

**Little Smeaton Parish Council Meeting 7th January 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. Apologies

1.1 Apologies for absence 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 20th November 2024 were agreed as a true and correct record. Proposed: Councillor Hancock, Seconded: Councillor Howdle. All in favour.

3.2 Councillors noted that:

- Playground actions has been bought forward to the May 2025 Parish Council Meeting.
- Contribution to the Parish Council from the Events team has been bought forward to the March 2025 Parish Council meeting

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

4.1 No members of the public were present.

5. Financial Matters

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

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

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

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

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

5.6 Councillor Hancock confirmed the accuracy of the recent bank statements. The Chairman, Councillor Ivey, signed these as confirmation.

5.7 The Councillors noted the information from UB that they have reduced interest rates on the Parish Council capital account from 2.60% to 2.50%.

With the agreement of all councillors, the Chairman brought forward items 14, 15 & 16 in order that decisions could be made prior to finance resolutions in items 5.8 & 7.

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

- Up to £30 for hire of Community Room for meeting on 7th January 2025;
- £8.50 for banking charges;
- Following the decisions made under agenda item 14, approved up to £5000 from capital monies for upgrade to the Parish Council owned street lights;
- Following the decisions made under agenda item 15, approved up to £2950 from revenue monies for essential works on trees owned by the Parish Council;
- Following the decisions made under agenda item 16, approved up to £250 from capital monies for office furniture.

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

5.9 Budget, spend and pay of

- £65.97 on batteries for Christmas lights;
- £89.95 on extra snowflake Christmas lights;
- £37.15 on batteries for the extra Christmas lights.

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

5.10 Councillors noted the withdrawal of £55.00 cash from Lloyds Current Account by Councillor Ivey (Chair) and the expenditure from petty cash of £54.69 for Christmas tree, delivery of same, and a thank you present to the Brotherhood.

5.11 Councillors appointed, with thanks, Paul Clarke as the Internal Auditor of the Parish Council Accounts for 2024/5

6. Parish Precept

6.1 Councillors noted the acknowledgment from North Yorkshire Council that the precept for 2025/6 will stay at the same level as for 2004/5 which will raise £6758.50

7. Finance Group

7.1 Councillors noted that the Finance Group met on the 2nd January prior to the full Parish Council meeting, and received the notes of the meeting. Following the discussion held under agenda items 14,15 and 16, the following recommendations were approved:

- The draft budget for 2025/6 to be brought forward for final approval to the March 25 Parish Council meeting;
- Following the closure of the Fixed Term Deposit Account held with LB, which is due to mature on the 8th January 2025, the capital and interest will be paid into the Treasurers Account held with LB. The capital monies to then be transferred to the UT variable account currently paying 2.5%*, to await the maturing of the NW capital account;
- Following the closure of the Fixed Term account held with RW which is due to mature on 26th January 2025, the monies to be rolled over for a further 12 months with RW currently paying 4.65%* with interest paid monthly;
- Following the closure of the Fixed Term account held with NW which is due to mature on the 16th February 2025, the interest to be paid into the LB Treasurers Account, £20k to be transferred into the UT variable account to allow £85k to be subsequently transferred from that account to a new fixed 6 months account with UT, currently paying 4%*, £7750 to be transferred to the LB variable capital account to fund capital projects (streetlights, office furniture in 2024/5 and resurfacing of playground in 2025/6), and the remaining £57250 to be rolled over for a further 12 months with NW currently paying 4.9%*.

*Interest rates and account availability correct as at date of meeting.

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

Thanks were offered by the Chairman to the members of the Finance Group for all the hard work involved.

8. Community Impact Statement

8.1 Councillors noted the letters recently sent following the police response to the Community Impact Statement.

9. Events Team

9.1 Councillors noted that the Christmas events had been very successful and well attended,. During the Carols on the Green and Santa visit £550 was raised through the raffle and £143 contributed in the buckets. The seniors tea was also very successful with 47 attendees.

9.2 Councillors were informed of the plans for events during 2025 including for the celebration of VE day in May, when the beacon will be lit, fish and chips available in the pub and the choir will sing. The band that played at this year's Christmas event has been booked again for the 20th December 2025.

10. Safe Route to School

10.1 Councillors noted recent emails sent to and received from Keir Mather MP in regards to his road safety campaign and in support of our "safe route to school" project, and his commitment to raise our concerns with the local Highways Department. Councillors to consider writing again in a few months if nothing further is heard.

11. Social Values Activities Funding - National Highways

11.1 Councillors noted the progress made on applying for retrospective permission for the boundary fence on Crosshills, and the responses from the consultation so far undertaken. Next steps include consultation with local residents, with a piece in the village magazine, and a poster to be displayed in the notice boards near Cross Hills. The draft letter to be delivered to every household was approved and Councillor Ivey will arrange for this to be printed in time to

be hand delivered on Saturday 11th January 2025. Budget, spend and pay of £12.00 was approved for printing costs. Proposed by Councillor Ivey, seconded by Councillor Howdle. All in favour.

