

Monk Fryston Parish Council

DRAFT subject to agreement at next meeting

Minutes of Meeting held 16 May 2023 held at the Community Centre, Old Vicarage Lane

Present: Cllrs Nigel Spofforth (NS),
Ashley Kaye (AK), Matt Burton (MB), Bill Holmes (BH), Ryan Geldard

Clerk: Philip Scott

The Chairman Cllr Spofforth opened the meeting at 7.58pm

Item		Action
1	1) To receive apologies for absence given in advance of the meeting. Received from Cllr Shaw 2) To record apologies for absence not given in advance of the meeting. None 3) To consider the approval of reasons given for absence. Approved for Cllr Shaw	
2	a) Declarations of interest: Cllr Spofforth recorded an interest in Items 5.1.b and 5.3.a	
	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 on items 8 e,f,g,h and i	
3	Confirmation of Minutes	
	a) To confirm the Minutes of the Meeting held on 18 April 2023. Agreed with an amendment to item 8c to record the Council's determinations in the motion documentation each written out separately. b) To confirm the Minutes of the Policies and Procedures Committee held on 21 March 2023. Agreed by those present at the meeting	
4	Residents Issues (15 mins)	
	a) None received. Noted	
5	Planning	
	1) To agree consultation responses to the following planning proposals: a) Re-consultation on planning application accompanied by an environmental statement for extraction and processing of magnesian limestone, the installation and operation of a low-level aggregate processing plant with ancillary buildings and restoration by infilling of the void space with inert waste to original ground levels at land off A63 Lumby, North Yorkshire, LS25 5LD. In the absence of available appropriate documentation the response was delegated to the Clerk working in conjunction with Cllrs Shaw and Spofforth b) To erect a detached garage, 7 Orchard Close, Monk Fryston, Leeds. Agreed no comments or observations. Note: Cllr NS absented himself from the consideration of this motion. 2) Decision notices received a) None received. Noted 3) Appeal Notification a) The appeal lodged with the Secretary of State for a lawful development certificate for existing use of land to keep building equipment and materials associated with being a self employed builder on land to the east of 7 Orchard Close Monk Fryston has been withdrawn by the applicant. Noted	Chair
6	Finances	Clerk
	a) Authorised payments since last meeting:	

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	<p>Bank Statement to 30 April refers (issued under separate cover). Noted</p> <p>b Current Account</p> <table border="0" data-bbox="264 342 1334 607"> <tr> <td>Current Account as Statement to 30 April 2023</td> <td style="text-align: right;">£32828.68</td> </tr> <tr> <td>Previous Balance</td> <td style="text-align: right;">£21,791.38</td> </tr> <tr> <td>Cash received</td> <td style="text-align: right;">£12,526.24</td> </tr> <tr> <td>Cheques issued and cleared</td> <td style="text-align: right;">£1,488.94</td> </tr> <tr> <td>Cheques not cleared</td> <td style="text-align: right;">£130.00</td> </tr> <tr> <td>Cash available when all cheques cleared</td> <td style="text-align: right;">£32698.68</td> </tr> </table> <p>c Savings Accounts</p> <table border="0" data-bbox="264 663 1334 797"> <tr> <td>Yorkshire Bank</td> <td style="text-align: right;">£19,213.33</td> </tr> <tr> <td>Skipton BS</td> <td style="text-align: right;">£74,239.82</td> </tr> <tr> <td>Nationwide BS</td> <td style="text-align: right;">£72,107.90</td> </tr> </table> <p>d Future Commitments / Income</p> <table border="0" data-bbox="264 860 1334 987"> <tr> <td>Liabilities as set out in Balance Sheet schedule</td> <td style="text-align: right;">(-) £4759.00</td> </tr> <tr> <td>Debtors</td> <td style="text-align: right;">(+) £00.00</td> </tr> <tr> <td>Total Commitments (-) / Income (+)</td> <td style="text-align: right;">(-) £4,759.00</td> </tr> </table> <p>e Cash Book</p> <table border="0" data-bbox="264 1043 1334 1081"> <tr> <td>Cash Book Balance at 9 May 2023</td> <td style="text-align: right;">£32,698.68</td> </tr> </table> <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 Capital Reserve Statement to 1 May</p> <p>Amount ring-fenced for capital expenditure is £147,203. Noted</p> <p>Amount ring-fenced for CIL expenditure is £5,128. Noted</p> <p>Remaining reserve for non-capital expenditure is £35,929. 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>	Current Account as Statement to 30 April 2023	£32828.68	Previous Balance	£21,791.38	Cash received	£12,526.24	Cheques issued and cleared	£1,488.94	Cheques not cleared	£130.00	Cash available when all cheques cleared	£32698.68	Yorkshire Bank	£19,213.33	Skipton BS	£74,239.82	Nationwide BS	£72,107.90	Liabilities as set out in Balance Sheet schedule	(-) £4759.00	Debtors	(+) £00.00	Total Commitments (-) / Income (+)	(-) £4,759.00	Cash Book Balance at 9 May 2023	£32,698.68	
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7	Clerks Update																											
	<p>a The Councils 'Need for a Pedestrian Crossing' document has been sent to the nominated NYC Councillors. The expenditure associated with the production of it will be presented to Council in due course. Purchases associated with it were made with the new bank credit card. Noted</p> <p>b The vat refund has been received from HMRC. Noted</p> <p>c The precept for the first half of the year has been received from North Yorkshire Council. Noted</p> <p>d The PC's year end accounts have been sent to the internal auditor. Noted</p> <p>e The PC's insurers have made payment against the planter damage claim other than the £125 excess. Payment against the clear up is held pending receipt of an invoice for the work. Noted</p> <p>f The order for the Summer planting is about to be placed following receipt of competitive quotations. The cost is within the delegated expenditure allowance. Noted</p>																											

