

Monk Fryston Parish Council

DRAFT subject to agreement at next meeting

Minutes of Meeting held 18 April 2023 held at the Community Centre, Old Vicarage Lane

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

Clerk: Philip Scott

The Chairman Cllr Woodhall opened the meeting at 7.30pm

Item		Action
	a) To receive apologies for absence given in advance of the meeting. None recorded. (post meeting note. Cllr Kaye had sent an apology in advance of the meeting but members were not aware of this at the time of the meeting) b) To record apologies for absence not given in advance of the meeting. None c) To consider the approval of reasons given for absence. None considered	
	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. Cllr BH gave notice re items 8c, 8e and 8f. Cllr SW gave notice re item 8f	
	Confirmation of Minutes	
	a To confirm the Minutes of the Meeting held on 21 March 2023. Confirmed	
	Residents Issues (15 mins)	
	a The state of the pathway at the bend on Ingethorpe Road (Green Lane). Agreed to refer this to South Milford Parish Council as the pathway is within its parish	
5	Planning	
	1 To agree consultation responses to the following planning proposals: a Application for the purposes of the retrospective application for the erection single storey 6 No. office cabins on land at Betteras Hill Quarry, Brotherton Road, Monk Fryston, Leeds, LS25 5HD. Agreed no comments or observations 2 Decision notices received a None received	Chair
6	Finances	Clerk
	a Authorised payments since last meeting: Bank Statement to 31 March 2023 refers (issued under separate cover) b Current Account as Statement to 31 March 2023 Previous Balance £24519.35 Cash received £291.07 Cheques issued and cleared £3019.04 Cheques not cleared £130.00 Cash available when all cheques cleared £21,661.38	

Item		Action
	<p>Current Account as Statement to 31 March 2023 £21,791.38</p> <p>c Savings Accounts</p> <p> Yorkshire Bank £19,213.33</p> <p> Skipton BS £74,239.82</p> <p> Nationwide BS (after interest £1189.86) £72,107.90</p> <p>d Future Commitments / Income</p> <p> Liabilities as set out in Balance Sheet schedule (-) £7,260.00</p> <p> Creditors (+) £2,224.24</p> <p> Total Commitments (-) / Income (+) (-) £5,035.76</p> <p>e Cash Book</p> <p> Cash Book Balance at 10 April 2023 £21,661.38</p> <p>f Current Account / Cash Book Reconciliation</p> <p> The 'Cash available when all cheques cleared' (b above) reconciles with the 'Cash Book balance when all cheques cleared' (e above). Noted</p> <p>g Expenditure / Budget comparison</p> <p> The comparative expenditure through to the end of March was £19,440.55 against a forecast of £22,413.00. Noted</p> <p>h Capital Reserves Statement to 1 April 2023</p> <p> Amount ring-fenced for capital expenditure is £147,203. Noted</p> <p> Amount ring-fenced for CIL expenditure is £5,128. Noted</p> <p> Remaining reserve for non-capital expenditure is £20,469. Noted</p> <p>i Audit Control</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. Confirmed</p>	
7	Clerks Update	
	<p>a Cllr Geldard has completed his acceptance of office declaration. Noted</p> <p>b The AGAR documentation has been received from the external auditors. Noted</p> <p>c The Terms of Reference have been amended as determined at the last meeting. Noted</p> <p>d The Clerk has been given a tutorial on a commercial accounting and financial reporting system (Scribe) specifically tailored to the requirements of parish council's. The Clerk would recommend it's use if the PC is so minded. After an initial set up fee of circa £200 there would be an annual fee of circa £400. Noted. Clerk to make enquiries about alternative options and to seek feedback from current users.</p>	
8	Resolutions Agreed	
	<p>a To make payments in accordance with payments schedule (issued under separate cover). Agreed along with a payment to Clearvision Widow Cleaning Services in the sum of £70.</p> <p>b To agree the end of year Receipts and Payments and Debtors and Creditors statements setting out the PC's financial position at the financial year end. Statements issued under separate cover. Agreed</p> <p>c Agreed amended motion: To approve the pedestrian crossing letter and supporting reports/documentation, each to be approved and recorded individually in the minutes, and to take the following action:</p>	

