

## Little Smeaton Parish Council Meeting 13<sup>th</sup> May 2026 Community Room, Kirk Smeaton

### MINUTES

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

### AGENDA 1.

#### Little Smeaton Annual Parish Meeting 13<sup>th</sup> May 2026 at 7.00pm, Community Rooms, Kirk Smeaton.

##### 1. Apologies

No apologies were received, all Councillors present.

##### 2. Annual Report 2025/6

2.1 The Annual Report was read by the Chairman, who thanked the Councillors and Clerk for their work over the last year and welcomed Councillor Croall who joined the Parish Council in September. The Chair outlined the tasks undertaken by the Parish Council which includes:

- Planting up the village sign planters and promoting wildflower areas
- Putting up new Christmas Lighting on the lamp posts, also erected the Christmas Tree and decorating it.
- Annual moss removal at the playground.
- Regular inspection of all play equipment and carrying out of any minor repairs.
- Keeping the poo bag dispensers filled, and now also emptying the new litter bin
- Keeping the Website and Facebook pages up to date
- Lobbying Highways to fill potholes

Copies of the Annual Report can be obtained by application to the Clerk.

##### 3. Public Forum. Questions and concerns raised by the public.

3.1 Four members of the public were in attendance. 3. issues were raised.

- **Playground** A letter from a local child was handed into the meeting and read aloud by the Clerk. The letter requested that the Parish Council consider providing play equipment for older children, specifically requesting a zip line; roundabout; skate park; more swings; larger slide for older kids and small monkey bars. Other members of the public supported these ideas and a discussion ensued, adding to

the suggestions, which particularly centered around a resistance training machine similar to that at the school. One resident present agreed to photograph this equipment and send it to the Parish Council. Following the discussion it was agreed that the Parish Council would consider the options and seek to take the matter forward.

- **Senior School Transport.** North Yorkshire Council have, this last year, started charging for transport for all children attending senior schools in the area. In addition Little Smeaton children are not eligible for transport to Brayton or Campsmount Schools, unless an empty space in the existing bus can be found. Charges for the bus are £846 a year which is unaffordable for most parents, particularly if they have more than one child attending.

To help with this, the Clerk will seek to establish the lead in NYC for school transport.

- **North Yorkshire Local Plan.** Concerns were raised about the possibility of houses being built on local land as part of NYC's call for possible sites. The Parish Council is able to reassure residents that no decisions have been made by NYC as yet. All that has happened is that local landowners have been asked to submit land they would be prepared to offer to NYC to approve for housing development. If any Little Smeaton sites are deemed suitable, NYC will then put this out to consultation, and the Parish Council will ensure local residents have an opportunity to respond.

4. There being no further business the meeting was closed at 19.43.

## **AGENDA 2**

### **Annual Meeting of Little Smeaton Parish Council 13th May 2026**

#### **1. Election of Chair and Vice Chair**

**1.1** The Clerk asked for nominations for the position of Chair, and Councillor Ivey was nominated. Proposed by Councillor Hancock, Seconded by Councillor Atkinson. All in favour. Councillor Ivey then signed the Declaration of Acceptance of Office.

**1.2** The Clerk asked for nominations for the position of Vice Chair, and Councillor Atkinson was nominated. Proposed by Councillor Croall. Seconded by Councillor Hancock. All in favour. Councillor Atkinson then signed the Declaration of Acceptance of Office.

#### **2. Declarations of interest**

**2.1** No declarations of interest not already declared under the Councils' code of conduct or members Register of Disclosable Pecuniary Interest were received.

**2.2** There were no applications for dispensation.

#### **3. Minutes from previous meeting**

**3.1** Councillors confirmed the minutes of the meeting held on the 19<sup>th</sup> March 2026 as a true and correct record. Minutes were signed by the Chairman. Proposed by Councillor Hancock, Seconded by Councillor Atkinson. All in favour.

It was noted that, under item 20.6 of the minutes, Kirk Smeaton Parish Council have been asked about the Lamp Light of Peace, but agreed with LSPC Councillors to not take part.

#### **4. Current Parish Council vacancies**

**4.1** Councillors noted that, following the advertising of the vacancy for a Councillor, LSPC has received one expression of interest, from Victoria Warren-Holmes. It was, therefore agreed to co-opt her to the Parish Council. Proposed by Councillor Ivey, Seconded by Councillor Atkinson. All in favour. The necessary forms having been signed Councillor Warren-Holmes joined the meeting at this point. Actions will be taken to give her access to the councils IT facilities. Having signed the "Financial Fitness" form she will also be included as a signature on the LSPC bank accounts.

