposed by Councillor Hancock, seconded by Councillor Howdle. All in favour.
- Business Continuity Plan. Proposed by Councillor Ivey, seconded by Councillor Atkinson. All in favour.

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## **9. Playground**

**9.1** Councillors noted as listed above, that emergency repairs were required to one piece of equipment in the playground, and that this has been successfully undertaken. Thanks were given to Councillor Atkinson who fixed the platform saving the Parish Council approximately £400.00 fitting costs quoted by the supplier.

**9.2** Councillor Atkinson recommended that the other two platforms should also be replaced during the summer, with unallocated monies to be transferred to the playground budget to allow this to happen. The Clerk to liaise with Councillor Atkinson. Councillor Atkinson has also discussed the finger trap identified by ROSPA with Wicksteed, and thinks he may have a solution. Budget, spend and pay of up to £950.00 was approved.

Proposed by Councillor Atkinson, seconded by Councillor Howdle. All in favour.

## **10. Safe Route to School and Road Safety**

**10.1** Councillor Hancock reported on progress made with the arrangements to initiate speed checks in the village. She and Councillor Atkinson met with Mr. Monkman, a civilian volunteer who administers the police community speed watch scheme, and toured the village with him to identify possible sites. There are strict rules about which sites can be used and these were limited in the village. However 3 or 4 possible sites were identified which will now be submitted by Mr. Monkman for approval. Training will be provided for all volunteers, jointly with Kirk Smeaton. A minimum of 4 volunteers are required but more would be desirable. 5 people have so far come forward, including 3 Councillors. Further advertising for volunteers will take place using the Council Facebook page and the village WhatsApp group. Once set up, it is advised that speed checks take place at regular times. Notices warning drivers must be placed ahead of the volunteers, and, if speeding drivers are identified, clear records including number plate, make and model of vehicle must be recorded. The police will write to the vehicle owner of any vehicle found to be speeding and visit if caught 3 or more times.

## **11. Update on A1 roadworks.**

**11.1** Councillors noted with concern the recent update from National Highways regarding the A1 roadworks, and the information that the date for completion is now not before the end of 2025.

## **12. Events Team**

**12.1** Councillor Hancock reported that the Duck Race was a success with a good turnout despite the poor weather. The Annual Fete will be held on August 30<sup>th</sup> 2025. The events committee are still finalising the details which include a number of new events. Further communications will be put out shortly.

### **13. Social Values Activities Funding - National Highways**

**13.1** The Clerk reported that, whilst the Councillors were supportive of the idea of moving the fence to facilitate access by the farmer to the field next to Crosshills and had obtained 2 quotes to take this forward, the Parish Council had, subsequently, received information from North Yorkshire Highways that such an alteration would require planning permission as the lowering of the verge would create a specific field entrance. The Clerk also reported that, should such an application be made, Highways have said that they would enter an objection,

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not least because it would require a lowering of the verge and subsequent drainage problems. In view of this the Parish

Councillors felt that any such planning application would be likely to fail, making this option unattractive.

Instead, therefore, it was suggested by the Chairman, that, rather than move the fence, the gate is widened to twice its original size to facilitate access by large farm vehicles and offered to keep the gate unlocked as necessary to facilitate access by the farmer.

The owner of the adjacent field (who was in attendance) was asked for her view of this suggested compromise and agreed to liaise with her tenant to obtain his view. It was agreed that the Clerk would write to her summarising the discussion to facilitate her enquiries.

In the meantime, the Councillors expressed concern as the harvest is due to take place very shortly. They would want to facilitate access, and avoid any further damage to the existing fence, and would be grateful for advice about the space required from the farmer.

### **14. Street Lighting Maintenance.**

**14.1** Councillors noted that both LP2 and LP3 have now been upgraded as required, and confirmation that both are working received from North Yorkshire Council. The Clerk is expecting an invoice for this work shortly.

### **15. Little Smeaton Council Owned Trees.**

**15.1** Councillors noted that the planting of the donated trees was discussed at the May meeting and that it was agreed to postpone decisions until the end of the summer. This matter will therefore be brought forward to the September Parish Council meeting.

**15.2** Councillors also considered the purchase of additional trees to replace those recently removed, and agreed to postpone discussion to the September meeting.

