

## Monk Fryston Parish Council

**DRAFT subject to agreement at next meeting**

Minutes of Meeting 20 June 2023 held at the Community Centre, Old Vicarage Lane

Present: Cllrs Nigel Spofforth (NS),  
Amanda Shaw (AS), Matt Burton (MB), Bill Holmes (BH), Ryan Geldard (RG)

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. <b>Received from Cllr Kaye</b> b) To record apologies for absence not given in advance of the meeting. <b>None</b> c) To consider the approval of reasons given for absence. <b>Approved</b>	
2	a Declarations of interest: <b>None declared</b> b To receive early verbal notice of any Councillor's intention to raise amendments to motions on the agenda as per Standing Order 1g. <b>No notices given</b>	
3	Confirmation of Minutes	
	a To confirm as an accurate record the Minutes of the Annual Meeting held on 16 May 2023. <b>Confirmed</b> b To confirm as an accurate record the Minutes of the ordinary Meeting held on 16 May 2023. <b>Confirmed</b>	
4	Residents Issues (15 mins)	
	a A resident had raised with Cllr NS the matter of the fence that separates Chestnut Green and 50 Water Lane which was in need of repair. An inspection had determined that the posts at either end need attention. <b>Clerk to obtain a quotation for replacing the two outside posts.</b>	Clerk
	b Concerns have been raised about the activities of the Police with firearms in what is now believed to be a staged event at the Community Centre. <b>Clerk to write to the Police Commissioner for an explanation</b>	Clerk
	c The overgrown state of the footpath behind the School. <b>Clerk to arrange for cutting back with the cost shared with Hillam PC in the usual way.</b>	Clerk
5	Planning	
	1 To agree consultation responses to the following planning proposals: a <b>None received</b> 2 Decision notices received a To erect a detached garage, 7 Orchard Close, Monk Fryston – Granted. <b>Noted</b>	Chair
6	Finances	Clerk
	a <b>Authorised payments since last meeting:</b> 1 Bank Statement to 31 May refers (issued under separate cover). <b>Noted</b> 2 BHIB Insurance £415.81. <b>Noted</b> b <b>Current Account</b> Current Account as Statement to 31 July 2021 <span style="float: right;">£32,790.84</span> Previous Balance <span style="float: right;">£32,828.68</span>	

Item		Action
	<p>Cash received £00.00</p> <p>Cheques issued and cleared £922.74</p> <p>Cheques not cleared £130.00</p> <p>Cash available when all cheques cleared £32,660.94</p> <p><b>c Savings Accounts</b></p> <p>Yorkshire Bank £19,213.33</p> <p>Skipton BS £74,239.82</p> <p>Nationwide BS £72,107.90</p> <p><b>d Future Commitments / Income</b></p> <p>Liabilities as set out in Balance Sheet schedule (-) £4759</p> <p>Creditors (+) £00.00</p> <p>Total Commitments (-) / Income (+) (-) £4759</p> <p><b>e Cash Book</b></p> <p>Cash Book Balance at 12 June 2023 £32,660.94</p> <p><b>f Current Account / Cash Book Reconciliation</b></p> <p>The 'Cash available when all cheques cleared' (b above) reconciles with the 'Cash Book balance when all cheques cleared' (e above). <a href="#">Noted</a></p> <p><b>g Expenditure / Budget comparison</b></p> <p>The 'Cash available when all cheques cleared' (b above) reconciles with the 'Cash Book balance when all cheques cleared' (e above). <a href="#">Noted</a></p> <p><b>h Capital Reserve Statement to 1 May</b></p> <p>Amount ring-fenced for capital expenditure is £147,203. <a href="#">Noted</a></p> <p>Amount ring-fenced for CIL expenditure is £5,128. <a href="#">Noted</a></p> <p>Remaining reserve for non-capital expenditure is £35,136. <a href="#">Noted</a></p> <p><b>i Audit Control</b></p> <p>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. <a href="#">Confirmed</a></p>	
7	Clerks Update	
	<p>a The local authority have raised a works order for street cleaning around the Square and up Water Lane. <a href="#">Noted</a></p> <p>b Cllr Holmes has attended a webinar demonstration of the Scribe accounting package. <a href="#">Noted</a></p> <p>c Highways have informed the PC that NYC will be looking to the PC to pay the costs associated with the implementation of the requested 20mph zone (email 6 June refers). <a href="#">Noted</a></p> <p>d The bench at the Southern end of the green at Chestnut Green has been removed to the Triangle. <a href="#">Noted</a></p>	
8	Resolutions	
	<p>a To make payments in accordance with payments schedule (schedule and invoices issued under separate cover). <a href="#">Agreed</a></p> <p>b To consider the Internal Auditors report and to agree any action (report issued under separate cover). <a href="#">Agreed with no required action</a></p> <p>c To receive the amended minutes of the Meeting of 18 April 2023. <a href="#">Received</a></p>	

