

Monk Fryston Parish Council

NOTICE OF MEETING

I hereby give notice that a meeting of the Parish Council of the above-named Parish will be held at the Community Centre, Old Vicarage Lane on Tuesday 20 June 2023 at 7.30pm.

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting. Dated this 14th June 2023

AGENDA

Item		Lead
1	<ul style="list-style-type: none">a To receive apologies for absence given in advance of the meetingb To record apologies for absence not given in advance of the meetingc To consider the approval of reasons given for absence	
2	<ul style="list-style-type: none">a To receive declarations of interestb To receive early verbal notice of any Councillor's intention to raise amendments to motions on the agenda as per Standing Order 1g.	
3	Confirmation of Minutes	
	<ul style="list-style-type: none">a To confirm the Minutes of the Annual Meeting held on 16 May 2023b To confirm the Minutes of the ordinary Meeting held on 16 May 2023	
4	Residents Issues (15mins allocated to receive residents representations to the Council)	
	<ul style="list-style-type: none">a None received	
5	Planning	Chair
	<ul style="list-style-type: none">1) To agree consultation responses to the following planning proposals:<ul style="list-style-type: none">a None received2) Decision notices received<ul style="list-style-type: none">a To erect a detached garage, 7 Orchard Close, Monk Fryston - Granted	
6	Finances	Clerk
	<ul style="list-style-type: none">a Authorised payments since last meeting:<ul style="list-style-type: none">1 Bank Statement to 31 May refers (issued under separate cover).2 BHIB Insurance £415.81b Current Account	

Monk Fryston Parish Council

Item		Lead
	Current Account as Statement to 31 May 2023	£32,790.84
	Previous Balance	£32,828.68
	Cash received	£00.00
	Cheques issued and cleared	£922.74
	Cheques not cleared	£130.00
	Cash available when all cheques cleared	£32,660.94
c	Savings Accounts	
	Yorkshire Bank	£19,213.33
	Skipton BS	£74,239.82
	Nationwide BS	£72,107.90
d	Future Commitments / Income	
	Liabilities as set out in Balance Sheet schedule	(-) £4759
	Creditors	(+) £00.00
	Total Commitments (-) / Income (+)	(-) £4759
e	Cash Book	
	Cash Book Balance at 12 June 2023	£32,660.94
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	
	The comparative expenditure through to the end of May was £2,827 against a forecast of £2,901	
h	Capital Reserve Statement	
	Amount ring-fenced for capital expenditure is £147,203.	
	Amount ring-fenced for CIL expenditure is £5,128.	
	Remaining reserve for non-capital expenditure is £35,136.	
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.	
7	Clerks Update	Clerk
	a The local authority have raised a works order for street cleaning around the Square and up Water Lane	
	b Cllr Holmes has attended a webinar demonstration of the Scribe accounting package	
	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)	

Monk Fryston Parish Council

Item		Lead
	d The bench at the Southern end of the green at Chestnut Green has been removed to the Triangle	
8	Motions (<i>in bold italic</i>)	Chair
	<p>a To make payments in accordance with payments schedule (schedule and invoices issued under separate cover)</p> <p>b To consider the Internal Auditors report and to agree any action (report issued under separate cover)</p> <p>c To receive the amended minutes of the Meeting of 18 April 2023</p> <p>d To receive the draft minutes of the Annual Parish Meeting</p> <p>e To approve the following policies (documents issued under separate cover) <i>i. Standing Orders</i> <i>ii. Publication Scheme</i> <i>iii. Grievance Procedure</i> <i>iv. Data Retention Policy</i> <i>v. Crime and Disorder Policy</i> <i>vi. Criteria representing a council's role</i> <i>vii. Good Governance Criteria</i></p> <p>f To reinstate the planters at Lumby Lane/A63 junction as they were before damaged and approve clerk to purchase (quotation issued under separate cover)</p> <p>g Draft meeting minutes to be circulated to all councillors for comment before publication. The council has 28 days in which to publish its draft minutes. This should give sufficient time to allow councillors to comment on the draft before publication on the notice board or website. Any councillor amendments to be included at the discretion of the clerk. Any councillor amendments to be returned within 3 days of issue by the clerk. If agreed Standing orders to be updated to reflect this.</p> <p>h To agree members of the Communications Working Group</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)</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.</p> <p>k To agree the process for filling the vacant seat on the Council in the light of the expressions of interest received.</p> <p>l To consider the proposal for addressing the matter of the surplus plants (SW email 2 June refers)</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.</p> <p>n To identify any items requiring repair and / or maintenance</p>	
9	Discussion Items	Chair
	<p>a Residents issues received under item 4</p> <p>b To make better use of the area at the Triangle – to install bench as example or other amenity.</p> <p>c Action to be taken pertinent to storage of the PC assets currently stored at Priory Park Grove.</p>	

Monk Fryston Parish Council

Item		Lead
	<ul style="list-style-type: none"> d Action to be taken in connection with historically uncashed cheques issued by the PC (Debtors and Creditors list issued under separate cover refers). e Should Council have any plans for Christmas decorations? f Should Council have a lead councillor for GDPR matters g The proposal to create a solar farm on land at Hillam Grange (email 10 June refers) h The interim report received from Cllr Duncan in response to the PC's need for a crossing submission 	
10	Updates on actions agreed at previous meetings (PC's Action Tracker refers)	
11	Committee and Group updates	Various
	<ul style="list-style-type: none"> a Burial Committee. b Planting Group c Road Safety Working Group d Highways and Footpaths Group e Comms Group f Quality Council Foundation Status g Policies and Procedures Group 	Cllr NS Cllr AS Cllr MB Cllr MB Cllr BH
12	Correspondence	
	<p style="text-align: center;">POST IN</p> <ul style="list-style-type: none"> a NYCC Invoice for 2022/23 electricity <p style="text-align: center;">POST OUT</p> <ul style="list-style-type: none"> a None 	
13	Items For Next Meeting	All
	<ul style="list-style-type: none"> a Items to be with Clerk before 10th July for next meeting on 18th July 	

