

Little Smeaton Parish Council Meeting 8th July 2026
Community Room, Kirk Smeaton

MINUTES

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

1. Welcome and Apologies

1. Apologies for absence were received from Councillor Hancock.
2. The reason for absence was considered by the Councillors and approved.

2. Declarations of interest

2.1 One declaration of interest, not already declared under the Councils' code of conduct or members Register of Disclosable Pecuniary Interests, was declared by Councillor Ivey for item 16, as a near neighbour who has already made a comment.

2.2 No application for dispensation was received.

3. Minutes from previous meeting

3.1 Councillors confirmed the minutes of the meetings held on the 13th May 2026 as a true and correct record. Minutes to be signed by the Chairman. Proposed by Councillor Atkinson, Seconded by Councillor Warren-Holmes. All in favour.

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

4.1 No members of the public were in attendance at the beginning of the meeting although one member of the public arrived at approximately 8.00pm

5. Parish Council Vacancies

5.1 Councillors resolved to move into private session. Proposed by Councillor Warren-Holmes, Seconded by Councillor Croall. All in favour.

5.2 Councillors considered the recent recruitment process and outcomes, and agreed to appoint a new Clerk/RFO/Proper Officer, for 20 hours per month

With regards to the employment contract to be offered to the successful candidate, the councillors discussed and agreed an appropriate rate of hourly pay in line with the grade SCP13 of The National Joint Council for Local Government Services (NJC) rates of pay applicable from 1 April 2025 to 31 March 2026 (rates for 26/27 are awaited and will be retrospectively back paid once agreed), along with appropriate expenses for use of home and mileage and additional holiday pay (pro-rata in line with NJC guidance). The Chairman was asked to engage with our known payroll provider.

Proposed by Councillor Croall. Seconded by Councillor Warren-Holmes. All in favour.

5.3 Councillors resolved to move out of private session. Proposed by Councillor Croall. Seconded by Councillor Warren-Holmes. All in favour.

5.4 Councillors resolved to appoint new Clerk/RFO/Proper Officer and agreed details, including approving the purchase of a dedicated phone and SIM card at up to £8.00 per month. Proposed by Councillor Ivey. Seconded by Councillor Atkinson. All in favour.

5.5 Councillors approved the addition of the new Clerk as a signature on all LSPC bank accounts. Proposed by Councillor Ivey. Seconded by Councillor Warren-Holmes. All in favour.

5.6 Councillors noted that notification of her intention to resign with immediate effect has been received from Councillor Hancock by the Chairman. The Clerk was asked to commence the recruitment process for a new Councillor by informing North Yorkshire Council Democratic Services.

6. Financial Matters

6.1 Councillor Croall reported to the meeting on the internal control check undertaken to ensure the finance report is correct and reconciles with the bank statements and invited the Chairman to counter sign the summary statement to the finance pack. Proposed by Councillor Croall. Seconded by Councillor Atkinson. All in favour.

Councillor Croall informed the meeting of a couple of minor matters found as part of the internal control checks which have been subsequently rectified by the Clerk. Still outstanding is the need to ensure that any invoice for items

purchased on line includes the name of the Parish Council. Whilst the Clerk has changed the name on the account, no check has been possible as no such purchase has been made. To carry forward to the September Parish Council meeting.

6.2 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 Croall. All in favour.

It was also agreed that Councillor Croall will update the form to allow for one signature a year rather than , as now, each payment.

6.3 Councillors noted that the Finance group met on the 15th June 2026 and make the following recommendations to the full Parish Council:

- To continue to invest with UT rolling over the account for another 12 months.
- To continue to invest with NW rolling over the account for another 6 months

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

6.4 Councillors noted and approve budget, spend and pay for:

- Up to £9.50 for banking charges
- Up to £30.00 for hire of community room
- Up to £120.00 for ROSPA playground inspection.
- Up to £140.00 Samsung Galaxy A16 4G Android Smartphone, 6.7" Screen, Multiple Cameras, 128GB Storage, Light Grey, 3 Year Manufacturer Extended Warranty (UK Version)
- £40 to YLCA for training event attended by Councillor Atkinson regarding the use of A1 for Council business.

Proposed by Councillor Ivey. Seconded by Councillor Warren Holmes. All in favour.

