

Monk Fryston Parish Council

DRAFT subject to agreement at next meeting

Minutes of Meeting held 16 January 2024 held at the Community Centre, Old Vicarage Lane

Present: Cllrs Amanda Shaw (AS), Bill Holmes (BH), Ryan Geldard (RG),
Ken Dent (KD) and one member of the public

Clerk: Philip Scott

In the absence of both a Chairman and Vice Chairman, Cllr Holmes was elected to preside over the meeting.
Cllr Holmes opened the meeting at 7.35pm

Item		Action
1	a) To receive apologies for absence given in advance of the meeting. Received from Cllrs Spofforth and Hollingsworth b) To record apologies for absence not given in advance of the meeting. None received c) To consider the approval of reasons given for absence. Reasons for absence were approved	
2	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 21 November 2023. Confirmed	
4	Residents Issues (15 mins)	
	a) Following a short presentation from the owner of Home Farm there was a question and answer session with Councillors centering around the intended materials to be used for the buildings, the amount of parking proposed and the intentions with regard to the land outside the main development area.	
5	Planning	
	1) To agree consultation responses to the following planning proposals: a) Erection of a single dwelling and conversion and extensions to existing buildings to form 3 further dwellings and demolition of buildings, Home Farm, 85 Main Street, Monk Fryston, West Yorkshire LS25 5DU. Agreed to record the need for reclaimed and new matching stone to be used extensively, concerns about the effect of the additional vehicle movements on the A63 arising from the proposal for four dwellings, the impact on the already problematic drainage system and the need for a construction management plan. Clerk to prepare for agreement a detailed response accordingly. b) Erection of a solar farm together with ancillary development thereto, Hillam Grange, Austfield Lane, Hillam. Deferred until the next meeting c) Erection of 1 No. self-build residential dwelling and associated works, Deer Park Grange, Fryston Common Lane, Monk Fryston. Agreed no comments or observations 2) Decision notices received a) Reserved matters application including appearance, landscaping and scale of approval 2022/0484/OUT Outline consent for demolition of existing three bedroom dormer bungalow and erection of 3 detached houses with access and layout considered, The Bungalow, 10 Old Vicarage Lane, Monk Fryston – Granted. Noted	Chair
6	Finances	Clerk

Item		Action
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	<p>a Authorised payments since last meeting: 1 Bank Statements to 31 December 2023 refers (issued under separate cover). Noted 2 Authorised payments as schedule (issued under separate cover). Noted</p> <p>b Current Account</p> <table data-bbox="263 398 1324 667"> <tr><td>Current Account as Statement to 31 December 2023</td><td style="text-align: right;">£26,022.27</td></tr> <tr><td>Previous Balance</td><td style="text-align: right;">£29,289.63</td></tr> <tr><td>Cash received</td><td style="text-align: right;">£00.00</td></tr> <tr><td>Payments issued and cleared</td><td style="text-align: right;">£3267.36</td></tr> <tr><td>Payments not cleared</td><td style="text-align: right;">£1050.17</td></tr> <tr><td>Cash available when all cheques cleared</td><td style="text-align: right;">£24,972.10</td></tr> </table> <p>c Savings Accounts</p> <table data-bbox="263 719 1324 846"> <tr><td>Yorkshire Bank</td><td style="text-align: right;">£19,213.33</td></tr> <tr><td>Skipton BS</td><td style="text-align: right;">£74,759.50</td></tr> <tr><td>Nationwide BS</td><td style="text-align: right;">£72,107.90</td></tr> </table> <p>d Future Commitments / Income</p> <table data-bbox="263 902 1324 1030"> <tr><td>Liabilities as set out in Balance Sheet schedule</td><td style="text-align: right;">(-) £8039.00</td></tr> <tr><td>Creditors</td><td style="text-align: right;">(+) £1092.62</td></tr> <tr><td>Total Commitments (-) / Income (+)</td><td style="text-align: right;">(-) £6,946.38</td></tr> </table> <p>e Cash Book</p> <table data-bbox="263 1086 1324 1120"> <tr><td>Cash Book Balance at 9 January 2024</td><td style="text-align: right;">£24,972.10</td></tr> </table> <p>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). Noted</p> <p>g Expenditure / Budget comparison The comparative expenditure through to the end of December was £21,988 against a forecast of £18206. Noted</p> <p>h Capital Reserve Statement to 9 January</p> <table data-bbox="263 1440 1324 1563"> <tr><td>Amount ring-fenced for capital expenditure</td><td style="text-align: right;">£148,453</td></tr> <tr><td>Amount ring-fenced for CIL expenditure</td><td style="text-align: right;">£5,128</td></tr> <tr><td>Remaining reserve for non-capital expenditure</td><td style="text-align: right;">£27,471</td></tr> </table> <p>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</p>	Current Account as Statement to 31 December 2023	£26,022.27	Previous Balance	£29,289.63	Cash received	£00.00	Payments issued and cleared	£3267.36	Payments not cleared	£1050.17	Cash available when all cheques cleared	£24,972.10	Yorkshire Bank	£19,213.33	Skipton BS	£74,759.50	Nationwide BS	£72,107.90	Liabilities as set out in Balance Sheet schedule	(-) £8039.00	Creditors	(+) £1092.62	Total Commitments (-) / Income (+)	(-) £6,946.38	Cash Book Balance at 9 January 2024	£24,972.10	Amount ring-fenced for capital expenditure	£148,453	Amount ring-fenced for CIL expenditure	£5,128	Remaining reserve for non-capital expenditure	£27,471	
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7	Clerks Update																																	
	<p>a The Scribe accounting system has been populated out with the PC account information and it is now active, running in parallel with the current accounting system. Noted</p> <p>b All the Christmas lights are now active. Noted</p> <p>c The shed for the Triangle has been purchased and is in storage pending erection and the base has been constructed. Noted</p> <p>d NYC Highways have commenced due process for obtaining the TRO the PC previously requested for Fryston Common Lane. Noted</p> <p>e The Clerks salary has been adjusted to reflect the Local Government Pay Agreement salary scales for 2023-2024 backdated to 1 April 2023 as agreed. Noted</p>																																	