DEBTORS AND CREDITORS 31st MARCH 2023

Debtors				
UNITY TRUST BANK CURRENT ACCOUNT		2021.22		2022.23
Current account statement 31 March 2023		£11,311.23		£21,791.38
YORKSHIRE BANK SAVINGS ACCOUNT				
Savings account statement 31 March 2023		£19,194.13		£19,213.33
SKIPTON BUILDING SOCIETY ACCOUNT				
Savings account statement 17 September 2022		£73,723.75		£74,239.82
NATIONWIDE BUILDING SOCIETY ACCOUNT				
Savings account statement 31 March 2023		£70,918.04		£72,107.90
DEBTORS				
Income -vat	£5,791.06		£893.18	
Hillam PC path clearing refund	£100.00			
Joint Burial Committee			£1,331.06	
TOTAL	£5,891.06	£5,891.06	£2,224.24	£2,224.24
JOINT BURIAL COMMITTEE				
		£4,902.44		£5,833.22

COMMITMENTS (RESOLUTIONS etc)	
HISTORICAL	
village plan	200
girl guides grant	191.25
bench floor improvements	100
Total	491.25
THIS FINANCIAL YEAR	
mill close light repair	188.23
electrical test	543.51
litter bin	350
cleaning of bench	20
CA grass cutting grant	387.5
repair to sign	20
CA statutory grant	1500
spring planting	250
planning consult. Shelters	50
grit bin mill close	
lighting	4000
st wilfrids floodlighting	
Total	7309.24

CREDITOR (ACTUAL)	
Unbilled room hire	£37.50
initial registration of I 154	
Total	£191.50
Total liabilities	£7,694.99
Total creditors	2,471.37
Commitments	5,223.62
Debtor	Value
vat	2527.94

Receipts	27572	35126
Payments	33240	33602
Liquid Assets	187687	195409
Debtors	3682	3773
Fixed Assets	56805	62141
	248174	261323
Liabilities	9480	

INTERNAL AUDIT REPORT

PARISH COUNCIL – MONK FRYSTON

YEAR ENDED 31 MARCH 2023

The Receipts and Payments account of Monk Fryston Parish Council was examined for audit together with other financial statements and records.

1. The Cash Book opening and closing balances in respect of the Current and the three savings accounts are in accordance with the closing bank/building society account balances as at 31 March 2023 confirmed with documentary evidence. The bank transfer from Virgin Money to Unity Bank amounting to £11,126.65 was not recorded in the cash book as an opening bank balance at 1 April 2022. The cash book should always record the opening balance on the account.

2. The accounting entries were accurately recorded, and all transactions provided a clear and transparent audit trail. A number of minor issues were identified during the course of the audit which are noted below. The matters identified do not, however, materially affect the financial integrity of the financial statements for the year ended 31 March 2023.

- Four un-presented cheques are recorded on the bank reconciliation statement brought forward from the accounting year ended 31 March 2023. If there is no or little prospect of the cheques being presented for payment by the payees, then it is recommended the amounts are cancelled. If the payee does seek payment in the future, then the payment can be paid. It was noted that cheque number 1217 was outstanding at the year ended 31 March 2021 and 31 March 2022 which was referred to in last year's audit report. This cheque should have been cancelled in the previous accounting year.
- When more than one payment is to be made to a payee, the payments due should be aggregated; and only one and not several payments made to the payee. Payment reference 2005 & 2008 refers.
- Payment reference 2007 for the sum of £19.99 paid to W Holmes in respect of a purchase from U2. The invoice value is £19.19 resulting in an overpayment to the payee of £0.80p.
- Payment reference 2025 - £48.59 in respect of three receipts. The VAT element of £8.10 has not been reclaimed.
- Payment reference 2042 for £174.00 paid on a pro-forma invoice. VAT element £29.00 not reclaimed as the supplier may not have provided a proper VAT invoice. It is recommended an authentic VAT invoice is requested from the supplier and the VAT reclaimed from HM revenue & Customs.
- Payment made to NYCC for legal services on payment reference 2047. There is no valid invoice held in the invoice file showing what the expenditure was in respect of except legal fees; and whether VAT had been charged by the Authority. Payments should not be made without documentary evidence covering the transaction received from the supplier of good/services.
- Paid invoices held in the invoice file do not run consecutively. It is recommended that the invoices are filed in payment reference order, thereby making cross referencing easier.
- No invoices/receipts amounting to 5 in total are held in the file against payment reference 2005. The amounts are £19.99, £8.16, £4.25, £19.99, £1.25. All payments should be supported with appropriate documentation.
- The VAT element of £3.33 relating to payment reference 2005 (£19.99) was not reclaimed on the VAT return.

- To avoid salary overpayments having to be reconciled against estimated and actual, it is recommended PAYE is applied on a monthly basis. This would avoid having to carry out such an exercise at the end of the financial year.

3. The audit did not identify any issues which may materially have an adverse effect on the adequacy or accuracy of the financial controls of the parish council.

The Receipts and Payments Account provided for audit shows a true and fair view of the financial position of the Parish Council as at 31 March 2023. The financial records presented for audit were found to be well maintained and reflected the financial transactions of the Parish Council accurately. The minor issues brought to the attention of the Parish Council does not undermine the financial accuracy of the financial statements.

4. There are no matters that I consider appropriate to draw to the attention of the external auditor, P K F Littlejohn LLP.

Signed:.....
M H WALTON

Dated: **5 June 2023**

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YO8 5TD**

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Mr P Scott
Clerk to Monk Fryston Parish Council
24 Moss Row
Wilsden
Bradford
West Yorkshire
BD15 0EP

5 June 2023

Dear Philip

Audit of the accounts for the year ended 31 March 2023

I have completed the audit of the financial records presented to me and I am satisfied with the high standard of record keeping which accurately reflects the financial transactions for the year under audit review.

