**LITTLE SMEATON PARISH COUNCIL**

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**Minutes of the meeting held 9 May 2018**

**Present –** Chairman, Cllr M Stewart, Vice Chairman Cllr G Ivey, Cllrs - T Murtgatroyd, L Glendinning, R Brown, Clerk, Adele Curnow and 1 member of the public

1. **Elections**

Election of the new Chairman Councillor Gillian Ivey and a new Vice Chairman Councillor Terry Murtgatroyd. Vote of thanks to Councillor Maureen Stewart for the 4 years as Chairman.

1. **Apologies**

No apologies for absence

1. **Declaration of Interest**

Declaration of interest forms handed to councillors to update records.

1. **Minutes from previous meeting**

Minutes confirmed for the meeting held on 15 February 2018 and signed as a true and correct record.

1. **Matters Arising from Minutes**

5.1 A letter to be sent to the resident requesting the One Parish Council, explaining that the Parish Council canvased the members of the public that attended the Annual Parish Open Meeting, and the response was that they weren’t bothered either way. The Parish Council requests that the resident demonstrate that people are interested and the Parish Council will then discuss it further.

* 1. Hillside Cottage carpet renewal, Councillors requested that the carpet is a neutral colour, because when the tenants leave they have to leave the carpet in the property. It was also requested that the Agents approve the carpet.
  2. Hillside Cottage. Tenancy is up for renewal 17 May 2018, agreed to renew the tenancy for a further 12 months at the present rent, however, clerk to raise a notice to discuss the renewal and the rent in March 2019.

5.4 General Data Protection Regulation (GDPR) Data Protection Officer needs to be appointed before 25 May 2018. YLCA has agreed that it will provide a DPO service for its members (at a cost) Councillors agreed to appoint a DPO through the YLCA.

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5.5 The defibrillator is to be placed on lamp column no 25 on Main Street Little Smeaton, the resident was consulted and has no objections. Once it is positioned a training session will be arranged with Chris Smart. Clerk to check the date of installation.

* 1. Little Smeaton Playing Area, DCM Surfacing are to replace the play area surface as per the quote accepted, works will be scheduled when they are next in the area. Clerk to contact DCM to check they have measure the area and to confirm red surfacing. It was also agreed that the clerk contact D Bastow to check if he can clean the moss and grass from around the area that will be resurfaced.

1. **Matters requested by councillors.**

6.1 Hodge Bridge Area, funding for smartening up the area, to include new railings, resurfacing of the bridge and footpath around the bridge, new edgings and retainers to the footpath, and more planting, Cllr Murtgatroyd to be project manager.

\* Consult with the Highways Dept and request a site meeting to discuss the possibilities and advise on resurfacing.

\* Accept the offer from Councillor McCartney

\* Let Kirk Smeaton Parish Council know what is intended

\* Quotes for metal railings and resurfacing once it has been decided

6.2 Consideration for placing a mirror on the corner of Main Street where it turns right and becomes Quarry Lane, at the junction with Hodge Lane. It was also decided that a mirror was needed at the top of Water Lane at its junction with Main Street Little Smeaton. It was agreed to question Highways for advice and obtain quotes for the mirrors.

6.3 Cllr Murtgatroyd to remove some of the stones and make cosmetic repairs to village sign and flower beds, on Main Street entering the village from Norton. There was also a request from a resident to replace the wooden box on Mount Pleasant with a new stone flower bed, Cllrs agreed to keep it as a wooden flower box.

1. **Financial matters.**
   1. Approved the following accounts for payment.

7.1.1 Yorkshire Local Council Association Subscription £124.00

* + 1. Clerks & Councils Direct magazine subscription £75.00

7.1.3 Community room hire for 9 May 2018 £10.00

7.2 To note the following payments previously authorised.

* + 1. Community room hire for 25/02/18 £10.00
    2. Petty cash £50.00

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7.3 To receive a bank reconciliation to 19 March 2018 and signed as true and correct.

7.4 Current finance sheet signed as a true and correct record.

1. **Correspondence**
   1. Highways requested advice on any planned events in Little Smeaton in 2018, clerk to respond with no planned events.
   2. Co-op Bank, forms handed out for new authorised account persons and the removal of previously authorised persons.
   3. North Yorkshire County Council letter launching a major consultation on what the North Yorkshire Archives service of the future should look like, what LSPC as users of the service would like to see provided by a digital age record office. Cllr Brown to complete the consultation online requesting that records are digitised and searchable.
   4. The laptop requires a backup system and some encryption, a quote was received from Computer Services, it was agreed to purchase the Maxtor m3 2tb hard drive for £63.88 (ebuyer), Windows 10 Pro at £119.98 (ebuyer), the cost of setting up the hard drive and the upgrading of the laptop will be £100, a total spend agreed of £283.86.
   5. Training for Employment (TfE) awarded funding from Selby Southern CEF to deliver self-employment training under the Community Entrepreneurs project. Training is free to residents over 18 who reside in LS. Little Smeaton Parish Council to promote the opportunity by placing the poster on noticeboards.

* 1. Clerk to update the website to include the village youth club and an advert from the Job Centre advertising to help people find the nearest jobcentre!
  2. LSPC Insurance renewal 1 June 2018, it was agreed to renew at a cost of £434.97, but to review at the end of the year meeting and shop around for a quote.
  3. Cllr Ivey to complete an online survey received about vehicle activated signs.
  4. Grass cutting contract to be reviewed to check if sight lines at junctions are included.

1. **Matters for inclusion on the next agenda.**

No matters raised but item ongoing.

1. Date confirmed for the next meeting **Wednesday 18 July 2018.**