

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 21 October 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 16 October 2025

AGENDA

Item		Lead
1	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	
2	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.	
3	Confirmation of Minutes	
	a To confirm as an accurate record the Minutes of the Meeting held on 16 September 2025.	
	b To witness signature and initialling of the hard copy of the minutes by the Chairman.	
4	Discussion with Cllr. T Grogan on parish matters under the remit of NYC	
5	Residents Issues (15mins allocated to receive residents representations to the Council)	
	a Reconsideration of request for work at Deer Park Court corner (email 08.10.25 refers)	
	b Developments at the car wash on Selby Road (email 16.10.25 refers)	
6	Planning	Chair
	1) To agree consultation responses to the following planning proposals:	
	a The Light Valley Solar Targeted Consultation 16 October – 20 November 2025 (email issued under separate cover)	
	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	
	• Unity Trust Bank Current Account to 30 September 2025	
	• Unity Trust Bank Savings Account to 30 September 2025	
	• Lloyds Bank Mastercard Account to 2 October 2025	
	b UTB Current Account	

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Item		Lead
	Statement to 30 September 2025	£25,110.07
	Previous Balance	£16,896.07
	Cash received	£11,632.95
	Payments issued and cleared	£3418.95
	Payments since 30 September 2025	£583.02
	Cash available when all payments cleared	£24,527.05
c	Cash Book Reconciliation	
	Cash Book Balance at 6 September 2025	£24,527.05
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' (e above)	
e	Lloyds Mastercard Account	
	Statement to 2 September (payment due 16 September)	-£255.88
f	Savings Accounts	
	Skipton BS (after interest £3,422.77)	£82,107.24
	Nationwide BS	£77,759.71
	Unity Trust Bank	£10,000.00
g	Future Commitments / Income	
	Liabilities as set out in Balance Sheet schedule	£3351.48
	Creditors	£962.79
	Total Commitments (-) / Income (+)	(-) £2,388.69
h	Expenditure / Budget comparison	
	a) Budgeted expenditure to date is £16,038.62 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 £33,864	
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) Complications have arisen in the procurement of the Publisher software package from Microsoft with payment having been made but goods not delivered.	
	b) Notice has been received that the PC's solicitors, Elmhirst Parker, have merged with Pepperells Solicitors. Clarification has been requested about the status of the Sherburn branch.	
	c) A certificate of investment for the new one year fixed rate branch bond has been received from Skipton Building Society.	
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</i>	

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Item	Lead
	<i>schedule</i> (Appendix B refers. Invoices issued under separate cover)
c	<i>To consider the External Auditors report and to agree any ensuing action</i> (document issued under separate cover)
d	<i>To receive the All-Banks Reconciliation Report to 30 September 2025.</i> Document issued under separate cover.
e	<i>To consider the mid year review of expenditure including projections for the remainder of the year and to agree any amendments to the Budget.</i> Document issued under separate cover.
f	<i>To nominate a member to attend on behalf of the Council briefing meetings etc associated with the National Grid: Yorkshire GREEN - Community fund.</i> (email 09.10.25 refers)
g	<i>To suspend the Council's Financial Regulation requirement for obtaining competitive tenders in order to expedite safety related work in a flexible manner within the constraints on expenditure of S137 of the Local Government Act 1972 as recommended by the RFO to enable the acceptance of a negotiated tender from Carthy Contracting Ltd for footpath and roadway repairs at an overall cost of approximately £11,000 plus vat phased over the 2025.26 and 2026.27 financial years and to determine whether to approve the contract.</i> (email 03.10.25 refers)
h	<i>To purchase and gift a 12ft Christmas tree to the Church as part of the PC's Christmas decorations initiative in the village. Approximate cost £120 ex vat</i>
i	<i>To sponsor the floodlighting of St Wilfrid's Church for one week at a cost of £35 as part of the PC's Christmas lighting initiative</i> (email 12.10.25 refers)
j	<i>To display the 'PC's 'Tommy' statue in the Churchyard for decoration by WtD for the remembrance service on 9 November.</i>
k	<i>To receive the Skipton Building Society Savings end of term account statement and to witness signature by two councillors.</i>
l	<i>To book the church hall for the 31st October from 7pm to 8pm and agree to pay the hire fee.</i>
m	<i>To postpone the action agreed in minute 9l of the meeting of 16 September (production of newsletter) pending procurement by the PC of the necessary software.</i>
n	<i>To agree to procure and distribute A5 fliers advertising the meeting on 4 November. Delivery to residents by 31st October. Wording to be the same as the banner.</i>
o	<i>To consider the quotation received from White Rose Plants for Winter planting and determine appropriate action.</i> Email 6.10.25 refers
p	<i>To consider the request form the Rough Sleeper Coordinator for Selby and to determine appropriate action</i> (email 15.10.25 refers)
q	<i>To identify any items requiring repair and / or maintenance and to determine appropriate action</i>
11	Discussion Items
a	Residents issues received under item 5
b	To discuss the initial draft of the 2026.2027 budget and suggest any amendments for inclusion in the final draft for consideration at the November meeting (document issued under separate cover)
c	Adopting General Power of Competence
12	Committee, Group and other updates
a	Burial Committee.
b	Planting Group