Kind regards

Malcolm

Monk Fryston Parish Council

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				
	<p>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)</p> <p>b) To record apologies for absence not given in advance of the meeting. None</p> <p>c) To consider the approval of reasons given for absence. None considered</p> <p>a Declarations of interest: None declared</p> <p>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</p> <p>Confirmation of Minutes</p> <p>a To confirm the Minutes of the Meeting held on 21 March 2023. Confirmed</p> <p>Residents Issues (15 mins)</p> <p>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</p>				
5	Planning				
	<p>1 To agree consultation responses to the following planning proposals: Chair</p> <p>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</p> <p>2 Decision notices received</p> <p>a None received</p>				
6	Finances Clerk				
	<p>a Authorised payments since last meeting:</p> <p>Bank Statement to 31 March 2023 refers (issued under separate cover)</p> <p>b Current Account as Statement to 31 March 2023</p> <table><tbody><tr><td>Previous Balance</td><td style="text-align: right;">£24519.35</td></tr><tr><td>Cash received</td><td style="text-align: right;">£291.07</td></tr></tbody></table>	Previous Balance	£24519.35	Cash received	£291.07
Previous Balance	£24519.35				
Cash received	£291.07				

Item	Action
Cheques issued and cleared	£3019.04
Cheques not cleared	£130.00
Cash available when all cheques cleared	£21,661.38
Current Account as Statement to 31 March 2023	£21,791.38
c Savings Accounts	
Yorkshire Bank	£19,213.33
Skipton BS	£74,239.82
Nationwide BS (after interest £1189.86)	£72,107.90
d Future Commitments / Income	
Liabilities as set out in Balance Sheet schedule	(-) £7,260.00
Creditors	(+) £2,224.24
Total Commitments (-) / Income (+)	(-) £5,035.76
e Cash Book	
Cash Book Balance at 10 April 2023	£21,661.38
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	
g Expenditure / Budget comparison	
The comparative expenditure through to the end of March was £19,440.55 against a forecast of £22,413.00. Noted	
h Capital Reserves Statement to 1 April 2023	
Amount ring-fenced for capital expenditure is £147,203. Noted	
Amount ring-fenced for CIL expenditure is £5,128. Noted	
Remaining reserve for non-capital expenditure is £20,469. Noted	
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	
a Cllr Geldard has completed his acceptance of office declaration. Noted	
b The AGAR documentation has been received from the external auditors. Noted	

- c The Terms of Reference have been amended as determined at the last meeting. [Noted](#)
- 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.](#)

8 Resolutions [Agreed](#)

- 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.](#)
- 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](#)
- 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.](#)
 Re: approval of pedestrian crossing letter and supporting reports/documentation:-
 - a) Letter to Tim Grogan and Keane Duncan. [Agreed with the sentence 'We are also very prepared to contribute funds towards such a project' removed because the PC does not have such powers.](#)
 - b) MVAS Report March 2023. [Agreed with 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...'](#)
 - c) Proposed site of pedestrian crossing. [Agreed](#)
 - d) Traffic Survey of HGV movements [Agreed](#)
 - e) Village survey to assess the need for a village crossing March 2023 [Agreed](#)
 Re: Following action to be taken:-
 - a) Email the letter and supporting documents (as a single, consolidated file) to Councillor Tim Grogan and Councillor Keane Duncan. [Agreed](#)
 - 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](#)
 - c) Publish the letter and supporting documentation on the Parish Council website. [Agreed with any names redacted for compliance with GDPR prior to any publication](#)
- 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.](#)
- 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](#)
- 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](#)
- 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](#)

9 Discussion Items

- a Residents issues received under item 4. [Nothing further](#)

Item		Action
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	
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	
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	
10	Updates on actions agreed at previous meetings	
a	The adhoc vegetation growth on the A63 railway bridge. Awaiting action by NYC	Clerk
b	Footpath along the side the Foundation Field. Nothing further	Cllr SW
c	The request for a loan from the Cricket Club. Awaiting outcome of applicants reconsideration	Cllr NS
d	Footpath to Church Lane submissions. Nothing further	Cllr SW
e	Active action list. In place	Cllr BH
f	Fryston Common Lane resurfacing request. Awaiting a response from NYC	Clerk
g	Lack of dropped kerb on Water Lane. Awaiting a decision by NYC	Clerk
h	Bridge falling debris incident. Nothing further	Clerk
i	Skipton Building Society account. Nothing further	Clerk
j	PC Debit card application. Card received	Clerk
k	TRO for Fryston Common Lane. Awaiting completion by NYC	Clerk
l	Involving the school in a design for a new 'coat of arms'. School involving pupils during the course of this term	Cllr SW
m	Planning application for MUGA. Nothing further	Cllr NS
n	Street lighting cost saving measures. Awaiting a response from NYC	Clerk
o	Cost assessment for repair of bench at Battersbys roundabout. Nothing further	Cllr NS
p	Damage to path alongside Community Centre. Item 9c above refers	Clerk
q	Insurance claim for planter damage. Awaiting invoice for clearance	Clerk
r	Complaint about parking obstructing the footpath opposite The Crown. The consensus view was that the matter was outside the PC's control	Clerk
s	Complaint about the presence of the container at the Community Centre. Awaiting inspection by NYC Planning	
t	Complaint about late night anti social behaviour on the green at Chestnut Green. Items 8d and 9b above refer.	
u	Review of the PC's risk assessment policy. Pre review discussion involving Clerk, Cllr SW and Cllr BH arranged for Tuesday next.	

Item		Action
v	New PC notice board. Nothing further	
w	Painting of the railings on the Mount. One contractor suggestion received	
x	Criteria supplied by NYCC for A63 crossing information to be reviewed. Now with Road Safety WP.	
y	Research current market interest rates. List of current provider rates circulated by RFO	
11	Committee and Group Updates	
a	Burial Committee. Nothing further	Cllr SW
b	Planting Group. Nothing further	Cllr SW
c	Road Safety Working Party. Nothing further	Cllr SW
d	Highways and Footpaths Group. Nothing further	Cllr SW
e	Comms Group. Analysis of usage circulated	Cllr MB
f	Quality Council Foundation Status Update. Nothing further	Cllr BH
g	Policies and Procedures Group. Further work in progress	Cllr BH
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

Annual Parish Meeting held on Thursday 6th April 2023 at the Community Centre at 8pm

Present: Cllr Woodhall (MFPC Chairman), Cllr M Burton (MFPC), Cllr Shaw (MFPC), Cllr Geldard (MFPC), P Scott (MFPC clerk), and 6 Residents.

