

Monk Fryston Parish Council

DRAFT subject to agreement at next meeting

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

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

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 Shaw 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 for Cllr Shaw	
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. Notice received from Cllr BH re Item 3	
3	Amended motion: To approve the co-option of Polly Hollingsworth to one of the vacant seats on Monk Fryston Parish Council and to approve the co-option of Ken Dent onto the other vacant seat, the latter being subject to there being no call for a formal election and no other registers of interests from residents before 26 July. Motion Approved	
4	Confirmation of Minutes	
	a) To confirm the Minutes of the Meeting held on 20 June 2023. Confirmed	
5	Residents Issues (15 mins)	
	None received	
6	Planning	
	1) To agree consultation responses to the following planning proposals: a) The siting of two shipping containers for storage (retrospective), Community Centre, Old Vicarage Lane, Monk Fryston. Agreed to request that the appearance of the containers is made more aesthetically pleasing. Councillors commented on the safety aspect as youths were climbing on the containers. The installation of the containers is not consistent with the village design statement. 2) Decision notices received a) None received	Chair
7	Finances	Clerk
	a) Authorised payments since last meeting: 1) Bank Statements (2no.) to 30 June refer (issued under separate cover). Noted b) Current Account Current Account as Statement to 30 June 2023 £29,474.78 Previous Balance £32,790.94 Cash received £00.00 Cheques issued and cleared £3,316.16	

Item		Action
	<p>Cheques not cleared £00.00</p> <p>Cash available when all cheques cleared £29,344.78</p> <p>c Savings Accounts</p> <p>Yorkshire Bank £19,213.33</p> <p>Skipton BS £74,239.82</p> <p>Nationwide BS £72,107.90</p> <p>d Future Commitments / Income</p> <p>Liabilities as set out in Balance Sheet schedule (-) £4,349.00</p> <p>Creditors (+) £00.00</p> <p>Total Commitments (-) / Income (+) (-) £4,349.00</p> <p>e Cash Book</p> <p>Cash Book Balance at 8 July 2023 £29,344.78</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 June was £4,887 against a forecast of £6,579 (minute 9g refers). 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 £31,324. 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>	
8	Clerks Update	
	<p>a The PC's audit documentation has been deposited with the external auditor and the period for the exercise of public rights has been advertised 21 June 2023 to 1 August 2023. Noted</p> <p>b 26 July 2023 is the date when the PC will learn whether there is to be a formal election to fill the vacant seat on the Council following the resignation of Cllr Kaye. Noted</p> <p>c The speed recording equipment has been deployed by Highways on Water Lane and a report issued The implications arising from the collected data is now awaited. Noted with a request for the PC to be provided with the full raw data.</p> <p>d The Planting Group ToR may need to be reviewed in the light of the recent change of circumstances. Noted</p>	
9	Resolutions	
	<p>a To make payments in accordance with payments schedule (issued under separate cover). Agreed along with payments to Tigerprint (£155) and The Information Commissioner (£40)</p> <p>b To approve the following Draft Policies and Procedures</p> <p>a. Complaints Procedure. Approved</p>	

Item		Action
	<p>b. Co-Option Procedure. Approved</p> <p>c. Training and Development Policy. Approved</p> <p>Documents issued under separate cover</p> <p>c To review of the following existing Procedures with no changes</p> <p>a. GDPR consent form. Reviewed with no comments</p> <p>b. GDPR General Privacy Notice (staff). Reviewed with no comments</p> <p>c. GDPR Privacy Policy. Reviewed with no comments</p> <p>d. Residents Issues Policy. Reviewed with no comments</p> <p>Documents issued under separate cover</p> <p>d To Approve the Planning Group ToR and elect 2 members to be on the group. Document issued under separate cover. Approved with Cllrs NS and BH elected</p> <p>e To agree the value of budget available for Christmas decorations. Agreed a budget of £4K</p> <p>f To consider the quotation received for the preparation and decoration of the railings on the Mount. Email 27 June refers. Agreed to accept the quotation in the sum of £1460.</p> <p>g To review the Q1 expenditure against budget report. (issued under separate cover). Reviewed with no comments</p> <p>h To agree the timescale for the advertising of the vacant seat on MFPC in the absence of an election being called. Motion not moved in the light of agreed motion 3</p> <p>i To identify any items requiring repair and / or maintenance and to agree appropriate action. Cllr RG to clean the information board at Deer Park Close. Check by Cllr BH to be made on number of rails to be replaced on the bench at Battersby's roundabout. Clerk to report nettles protruding through gate to Foundation Field to Foundation Trust</p>	Cllr RG Cllr BH Clerk
10	Discussion Items	
	<p>a Residents issues received under item 4. None received</p> <p>b Rotation of the role of Chairman. The consensus view was that an arrangement whereby each year the vice chairman succeeds to the role would be welcomed. Succession to be on a voluntary basis</p>	
11	Updates on actions agreed at previous meetings (PC's Action Tracker refers)	
	a All outstanding actions were reviewed and the action list updated	
12	Committee and Group Updates	
	<p>a Burial Committee. The minutes of the last meeting have been received.</p> <p>b Planting Group. Nothing further</p> <p>c Road Safety Working Party. Nothing further</p> <p>d Highways and Footpaths Group. Nothing further</p> <p>e Comms Group. The Newsletter has been distributed</p>	Cllr NS Cllr AS Cllr MB Cllr MB
13	Correspondence	
	a Schedule of post received and issued since the last meeting. No aspects raised	
14	Items For Next Meeting	
	a Items to be with Clerk before 5th August for next meeting on 15th August. Noted	All

The meeting closed at 8.58pm