- £500 to All About Arboriculture for survey of LSPC owned trees was also approved, however the Clerk to delay payment until a correct and full report is obtained. Proposed by Councillor Ivey. Seconded by Councillor Warren-Holmes. All in favour.

6.5 Item withdrawn.

6.6 Councillors ratified budget, spend and pay for:

- £88.20 to Lofthouse Ltd for payroll support dating back to 2024/5 financial year.
- £516.00 to First Impressions for hanging baskets. £504 approved at the Parish Council meeting on the 13th May 2026. However an additional bracket was also purchased.
- £112 to DC Tree Co. for collection and erection of hanging baskets. £100.00 approved on the 13th May 2026. However an additional bracket and basket were erected on Wentdale.

Proposed by Councillor Ivey. Seconded by Councillor Warren-Holmes. All in favour.

7. Review of Policies and Procedures

7.1 Councillors approved the new and updated Policies and Procedures:

- Financial and Business Risk Assessment (AC)
- Banking Mandate (AC)
- Record of Processing of Activities under GDPR (AC)

Proposed by Councillor Croall. Seconded by Councillor Warren-Holmes. All in favour.

7.2 Councillors reported that they had not encountered any additional data processing activity in the past 2 months

8. Survey of Trees

8.1 Councillors noted that a survey of the LSPC trees took place on the 19th June 2026 by All About Arboriculture who have provided the Parish Council with a copy of their relevant qualifications and Public Liability insurance. A copy of the survey was circulated to all Councillors. However concerns were expressed by the Councillors about the content of the report which included trees that are not owned by the council and omits an area of land that is owned by the Council. It was

agreed that the Clerk be instructed to write to All About Arboriculture. Payment of the invoice to be delayed until a satisfactory report has been obtained.

9. North Yorkshire Council Local Plan

9.1 Councillors noted the information circulated by Councillor Atkinson with reference to the development of the Local Plan. Councillors considered what actions need to be taken at this time to ensure a timely response can be submitted when required, and noted that a “scoping” consultation document will be published by North Yorkshire Council on 23rd October 2026, the Content and Evidence Consultation on the 4th September 2027 and that the Local Plan is expected to be available for consultation on the 29th February 2028. The developing Local Plan to be considered at the September Parish Council meeting, when a strategy for keeping local residents informed will be agreed.

10. Road Safety

10.1 Councillors noted that NYC has successfully erected 10 bollards at the verge in front of the playground as agreed. Councillors considered whether the existing bollards sufficiently protect the verge, and agreed to agenda the matter for the September meeting when recommendations for further action, if necessary, will be made by Councillor Atkinson and Councillor Warren-Holmes following further investigation.

10.2 Councillors received a report on the recent activity undertaken by the Community Speed Watch project between 14.5.26 to 12.6.26 inclusive which shows just less than 10% of cars were found to be exceeding the speed limit on either New Road or Mount Pleasant, with the highest speed recorded being 52 in a 30 mph zone. The police have been informed of the registration numbers of the speeding cars.

11. Playground

11.1 Following the decision taken at the Parish Council meeting held on the 13th May 2026 to form a small working party to take forward the resident’s suggestions for developing the playground, Councillor Atkinson and Councillor Warren-Holmes have agreed to take this forward. Councillor Warren-Holmes reported to the meeting on progress made on locating several possible grants to which the Parish Council could apply although several are specific to the types of recreational use and will need further investigation.

Councillor Warren-Holmes had also made progress in identifying various types of recreational equipment that may apply to different age groups as well as suggesting the possibility of building something from which the Parish Council could gain an income, although this needs further investigation. Consultation

with residents was felt to be important and Councillor Atkinson suggested that a flyer be developed and distributed.

12. River Went Bank

12.1 Following the decision taken at the Parish Council meeting held on the 13th May 2026 to form a small working party to take forward the work needed to protect the river bank by Hodge Bridge, Councillor Ivey and Councillor Warren-Holmes have agreed to take this forward. Councillor Ivey has been in touch with the Drainage Board but has had no response so far.

Councillor Warren-Holmes informed the meeting that work to repair the river bank is more detailed than initially thought. It appears several organisations need to be notified of any intended work with a complete planning application issued before any restorative works can be carried out

Four possible solutions had been identified although further investigation is needed to identify the best possible solution.