1. **Apologies:** None received
2. **To agree the minutes of the last meeting (14 April 2022).** Agreed by those present at that meeting.
3. **Open Forum**
 - Concerns were raised by residents about late evening anti-social behaviour on the green at Chestnut Green centring around the bench-set at the Southern end. The incidents had occurred on a haphazard basis involving 14/15 year olds both boys and girls. In past years there had been similar occurrences but they had ceased after the bench had been removed. The individuals were noisy, they had caused damage to the vegetation and they were intimidating with language and actions that were extremely disturbing to a number of the residents living in the adjacent houses. Calls to 101 at the time had been attempted but hadn't helped because they weren't able to make a connection in order to speak to anyone. Discussions took place about possible remedies. Removing the bench-set again was the obvious one although a view was expressed that this would deprive residents who otherwise used it normally. Maybe repositioning it away from the Southern end could be a solution. Restricting the hours when the area was open, say 9pm, with notices and locks on gates was a suggestion. One resident offered to do the locking. Installing a CCTV facility was also suggested. It was mentioned that the whole village was subject to a Designated Public Place Order (DPPO) and the Parish Council had the power to introduce appropriate byelaws should they be considered necessary.
 - A request was made for a 'no cycling' order for the pathway between the houses and the green.
 - Concerns were expressed about the presence, purpose and appearance of the containers on the Community Centre forecourt. It was reported that they were used for the storage of 'event' furniture and that the Community Association intended to have them painted to improve the appearance. It was recorded that the Parish Council was in the process of raising their legality with the local authority
 - A question was asked about the who was responsible for maintaining the footpath that goes from the end of Old Vicarage Lane to Betteras Hill and it was confirmed that this rested with the new unitary authority, North Yorks Council. However individual owners with a boundary bordering the path were legally accountable should anything in their ownership cause obstruction.
 - In response to a query about the footpath that went through the grounds of the dilapidating bungalow at the top of Lumby Hill it was confirmed that this was a footpath officially registered for public use.
 - A concern was expressed about the danger posed by the junction of Water Lane and the A63.
 - Concern was expressed about the nuisance caused the regular parking of a car, part on the pavement and part on the road, on the A63 opposite the Crown. There was uncertainty however about whether this contravened any legislation.
 - A plea was made for the Parish Council to take a lead in returning civic pride to the village, citing examples where action could be taken on a) painting of the railings alongside the Mount b) clearing slippery leaves on footpaths c) litter and d) addressing the standing water preventing easy passage on the corner of Green/Ingthorne Lane, the filling in of which would benefit the many MF residents who regularly use the pathway.
 - A resident informed the meeting about an open presentation in June at Burton Salmon Village Hall when consultants will present a heritage master plan for the benefit of residents and tourists, part of which includes a new bridleway from MF to the Abbey following the route of the stone which was transported by water.
 - A resident informed the meeting about an ongoing sustainability initiative called the 'White Rose Forest' partnership which was encouraging landowners and communities to plant trees across North and West Yorkshire.
 - It was reported that the intention was to present the outcome of the traffic survey carried out by the Parish Council to it's next meeting for consideration.
- 4 **Closing Comments from Chairman:**

Thanks were expressed to all for attending and for the contributions made.

There being no further business the meeting closed at 9.15pm.

Monk Fryston Parish Council Document 002	Page 1 of 21
Standing Orders	Rev: 4
Prepared and issued by: Sue Woodhall	Issued: 16 th August 2022
Approved at Council Meeting Dated: 16th August 2022 Minute reference 9b	

Document Distribution

Copy	Distribution
1	All Councillors
2	Responsible Officer
3	Sharepoint library

Document Change History

Revision	Date	Author	Verified	Section	Change Description
1.1	4/12/13	BH	PS	SO, 30	Minor Numbering Alterations
2	5/2/13	BH	PS	SO, 9	notice period from seven to 5 days
3	5/3/13	BH	PS	SO, 35	Amended
4	16/8/22	SW	PC Meeting	ALL	Updated to match NALC revised Model Standing Orders 2018
5	16/8/22	BH	PC Meeting	SO, 30	PC Action list
6	23/5/23	BH		Section 5&6	To differentiate agenda items between Ordinary and APCM

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INTRODUCTION

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The Standing Orders of a Council are not the same as the policies of a council but Standing Orders may refer to them. A copy of these standing orders shall be given to each member by the Clerk, upon delivery to him of the members Declaration of Acceptance of Office and written undertaken to observe the Code of Conduct adopted by the Council

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject.

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.
- k One or more amendments may be discussed together if the Chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive

- motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the Chair of the meeting, a councillor may speak once in the debate on a motion except:
- i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the Chair of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the

mover of the motion under debate has exercised or waived his right of reply.

- t Excluding motions moved understanding order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed (5) minutes without the consent of the chairman of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, any councillor or the Chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed (15) minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than (5) minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak (except when a person has a disability or is likely to suffer discomfort)]. The Chair of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the Chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**

- r **The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council’s code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.**

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer (3) days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.

5. COUNCIL MEETINGS

5.1 Ordinary Meetings

Meeting of the Council will be held at Monk Fryston and Hillam Community Centre, Monk Fryston on the 3rd Tuesday of the month, commencing at 7.30pm unless decided otherwise at the previous meeting.

- a. **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- b. Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
 - a. Apologies
 - i. To receive apologies for absence given in advance of the meeting
 - ii. To record apologies for absence not given in advance of the meeting
 - iii. To consider the approval of reasons given for absence
 - b. To receive declarations of interest
 - c. To receive early verbal notice of any Councillor's intention to raise amendments to motions on the agenda as per Standing Order 1g.
 - d. Confirmation of Minutes
 - i. Confirmation of the APCM minutes at the next available Ordinary meeting after they have been written up.
 - ii. Confirm minutes of last Ordinary meeting
 - iii. To confirm the Minutes of the any committee
 - Consideration of the recommendations made by a committee;
 - e. Residents Issues
 - f. Planning
 - g. Finances
 - i. Authorised payments since last meeting:
 - ii. Bank Statements
 - Current Account
 - Savings Accounts
 - iii. Future Commitments / Income
 - iv. Cash Book
 - v. Current Account / Cash Book Reconciliation
 - vi. Capital Reserve Statement
 - Amount ring-fenced for capital expenditure
 - Amount ring-fenced for CIL expenditure
 - Remaining reserve for non-capital expenditure
 - vii. Audit Control statement
 - h. Clerks update
 - i. Motions
 - j. Discussion items
 - k. Update on actions agreed at previous meetings
 - l. Committee and group updates

- m. Correspondence
- n. Items for next meeting date and date of next meeting
- c. The above business of the Ordinary meeting does not preclude councillors submitting an item in accordance with the prescribed timescale. It also does not preclude the chair or the Clerk including items as they see fit.

