

Monk Fryston Parish Council

NOTICE OF MEETING

I hereby give notice that a meeting of the Parish Council of the above-named Parish will be held at the Community Centre, Old Vicarage Lane on Tuesday 19 August 2025 commencing at 7.30pm.

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting. Dated this 14 August 2025

AGENDA

Item		Lead
1	Procedural Motions	
	a To elect a Chairman	
	b To receive the Chairman's Declaration of Acceptance of Office	
	c To receive written applications for the office of parish Councillor and to co-opt candidates to fill the existing vacancies (2no)	
2	Apologies	
	a To receive apologies for absence given in advance of the meeting	
	b To record apologies for absence not given in advance of the meeting	
	c To consider the approval of reasons given for absence	
3	Declarations of Interest	
	a To receive declarations of interest	
	b To receive early verbal notice of any Councillor's intention to raise amendments to motions on the agenda as per Standing Order 1g.	
	c To receive early verbal notice of any Councillor's intention to raise motions at the meeting that do not require written notice as per Standing Order 10.	
4	Confirmation of Minutes	
	a To confirm as an accurate record the Minutes of the Meeting held on 15 July 2025.	
	b To confirm as an accurate record the Minutes of the Extraordinary Meeting held on 5 August 2025.	
	c To witness signature and initialling of the hard copy of the minutes by the Chairman.	
5	Discussion with Cllr. T Grogan on parish matters under the remit of NYC	
6	Residents Issues (15mins allocated to receive residents representations to the Council)	
	a None received	
7	Planning	Chair
	1) To agree consultation responses to the following planning proposals:	
	a Planning Appeal by Noventum Power re erection of a solar farm and ancillary development thereto, Hillam Grange, Austfield Lane, Hillam, LS25 5NQ	
	2) Decision notices received	
	a None received	
8	To receive the Financial Officers Report	Clerk
	a Bank Statements received since last meeting for signature by two Councillors	

Monk Fryston Parish Council

Item

Lead

- Unity Trust Bank Current Account to 31 July 2025
- Unity Trust Bank Savings Account to 31 July 2025
- Lloyds Bank Mastercard Account to 4 August 2025

b UTB Current Account

Statement to 31 July 2025	£19,241.90
Previous Balance	£30,649.25
Cash received	£00.00
Payments issued and cleared	£11,407.35
Payments since 31 July 2025	£565.75
Cash available when all payments cleared	£18676.15

c Cash Book Reconciliation

Cash Book Balance at 13 August 2025	£18676.15
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d Current Account / Cash Book Reconciliation

The 'Cash available when all cheques cleared' (b above) reconciles with the 'Cash Book balance when all cheques cleared' (c above)

e Lloyds Mastercard Account

Statement to 2 August (payment due 16 August)	-£77.18
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f Savings Accounts

Skipton BS	£78,684.37
Nationwide BS	£77,759.71
Unity Trust Bank	£10,000.00

g Future Commitments / Income

Liabilities as set out in Balance Sheet schedule	£2,465.14
Creditors	£966.49
Total Commitments (-) / Income (+)	(-)£1,498.65

h Expenditure / Budget comparison

a) Budgeted expenditure to date is £9,705 against a budget of £25,912

i Capital Reserve Statement

- a) Amount ring-fenced for capital expenditure is £148,453 of which £40,000 is earmarked for playground equipment replacement.
- c) Amount ring-fenced for CIL expenditure is £1196.65
- d) Remaining reserve for non-capital expenditure is £27,536

j Audit Control

Councillors to confirm that they are satisfied that the above demonstrates that the PC is maintaining an effective system of audit and control including taking account of commitments and liabilities as required by the annual audit.

9 Clerks Update

Clerk

- a The annual data protection fee (£52) has been paid to the Information Commissioner's Office
- b Bitdefender Total Security virus protection has been installed on the PC's laptop effective until 4 August 2026
- c The restriction has been removed from the Nationwide bank account following submission of further particulars.

