

**Little Smeaton Parish Council Meeting 19th March 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).

1. Welcome and Apologies

1.1 Councillor Ivey welcomed all to the meeting. No apologies for absence were received. All Councillors were present.

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 Interests, were received.

3. Minutes from previous meeting

3.1 Councillors confirmed the minutes of the meeting held on the 15th January 2026 as a true and correct record. Minutes were signed by the Chairman. Proposed by Councillor Hancock, Seconded by Councillor Atkinson. All in favour.

4. Public Forum. Questions and concerns raised by members of the public present.

4.1 No members of the public were present

5. Financial Matters

5.1 Councillor Hancock confirmed that the bank reconciliations as at 28 February 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 at 28th February 2026 was signed by the Chairman as a true and correct record. Proposed by Councillor Croall, Seconded by Councillor Atkinson. All in favour.

5.4 Councillors received the VAT spreadsheet as at 28th February 2026. It was noted that as the wet pour item was a capital expense, the VAT paid would be refunded, once paid, to the appropriate Capital bank account.

5.5 Councillor Hancock confirmed the accuracy of the recent bank statements. The Chairman signed them as confirmation. Proposed by Councillor Atkinson, Seconded by Councillor Croall. All in favour.

5.6 Councillors noted that work is ongoing to include Councillor Croall as a signatory on all Bank & Investment accounts.

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

- Up to £30 for hire of Community Room for meeting on 19th March 2026
- Up to £10.50 for banking charges incurred 10th March to 9th May 2026
- £3993.75 to Danny Curnow for grass cutting April to September 2026 to be paid in one payment of £665.65 and five payments of £665.62. To be included on the contractual payments list for financial year April 26 to March 27.
- £6.49 to HP Instant Ink for one payment in March 2026. Payments of £6.49 to be included on the contractual payments list for financial year April 26 to March 27
- Up to £15.00 for a replacement cash box
- Up to £15.00 for a date stamp.

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

5.8 Councillors ratified budget, spend and pay of:

- £36.50 for training course to ensure better understanding of grant opportunities
- £165 to Carl Property Services for the repair of bench on Mount Pleasant, agreed as a health and safety concern.

Proposed by Councillor Atkinson, Seconded by Councillor Croall. All in favour.

6. Vacancy for Councillor

6.1 The Clerk reported to the meeting that no applications have been received for the vacant position on the Council. Clerk to readvertise without the criteria, and all Councillors to approach anyone that they think may be interested.

7. Grass Cutting Contract 2026/2028

7.1 Following the signing of the contract for cutting the grass, Councillors reconsidered the requirements for cutting the grass on Cross Hills. Currently the schedule states “Monthly cut. Area between fruit trees to be left uncut to promote wild flower growth”. However the contractor is now in a position to revert to the original agreement, i.e. to cut a walkway to and around the fruit trees and benches each month except on the final cut of each year when the whole area will be mowed. The Councillors approved this change which, it is hoped will encourage the growth of wild flowers and contribute to achieving the Parish Council’s Biodiversity Policy. Clerk to inform contractor.

8. Damaged Edge by Playground

8.1 Councillors noted the damage recently done to the verge above the playground by car(s) driving on it, and agreed to erecting reflective warning posts to enhance the safety of pedestrians. Three quotes had been obtained from two providers. Following a discussion the Councillors agreed to ask Highways to undertake the work providing 10 (black and white reflective) verge markers and 1 day installation for £990.00. Budget, spend and pay for this amount was approved. Proposed by Councillor Atkinson, Seconded by Councillor Hancock. All in favour. Clerk to notify Highways and the unsuccessful bidder.

9. Village Magazine.

9.1 Councillors were informed by Councillor Ivey that, with the help of two local residents, an alternative to 'Publisher' has been identified, and while it is a steep learning curve, the magazine will continue to be published in paper form. Following discussion the Councillors decided that they were not prepared to allow the magazine to be also published on the Parish Council website. As it is not a Parish Council publication this was felt to potentially lead to a conflict of interest.

10. Events Team

10.1 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 date to be confirmed
- Fete 5th September 2026 with a new format.
- Seniors event 9th December 2026
- Santa event 19th December 2026

11. Community Speed Watch

11.1 Councillors received an update on the Community Speed Watch project from Councillor Hancock. No speed watch events took place in February, due to the weather, holiday commitments and road works. However a new date has been identified to restart on the 26th March 2026.

12. Policies, Procedures and Recurring Tasks

12.1 Councillors approved and agreed to adopt the new Biodiversity Policy prepared by Councillor Ivey. Proposed by Councillor Ivey, Seconded by Councillor Croall. All in favour.

12.2 Councillors approved and agreed to adopt the reviewed Grievance Policy prepared by Councillor Ivey. Proposed by Councillor Ivey, Seconded by Councillor Atkinson. All in favour.