**15.3** Councillors noted the phone call and visit from Northern Power asking permission to cut back some of the trees at the far end of the playing field to achieve 4 meters clearance for their power line.

### **16. Items identified for purchase.**

**16.1** Councillors noted that further conversation has been held by the Clerk with North Yorkshire Council with regards to the purchase of a litter bin for the “lay by” opposite the playground. However the need for a litter bin in the layby opposite the playground is not accepted by NYC who have suggested that the area be grassed instead to stop people parking there. However the Parish Councillors are concerned that drivers will, instead, park on the street or on the grassed area each side of the road. The Clerk to write again making this point and also to the NY Parish Liaison to ask for their help.

**16.2** Councillors considered the placing of the purchased bench at the playing field near the football goalposts. Councillor Atkinson will take this forward, including asking on the village WhatsApp for help. Unfortunately the template provided with the bench has been lost. However Councillor Atkinson thinks he can manage without this but he will need to purchase sand and cement. Budget, spend and pay was approved up to £50.00.

Proposed by Councillor Howdle and Seconded by Councillor Hancock. All in favour.

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**16.3** Councillors agreed to the purchase of a further bench to be placed at the top of Quarry Lane as requested by a local resident, provided a check of the area shows sufficient room. Budget, spend and pay of up to £800.00 was approved The Clerk to order the bench and arrange for it to be delivered to Councillor Atkinson’s property.

Proposed by Councillor Atkinson and Seconded by Councillor Howdle. All in favour.

**16.4** Councillors considered the purchase of an Information Board for Crosshills but in view of the likely cost it was agreed to not take this forward.

## **17. Parish Council Land on either side of Hillside Cottage**

**17.1** Councillors noted 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. A reply is expected by the end of July 2025.

## **18. To receive any planning applications and note any comments sent.**

**18.1** No applications have been received.

**18.2** Councillors noted that planning permission has been granted for Hillside Cottage, Little Smeaton.

## **19. Correspondence Received**

**19.1** The emails from Average and Fixed Speed Cameras - North Yorkshire (AFSC-NY) were noted.

**19.2** The email from Community House re Community Transport was noted, but no further action to be taken.

## **20. To confirm dates of future Parish Council meetings:**

**20.1** The next meeting to be held at 7.00pm on 10th September 2025, not the 4<sup>th</sup> as previously agreed.

There being no further business the meeting ended at 8.50pm.

| Minute | Action   | Cllr/Clerk | Outcome   |
|--------|--|------------|-----------|
|        | <b>17<sup>th</sup> July 2025</b>   |            |           |
| 4.2    | Updated advert for new Councillor to be sent to Cllr Atkinson. Advert to be placed on notice boards, social media and in Village Magazine.                     | RB/CA/GI   | Completed |
| 6.6    | To inform CPS re rebuilding of planter   | RB         | Completed |
| 6.9    | Clerk to transfer interest on the Lloyds accounts to the Lloyds current account each month.  | RB         | Ongoing   |
| 6.9    | Monies in the Unity Trust current account to be transferred when the account matures on the 18 <sup>th</sup> August 2025                                       | RB/AH      | Completed |
| 6.9    | Clerk to transfer £2000.00 to reserves when the cash flow allows this.   | RB         | Ongoing   |
| 9.2    | Cllr Atkinson to liaise with the Clerk re replacing the remaining two platforms. Monies to be transferred from the unallocated amount to allow this to happen. | CA/RB      | Ongoing   |
| 10.1   | Advertisements to be placed on social media for volunteers for the speed checks.   | AH         | Completed |
| 13.1   | Clerk to write to landowner  | RB         | Completed |
| 13.1   | Clerk to obtain written quotes for enlarging the gate  | RB         | Completed |
| 15.1   | To agenda planting of trees at September PC meeting  | RB         | Completed |

|      |   |       |                                |
|------|---|-------|--------------------------------|
| 15.2 | To agenda the purchase of additional trees at September PC meeting                        | RB    | Completed                      |
| 16.1 | Clerk to write to NYC about a litter bin for the layby opposite the playground            | RB    | Completed                      |
| 16.2 | Placing the purchased bench to be taken forward including the purchase of sand and cement | CA    | Ongoing                        |
| 16.3 | Further bench to be purchased for Quarry Lane. To be delivered to Cllr Atkinson's house   | RB/CA | Not being pursued at this time |