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	g After a discussion with the JBC Clerk the application for the JBC's online banking facility has been put on hold pending clarification of appointees. Noted	
8	Resolutions	
	<p>a To make payments in accordance with payments schedule (issued under separate cover). Agreed with the addition of a payment to S G Parkin Landscapes in the sum of £430</p> <p>b To agree the Annual Return Governance Statement (draft document issued under separate cover). Agreed with a yes assertion for statements 1 to 8.</p> <p>c To agree the Bank Reconciliation Statement, the Annual Return Accounting Statement and the Explanation of Variances (documents issued under separate cover). All three agreed</p> <p>d To agree to renew the Council's insurance with BHIB's insurance renewal invitation for a premium of £415.81. Renewal letter issued under separate email cover. Agreed</p> <p>e To appoint two additional members to the Unity Trust Bank mandate. Agreed to appoint Cllrs Spofforth and Geldard and to remove the authority assigned to former councillor S Woodhall</p> <p>f Amended motion: To appoint annual members to the Planting Group. Agreed to appoint Cllr Shaw and S Woodhall</p> <p>g Amended motion: To appoint annual members to the Road Safety Working Group. Agreed to appoint Cllrs Burton, Kaye and Geldard.</p> <p>h Amended motion: To appoint annual members to the Highways and Footpaths Group. Agreed to appoint Cllr Burton, Cllr Geldard and S Woodhall.</p> <p>i To appoint a member to the Policies and Procedures Committee to fill the vacant seat. Motion not moved</p> <p>j To approve the Council's Publication Scheme (issued under separate cover). Motion not moved due to late submission to be included on the next meetings agenda</p> <p>k To approve the Councils 'Grievance Procedure' (issued under separate cover). Motion not moved due to late submission to be included on the next meetings agenda</p> <p>l To agree the circulation of Draft meeting minutes to Councillors for comment before publication. Motion not moved due to late submission to be included on the next meetings agenda</p> <p>m To approve funding of £150 (maximum) to pay for a speed survey on Water Lane and Lumby Hill, and to formally approach North Yorkshire Highways with the following requests:</p> <p>a) To conduct a speed survey of traffic along Water Lane and Lumby Hill (between the A63 and Mill Close). Agreed</p> <p>b) To implement a 20mph zone in the vicinity of Monk Fryston Primary School, to encompass Water Lane and Lumby Hill (between the A63 and Mill Close). Agreed</p> <p>n To identify any items requiring repair and / or maintenance and to agree action. Agreed to request Highways to cut the grass underneath the bench at Battersby's roundabout.</p>	<p>Clerk</p> <p>Clerk</p>
9	Discussion Items	
	<p>a Residents issues received under item 4. None reported</p> <p>b To make better use of the area at the Triangle – to install bench as example or other amenity. Deferred to next meeting</p> <p>c In the absence of an election being called to discuss the timescale for the co-option of a councillor to fill the vacant seat. The consensus was to make 9 June the closing date</p> <p>d Action to be taken pertinent to storage of the PC assets currently stored at Priory Park Grove. Deferred to next meeting</p> <p>e Under the PC's Funding Policy is there an an expectation that the Clerk should review</p>	