5.2 Annual Parish Council Meeting (APCM)

- a. In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.
- b. In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
- c. The business to be transacted shall include
 - a. The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.
 - b. The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until a successor is elected at the next annual meeting of the Council.
 - c. The Vice-Chair of the Council, if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.
 - d. In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.
 - e. In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.
 - f. In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of the acceptance of office form unless the Council resolves for this to be done at a later date;
 - g. Appointment / reappointment of members to all committees, workgroups

task groups etc.

- h. Appointment of lead Councillor for GDPR
 - i. Appointment / re appointment of members for the operation of banking facilities including online banking authorisations and all other bank mandates.
 - j. Appointment of any new committees in accordance with standing order 4;
 - k. Review and adoption of appropriate Standing Orders, Financial Regulations and Code of Conduct.
 - l. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - m. Review of representation on or work with external bodies and arrangements for reporting back;
 - n. Review of inventory of land and other assets including buildings and office equipment;
 - o. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - p. Review of the Council's and/or staff subscriptions to other bodies;
 - q. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection
 - r. Review of the Council's policy for dealing with the press/media;
 - s. Review of the Council's employment policies and procedures;
 - t. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
 - u. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.
- d The above business of the APCM does not precluded councillors submitting an item in accordance with the prescribed timescale. It also does not preclude the chair or the Clerk adding items as they see fit.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a The Chair of the Council may convene an extraordinary meeting of the Council at any time.
- b If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by

two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.

- c The chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee]at any time.
- d If the chair of a committee, or a sub-committee, does not call an extraordinary meeting within (3) days of having been requested to do so by all members of the committee or the sub-committee any member of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least (4) councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (7) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical

errors in the wording of the motion.

- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least (5) clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;

- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council’s retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council’s contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a Draft Minutes will be issued to councillors prior to publication. Councillors will have 3 days in which to respond with any changes. The Proper Officer shall decide if the changes are warranted and update the draft minutes accordingly prior to publication. If the Proper officer decides that the changes are not warranted then the draft minutes shall be published. This doesn’t preclude a councillor raising a motion in accordance with standing order 10(a)(i)

- b If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- c There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- d The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- e If the Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- f **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website and notice board which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- g Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT DISPENSATIONS

With regard to dispensations all councillors and non-councillors with voting rights shall observe the Monk Fryston Code of Conduct , Document 005

14. CODE OF CONDUCT COMPLAINTS

All Councillors will abide by Monk Fryston Parish Council Complaints procedure.

Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council’s code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

15. PROPER OFFICER

- a The Proper Officer of Monk Fryston Parish Council shall be the Clerk and will
- i. **at least three clear days before a meeting of the council, a committee**
 - **serve on councillors by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee; arrangement shall be in place for any Cllr without access to E-mail.
 - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least (3) days before the meeting confirming his withdrawal of it;
 - iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
 - iv. **facilitate inspection of the minute book by local government electors;**
 - v. **receive and retain copies of byelaws made by other local authorities;**
 - vi. hold acceptance of office forms from councillors;
 - vii. hold a copy of every councillor's register of interests;
 - viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection I
 - ix. liaise, as appropriate, with the Council's Data Protection Officer
 - x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
 - xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
 - xii. arrange for legal deeds to be executed;
(see also standing order 23);

- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to Chair within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting . If considered necessary application to extend the closure date of the application will be applied for.
- xvi. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint another officer to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in Standing Orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and

payments (or income and expenditure) for the last quarter and the year to date for information; and

- ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve Financial Regulations drawn approved by Council which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

- a A matter relating to personnel and employment shall be delegated to the personnel Committee. The members of the personnel Committee will consist of the Chair and Vice Chair which is subject to standing order 22

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 23

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. *[If gross annual income or expenditure (whichever is higher) does not exceed £25,000]* **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(a)(xii) and (xvi).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

[Subject to standing order 25(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]

The above is applicable to a Council without a common seal.

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least (2) councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

27. Annual Meeting Minutes

The minutes of the Annual meeting shall be approved at the next ordinary meeting that does not fall on the same night as the Annual Meeting.

28. Grants Award

Terms of reference for the Grants Award in Parish Council Document PC004

29. Parish Council Land Policy

Details with respect to Parish council land and property are contained in Parish

Council Document PC-DOC-008

30. Action List

Council will maintain an active action list for items agreed at meetings that require follow up. The list also to include any annual actions and other actions as submitted by councillors. Action list to identify who will follow up action and date/meeting where action was created if applicable. Minute 9d dated 16th August 2022 refers.

31. Working Groups

The council will set up working groups as required
The terms of reference for the working groups shall be drafted by the group and approved at a full council meeting.
Members of the working group will determine the time and place to undertake their role as defined in the terms of reference.

Monk Fryston Parish Council Document	Page 1 of 8
Title Publication Scheme	Rev: 0.1
Prepared and issued by: Bill Holmes	Issued:
Approved at Council Meeting Dated:	

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3 yearly		Y

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Contents

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1.0 Summary

The Parish Council is required by the Freedom of Information Act 2000 to adopt a Publication Scheme. The purpose of the scheme is to be a means by which local councils can make information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local councils to publish more information proactively and to develop a greater culture of openness and transparency.

Monk Fryston Parish Council has adopted the Model Publication Scheme. This scheme includes some core information and some optional information.

The information contained in each class will be available in a variety of formats, namely by an email or hard copy on request to the Clerk, by inspection or on the council web site.

2.0 Classes of information

Information is divided into several classes to provide clarity these are as follows: -

Class	Description	Narrative
1	Who we are and what we do.	Organisational information, locations and contacts, constitutional and legal governance.
2	What we spend and how we spend it.	Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
3	What our priorities are and how we are doing.	Strategy and performance information, plans, assessments, inspections and reviews.
4	How we make decisions.	Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
5	Our policies and procedures.	Current written protocols for delivering our functions and responsibilities.
6	Lists and registers.	Information held in registers required by law and other lists and registers relating to the functions of the authority.
7	The services we offer.	Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

3.0 Responsibilities

The overall management of the publications scheme lies with the Parish Council as a corporate body. The Council has delegated specific responsibilities as defined below. The approval of this document also confirms the delegations as detailed below.

Publication Type	Responsible Person
Printed Documents	Clerk to the Council
Viewed documents	Clerk to the Council
Email Documents	Clerk to the council
Web documents	Nominated councillor for web updates

4.0 Payment

Reasonable charges may apply for the provision of copies of the documents / information listed in each of the classes.

For printing and emailing of documents please contact the clerk. It may take up to 7 days for requests to be processed.