Previously it had been suggested to install a ramp or getty but it appears that these are 'use specific' and may not be possible. Further investigation is needed., including the regular taking of photographs to prove the continuing erosion as this may help in any subsequent applications.

12.2 Councillors noted, with thanks to Councillor Atkinson, that the wire and other hazards in the river had been removed in time for the Duck Race.

13. Wentdale Aggregates Liaison Meeting

13.1 Councillors received an update from Councillor Ivey following the six monthly liaison meeting, during which it was noted the significant improvement in practices under new management, and the subsequent, substantial reduction in the number of complaints about issues such as dust and noise.

Much improved plans are being put in place for the restoration of the area, but difficulties have arisen with communications with North Yorkshire Council. It was agreed that Councillor Ivey has delegated authority from the Parish Council to take whatever actions she feels are appropriate to assist in this matter. Proposed by Councillor Atkinson. Seconded by Councillor Warren-Holmes. All in favour.

14. Events Team

14.1 Councillors heard a report from the representatives of the Events Team. The next event is the joint villages Hoedown on 5th September 2026 when there will be numerous events with a cowboy theme.

Whilst any events happening on the Parish Council land would be covered by the Council's public liability insurance, the Events Team have agreed to take out independent insurance.

15. Cross Hills fence

15.1 Councillors noted that no decision has as yet been made by the NY planning department re access to the field next to Cross Hills. The most recent comment was received from the NYC ecologist on the 9th June 2026. Consideration to be given to going ahead with the application to the Secretary of State. Councillor Atkinson to lead on this project with the assistance of the Clerk. To be placed on the agenda for September.

In line with the Declaration of Interest made under item 2.1 Councillor Ivey left the meeting at this point. Councillor Atkinson, therefore, took over as Chair.

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

16.1 The application for consent to remove 1 No Hawthorn tree at the drive entrance and ground level vegetation to the left hand side of the property in the conservation area Hillside Cottage, Hodge Lane, Little Smeaton was discussed and it was agreed to post a concern onto the North Yorkshire Planning Portal.

Following the discussion Councillor Ivey was invited to return to the meeting when she resumed the Chair.

17. Correspondence Received

17.1 The letter received from Historical Railways Estate with reference to the bridge on Stubbs Road, was noted as was the response from the Parish Council, and the reply to that response.

17.2 The email received from local resident re transport to school was noted. Councillor Ivey has been in correspondence with the CEO of North Yorkshire Council. A response is expected by the 13th July 2026.

18. To confirm dates of future Parish Council meetings:

18.1 The next meeting will be held at 7.00pm on 9th September 2026.

However an additional meeting to be arranged to discuss an important email received by the Parish Council but which arrived too late to be included on the agenda for this meeting. Councillor Ivey to arrange in conjunction with the Clerk. Clerk to inform resident.

The Clerk was thanked for her contribution to the Parish Council over the last 7 years, and wished a happy retirement.

There being no other business the meeting closed at 9.00pm

Minute	Action	Cllr/Clerk	Outcome
	8th July 2026		
5.2	To liaise with payroll provider	GI	
5.4	To inform successful candidate	RB	Completed
5.4	To purchase phone	RB	Completed
5.5	To add clerk to all accounts	RB/AC	
5.6	To inform NYC Democratic services re resignation	RB	Completed
6.2	To update contractual payments list	AC	Completed
6.2	To update draft contractual payments list as required	Clerk	
6.3	To liaise with UT and NW when accounts mature	Clerk	
6.4	To make payments as required	Clerk	
7.1	To save approved policies and send to CA	RB	
8.1	To write to All About Arboriculture	RB	Completed
9.1	To agenda NYC local plan for September PC meeting	RB	Completed
10.1	To discuss bollards and report to September PC meeting	CA/VWH	
10.1	To agenda road bollards for September meeting	RB	Completed
11.1	To take forward the playground project including developing and distributing a flyer.	CA/VWH	

11.1	To agenda for September meeting	RB	Completed
12.1	To take forward the River Bank project including taking photographs to prove erosion,	GI/VWH	
12.2	To agenda for September meeting	RB	Completed
13.1	To assist quarry as felt appropriate as representative of Parish Council	GI	
15.1	To consider application to Secretary of State	CA	
16.1	To make comment re planning application	RB	Completed
18.1	To organise an additional meeting to discuss recent email from resident	CA	
18.1	To inform local resident	RB	

