

Monk Fryston Parish Council

DRAFT subject to agreement at next meeting

Minutes of Meeting held 17 September 2024 held at the Community Centre, Old Vicarage Lane

Present: Cllrs Nigel Spofforth (NS),
Amanda Shaw (AS), Bill Holmes (BH), Ken Dent (KD)
Clerk: Philip Scott and one member of the public
The Chairman Cllr Spofforth opened the meeting at 7.30pm

Item		Action
1	Apologies for absence	
a	To receive apologies for absence given in advance of the meeting. Received from Cllr Geldard	
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. Approved	
2	Declarations and Notices	
a	Declarations of interest: None declared	
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 received	
3	Confirmation of Minutes	
a	To confirm as an accurate record the Minutes of the Meeting held on 20 August 2024. Confirmed	
4	Residents Issues (15 mins)	
a	The school sign on Water Lane is obscured by tree growth. Item 9a discussion refers	
b	Vegetation from adjoining land alongside the roadside footpath from the A63 railway bridge to the willow farm entrance is forcing users to step onto the road. Item 9b discussion refers	
5	Planning	
1	To agree consultation responses to the following planning proposals:	Chair
a	None received. Noted	
2	Decision notices received	
a	None received. Noted	
6	Financial Officers Report. All noted	Clerk
a	Payments since last meeting:	
	Appendix A refers.	
b	UTB Current Account	
	Current Account as Statement to 31 August 2024	£35,571.59
	Previous Balance	£39,612.35
	Cash received	£1991.19
	Cheques issued and cleared	£2,049.60
	Cheques not cleared	£1,174.34
	Cash available when all cheques cleared	£34,397.25

Item	Action
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	(-) £4,858.94
Creditors	(+) £332.62
Total Commitments (-) / Income (+)	(-) £4,526.32
e Cash Book	
Cash Book Balance at 1 September 2024	£34,397.25
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 cover)	
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 £18,929.	
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. All noted	
a	The data protection fee has been paid to the Information Commissioner's Office
b	The Skipton Building Society fixed rate bond expires on 17 September having accrued interest of £3924.87.
c	HMRC has refunded the reclaimed VAT in full (£1991.19)
8 Resolutions	
a	To make payments in accordance with payments awaiting authorisation schedule (Appendix B refers). Agreed
b	To decide whether or not to arrange for the village planting to be watered over the Winter period. Agreed not to water unless exceptional circumstances. Clerk authorised to address any exceptional circumstances
c	To agree action following the maturity of the Skipton Building Society 1-year fixed rate bond. Agreed to roll the account over into a one-year fixed rate branch bond at an interest rate of 4.34%
d	To nominate Councillor(s) to carry out an inspection of the PC's assets. Cllr BH nominated
e	To determine action with regard to the invoice received from Acorn Festive Lights that includes some work not subject to an instruction from the Parish Council. Agreed a retrospective instruction for the carrying out of the work and payment in full.

Item		Action
f	To consider the quotation received for the re-erection of the bench set at Chestnut Green and to agree appropriate action including a location for it. Agreed to accept the quotation from Carthy Contracting Ltd in the sum of £2650 plus vat and locate it 2.4m away from and in line (towards Water Lane) with the existing bench	
g	To consider the quotation received for repairs to the footpath alongside the Community Centre and to agree appropriate action. Agreed to accept the quotation from Carthy Contracting Ltd in the sum of £975 plus vat. Funding to be taken from the no longer required £2500 Water Lane traffic scheme budget allocation. Expenditure to be carried out under LGA 1972 S137 powers	
h	To consider the quotation received for repairs to the damaged post and rail adjacent to The Crown and to agree appropriate action. Agreed to accept the quotation in the sum of £650 plus vat from Carthy Contracting Ltd. Funding to be taken from the no longer required £2500 Water Lane traffic scheme budget allocation. Expenditure to be carried out under LGA 1972 S137 powers	
i	To delegate to the clerk the authority to finalise and place the order for the Winter planting through the village. Agreed	
j	To consider the request for financial support from North Yorkshire Citizens Advice & Law Centre. Email 4 Sept.2024 refers. Agreed to turn down the request on the grounds that financial support has already been provided within the last 12 months	
k	To identify any items requiring repair and / or maintenance and to determine appropriate action. The faulty street light adjacent to the Community Centre to be reported to NYC Street Lighting for repair.	
9	Discussion Items	
a	Residents issues received under item 4 Item 4i) School sign: Concluded that NYC Highways should be notified Item 4ii) Vegetation: Concluded that NYC Highways should be notified	
b	Intentions following the exchange of correspondence with NYC and local MP re Section 56 Notice. Cllr Holmes to update the MP on highways response and to make an approach to a known expert witness about the implications of obtaining advice on the strength of the PC's available evidence	
c	Progress on the prioritisation of the actions for the 'Updates on actions agreed at previous meetings' as agreed at July's meeting item 10a. Nothing further available for discussion	
10	Updates on actions agreed at previous meetings (PC's Action Tracker refers)	
a	Updates not discussed	
11	Committee and Group Updates	
a	Burial Committee. Upcoming meeting: The need for establishing a budget was highlighted. Similarly for it's terms of reference	Cllr NS
b	Planting Group. Nothing further	Cllr AS
c	Highways and Footpaths Group. Nothing further	
d	Comms Group. Nothing further	Cllr BH Clerk
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 7 October for next meeting on 15 October. Noted	All

The meeting closed at 8.35pm

Appendices A and B on following page

Appendix A

PAYMENTS AND RECEIPTS SINCE LAST MEETING

Description	Supplier	Payment
Grass cutting etc	S G Parkin Landscapes	-365.00
Room Hire	MF and H Community Association	-35.00
Bus Shelter replacement	Shelter Solutions	-4,722.00
Vat refund	HMRC	1,991.19
JBC Clerk's salary	MF, H & BS Joint Burial Committee	-69.68
Clerks salary	Monk Fryston Parish Council	-355.17
Lock for PC shed	Henry Squire & Sons Ltd	-17.99
Monthly service charge	Lloyds Bank plc	-3.00
Footway Lighting Maintenance	North Yorkshire Council Street Lighting	-1174.34

Appendix B

PAYMENTS AWAITING AUTHORISATION

Description	Supplier	Payment
Watering of plants	White Rose Plants	420.00
Grass cutting etc	S G Parkin Landscapes	365.00
Room Hire	MF and H Community Association	20.00
Annual fee	Scribe: Starboard Systems Ltd	489.60
Watering of plants	White Rose Plants	280.00