For visual inspection of documents please contact the clerk to make an appointment.

Payment is due before documents are made available/issued and to be carried out by bank transfer. The clerk will provide the details on request.

Payment is due before documents are made available/issued and to be carried out by bank transfer. The clerk will provide the details on request. Payments due will be as per the table of charges Below

1. Table of Charges

Media	
Printing of Documents Per side	A4 30p A3 60P
Visual inspection of documents	£12 per hour minimum 1 hour
Email Documents	£2 per document
Web Documents	£0
Notice Board Documents	£0

5.0 Schedule of Published Information

Publication Type Key Web(W), Hard Copy (P), e-mail (E), visual Inspection (V), Notice Board (N)

Class	Type	Document	Document Information ref no location etc	Publication Type
1	Who we are and what we do.			
		Council contact details and councillor information in line with the Transparency Code		W
		Members Declaration of Acceptance of Office		V
		Members Register of Interests		W Local Authority
2	What we spend and how we spend it.			
	Annual Returns	Annual return form		WN
		Annual Statutory report by internal auditor		WN
		Annual Statutory report by external auditor		WN
		Receipt/Payment books, Receipt books of all kinds, Bank Statements from all accounts – limited to the last financial year.		V
		Precept request – limited to the last financial year.		WPE

Class	Type	Document	Document Information ref no location etc	Publication Type
		VAT records – limited to the last financial year		V
		Annual Budget		W
	Contracts	Grass Cutting Contract		V
		Lighting Repair Contract		V
Exclusions – all commercially sensitive information e.g., quotations and tenders, loan documentation and insurance policies. With regard to quotations and tenders, this information is treated as confidential to ensure that the whole tender process is fair i.e. if tender information is released to a third party prior to the end of the tender period those who initially submitted tenders could be undercut and/or unfairly disadvantaged.				
3	What our priorities are and how we are doing.			
		Criteria representing council improvement through the management and development of staff and councillors.		
		Action plan for the current year.		
4	How we make decisions			
	Meeting Information	Minutes of council, committee and sub-committee meetings – limited to the last 2 years.		WPEN
		Agendas and supporting papers for council and committee meetings- limited to the last 2 years.		WPEVN
	Employment	Terms & conditions of employment Job descriptions.		PEV

Class	Type	Document	Document Information ref no location etc	Publication Type
		Exclusions – ‘personal records’ i.e. appraisals, employee specific salary details, disciplinary records, sickness records and the like by virtue of being personal data under the Data Protection Act.		
	Planning Documents	Responses to planning applications		W (LPA) PEV
		Exclusions – Copies of planning consultations, the Development Plan, Structure Plan, Local Plan and Rights of Way/Footpath maps all of which are available from the local planning and/or highway authority respectively.		
		Calendar of Meetings		W
5	Our policies and procedures.			
		Standing Orders		WPE
		Financial Standing Orders and Regulations		WPE
		Code of Conduct		WPE
		Grants Policy		WPE
		Terms of Reference for Committees		WPE
		Publication Scheme		WPE
		Crime and Disorder Policy		WPE
		Biodiversity Policy		WPE
		Complaints Procedure		WPE

Class	Type	Document	Document Information ref no location etc	Publication Type
		Criteria demonstrating good governance in managing the business and finances of a council		W
		Accessibility statement		W
		Privacy notice		W
		Publicity advertising council activities		W
		Action plan for the current year		W
		Criteria representing a council's role in the community and how it engages with the community.		W
6	Lists and registers.			
		Asset register		WV
		Risk Assessments		WV
		Safety inspection records. for example, for open spaces		WV
	The services we offer			
7	Council Circulars letters	Council Newsletter		WEP
	Social Media	Facebook, Twitter	N/A	W
		Evidence of consulting the community		W

Monk Fryston Parish Council Document	Page 1 of 2
Title Grievance Procedure	Rev: 0.1
Prepared and issued by: Bill Holmes	Issued:
Approved at Council Meeting Dated:	

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2.	Dealing with grievances informally	2
3.	Formal grievance	2
4.	Grievance hearing	2
5.	Appeal	2

1. Introduction

This procedure is based on the ACAS 'Example basic grievance procedure'
It is designed to help and encourage all employees to raise grievances they may have.

2. Dealing with grievances informally

If you have a grievance or complaint about your work or someone you work with you should start by speaking with the vice chair wherever possible. You may be able to agree a solution informally between you.

3. Formal grievance

If the matter is serious or you wish to raise it formally you should put the grievance in writing to your manager. You should keep to the facts and avoid language that is insulting or abusive.

If your grievance is against the vice chair and you feel unable to approach them, you ask the chair to nominate another councillor to discuss your grievance with.

4. Grievance hearing

The vice chair will call you to a meeting, usually within 5 working days, to discuss your grievance. You have the right to be accompanied by a person who is not a family member.

After the meeting the vice chair will give you a decision in writing, usually within 24 hours.

If the vice chair or nominated councillor needs more information before making a decision, they will inform you of this and the timescale.

5. Appeal

If you are unhappy with the decision on your grievance you can raise an appeal. You should tell the vice chair or nominated councillor.

You will be invited to an appeal meeting, normally within 5 working days, with the chair. You have the right to be accompanied by a colleague or person who is not a family member.

After the meeting the chair will give you a decision, usually within 24 hours. The chair's decision is final.

Monk Fryston Parish Council Document 018	Page 1 of 2
Personal Data Retention and Disposal Policy	Rev: 1.0
Prepared and Issued by: Philip Scott	Issued:
Approved at Council Meeting Dated:	

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Document Change History

Revision	Date	Author	Verified	Section	Change Description

1 Introduction

1.1. This document supports the Parish Council's Data Protection Policy under the General Data Protection Regulation 2018 (GDPR) and other associated legislation.

1.2. The Parish Council will ensure that information is not kept for longer than is necessary and will retain the minimum amount of information that it requires to carry out its functions and the provision of services, whilst adhering to any legal or statutory requirements.

2. Aims and Objectives

2.1. It is recognised that up to date, reliable and accurate information is a vital to support the work that the Parish Council does and the services that we provide to our residents.