Monk Fryston Parish Council

Item		Lead
d	In line with the terms of employment the Clerks salary rate will be adjusted to the National Joint Council for Local Government Services (NJC) agreed rate of pay applicable from 1 April 2025 to 31 March 2026 resulting in a requirement for a backdated payment to the Clerk for the year to date.	
10	Motions <i>(in bold italic)</i>	Chair
a	<i>To receive updates on actions agreed at the previous meeting</i> (list from Action Tracker issued under separate cover)	
b	<i>To make payments in accordance with payments awaiting authorisation schedule</i> (Appendix B refers. Invoices issued under separate cover)	
c	<i>To agree the Christmas decoration plan for this year and to place an order with Acorn Lighting for installation and removal of the motifs in accordance with it's quotation of 17 July 2025.</i>	
d	<i>To approve the content of the Summer 2025 newsletter and approve acceptance of the quotation dated 8 August 2025 from Tigerprint for printing 475 copies.</i>	
e	<i>To approve the Planning Development Strategy.</i> (Issued under separate cover)	
f	<i>To appoint members to the Planning Group Working Party.</i>	
g	<i>Following the resignation of Cllr Spofforth to appoint an additional member to the Burial Committee.</i>	
h	<i>To cancel the order with Miles-Tucker Decorating for painting the railings and to place an order with Est-Dec in accordance with it's quotation of 9 August 2025 (issued under separate cover)</i>	
i	<i>To agree attendance at this year's Remembrance Service, obtain wreath and make donation of £30 to the supplier The Royal British Legion</i>	
j	<i>To identify any items requiring repair and / or maintenance and to agree appropriate action</i>	
11	Discussion Items	
a	Residents issues received under item 5	
b	VAS signs	Cllr MB
c	Pedestrian crossing	Cllr MB
d	Surfacing at Church Lane	Cllr KD
e	Poppies for lampposts	Cllr AS
f	Budgeting for planning applications considerations:- <ul style="list-style-type: none"> Create a new budget line for planning application consultancy Not to undertake expenditure on winter planting and reallocate funding to planning applications Not to make any grants out of the annual budget and reallocate funding to planning applications this does not include any capital or earmarked funding. 	Cllr BH
g	Website cost increase	Clerk
h	Hillam and Monk Fryston Together Group	Cllr BH
i	Replacement of Christmas tree Chestnut Green	Cllr BH
12	Committee, Group and other updates	
a	Burial Committee.	
b	Planting Group	Cllr AS
c	Highways and Footpaths Group	Cllr RG
d	Community Association Play Area initiative	

Monk Fryston Parish Council

Item		Lead
13	Reporting	
a	To consider reporting any aspects from this meeting for social media	
14	Correspondence	
	POST IN	
a	UTB Savings Account statement	
	POST OUT	
a	None	
15	Items For Next Meeting	All
a	Items to be with Clerk before 8 September for next meeting on 16 September	

Appendix A

EXPENDITURE SINCE LAST MEETING

Description	Supplier	(£) Payment
Grass cutting etc	S G Parkin Landscapes	-570.00
Bus shelter and bench cleaning	Clearvision Window Cleaning Services	-70.00
Room Hire	MF and H Community Association	-20.00
Watering of plants	White Rose Plants	-360.00
Bank Service charge	Unity Trust Bank	-6.00
Monthly service charge	Lloyds Bank plc	-3.00
PAYE tax	HMRC	350.20
Clerks salary	P.Scott	REDACTED
JBC Clerk's salary	S Burton	REDACTED

INCOME SINCE LAST MEETING

None

Appendix B

PAYMENTS AWAITING AUTHORISATION

Description	Supplier	(£) Payment
Grass cutting etc	S G Parkin Landscapes	-525.00
Watering of plants	White Rose Plants	-450.00
Room Hire	MF and H Community Association	-20.00