

Monk Fryston Parish Council

DRAFT subject to agreement at next meeting

Minutes of Meeting held 15 August 2023 held at the Community Centre, Old Vicarage Lane

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

Clerk: Philip Scott

The Chairman Cllr Spofforth opened the meeting at 7.30pm

Item		Action
1	a) To receive apologies for absence given in advance of the meeting. Received from Cllr Dent b) To record apologies for absence not given in advance of the meeting. None c) To consider the approval of reasons given for absence. Approved	
2	a) Declarations of interest: None declared b) To receive early verbal notice of any Councillor's intention to raise amendments to motions on the agenda as per Standing Order 1g. None received	
3	Confirmation of Minutes	
	a) To confirm the accuracy of the Minutes of the Meeting held on 18 July 2023. Confirmed	
4	Residents Issues (15 mins)	
	a) None received. Noted	
5	Planning	
	1) To agree consultation responses to the following planning proposals:	Chair
	a) None received. Noted	
	2) Decision notices received	
	a) None received. Noted	
6	Finances	Clerk
	a) Authorised payments since last meeting: 1) Bank Statement to 31 July refers (issued under separate cover). Noted	
	b) Current Account Current Account as Statement to 31 July 2023 £28,011.85 Previous Balance £29,474.78 Cash received £00.00 Cheques issued and cleared £1,462.93 Cheques not cleared £00.00 Cash available when all cheques cleared £28,011.85	
	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 (-) £5,809.00	

Item		Action
	<p>Creditors (+) £383.28</p> <p>Total Commitments (-) / Income (+) (-) £5,425.72</p> <p>e Cash Book</p> <p>Cash Book Balance at 6 August 2023 £28,011.85</p> <p>f Current Account / Cash Book Reconciliation</p> <p>The 'Cash available when all cheques cleared' (b above) reconciles with the 'Cash Book balance when all cheques cleared' (e above). Noted</p> <p>g Expenditure / Budget comparison</p> <p>The comparative expenditure through to the end of July was £7,696.92 against a forecast of £7994.00. Noted</p> <p>h Capital Reserve Statement to 1 May</p> <p>Amount ring-fenced for capital expenditure is £148,453. Noted</p> <p>Amount ring-fenced for CIL expenditure is £5,128. Noted</p> <p>Remaining reserve for non-capital expenditure is £29,992. Noted</p> <p>i Audit Control</p> <p>Councillors to confirm that they are satisfied that the above demonstrates that the PC is maintaining an effective system of audit and control including taking account of commitments and liabilities as required by the annual audit. Confirmed</p>	
7	Clerks Update	
	<p>a The new mandate is in place for the Skipton Building Society. Noted</p> <p>b The Clerk and Cllr Holmes attended a webinar presentation from Rialtas accounting software packaging. Noted</p> <p>c NYC highways has agreed in principle to the siting of a Noticeboard on the grassed area at the corner of Water lane and Old Vicarage Lane. Noted</p> <p>d The order for painting the railings has been placed for late August early September implementation subject to weather conditions. Noted</p>	
8	Resolutions	
	<p>a To make payments in accordance with payments schedule (issued under separate cover). Agreed</p> <p>b To amend standing order 18c. The value of £25,000 to be replaced with £30,000. Agreed</p> <p>c To reimburse any uncleared cheques for the Community Centre with an online payment. Uncleared cheques to be cancelled. Agreed</p> <p>d To pay The Royal British Legion 2x our annual remembrance wreath donation in lieu of the one uncashed cheque. This to be payable when we purchase our wreath for 2023. Uncleared cheque to be cancelled. Agreed</p> <p>e To approve expenditure of £230.40 to renew the PC's website hosting platform (Wix.com) for a further 2 years. Agreed</p> <p>f To agree that all councillors PC email address to be put on North Yorkshire Council website. Agreed</p> <p>g To agree purchase of Christmas decorations as per the spread sheet issued under separate cover. Agreed to the purchase of Christmas decorations as per the spread sheet issued under separate cover subject to subsequent agreement of lead times, installation costs and storage arrangements.</p> <p>h To agree to install power to 6 lamp poles decorations on Water Lane cost Circa £400 total £2400. To be taken from CIL monies. Agreed to agree to install power to 6 lamp poles decorations on Water Lane cost Circa £400 total £2400 subject to subsequent agreement of lead times, installation costs and storage arrangements for the purchase of the decorations (minute 8h above refers) with associated cost be taken from CIL monies</p> <p>i To agree the general arrangement for the PC's approach to Health and Safety and Risk Assessment. Draft format issued under separate cover. Agreed</p>	<p>Clerk</p> <p>Cllr BH</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr BH</p> <p>Cllr BH</p>

Item		Action
	<p>j To consider action regarding the following outdated PC policies</p> <ol style="list-style-type: none"> 1. Street lighting. <i>Agreed Cllrs NS and RG to review</i> 2. Council Newsletter. <i>Agreed Cllrs BH and MB to review</i> 3. Burial Committee Constitution. <i>Agreed Cllrs NS and RG to review</i> 4. Footpath and Highways Group. <i>Agreed Cllrs RG and PH to review</i> <p>k To purchase oak timber lats for the repair of the bench at Battersby's roundabout for the sum of £119.10 incl vat and to arrange collection (approx cost £15) plus expenditure of up to £50 for painting. Quotation 3 August issued under separate cover refers. <i>Agreed with expenditure for painting (treatment) increased to up to £100.</i></p> <p>l To review the S137 expenditure statement for 2023.2024 (document issued under separate cover). <i>Review completed.</i></p> <p>m To remove Susan Woodhall from the Nationwide Building Society mandate and appoint three new members alongside Cllr Shaw. <i>Agreed with Cllrs Holmes, Spofforth and Burton appointed.</i></p> <p>n To identify any items requiring repair and / or maintenance and to agree action. <i>1) the drains on Main Street, particularly those opposite the PO are in need of cleaning out. 2) a branch of a tree in the vicinity of the gate half way down the footpath behind the school is causing access issues. Clerk to report both issues to the appropriate authority.</i></p>	<p>Cllr NS</p> <p>Clerk</p> <p>Clerk</p>
9	Discussion Items	
	<p>a Residents issues received under item 4. <i>None received</i></p> <p>b How the publishing of the agenda and meeting documents should be managed. <i>The consensus opinion was that the particulars for publication should be determined by the Clerk. Suggestions for sources of appropriate PDF software to be provided by Cllrs RG and PH</i></p> <p>c How the H&S / Risk Assessment should be progressed. <i>The consensus view was that it should be done step by step</i></p>	Clerk
10	Updates on actions agreed at previous meetings (PC's Action Tracker refers)	
	a <i>All outstanding actions were reviewed and the action list updated</i>	
11	Committee and Group Updates	
	<p>a Burial Committee. <i>Minutes to be circulated</i></p> <p>b Planting Group. <i>Winter planting to progress</i></p> <p>c Road Safety Working Party. <i>Nothing further</i></p> <p>d Highways and Footpaths Group. <i>Nothing further</i></p> <p>e Comms Group. <i>Analysis of usage circulated. Newsletter preparations to be initiated. Items required for inclusion</i></p>	<p>Cllr RG</p> <p>Cllr AS</p> <p>Cllr MB</p>
12	Correspondence	
	a Schedule of post received and issued since the last meeting. <i>No aspects raised</i>	
13	Items For Next Meeting	
	a Items to be with Clerk before 9th September for next meeting on 19 September. <i>Noted</i>	All

The meeting closed at 9.10pm