

Monk Fryston Parish Council

Minutes of Meeting held 20 August 2024 held at the Community Centre, Old Vicarage Lane

Present: Cllrs Nigel Spofforth (NS),
Amanda Shaw (AS), Bill Holmes (BH), Ryan Geldard (RG), Ken Dent (KD)
Clerk: Philip Scott

The Chairman Cllr Spofforth opened the meeting at 7.30pm

Item	Action
1	
a)	To receive apologies for absence given in advance of the meeting. No absentees
b)	To record apologies for absence not given in advance of the meeting. N/A
c)	To consider the approval of reasons given for absence. N/A
2	
a	Declarations of interest: Cllr NS declared a potential interest in item 5b
b	To receive early verbal notice of any Councillor's intention to raise amendments to motions on the agenda as per Standing Order 1g. None declared
3	
	Confirmation of Minutes
a	To confirm as an accurate record the Minutes of the Meeting held on 16 July 2024. Confirmed
4	
	Residents Issues (15 mins)
a	Parking and tree issues at the entrance to Deer Park Court (emails 27.07.24; 07.08.24; 10.08.24 refer). Item 9a.i discussion refers
b	Low flying aircraft (email 11.08.24 refers). Item 9a.ii discussion refers
5	
	Planning
1	To agree consultation responses to the following planning proposals: Chair
a	Reconsultation regarding erection of a solar farm together with ancillary development thereto, Hillam Grange Austfield Lane Hillam. Agreed no comments or observations
b	Notification for a barn conversion at Priory Park Farm, Monk Fryston. (NYC email 05.08.24 refers). Agreed no comments or observations
2	Decision notices received
a	None received. Noted
6	
	Financial Officers Report. Noted Clerk
a	Payments since last meeting:
	Appendix A refers.
b	UTB Current Account
	Current Account as Statement to 31 July 2024 £39,612.35
	Previous Balance £40,856.37
	Cash received £00.00
	Cheques issued and cleared £1,244.02
	Cheques not cleared £1649.19

Item	Action
	£37,963.16
c Savings Accounts	
Skipton BS	£74,759.50
Nationwide BS	£74,638.30
d Future Commitments / Income	
Liabilities as set out in Balance Sheet schedule	(-) £5010.00
Creditors	(+) £2283.06
Total Commitments (-) / Income (+)	(-) £2726.94
e Cash Book	
Cash Book Balance at 1 August 2024	£37,963.16
f 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)	
g Expenditure / Budget comparison	
Detailed Budget Summary refers (issued under separate)	
h Capital Reserve Statement to 1 May	
Amount ring-fenced for capital expenditure is £148,453.	
Amount ring-fenced for CIL expenditure is £713.	
Remaining reserve for non-capital expenditure is £24,144.	
i 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. Confirmed	
7 Clerks Update. Noted	
a Both Cllrs Hollingsworth and Kitching have resigned from the Parish Council and the procedure for filling the vacant seats has been initiated. The closing date for 10 electors to request an election to fill the vacancies is 5 September	
b The £40 Data Protection Fee is due to the Information Commissioner's Office	
c Unfortunately it is not possible to install Christmas motifs in the Square as intended due to there being insufficient space for the associated electrical gear within the columns.	
8 Resolutions	
a To make payments in accordance with payments authorisation schedule (Appendix B refers). Agreed with the addition of payment to Shelter Solutions for the supply and erection of the new bus shelter (£4722)	
b To receive a copy of the amended minutes from the June meeting. Received	
c To select a contractor to carry out the Winter planting (quotations issued under separate cover). Agreed to use White Rose Plants.	
d To receive a copy of the letter sent by Cllr Holmes to MP in accordance with minute 8e of the July meeting (letter issued under separate cover). Received	
e To agree attendance at this year's Remembrance Service, obtain wreath and make donation of £30 to the supplier The Royal British Legion. Agreed with Chairman to attend	

Item		Action
f	To receive and agree to proceed with the recommendations of the planting group meeting 30th July 2024. (issued under separate cover). Agreed to proceed in accordance with the recommendations	
g	To agree any action arising from the lack of a response to the PC's letter of 23 May 2024 to NYCC re Section 56 notice (letter issued under separate cover). Agreed to make a Freedom of Information request (subject to the PC having the appropriate power to so do) to obtain all information held by NYC relevant to the subject matter. Clerk to prepare and issue submission after finalisation with members	
h	To consider the application for funding support received from Monk Fryston Netball Club and to determine any award (submission issued under separate cover). Agreed to make an award of £500 as per the application	
i	To agree the storage arrangement for the PC's archive records. Agreed as a temporary measure to store the documentation at the Triangle. Agreed to make enquiries at the Wakefield Archive office about long term storage.	
j	To agree the cost of retrofitting the timers that were omitted last year from the 6 lamp columns on Water Lane as per the quotation from NYC issued under separate cover (NYC email 13.08.24 refers). Not agreed.	
k	To agree the types of Christmas motif decorations to be purchased for Water Lane along with their locations. Nothing agreed. Permission to be sought from NYC for using the lamp posts on Chestnut Green	
l	To identify any items requiring repair and / or maintenance and to determine appropriate action. None identified	
9	Discussion Items	
a	Residents issues received under item 4 i) Parking and tree issues at the entrance to Deer Park Court: resident to be informed that the PC is disappointed with the stance taken by NYC on both the trees and the parking but it has no legal power to redress the situation. ii) Low flying aircraft: letter to be sent to aero club recording the PC's concerns	
10	Updates on actions agreed at previous meetings (PC's Action Tracker refers)	
a	Awaiting review by Cllrs BH and NS	
11	Committee and Group Updates	
a	Burial Committee. Meeting held last week. Minutes to be issued.	Cllr NS
b	Planting Group. Nothing further	Cllr AS
c	Highways and Footpaths Group. Nothing further	
d	Comms Group. Nothing further	
12	Correspondence	
a	Schedule of post received and issued since the last meeting. No aspects raised	
13	Items For Next Meeting	
a	Items to be with Clerk before 9 September for next meeting on 17 September. Noted	All

The meeting closed at 9.10pm

Appendix A

Expenditure And Receipts Since Last Meeting		(£)
Description	Supplier	Total (£)
PAYE tax	HMRC	246.80
Room Hire	MF and H Community Association	20.00
Monthly service charge	Lloyds Bank plc	3.00
Watering of plants	White Rose Plants	490.00
Grass cutting etc	S G Parkin Landscapes	435.00
Paper for printer	Asda Stores Ltd	3.00
second class stamps	Wilsden Post Office	4.25
Bank Service charge	Lloyds Bank plc	3.00
Clerks salary	Monk Fryston Parish Council	355.17
JBC Clerk's salary	MF, H & BS Joint Burial Committee	119.68

Appendix B

Payments Awaiting Authorisation

Description	Supplier	Total
Grass cutting etc	S G Parkin Landscapes	365.00
Room Hire	MF and H Community Association	35.00