Item		Action
	<p>d To receive the draft minutes of the Annual Parish Meeting. <a href="#">Received</a></p> <p>e To approve the following policies (documents issued under separate cover)</p> <ul style="list-style-type: none"> <li>i. Standing Orders. <a href="#">Agreed</a></li> <li>ii. Publication Scheme. <a href="#">Agreed</a></li> <li>iii. Grievance Procedure. <a href="#">Agreed</a></li> <li>iv. Data Retention Policy. <a href="#">Agreed</a></li> <li>v. Crime and Disorder Policy. <a href="#">Agreed</a></li> <li>vi. Criteria representing a council's role. <a href="#">Agreed</a></li> <li>vii. Good Governance Criteria. <a href="#">Agreed</a></li> </ul> <p>f To reinstate the planters at Lumby Lane/A63 junction as they were before and approve clerk to purchase (quotation issued under separate cover). <a href="#">Agreed</a></p> <p>g Draft meeting minutes to be circulated to all councillors for comment before publication. <a href="#">Agreed</a></p> <p>h To agree members of the Communications Working Group. <a href="#">Agreed Cllrs Burton, Kaye and Holmes</a></p> <p>i To approve the June edition of the PC Newsletter and allocate a maximum of £300 for printing and distribution (draft issued under separate cover). <a href="#">Approved and agreed. Cllr NS to obtain distribution routes from past chairman</a></p> <p>j To remove Robert Croft and Susan Scott from the Skipton Building Society mandate and to add Amanda Shaw and Nigel Spofforth alongside the previously appointed William Holmes. <a href="#">Agreed</a></p> <p>k To agree the process for filling the vacant seat on the Council in the light of the expressions of interest received. <a href="#">Agreed to follow the suggestion from Cllr BH (email 15 June refers)</a></p> <p>l To consider the proposal for addressing the matter of the surplus plants (SW email 2 June refers). <a href="#">Proposal agreed</a></p> <p>m To consider a gift from the PC to the past Chairman in recognition of her dedication to the work of the Council. <a href="#">Motion not moved in line with the request from the past chairman</a></p> <p>n To identify any items requiring repair and / or maintenance. <a href="#">The top bar of the gate to the Triangle is in need of some attention. Cllr NS to review. The white lines in the centre of the village on the A63 are in need of refreshing, Clerk to write to Highways</a></p>	<p>Clerk</p> <p>Clerk</p> <p>Cllr NS</p> <p>Cllr NS Clerk</p>
9	Discussion Items	
	<p>a Residents issues received under item 4. <a href="#">Nothing further</a></p> <p>b To make better use of the area at the Triangle. <a href="#">Accessibility was a problem as things stand. Altering the gate to incorporate a pedestrian leaf would be a solution. An outside gym was also mentioned along with installing a bench table set.</a></p> <p>c Action to be taken pertinent to storage of the PC assets currently stored at Priory Park Grove. <a href="#">Cllr NS to do an audit of the requirement.</a></p> <p>d Action to be taken in connection with historically uncashed cheques issued by the PC (Debtors and Creditors list issued under separate cover refers). <a href="#">There was a consensus that replacement payments would be an appropriate step</a></p> <p>e Should Council have any plans for Christmas decorations? <a href="#">There was a consensus view that it should.</a></p> <p>f Should Council have a lead councillor for GDPR matters. <a href="#">The consensus view was no</a></p> <p>g The proposal to create a solar farm on land at Hillam Grange (email 10 June refers). <a href="#">To be considered when an application is deposited</a></p> <p>h The interim report received from Cllr Duncan in response to the PC's need for a crossing submission. <a href="#">Pressing for a temporary crossing was mentioned along with a question about the relevance of the Inclosure Act in relation to the extent of the Highway's</a></p>	<p>Cllr NS</p>

Item		Action
	responsibilities.	
10	Updates on actions agreed at previous meetings	
	a All outstanding actions were reviewed and the action list updated	
11	Committee and Group Updates	
	a Burial Committee. Meeting held. Minutes to obtain b Planting Group. Nothing further c Road Safety Working Party. Nothing further d Highways and Footpaths Group. Nothing further e Comms Group. Analysis of usage circulated. f Quality Council Foundation Status Update. Nothing further. To be removed from updates g Policies and Procedures Group. Nothing further. To be removed from updates	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 10th July for next meeting on 18th July Noted	All

The meeting closed at 9.27pm