**4.2** Councillors noted that the Clerk has given notice of her intention to resign from the post as at 15<sup>th</sup> July 2026. Councillors noted that the post has been advertised with a closing date of the 12<sup>th</sup> May 2026. 8 applications have been received. Councillors Ivey, Atkinson and Croall to consider the applications and shortlist candidates for interview.

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## **5. Financial Matters 2025/26**

**5.1** Councillor Hancock confirmed that the bank reconciliations as at 31<sup>st</sup> March 2026, have been checked and signed as true and correct.

**5.2** Councillor Hancock confirmed that there were no issues of substance in the Current Internal Control Audit.

**5.3** The current finance sheet and budget report, as 31<sup>st</sup> March 2026 was signed by the Chairman as a true and correct record. Proposed by Councillor Atkinson, Seconded by Councillor Croall. All in favour.

**5.4** Councillors received the VAT spreadsheet as at 31<sup>st</sup> March and resolved to submit a VAT claim for 2025/26. Proposed by Councillor Ivey. Seconded by Councillor Hancock.

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

**5.6** Councillors considered the Annual Governance and Accountability Return and the Certificate of Exemption, which requires gross annual income and expenditure to be less than £25,000. Acceptance was proposed by Councillor Atkinson. Seconded by Councillor Croall. All in favour.

**5.7** Councillors reviewed and resolved to approve the Annual Governance Statement for 2025/6, including the Internal Audit report. Proposed by Councillor Ivey. Seconded by Councillor Croall. All in favour.

**5.8** Councillors reviewed and resolved to authorise the Chairman and Clerk to approve and sign the Accounting Statements of the AGAR Part 2. Proposed by Councillor Atkinson. Seconded by Councillor Warren-Holmes. All in favour.

The Clerk to establish whether the signatures of the Chair and Clerk can be redacted on the website.

## **6. Financial Matters 2026/27**

**6.1** Councillor Croall reported to the meeting on the internal control checks undertaken to ensure the finance report is correct and reconciles with the bank statements. He confirmed that all the accounting was correct and balanced with the bank Statements.

Two transactions need initialling by Councillor Hancock which has been completed. Also the Clerk has taken steps which, it is hoped, mean that invoices from Amazon will, in future, include the name of the Parish Council. Councillor Croall invited the Chairman to counter sign the summary statement to the finance pack. Proposed by Councillor Hancock. Seconded by Councillor Warren-Holmes. All in favour.

**6.2** Councillors noted and adopted the updated budget for 2026/7. Proposed by Councillor Warren-Holmes. Seconded by Councillor Atkinson. All in favour.

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**6.3** The Chairman and Vice Chairman signed the contractual payments list as a record of payments made to date. proposed by Councillor Warren-Holmes. Seconded by Councillor Hancock. All in favour.

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

- Up to £30 for Community Room Hire for the meeting on 13th May 2026.
- Up to 9.50 for banking charges from 10<sup>th</sup> May to the 9<sup>th</sup> July 2026
- Up to £40.00 for Anti-virus software
- £145.00 plus VAT (£174.00) for supply and fitting of No Fly Tipping poster
- £20 to YLCA for advertising the Clerk vacancy.
- Up to £130.00 for flowers for the planters (this money in addition to £150.00 approved at the January meeting of which only £30 has been spent.)

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

**6.5** Councillors ratified budget, spend and pay for:

- £145.00 for YLCA Membership Subscription

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

## **7. Council Insurance.**

**7.1** Councillors noted that the Parish Council's insurance is due for renewal on 1<sup>st</sup> June 2026. A renewal quote, £849.56, has been received from our existing insurers, Clear Councils, and a second quote from Zurich for £784.01 for one year deal or starting at £723.81 for entering into a long term agreement for three years. Attempts to find other insurers using an alternative broker were unsuccessful. Following discussion it was agreed to enter into a 3 year LTA for insurance from Zurich. Clerk to arrange. Budget, spend and pay of £723.81 approved. Proposed by Councillor Croall. Seconded by Councillor Hancock. All in favour.

## **8. Information Commissioner's Office (ICO)**

**8.1** Councillors noted that registration by the Parish Council with the Information Commissioner has been a requirement since May 2018, but has previously been overlooked. The Clerk to contact the ICO and arrange for the necessary fee to be paid, which is understood to be £52.00. Budget, spend and pay for this amount was authorised. Proposed by Councillor Croall. Seconded by Councillor Ivey. All in favour.