12. Hodge Bridge

12.1 Councillor Ivey confirmed that there has been no further contact received from the recommended person at Yorkshire Wildlife. Following discussion it was agreed that there were no practical solutions to the erosion of the river bank. However the river near the bridge does contain some rubbish which could be a hazard. The Clerk to seek a quote to clear this.

13. Street Lighting Maintenance.

13.1 Councillors noted that the Electrical Engineering Department of North Yorkshire Council have undertaken a full maintenance inspection of the Parish Council owned street lights, received their report and approved works as necessary to upgrade the lights with expenditure from capital of up to £5000.00. Proposed by Councillor Ivey, seconded by Councillor Howdle. All in favour.

14. Trees Inspection

14.1 Councillors noted that, following the report prepared by Marcus Taperell and presented to the July Parish Council meeting, permission has been received from North Yorkshire Council to carry out the work required in the Conservation Area and that quotes have been received from 3 contractors. Following discussion the Councillors agreed to proceed with two quotes, one for the trees in the Conservation Area and another for the trees near the playground at Crosshills. Clerk to inform the successful contractors, with the requirement that the work be completed by the end of February 2025. The required expenditure from revenue of up to £2950.00 was approved. Proposed by Councillor Howdle, seconded by Councillor Atkinson. All in favour.

15. Data Retention and Disposal Policy

15.1 Councillors noted that the Data Retention and Disposal Policy states that "Personal information will be retained in locked filing cabinets within the home of the Clerk. Access to these documents will only be by authorised persons" and agreed to the purchase of a two drawer locked filing cabinet.. Proposed by Councillor Hancock, seconded by Councillor Howdle. All in favour. The required expenditure from capital of up to £250.00 was approved

16. Update from National Highways with regard to the A1 improvements

16.1 Councillors noted the recent update from National Highways outlining the work still to be carried out on the A1, and the subsequent overnight closures of the A1 and the closure of Wentedge Road, Kirk Smeaton from 21st February 2025 until late June 2025. There will be clearly signed local diversions, which will also be publicised in the Smeaton magazine. The Councillors noted the public information event to be held on the 25th January 2025 at Darrington Golf Club. LSPC hopes to attend.

17. Domain Name, Website, Web Hosting

17.1 Councillors noted that the new website and emails with the Gov.uk domain went live as planned on the 1st January 2025.

18. Policy and Procedure Reviews

18.1 Councillors approved the updated Business Continuity Plan. Proposed by Councillor Atkinson, seconded by Councillor Hancock. It was agreed that the list of LSPC possessions stored by the Clerk and Councillors should be changed into an Appendix, and a review date set.

19. Parish Council Land on either side of Hillside Cottage

19.1 Further to the discussion at the September Parish Council meeting, Councillors considered what actions need to be taken to register the two adjoining pieces of land as the property of Little Smeaton Parish Council and whether legal assistance is required. Following a debate, it was agreed that, in the first instance a letter to be sent to the Land Registry setting out our requirement to have the two pieces of land registered separately.

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

20.1 No planning applications have been received.

21. Correspondence Received

21.1 Councillors noted that a local resident attempted to post on the LSPC Facebook page with regards to a police appointment.

21.2 Councillors noted the WhatsApp message received from the new owners of Hillside Cottage regarding a future planning application.

22. Matters for inclusion on the next agenda.

22.1 It was agreed to consider various items at the Parish Council meeting on 19th March 2025, including a bench, moss terminator spray, a litter bin for the layby opposite the playground, Christmas lights, and information boards by the beacon and by Hodge Bridge. The Clerk to cost the various items.

23. To confirm the date of the next meeting as Wednesday 19th March 2025

There being no further business the meeting closed at 20.50 pm

Minute	Action	Cllr/Clerk	Outcome
	7th January 2025		
7.1	Final Budget to be presented to the March Parish Council Meeting	RB	
7.1	All transfers to be completed as required	AH/RB	Completed
11.1	Letter to resident to be printed	GI	Completed
11.1	Poster to be displayed	RB	Completed
11.1	Piece to be inserted in village magazine	GI	Completed
11.1	Letter to be delivered to every house in the village	ALL	Completed
12.1	Clerk to seek a quote for clearing the river of debris near Hodge Bridge	RB	
13.1	Clerk to contact the Electrical Engineering Department of NYC to arrange for the work on the street lights owned by LSPC to be undertaken	RB	Completed
14.1	Clerk to contact the successful contractors with regards to the tree work	RB	Completed
15.1	Clerk to purchase a lockable filing cabinet	RB	Completed
16.1	Councillor Atkinson to attend the National Highways open event on 25 th January 2025, if possible.	CA	
18.1	To change the list of LSPC possessions into an appendix	RB	
18.1	To set a review date for the BCP	RB	
19.1	To write to the Land Registry	GI/RB	Completed
22.1	To cost various items for purchase	RB	