12.3 Councillors approved and agreed to adopt the reviewed Complaints Policy, prepared by Councillor Ivey. Proposed by Councillor Ivey, Seconded by Councillor Atkinson. All in favour.

12.4 Councillors approved and agreed to adopt the reviewed Disciplinary Policy prepared by Councillor Ivey. Proposed by Councillor Ivey, Seconded by Councillor Atkinson. All in favour

12.5 Councillors approved and agreed to adopt the updated Banking Mandate, prepared by Councillor Hancock. Proposed by Councillor Hancock, Seconded by Councillor Ivey. All in favour.

12.6 Councillors approved and agreed to adopt the updated Investment Summary prepared by Councillor Hancock. Proposed by Councillor Hancock, Seconded by Councillor Ivey. All in favour.

12.7 Councillors approved and agreed to adopt the updated Asset Register prepared by Councillor Croall. Proposed by Councillor Croall, Seconded by Councillor Hancock. All in favour.

13. Council Owned Trees

13.1 Councillors noted the requirement in the Spring of 2026, to undertake a survey of trees owned by the Parish Council to ascertain any works required. Two quotes have been received, a third company contacted did not reply to the request for a quote. Following discussion the Councillors decided to ask Marcus Tapperell to undertake the survey.

Budget, spend and pay of £480 was approved. Proposed by Councillor Ivey, Seconded by Councillor Atkinson. All in favour.

14. Litter Bin

14.1 Councillors noted the installation of a new litter bin opposite the playground, and considered the necessary arrangements to ensure that it is emptied on a regular basis. Following discussion it was agreed to purchase two additional keys from the Bin Shop, at a cost of £6.60 inclusive of VAT each, and delivery at £5.10.

Budget, spend and pay of up to £20.00 was approved. Proposed by Councillor Ivey, Seconded by Councillor Croall. All in favour

14.2 Councillors noted the recent fly tip in the layby with the new litter bin and considered whether there is any further action that can be taken to deter this in future, including the possibility of a CCTV warning notice. Following discussion it was agreed that the Clerk would seek quotes for a notice warning of CCTV in the area to prevent fly tipping.

15. Road Safety and repairs.

15.1 Councillors noted that, following discussion at the January Parish Council meeting, the Clerk contacted NY Highways to follow up the commitment to repair the edges of New Road once the repairs to the A1 were complete. A reply was received from Mr. Battersby Corporate Director of Environment to confirm that this work will be carried out once the current drainage work is complete. This is scheduled to finish 13th March 2026. The Clerk to write to Mr Battersby again confirming the drainage works as complete and mentioning the large number of cones on New Road.

15.2 Councillors noted that North Yorkshire Council have recently confirmed a change in policy for speed cameras, which will now be erected in North Yorkshire. This is at least partly thanks to the campaigning by Average and Fixed Speed Cameras - North Yorkshire (AFSC - NY) organisation of which Little Smeaton Parish Council is a member.

15.3 Councilors noted the safety issue which has arisen recently with an accumulation of cones appearing in the village, in particular on New Road. Following discussion the Clerk was instructed to inform NY Highways, and to request that the unnecessary cones be removed. NY Police have also been informed verbally.

15.4 Councillors noted the email received from KSPC Councillor Byfield asking for LSPC to consider writing to NYC Highways in support of Kirk Smeaton School's concerns about the lack of a safe route to the school and other issues. Following discussion it was agreed that Councillor Atkinson will write to Councillor Byfield expressing our support, particularly because of the lack of any footpath in Little Smeaton on Mount Pleasant and Main Street for children accessing the school, The Clerk to write to NYC including speeding information supplied by Councillor Hancock from the speed watch project.

16. Website compliance

16.1 Councillors noted the recent review undertaken by Councillor Atkinson into the Parish Council's website compliance (WCAG 2.2AA) and data protection obligations in line with the new AGAR requirements, and to the verbal update and explanation provided. An update will be required to the current IT policy, including naming Councillor Atkinson as the Council's Data Protection Officer, and strengthening the rules about data security for documents, emails etc that go outside the Council. To be placed on the agenda for the May meeting.

The website also needs reviewing to ensure it meets the necessary requirements for website compliance. This is a complicated process which requires specialist expertise. This can be provided by Suffolk Cloud (website provider) at a cost of £70.00 Budget, spend and pay was approved. Proposed by Councillor Atkinson, seconded by Councillor Ivey. All in favour.

17. Playground and possible development of the Football Pitch

17.1 Councillor Atkinson updated the Parish Council on the installation of the new platforms, and informed the Councillors that one has been successful installed. However the second platform has been damaged by a previous installation and needs further work with an angle grinder. To review progress at the May meeting.