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	<p>any applications for compliance with the aim of only putting them on the agenda if they are compliant or does Council take the view that it should not be denied the opportunity of considering all applications received? The consensus view was that all received applications should be included on the agenda</p> <p>f Action to be taken in connection with historically uncashed cheques issued by the PC (Debtors and Creditors list issued under separate cover refers). Replacement payments to be subject to a motion at the next meeting</p> <p>g The fence separating the PC's property and 50 Lumby Hill. To be reviewed by Cllrs NS and BH</p>	
10	Updates on actions agreed at previous meetings	
	<p>a The adhoc vegetation growth on the A63 railway bridge. Nothing further</p> <p>b Footpath along the side the Foundation Field. No further updates required</p> <p>c The request for a loan from the Cricket Club. No further updates required</p> <p>d Footpath to Church Lane submissions. No further updates required</p> <p>e Fryston Common Lane resurfacing request. Nothing further</p> <p>f Lack of dropped kerb on Water Lane. Nothing further</p> <p>g Bridge falling debris incident. Nothing further</p> <p>h Skipton Building Society account. Another visit to its branch has resulted a request for more documentation to be submitted</p> <p>i TRO for Fryston Common Lane. Nothing further</p> <p>j Involving the school in a design for a new 'coat of arms'. Nothing further</p> <p>k Planning application for MUGA. Work in progress</p> <p>l Street lighting cost saving measures. Information provided. No further updates required</p> <p>m Cost assessment for repair of bench at Battersbys roundabout. Nothing further</p> <p>n Quotations for new base and bench replacement at Chestnut Green. Three quotations being sought</p> <p>o Insurance claim for planter damage. No further updates required</p> <p>p To discuss the repair of the Church Lane footpath with the original contractor. Awaiting a call back from the contractor</p> <p>q Complaint about the presence of the container at the Community Centre. No further updates required</p> <p>r Complaint about late night anti social behaviour on the green at Chestnut Green. Being addressed with bench to be removed from Southern end by Cllr NS within next 14 days. No further updates required</p> <p>s Review of the PC's risk assessment policy. Work in progress</p> <p>t New PC notice board. Nothing further</p> <p>u Painting of the railings on the Mount. Three contractors have been sent information.</p> <p>v Adopting a commercial accounting system. Cllr BH offer to attend demonstration of Scribe system</p> <p>w To request highways to refresh the yellow lines on Lumby Lane. Nothing further</p> <p>x Research current market interest rates. Information provided. No further updates required</p>	<p>Clerk</p> <p>Cllr NS</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr NS</p> <p>Clerk</p> <p>Cllr NS</p> <p>Cllr RG</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
11	Committee and Group Updates	
	<p>a Burial Committee. Next meeting 30 May</p> <p>b Planting Group. Nothing further</p> <p>c Road Safety Working Party. Nothing further</p>	<p>Cllr AS</p> <p>Cllr MB</p>

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	d Highways and Footpaths Group. Nothing further e Comms Group. Analysis of usage circulated. Preparation of Newsletter being considered f Quality Council Foundation Status Update. Nothing further. No further updates required g Policies and Procedures Committee. Nothing further	Cllr MB Cllr BH 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 9 June for next meeting on 20 June. Noted	All

The meeting closed at 9.50pm