Item		Action
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8	Resolutions	
	<p>a To make payments in accordance with payments schedule (issued under separate cover). Noted with the additon of a payment of £8.16 to re-imburse Cllr Holmes for the cable ties he purchased to complete the Christmas lights installation</p> <p>b Further to minute 8f of the minutes of the meeting of 21 November 2023 to consider the request from a resident for a memorial bench on the green at Chestnut Green (email 29.10.23 refers). Resolved to refuse the request on grounds 1) it would set a precedent that would be difficult to control in the future and 2) there is a need to limit the number of benches there to be able to retain control over them to deter anti social behaviour</p> <p>c Further to minute 8k of the minutes of the meeting of 21 November 2023:-</p> <ol style="list-style-type: none"> 1. to authorise the Clerk to purchase on a best value supplier basis four 'renewed' ipads with accompanying cases within a budget of £800, based on the specification provided by the Play School. Agreed 2. to authorise the Clerk to prepare and agree a lease agreement with the Play School for the lease and use of the ipads. Agreed <p>d To consider the design ideas for the Parish Council's 'coat of arms' submitted by Monk Fryston CofE Primary School and to determine the next steps. Agreed to display the winning design on both the PC Website and Facebook page.</p> <p>e To agree virements to the budget of :-</p> <ol style="list-style-type: none"> i. £1200 from the Christmas decorations budget. Agreed ii. £ 1140 into the grants budget to cover the value of a grant for Monk Fryston Play School and a grant for Citizens Advice. Agreed iii. £60 into the legal budget to cover the annual cost of the licence for the Triangle. Agreed <p>f In connection with the previous decision to relocate the PC's notice board</p> <ol style="list-style-type: none"> i. To agree the proposed location and layout arrangement for it. Agreed ii. To determine whether to have a two panel notice board for the sole use of the PC or a 3 panel notice board where the third panel can be used for the display of third party notices. Determined to have a 3 panel board iii. To agree the style, specification and supplier of the proposed notice board. Agreed iv. To agree the next steps. Agreed <p>All as per the details set out in the Cllr Dent's email 09.01.24 issued under separate cover</p> <p>g Further to the resignation of Cllr Burton:-</p> <ol style="list-style-type: none"> i. To appoint a Vice Chairman. Cllr Dent nominated ii. To nominate a fourth Councillor to the Unity Trust Bank mandate. Cllr Dent nominated iii. To nominate a fourth Councillor to the Nationwide Building Society mandate. Cllr Hollingworth nominated iv. To nominate a fourth Councillor to the Virgin Bank mandate. Cllr Hollingworth nominated. v. To nominate a Councillor to sit on the Comms Group and to agree administration arrangements for both the PC's website and Facebook accounts. Motioned deferred to the next meeting. vi. To nominate a Councillor to sit on the Road Safety Working Group. Cllr Hollingworth nominated vii. To nominate a Councillor to administer the PC's VAS equipment. Cllr Shaw nominated <p>h To include with the previously agreed financial assistance payment to Citizens Advice a request to plan in a visit to the village by their mobile Advice Bus. Agreed</p> <p>i To identify any items requiring repair and / or maintenance and to agree any associated actions. Leaves on Common Lane footpath to be reported to Highways along with concerns about the deteriorating condition of the stone wall alongside it's northern</p>	

Item		Action
	pathway	
9	Discussion Items	
	a None tabled	
10	Updates on actions agreed at previous meetings (PC's Action Tracker refers)	
	a All outstanding actions were reviewed and the action list updated	
11	Committee and Group Updates	
	a Burial Committee. Copy of agenda for meeting on 21 January required	Cllr RG
	b Planting Group. Tidying up of planters still to be completed	Cllr NS
	c Road Safety Working Party. Draft letter to Cllrs Duncan and Grogan circulated for comment	All
	d Highways and Footpaths Group. Nothing further	
	e 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 10 February for next meeting on 20 February. Noted	All

The meeting closed at 9.32pm