3. Scope

3.1. For the purpose of this policy, 'documents' includes electronic, microfilm, microfiche and paper records.

4. Standards of good practice

4.1. The Parish Council will make every effort to ensure that it meets the following standards of good practice:

- Adhere to legal requirements for the retention of information. Personal information will be retained in locked filing cabinets. Access to these documents will only be by authorised personnel.
- Disclosure information will be retained in a locked cabinet.
- Appropriately dispose of information that is no longer required.
- Appropriate measures will be taken to ensure that confidential and sensitive information is securely destroyed.

5. Disposal

5.1. Documents/data no longer required by Parish Council for administrative purposes must be finely shredded and deleted entirely and securely from the Parish Council computer system(s).

Monk Fryston Parish Council Document		Page 1 of 2
Title Crime and Disorder Policy		Rev: 0.1
Prepared and issued by: MFPC Policy and Procedures Committee. Taken from NALC LTN 13/Policing your area Feb 2022		Issued:
Approved by the Policies and Procedures Committee: dated Adopted by Council Dated:		
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2.0	Consultation Error! Bookmark not defined.	
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1.0 Summary

Under Section 17 of the Crime and Disorder Act 1998, Monk Fryston Parish Council has a duty to:-

‘exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent

(a)crime and disorder in its area (including anti-social and other behaviour adversely affecting the local environment

(b)the misuse of drugs, alcohol and other substances in its area; and

(c)re-offending in its area’

2.0 Consultation

The Crime and Disorder Act 1998 Section 5 (2) imposes a duty on District and County Councils to publish strategies that cover the above aims, including consultation with all persons who appear to the principal authority to represent the interests of as many different groups or persons within the areas is reasonable. This would include the relevant local councils

3.0 Power to prevent Crime

Under section 31 of the Local Government and Rating Act 1997 Monk Fryston Parish Council carries out its duties as follows:-

- Install and maintain any equipment or assist others to install and maintain any equipment such as litter bins, street lighting, public information signs and facilities deemed necessary to promote Health and Public Safety issues including the control of dog fouling activities.
- Assisting in the prompt removal of litter, graffiti, and any signs of vandalism at public spaces maintained by the Parish Council.
- Establish and maintain a scheme or assist others to install and maintain any equipment or maintain any scheme including supporting the provision of recreational facilities for junior sports clubs and other youth organisations via its grants award scheme.
- Provide and maintain Vehicular Assisted Signs (VAS)
- Provide assistance and support to Speed Awareness groups
- Support the local Neighbourhood Watch Scheme
- Provide designated Area Status as required
- Support residents with crime and disorder issues within its power.

4.0 Review

This policy is subject to minimum 5 year reviews from its last update or review.

Monk Fryston Parish Council Document PCDOC026	Page 1 of 2
Title Criteria representing a council's role	Rev: 0.1
Prepared and issued by: Bill Holmes	Issued:
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Document Change History

Revision	Date	Author	Verified	Section	Change Description
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Criteria representing a council's role**1. Introduction**

As Part of the quality council accreditation, the council is required to have 'Criteria representing a council's role in the community and how it engages with the community'. The purpose of this document is to detail those criteria.

2. Criteria

- a. The parish Council serves as the first tier of government.
- b. The Parish Council undertakes specific duties in line with Legal requirements and obligations.
- c. The Parish Council acts as a liaison with other organisations such as
 - i. The Police
 - ii. North Yorkshire Unity Authority
 - iii. The local MP
- d. The Parish Council engages with the local community through.
 - i. Newsletters
 - ii. Publication of agendas and minutes
 - iii. Its grants scheme.
 - iv. Social Media
 - v. Contact with local charities such as the Community Association
 - vi. Contact with local sports groups such as the football and netball clubs.
 - vii. Contact with educational organisations such as the school and preschool.
 - viii. Maintaining the village aesthetics and ambience

Monk Fryston Parish Council Document PCDOC033		Page 1 of 2
Title Criteria demonstrating good governance in managing the business and finances of a council.		Rev: 0.1
Prepared and issued by: Bill Holmes		Issued:
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1. Introduction

As Part of the quality council accreditation, we are required to have 'Criteria demonstrating good governance in managing the business and finances of a council'. The purpose of this document is to detail those criteria.

2. Criteria

- a. Ensure Orderly meeting agendas.
- b. Ensure recording of meetings and resulting actions
- c. Ensure accurate financial records are kept.
- d. Ensure regular validation of financial records.
- e. Ensure that Audits and actions are completed on time.
- f. Ensure procedures are valid and up to date.
- g. Undertake 3 yearly audits to ensure Criteria identified is being adhered to



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Monk Fryston Parish Council

24 Moss Row

Wilsden, Bradford

BD15 0EP

Quotation

Number	Date	Account	For The Attention Of	Valid For
0000019158	21/03/2023	MON011	Monk Fryston Parish Council	30 Days

Item Code	Description	Quantity	Unit	Price
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BRL-0P	630mm Barrel Planter	2	100.80 Each	201.60
MSP-3P	New Metre Square with three tiers 470, 590 & 800mm without wording or crest (Black)	1	753.90 Each	753.90
CARRIAGE	Standard delivery and Carriage Charges	1	54.50	54.50

Delivery Time is currently three weeks from receipt of official instructions

Please note that our carriage cost is based on a standard delivery Monday-Friday 8.00am - 5.00pm. Timed deliveries may be available at additional cost. Please let us know if you would like a quote for a timed delivery.

All our Self Watering Planters include both wick and mats – to ensure that plant material receives an even distribution of water

Thank you for this opportunity of quoting for our product. Please do not hesitate to contact us should you require any further information
 DELIVERY : The Shire, Priory Park Grove,
 Monk Fryston, Leeds LS25 5EU

**Prices shown on this quotation apply to acceptance of the whole quotation.
 Any amendment to the quotation will be regarded as a new quotation and the price may vary.**

Amberols Standard Terms & Conditions of sale apply

All Amounts in
 Pound Sterling

Quote Amount	£ 1,010.00
TOTAL VAT	£ 202.00
TOTAL GROSS	£ 1,212.00

Your consultant will be North

Amberol offers all customers a 5 year guarantee against defects in materials and workmanship (from date of purchase) * terms and conditions may apply to certain products.

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on behalf of Amberol Limited

MONK FRYSTON PARISH COUNCIL NEWSLETTER

JUNE 2023

FREE TO YOUR DOOR/ONLINE



EDITORIAL

The last few months have seen some changes to the Parish Council. In April, we welcomed a new councillor, Ryan Geldard, but also lost a councillor following the resignation of our Chair, Sue Woodhall.