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Item	Lead
c Highways and Footpaths Group	
d Community Association Play Area initiative	
c Christmas Decorations Group	
13 Reporting	
a To consider reporting any aspects from this meeting for social media	
14 Correspondence	
POST IN	
a UTB Savings Account statement	
b Replacement Visa Card linked to Unit Trust Bank account	
c Skipton Building Society maturity statement (addressed to Trustees)	
d DWD: Notice of extension of statutory consultation period for proposed Ferrybridge Next Generation Power Station development	
POST OUT	
a None	
15 Items For Next Meeting	All
a Items to be with Clerk before 10 November for next meeting on 18 November	

Appendix A

EXPENDITURE SINCE LAST MEETING

Description	Supplier	(£) Payment
Bank Service charge	Unity Trust Bank	-6.00
Clerks salary	P.Scott	REDACTED
JBC Clerk's salary	S Burton	REDACTED
Room Hire	MF and H Community Association	-20.00
Watering of plants	White Rose Plants	-270.00
Grass cutting etc	S G Parkin Landscapes	-385.00
External audit fee	PKF Littlejohn	-378.00
PAYE tax	HMRC	-373.40
Website fee	Wix.com	-252.88
Monthly service charge	Lloyds Bank plc	-3.00

INCOME SINCE LAST MEETING

Precept	North Yorkshire Council	11,632.95
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Appendix B

PAYMENTS AWAITING AUTHORISATION

Description	Supplier	(£) Payment
Room Hire	MF and H Community Association	20.00
Watering of plants	White Rose Plants	270.00
Grass cutting etc	S G Parkin Landscapes	385.00
External audit fee	PKF Littlejohn	378.00
Grass cutting etc	S G Parkin Landscapes	140.00
Grass cutting etc	S G Parkin Landscapes	400.00