Item		Action
	<p>a) Email the letter and supporting documents (as a single, consolidated file) to Councillor Tim Grogan and Councillor Keane Duncan. Agreed with 1) the sentence 'We are also very prepared to contribute funds towards such a project' removed because the PC does not have such powers and 2) and in the sentence 'In the opinion of the author, the questions posed in the October 2021 report remain highly relevant and unanswered by the relevant authorities:' a change in the wording to 'In the opinion of the Parish Council....'</p> <p>b) Mail a hard copy of the letter and supporting documentation (as a single, consolidated report) to Councillor Tim Grogan and Councillor Keane Duncan (to the postal addresses available on the North Yorkshire Council website). Agreed</p> <p>c) Publish the letter and supporting documentation on the Parish Council website Documents issued under separate cover. Agreed with any names redacted for compliance with GDPR prior to any publication</p> <p>d To remove the bench from the Southern end of the green at Chestnut Green and to decide on it's future deployment. Agreed with the bench stored at the Triangle until an alternative location within the green is determined. In the interim Cllr RG to seek prices for a new base.</p> <p>e Amended motion: To agree the purchase by the RFO plants for the planters within the sum of £500 plus £300 for watering through the season. Agreed</p> <p>f Amended motion: To agree to the purchase of small sundry items by the RFO for use by the Road Safety Working Party within a sum of £50. Agreed</p> <p>g To identify any items requiring repair and / or maintenance and to agree appropriate action. Agreed to request Highways to renew the fading yellow lines at the Eastern end Lumby Lane</p>	
9	Discussion Items	
	<p>a Residents issues received under item 4. Nothing further</p> <p>b Addressing anti-social behaviour at Chestnut Green - considering installing notices, restricting hours of use, locking of gates and imposing by-laws. To be reviewed once the impact of the bench relocation has been effected</p> <p>c The response received from the resident following the PC's letter about the state of the footpath between Old Vicarage Lane and Church Lane (email 23.3.23 refers). Clerk to discuss repairs with the original contractor</p> <p>d The response received from the Police and Fire Commissioner to the PC's letter about a disaster plan for pending sub station developments at Rawfield Lane. Email 4.1.23 refers. Nothing to add</p>	
10	Updates on actions agreed at previous meetings	
	<p>a The adhoc vegetation growth on the A63 railway bridge. Awaiting action by NYC</p> <p>b Footpath along the side the Foundation Field. Nothing further</p> <p>c The request for a loan from the Cricket Club. Awaiting outcome of applicants reconsideration</p> <p>d Footpath to Church Lane submissions. Nothing further</p> <p>e Active action list. In place</p> <p>f Fryston Common Lane resurfacing request. Awaiting a response from NYC</p> <p>g Lack of dropped kerb on Water Lane. Awaiting a decision by NYC</p> <p>h Bridge falling debris incident. Nothing further</p> <p>i Skipton Building Society account. Nothing further</p> <p>j PC Debit card application. Card received</p> <p>k TRO for Fryston Common Lane. Awaiting completion by NYC</p> <p>l Involving the school in a design for a new 'coat of arms'. School involving pupils during the course of this term</p>	<p>Clerk</p> <p>Cllr SW</p> <p>Cllr NS</p> <p>Cllr SW</p> <p>Cllr BH</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr SW</p>

Item		Action
	<p>m Planning application for MUGA. Nothing further</p> <p>n Street lighting cost saving measures. Awaiting a response from NYC</p> <p>o Cost assessment for repair of bench at Battersbys roundabout. Nothing further</p> <p>p Damage to path alongside Community Centre. Item 9c above refers</p> <p>q Insurance claim for planter damage. Awaiting invoice for clearance</p> <p>r Complaint about parking obstructing the footpath opposite The Crown. The consensus view was that the matter was outside the PC's control</p> <p>s Complaint about the presence of the container at the Community Centre. Awaiting inspection by NYC Planning</p> <p>t Complaint about late night anti social behaviour on the green at Chestnut Green. Items 8d and 9b above refer.</p> <p>u Review of the PC's risk assessment policy. Pre review discussion involving Clerk, Cllr SW and Cllr BH arranged for Tuesday next.</p> <p>v New PC notice board. Nothing further</p> <p>w Painting of the railings on the Mount. One contractor suggestion received</p> <p>x Criteria supplied by NYCC for A63 crossing information to be reviewed. Now with Road Safety WP.</p> <p>y Research current market interest rates. List of current provider rates circulated by RFO</p>	<p>Cllr NS Clerk Cllr NS Clerk Clerk Clerk</p>
11	Committee and Group Updates	
	<p>a Burial Committee. Nothing further</p> <p>b Planting Group. Nothing further</p> <p>c Road Safety Working Party. Nothing further</p> <p>d Highways and Footpaths Group. Nothing further</p> <p>e Comms Group. Analysis of usage circulated</p> <p>f Quality Council Foundation Status Update. Nothing further</p> <p>g Policies and Procedures Group. Further work in progress</p>	<p>Cllr SW Cllr SW Cllr SW Cllr SW Cllr MB Cllr BH Cllr BH</p>
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 6th May for next meeting on 16th May. Noted	All

The meeting closed at 9.18pm