At our Annual Parish Council Meeting in May, Nigel Spofforth was elected as the new Chairman, and Matt Burton was elected as Vice Chairman.

We (and all other councillors) can be contacted via the email addresses found on our website:

(www.monkfrystonparishcouncil.com)

Sue Woodhall leaves the Parish Council with our thanks and well wishes. Sue was an extremely dedicated Parish Councillor who was committed to the village. Her diligent work on village decoration, footpaths and many other areas will be greatly missed. Thank you Sue.

Nigel Spofforth, Chairman

Matt Burton, Vice Chairman

CONTENTS

- Update from the new Chairman and Vice Chairman
- Annual Village Meeting 2023
- Welcome Ryan Geldard
- Parish Council writes to North Yorkshire Council to request pedestrian crossing
- Update from the community association

GOODBYE FROM DEPARTING CHAIR, SUE WOODHALL

"Having reached an age when I feel it is right to move on I see my resignation more as a retirement in which I can devote more time to my numerous hobbies: caring for my family, garden, dogs and of course the chickens. Monk Fryston Parish Council is a strong Council and I know it will continue to put the best interests of this Parish first."

ANNUAL VILLAGE MEETING

Thank you to everyone who attended our Annual Village Meeting on 6th April. Residents raised a number of issues for the Parish Council to follow-up on, including:

- Anti-social behaviour on Chestnut Green
- Maintenance of the footpath between Old Vicarage Lane and Betteras Hill
- The danger of the road junction of Water Lane and the A63
- Cars parking on the pavement along the A63
- 'Civic pride' - in particular the need to paint fences/railings and keep the village free from litter and fallen leaves

The Parish Council is grateful to any and all residents who have contacted us over the last year by email, verbally, or attending a meeting.

If you observe antisocial behaviour in the village, please ensure this is reported to the police.

All residents can contribute to 'civic pride' by keeping our village free from litter and reporting anything requiring maintenance to the Parish Council.

RYAN GELDARD JOINS PARISH COUNCIL



Local resident Ryan Geldard has joined the Parish Council. Ryan replaces former councillor Malcolm Robinson, who very sadly passed away in December.

Ryan says, "I'm delighted to be joining the Parish Council to further support the team in many of the great initiatives that benefit our local community. I've lived in the village for 10 years this year, and continue to love every minute.

Ensuring our community continues to thrive and is future focused is important to me, especially as a father to a young family.

I've been impressed by the Parish Council's commitment to improving residents daily lives as evidenced in current efforts, not least our ongoing campaign for important road safety improvements on the A63. It is important issues like this that attracted me to want to be part of a solution and join the Parish Council."

PARISH COUNCIL MAKES THE CASE FOR A PEDESTRIAN CROSSING ON THE A63

We have formally written to Councillor Tim Grogan (the North Yorkshire Councillor for our area) and Councillor Keane Duncan (North Yorkshire Council's Executive Member for Highways and Transportation) to request that a pedestrian crossing is installed in Monk Fryston.



Thank you to all residents who signed our online and hard copy petitions and/or completed our recent road safety survey. Our letter is supported by:

- Over 800 signatures on an online petition in favour of a pedestrian crossing on the A63 in Monk Fryston, and 30+ comments left on the petition.
- Over 140 signatures on a hard-copy petition signed by customers of the Post Office and shop situated at the heart of Monk Fryston on the A63.
- Over 150 responses to a road safety village survey, demonstrating:
 - The vulnerability of many residents
 - The needs of pushchair and wheelchair users
 - The need for residents to cross the road to live their daily lives and access essential facilities
 - The fact that 97% of residents report feeling unsafe while crossing the A63
 - The fact that over 40% of residents report changing their lifestyle due to road safety fears
 - The fact that 99% of A63 road safety incidents have been unreported
- A recent analysis of data from our village's Vehicle Activated Signs (VAS), which demonstrates that traffic through Monk Fryston is challengingly high, with over 9,000 vehicles passing through the village each day.
- A HGV traffic survey demonstrating that, on average, 35 HGVs (excluding buses, tractors, light goods vehicles, emergency vehicles) pass through Monk Fryston each hour of the day on a typical weekday

Our letter to Councillors Grogan and Duncan, and the associated reports, can be found in either the 'news' or 'documents' areas of our website.

COMMUNITY ASSOCIATION UPDATE

Since Christmas several North Yorkshire and Selby District Officers, who see many community and public buildings have commented 'You'll be alright here with your well insulated building and solar power' when discussing the energy crisis with other Community Hall operators, so perhaps we tend to take it for granted that at a time when energy prices and overall costs have rocketed ours have stabilised or dropped. Instead of increasing our rental costs to recover inflationary rises, hall rentals have been held the same since 2014. In fact, during the pandemic rents were halved to support users and residents survive the covid wave.

Another person commented when visiting the Community Centre 'what a tidy and well-maintained site!' and it is ... thanks to our volunteers who regularly monitor and maintain the Play and Recreation Grounds and clear up after others have left the recycling bins in a mess or left bottles despite signs saying – **Please don't leave your bottles as Selby DC have withdrawn the Glass Recycling Bin Service.** Perhaps some people don't know the Community Centre and other facilities are provided and run by the CA, an independent village charity, entirely organised and managed by residents over the past 50 years.

Last year we featured twice on Radio York and several times in various newspapers. We are recognised as giving leadership to sustainability projects across Yorkshire providing a showcase, exemplar, Community Centre. Yes, the recognition is welcome, albeit another job to deal with! We regularly ask for more help from anyone who may have a few spare hours a month to give but we always need more. Currently, besides taking the bookings, ensuring the Centre is warm, clean and well maintained, that the finances are kept in good order, we are organising village events solely like the Coronation Party (see report elsewhere) or with partners such as Proms at the Pavilion (8th July – tickets available now), the annual Beer Fest (15th – 16th September) and the Village firework event (Sat 4th November). We are also trying to spend the money we raise at these events – it is hard work to spend money wisely – once its gone, its gone!

Can YOU help? We hold a monthly management meeting and also several ad hoc event meetings, some run for six months like for the Beer Fest, while others like the Firework event or Wise owl quiz only need commitment to a couple of meeting to plan the event. **So please give our appeal some serious consideration.** If you can help, please contact our chair Robin Parkin on 07887 608063 or by email to www.mfhcc.com/support-us/