17.2 Councillors noted that the wet pour under the playground swings has been successfully replaced.

17.3 Councillors received a report from Councillor Ivey with regards to funding opportunities following her attendance at a recent YLCA training course and a Parish Liaison meeting. Next steps with regards to developing the football pitch were considered. Some funding opportunities are available and NYC Parish Liaison will help with any applications. Following discussion it was clear that further clarity needs to be developed into what exactly is needed to make the football pitch useable, and it was agreed that Councillor Atkinson would talk to a local resident who may have or know of a company that has equipment that could level out the football pitch area, before a report is written to send to the Parish Liaison team.

18. Cross Hills fence

18.1 Councillors noted that no decision has as yet been made by the NY planning department re access to the field next to Cross Hills. No date for this decision is currently available. To agenda for the May meeting

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

19.1 No new planning applications received.

19.2 Two previous applications approved: Replacement side extension and rear deck, Manor Barn, Main Street and discharge of condition of approval to side and rear, alterations to the existing front project, and installation of new vehicular access, Hillside Cottage, Hodge Lane.

20. Correspondence Received

20.1 Councillors considered the email received from local resident re Community Payback, but felt that it would not be suitable in Little Smeaton at this time. Councillor Atkinson to inform the local resident.

20.2 Councillors considered the confidential letter received from First Impressions, and Councillor Ivey shared the actions already taken by her and the Clerk which are still on going. It was agreed to delegate the final decision to Councillor Ivey and the Clerk provided they can be successfully concluded them within the 2026/7 budget of £1900. To be placed on the May agenda for ratification.

20.3 Councillors noted Email received re setting up the Community Room for Parish Council meetings and confirmed the actions taken to address the issues raised.

20.4 Councillors noted the Email from Kirk Smeaton resident with regards to the Kirk Smeaton cemetery.

20.5 Councillors noted the Email from a Little Smeaton resident, and considered actions already taken and to be taken. The Clerk to respond.

20.6 Councillors considered whether they wish to take part in the lighting of a “Lamp Light of Peace” at 10.57am on the 11th November 2026. Councillors felt they would prefer to keep with the current arrangement of a civic act of Remembrance at the war memorial on Remembrance Sunday, rather than have a second event close together. However should Kirk Smeaton councillors feel strongly that we should go ahead, LSPV are willing to share the cost of buying the lamp. Councillor Ivey to inform KSPC.

20.7 As previously notified to the Councillors, Councillor Ivey requested that the Councillors, as an Emergency item, resolve to suspend standing orders for one item

only to allow two councillors or one Councillor and the clerk to complete an online survey by NYC into public transport need, the timing of which prohibits it being placed

on the agenda for the next meeting. Proposed by Councillor Ivey, Seconded by Councillor Croall. All in favour.

21. To confirm dates of future Parish Council meetings:

21.1 The Annual Parish Meeting will be held at 7.00pm on Wednesday 13th May 2026, followed by the Annual General Meeting of the Parish Council immediately afterwards.

21.2 Further meetings to be held on: 8th July 2026, 9th September 2026, 11th November 2026, 13th January 2027 and 10th March 2027.

There being no further business, the meeting was closed at 21.15pm

Minute	Action	Cllr/Clerk	Outcome
	19th March 2026		
5.7	To make the required purchases as agreed	RB	Completed
6.1	To readvertise the Councillor vacancy	RB	Completed
6.1	To approach any potential Councillor	ALL	Completed
7.1	To inform contractor re changes to the grass cutting agreement	RB	Completed
7.1	Clerk to update schedule to reflect changes agreed	RB	Completed
8.1	To confirm with Highways the erection of 10 reflective posts	RB	Completed
8.1	To inform unsuccessful bidder.	RB	Completed
12	To update policies on Website as appropriate	RB/CA	Completed
13.1	To inform firms of successful and unsuccessful quotes	RB	Completed
14.1	To order 2 keys from the Bin Shop	RB	Completed
14.2	To make enquiries about “no Fly Tipping” notice	RB	Completed
15.1	To write to NYC re repairs to New Road	RB	Completed

15.3	To ask NYC to remove cones on New Road.	RB	Completed
15.4	To write to Councillor Byfield	CA	
15.4	To send RB speeding information	AH	Completed
15.4	To write to NYC	RB	Completed
16.1	To arrange for Suffolk Cloud to undertake review of website	CA	Completed
16.1	To update IT website by May meeting	CA	Completed
16.1	To agenda for May meeting	RB	Completed
17.1	If possible to install remaining new platform	CA	
17.1	To agenda for May meeting	RB	Completed
17.3	To talk to local resident re football pitch	CA	
18.1	To agenda for May meeting	RB	Completed
20.1	To inform local resident	CA	
20.2	To continue discussions with possible contractors	GI/RB	Completed
20.2	To agenda for May meeting	RB	Completed

20.5	To reply to Little Smeaton Resident	RB	Completed
20.6	To talk to KSPC Clerk	GI	Completed
20.7	To complete survey	GI/RB	Completed