BUDGETED EXPENDITURE FOR YEAR		EXPENDITURE TO DATE	MID YEAR EXPENDED	REMAINING BALANCE	SECOND HALF FORECAST	FINAL OUT- TURN FORECAST	DIFFERENCE	YEAR END EXPENDED
			%					
£25,912.20		16,636.76	64%	£9,275	£42,747.83	£59,384.59	£33,472.39	229%
Definite Fixed Costs	12874	9,048	70%	3,826	5969	15019	2145	117%
Clerks Salary	5,764.55	3,774.42	65%	1,990	3774	7550	1785	131%
Statutory Insurance	488.76	396.00	81%	93	0	396	(93)	81%
JBC Precept	1,450.00	719.95	50%	730	720	1440	(10)	99%
Internal and External Audits	446.25	210.00	47%	236	315	525	79	118%
Grass Cutting	3,675.00	2,515.00	68%	1,160	1160	3675	0	100%
Electricity for Lighting	1,049.35	1,432.77	137%	-383	0	1433	383	137%
Definite Variable Costs	2244	1,145	51%	1,099	714	1859	(385)	83%
Office Running Expenses	1,039.75	925.23	89%	115	115	1040	0	100%
Banking Costs	122.93	54.00	44%	69	69	123	0	100%
Website Costs	315.51	16.25	0%	299	70	86	(229)	0%
Room Hire	300.00	150.00	50%	150	150	300	0	100%
Councillor Expenses	210.00	0.00	0%	210	210	210	0	100%
Winter Gritsand	256.10	0.00	0%	256	100	100	(156)	39%
Optional Costs	10794	5,972	55%	4,822	8305	14277	3483	132%
Grants	0.00	0.00	0%	0	0	0	0	0%
Professional Memberships	506.05	359.00	71%	147	147	506	0	100%
Training	500.00	146.00	29%	354	425	571	71	114%
Planting	4,363.90	3,189.64	73%	1,174	1970	5160	796	118%
Christmas Lighting	1,024.39	0.00	0%	1,024	1100	1100	76	107%
Cleaning of bus shelters and benches	385.17	140.00	36%	245	245	385	0	100%
Communications	734.49	155.00	21%	579	500	655	(79)	89%
VAS sign maintenance	10.00	0.00	0%	10	10	10	0	100%
Lighting Repairs	210.00	112.50	54%	98	98	210	0	100%
Fence painting (Mount)	1,500.00	1,420.00	95%	80	0	1420	(80)	95%
Chestnut green tree inspections	1,500.00	450.00	30%	1,050	3750	4200	2700	280%
Lease of Triangle land	60.00	0.00	0%	60	60	60	0	100%
Non budgeted items		471			27760	28231	28231	
Non budgeted items	0.00	25.00			0.00	25	25	
From previous year	0.00	446.00			0.00	446	0	
Planning Consultancy Costs	0.00	0.00			20000	20000	20000	
Resurfacing Church Lane	0.00				7600	7600	7600	
Remembrance purchases	0.00				100	100	100	
Banners	0.00				60	60	60	

BUDGET BUILD UP FOR 2026.2027 – INITIAL DRAFT

Item	2025.26	2026.27		
Percentage Increase	as predicted	0.00%	2.50%	5.00%
Clerks Salary	5764.55	7,550.00	7,742.53	7,927.50
Statutory Insurance	488.76	396.00	406.10	415.80
Burial Committee	1450.00	1,440.00	1,476.72	1,512.00
Internal and External Audits	446.25	525.00	538.39	551.25
Grass Cutting	3675.00	3,675.00	3,768.71	3,858.75
Electricity for Lighting	1049.35	1,433.00	1,469.54	1,504.65
Office Running Expenses	1039.75	1,040.00	1,066.52	1,092.00
Banking Costs	122.93	123.00	126.14	129.15
Website Costs	315.51	86.00	88.19	90.30
Room Hire	300.00	300.00	307.65	315.00
Councillor Expenses	210.00	210.00	215.36	220.50
Winter Gritsand	256.10	200.00	205.10	210.00
Grants				
Professional Memberships	506.05	506.05	518.95	531.35
Training	500.00	571.00	585.56	599.55
Planting	4363.90	4,623.00	4,740.89	4,854.15
Christmas Lighting	1024.39	1,100.00	1,128.05	1,155.00
Cleaning of bus shelters and bench	385.17	385.17	394.99	404.43
Communications	734.49	655.00	671.70	687.75
VAS sign maintenance	10.00	10.00	10.26	10.50
Lighting Repairs	210.00	210.00	215.36	220.50
Lease of Triangle land	60.00	60.00	60.00	60.00
TOTAL REQUIREMENT	22,912.21	25,098.22	25,736.69	26,350.13