## **9. Website Compliance**

**9.1** Councillor Atkinson updated on the work currently being undertaken to assess the LSPC website and processes for compliance with Data Protection, and other relevant legislation, necessary following changes to the requirements on public bodies by the

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Government. Considerable work has been undertaken by Councillor Atkinson which has been verified by an independent report as compliant. An issue of accessibility to PDFs remains but it is felt to not be viable to correct this, which is acceptable for a small organisation.

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

**10.1** Councillors to approved the new and updated Policies and Procedures: which have all been reviewed and updated as needed by the individual councillors named.

- Standing Orders: Proposed by Councillor Ivey. Seconded by Councillor Hancock. All in favour.
- Financial Regulations: Proposed by Councillor Croall. Seconded by Councillor Ivey. All in favour.
- Internal Controls Proposed by Councillor Croall. Seconded by Councillor Hancock. All in favour.
- Banking Mandate: Proposed by Councillor Hancock. Seconded by Councillor Croall. All in favour.
- Investment Summary Proposed by Councillor Hancock. Seconded by Councillor Croall. All in favour.
- IT Policy Proposed by Councillor Atkinson. Seconded by Ivey. All in favour.
- Data Protection Policy Proposed by Councillor Atkinson. Seconded by Councillor Ivey. All in favour.
- Data Retention and Disposal Policy Proposed by Councillor Atkinson. Seconded by Councillor Ivey. All in favour.
- Website Accessibility Statement Proposed by Councillor Atkinson. Seconded by Councillor Ivey. All in favour.

## **11. Playground**

**11.1** Councillor Atkinson updated the meeting with regards to the installation of the 3<sup>rd</sup> platform, which has now been completed. The third platform posed problems that were not there in the previous two platforms as the frame had very slightly warped, and the bolts no longer fitted easily. However Councillor Atkinson has managed to do so, and the structure is now safe. Some scratches have been made, though, and Councillor Atkinson would like to paint this. Budget, spend and pay approved for up to £15.00 to allow for the purchase of suitable paint. Proposed by Councillor Atkinson, seconded by Councillor Ivey. All in favour.

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**11.2** Councillors considered the development of the football field at the playground. However following the discussion in Agenda 1 it was decided to review this decision and to form a small working party to look into other possibilities.

## **12. Hanging Baskets**

**12.1** Councillors noted that, having been given delegated authority to negotiate for hanging baskets for the summer of 2026, Councillor Ivey and the Clerk, have agreed with First Impressions to provide 14 filled baskets at the end of May/beginning of June with DC Tree company carrying out the watering once a week between June and September. It is expected that the total cost will be £1356.00. Budget, spend and pay approved for £504 to First Impressions, £100 to DC Tree Co, to collect and install the baskets, and £752.00 for the watering to be paid monthly and included on the contractual payments list. Proposed by Councillor Warren-Holmes, seconded by Councillor Atkinson. All in favour.

## **13. Road Safety**

**13.1** Councillors noted following the decision taken at the March meeting, the letter sent to NYC, the local MP, local Councillors etc. Councillors also noted the detailed reply from NYC explaining that Little Smeaton does not meet the required threshold for road improvements or a new footway where there is none. Councillors considered the suggestions by NYC of actions that might be taken by the Parish Council to enhance safety and requested the Clerk to place the possibility of gates on the agenda for the July meeting.

A positive reply was also received from Doncaster Council, who informed Councillors that later this year, there will be a 12-month trial for Demand Responsive Transport (DRT) to operate in the Norton and Askern area. Following the correspondence from the Parish Council, they will look at the possibility of including Kirk and Little Smeaton as part of the project at some point during the trial. It is hoped that the project will help shape future bus services by demonstrating the demand for services in rural areas. If the villages can be included, they will be in touch to discuss how residents can access the service.

**13.2** Councillors noted that NYC Highways, have agreed to erect reflective bollards in front of the playground with the work taking place, hopefully, next week. Councillor Hancock raised a concern for DC Trees accessing the grass following this work. Clerk to contact DC Trees to alert them and ask for their advice re spacing.

**13.3** Councillors to note that the large collection of cones on New Road have been removed by NYC, as requested.

In addition a meeting between NYC Highways, Councillor Atkinson and the Clerk took place on the 11<sup>th</sup> May to discuss the very poor condition of New Road following the completion of the A1 road works and the recent drainage works in the village. Following this meeting it is understood that funding has been secured for the following work:

- In 26/7 Continued back filling with the road inspected each month
- In 27/8 Pot holes to be filled fully with tarmac
- In 28/9 The whole road to be resurfaced.

