



Kirk Smeaton Parish Council

Kate Bowden (Clerk) email: kirksmeatonclerk@gmail.com

Bonita Cottage, Water Lane, Kirk Smeaton WF8 3LD

Tel: 01977 621628

Cllr Tony Lenc – Chair

Notice and Agenda

Kirk Smeaton ANNUAL Parish Council Meeting

Thursday 18 May 2023 at 6pm

in the Community Room Kirk Smeaton School

May 12, 2023

TO: Parish Councillors

FROM: Kate Bowden

Dear Councillor

You are summoned to attend the Annual meeting of Kirk Smeaton Parish Council will be held on Thursday 18 May 2023 following the Village Annual Open Meeting at 6pm in the Community Room, Kirk Smeaton School.

A G E N D A

1. Attendance
2. To receive apologies for absence given in advance of the meeting:
3. Nomination and selection of a Chairperson
4. Nomination and selection of a Vice Chairperson
5. **Public Questions and Issues** - this should have been dealt with in the Annual Village Open Meeting prior to this meeting but to remain on the Agenda
6. Minutes of the Parish Council Meeting held on 9 March 2023 for approval
7. Matters arising from the Minutes of 9 March Parish Council meeting
 - 7.1. Confirmation that the memorial bench for Ena Brook will be situated on the Village Green.
 - 7.2. Safer Parking Leaflet - email from Sharon Fox - decision to be made on the way forward.
 - 7.3. Decide on strategy regarding 30mph signs on Water Lane
8. Confirm a Liaison Committee representative
9. Ask for volunteer for Cemetery contact
10. Discuss the Accessible website - WCAG 2.1AA compliant website £500 + VAT plus £250 for data transfer + VAT - this matter was deferred from the last meeting.
11. **Policies and Procedures review:** Standing Orders; Financial; Cemetery Inspection policy; complaints procedure; grounds maintenance spec; disciplinary policy; risk management policy; grievance policy; cemetery rules and regulations;



Kirk Smeaton Parish Council

Kate Bowden (Clerk) email: kirksmeatonclerk@gmail.com

Bonita Cottage, Water Lane, Kirk Smeaton WF8 3LD

Tel: 01977 621628

Cllr Tony Lenc – Chair

Notice and Agenda

Kirk Smeaton ANNUAL Parish Council Meeting

Thursday 18 May 2023 at 6pm

in the Community Room Kirk Smeaton School

12. Village Green and Village Matters

- 12.1. Fund raising - Wine walk; Booklet etc
- 12.2. Discuss any further feedback from letters sent re Supporting Community projects.
- 12.3. Update on any progress from the meeting with SDC on 24th November 2022 and subsequent correspondence from Howard Ferguson including Middlefield Lane Fly tip and poacher's block on Long Lane etc
- 12.4. Discuss the possibility of a VAS on Pinfold Lane
- 12.5. Discuss the restoration of the drinking fountain and future plans.
- 12.6. Confirmation of The Tree Co Maintenance Contract and payment details
- 12.7. Follow up from emails with Sharon Fox: double yellow lines; weight restriction signs; Norton/Pinfold warning signs; 278; Pinfold Lane pathway; lines round the Village (Cllr Byfield); PCSOs to come to speak to parents?
- 12.8. Discuss Grass Verge Cutting - Cllr Lenc
- 12.9. Emergency Plan - Chair to confirm agreement to replace previous Chair - Cllr Lenc
- 12.10. IT position - decide on training and old laptop demise - new laptop protection.

13. Highways Matters

- 13.1. Incident on Pinfold Lane/Norton Road - a village resident nearly knocked down. Discuss meeting with Gary and/or Sharon Fox
- 13.2. Decision on the CSW kit and the way forward
- 13.3. Highways Matters - further update regarding repairs etc to Wentedge Road. (Kieran Kemp)
- 13.4. Discussion surrounding the opening of the A1 South Slipway on Wentedge Road. - Cllr Lenc

14. Allotments and Cemetery

- 14.1. Update from Cllr Lenc with regard to the Garden of Remembrance progress together with
- 14.2. Update with regard to Cremated Remains area
- 14.3. Follow up with regards to the quotation for a new fence in the Cemetery/Allotment adjacent to Low Farm House and fund-raising ideas.

Kirk Smeaton Parish Council



Kate Bowden (Clerk) email: kirksmeatonclerk@gmail.com

Bonita Cottage, Water Lane, Kirk Smeaton WF8 3LD

Tel: 01977 621628

Cllr Tony Lenc – Chair

Notice and Agenda

Kirk Smeaton ANNUAL Parish Council Meeting

Thursday 18 May 2023 at 6pm

in the Community Room Kirk Smeaton School

14.4. Discuss and decide on the proposal from an out of Village resident requesting permission to purchase 2 grave plots in the Cemetery.

15. Correspondence:

15.1. Discuss Email from resident with regard to the wildflower bank and tractors/lorries (email circulated previously)

16. Financial Matters:

16.1. Payments: Clerk's Tax - £150; YLCA membership £142.00; Water £25.26; Stamps £6; Ink £4.49; DC Tree Co £316.25 Standing Order; Scribe Software £345.60; Clock Maintenance £75; Lofthouse £76.80 (preparation of Tax for HMRC)

16.2. Receipts: Allotment rent £188.75; Precept £6,125

16.3. Balance at the Bank as at 12 May 2023 - £8185.64 with £150 payment not showing on statement and £23.75 receipts

16.4. To consider Financial Strategy - Future Budget Strategy 5.24 - 5.27 of the JPAG document - Chair

16.5. To certify that KSPC as exempt from external audit for the fiscal year 2022/23

16.6. To note the Annual Internal Audit Report for 2022/23 included at page 4 of the Annual Governance and Accountability Return 2022/23

16.7. To approve Section 1 Annual Governance Statement 2022/23 for KSPC on page 5 of the AGAR 2022/23

16.8. To approve Section 2 Accounting Statements 2022/23 for KSPC on page 6 of the AGAr 2022/23

16.9. To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Small Authorities) Regulations 2015, SI 2020/404 The Accounts and Audit (Coronavirus) (Amendment) regulations 2020 and the Transparency Code for Smaller Authorities.

16.10. Agree and sign off current accounts

16.11. Discuss the use of the remainder of monies relating to BAG £415.89

16.12. Discuss and agree on the Insurance documentation and new quotation.

17. Planning Matters

17.1. The latest information from Wentedge Quarry and the Liaison Committee Meeting held on 15 March 2023



Kirk Smeaton Parish Council

Kate Bowden (Clerk) email: kirksmeatonclerk@gmail.com

Bonita Cottage, Water Lane, Kirk Smeaton WF8 3LD

Tel: 01977 621628

CLlr Tony Lenc – Chair

Notice and Agenda

Kirk Smeaton ANNUAL Parish Council Meeting

Thursday 18 May 2023 at 6pm

in the Community Room Kirk Smeaton School

- 17.2. Decision Notice. 2022/0688/HPA. Walden Meadows, Pinfold Lane Kirk Smeaton. GRANTED
- 17.3. Decision Notice: No 2022/1012/FUL Annexe and Swimming Pool - Riverside Farm, Water Lane, Kirk Smeaton GRANTED
- 17.4. Decision notice No 2022/1346/FUL install eight rapid electric vehicle charging stations within the car park of A1 Southbound Services. - GRANTED

18. Any Other Business *for information* - Suggestion for bark on the green

19. Matters in Private –

20. Date of next Meetings: 27 July 2023