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At LSPC's requested NYC Highways agreed to include Main Street from the bottom of New Road to Willowbridge Road in this work.

NYC Highways were also shown the edging work done by Doncaster Council on White Ley Road with a request that this be considered for New Road.

**13.4** Councillor Hancock provided an update on the Community Speed Watch project, which recommenced after completion of the road works and the improvement in the weather on the 26<sup>th</sup> March. Since then 7 deployments have taken place each one lasting 30 minutes. 163 vehicles passed and 18 (11%) were found to be speeding. In the 30mph zone on Mount Pleasant (13 cars) recorded speeds ranged between 36 - 43mph and on New Road (5 cars) in the 40mph zone speeds ranged from 46 – 53mph. All speeders have been reported to NY police.

#### **14. Went River Bank near Hodge Bridge**

**14.1** Councillors considered the report from Councillor Ivey regarding the current poor state of the bank of the river near Hodge Bridge and agreed to form a small working party to consult with residents and environmental services about possible repairs and the possible development of a ramp for dogs entering and leaving the river. In the meantime it was agreed to remove the wire etc which are causing a hazard in the river.

#### **15. Survey of Trees**

**15.1** Councillors received the report into the condition of trees owned by the Parish Council and agreed to seek 3. quotes for the work

#### **16. Events Team**

**16.1** Councillors considered a report from Councillor Hancock on behalf of the village events team, and noted the following events which are currently in the planning stage:

- Duck Race 30<sup>th</sup> May 2026 which starts at 15.00 and will be followed by “bring your own” picnic in the pub.
- Fete 5<sup>th</sup> September 2026 with a new “hoe down” format with a hog roast, line dancing and a bake off featuring pies.
- Seniors event 9<sup>th</sup> December 2026
- Santa event 19<sup>th</sup> December 2026

## **17. Cross Hills fence**

**17.1** Councillors noted that no decision has as yet been made by the NY planning department re access to the field that is next to Cross Hills.

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

**18.1** No applications received.

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## **19. Correspondence Received**

**19.1** Councillors noted the Email received from local resident re the Village Playing Field.

## **20. Date of the next Parish Council meeting:**

**20.1** The next meeting to be held at 7.00pm on 8<sup>th</sup> July 2026.

There being no further business the meeting closed at 21.07.

<b>Minute</b>	<b>Action</b>	<b>Cllr/Clerk</b>	<b>Outcome</b>
	<b>13<sup>th</sup> May 2026</b>		
Agenda 1 Item 3.1	Clerk to reply to local resident re playground suggestions.	RB	Completed
Agenda 1 Item 3.1	Clerk to establish the lead in NYC for school transport.	RB	
Agenda 2 Item 4.1	To inform NYC of co-option and send completed forms	RB	
Agenda 2 Item 4.1	To secure an email address for Councillor Warren-Holmes and set up access to council IT facilities	CA	
Agenda 2 Item 4.2	To shortlist Clerk candidates	GI, CA and AC	
Agenda 2 Items 5.6, 5.7 and 5.8	AGAR to be completed and placed on Website. Arrangements to be made to publish the accounts.	RB/CA	

Agenda 2 Items 5.6, 5.7 and 5.8	To establish if signatures on the AGAR can be redacted	RB	
Agenda 2 Item 6.4	To make payments as approved	RB	
Agenda 2 Item 7.1	Insurance to be agreed with Zurich	RB	Completed
Agenda 2 Item 8.1	To liaise with ICO	RB	
Agenda 2 Item 10.1	To place new and updated policies on website	RB/CA	
Agenda 2 Item 11.1	To purchase paint for slide top	RB/CA	
Agenda 2 Item 11.2	To seek volunteers for playground development work party	RB	
Agenda 2 Item 12.1	To follow up hanging baskets as required	RB	
Agenda 2 Item 13.1	To agenda gates for July PC meeting	RB	
Agenda 2 Item 13.2	To contact DC Trees re access to playground	RB	
Agenda 2 Item 14.1	To organise removal of wire etc. from river by Hodge Lane	GI	
Agenda 2 Item 14.1	To seek volunteers for river edge work party	RB	
Agenda 2 Item 15.1	To seek 3 quotes for repair works for trees.	RB	