

Monk Fryston Parish Council

DRAFT subject to agreement at next meeting

Minutes of Meeting held 17 October 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), Ken Dent (KD)

Clerk: Philip Scott, Cllr T Grogan (part only) and one member of the public (part only)

The Chairman Cllr Spofforth opened the meeting at 7.30pm

| Item | | Action |
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| 1 | <p>a) To receive apologies for absence given in advance of the meeting. Received from Cllr Hollingsworth</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. Approved</p> | |
| 2 | <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. Received from Cllr NS re items 8q and 8t</p> | |
| 3 | Confirmation of Minutes | |
| | a To confirm as an accurate record the Minutes of the Meeting held on 19 September 2023. Confirmed | |
| 4 | Residents Issues (15 mins) | |
| | <p>a To receive advice from Cllr Grogan about appropriate ways of addressing noise and parking issues that affect residents</p> <p>Cllr Grogan explained that there was a local authority procedure for dealing with noise complaints, but complaints made anonymously could not be entertained. The procedure involved noise recording equipment being installed in affected properties to determine whether the terms of any licence or any temporary events notice were being breached. If levels were exceeded there would then be consultations with a view to addressing the source of the complaints. The best advice to anyone holding events was to inform well in advance anyone likely to be affected with a view to providing assurances on the procedures being followed.</p> <p>Regarding parking on the highway, the authority for dealing with breaches of the regulations rests with highway enforcement department at Harrogate. With regard to Main Street in the centre of the village it was noted that there are no traffic regulation measures preventing anyone parking there.</p> | |
| 5 | Planning | |
| | <p>1 To agree consultation responses to the following planning proposals:</p> <p>a Appeal against the decision of North Yorkshire Council to not determine planning permission for the erection of a general purpose agricultural building for the secure storage of agricultural machinery, fodder and seasonal housing of livestock. NYC email 22.09.23 issued under separate cover refers Agreed no objection providing the use is restricted to the agricultural uses referred to in the application</p> <p>2 Decision notices received</p> <p>a None received. Noted</p> | Chair |
| 6 | Finances | Clerk |
| | a Authorised payments since last meeting: | |

| Item | | Action |
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| | <p>1 Unity Trust Bank Statements (2 no) to 30 September refers (issued under separate cover). Noted</p> <p>2 Mastercard Bank Statement to 2 October refers (issued under separate cover). Noted</p> <p>3 HMRC Paye £284.80. Noted</p> <p>b Current Account</p> <table data-bbox="264 427 1334 689"> <tr> <td>Current Account as Statement to 1 October 2023</td> <td style="text-align: right;">£34,563.64</td> </tr> <tr> <td>Previous Balance</td> <td style="text-align: right;">£25,632.11</td> </tr> <tr> <td>Cash received</td> <td style="text-align: right;">£10,302.00</td> </tr> <tr> <td>Cheques issued and cleared</td> <td style="text-align: right;">£1,370.47</td> </tr> <tr> <td>Cheques not cleared</td> <td style="text-align: right;">£724.14</td> </tr> <tr> <td>Cash available when all cheques cleared</td> <td style="text-align: right;">£33,839.50</td> </tr> </table> <p>c Savings Accounts</p> <table data-bbox="264 748 1334 869"> <tr> <td>Yorkshire Bank</td> <td style="text-align: right;">£19,213.33</td> </tr> <tr> <td>Skipton BS</td> <td style="text-align: right;">£74,759.50</td> </tr> <tr> <td>Nationwide BS</td> <td style="text-align: right;">£72,107.90</td> </tr> </table> <p>d Future Commitments / Income</p> <table data-bbox="264 927 1334 1048"> <tr> <td>Liabilities as set out in Balance Sheet schedule</td> <td style="text-align: right;">(-) £8,294.00</td> </tr> <tr> <td>Creditors</td> <td style="text-align: right;">(+) £575.02</td> </tr> <tr> <td>Total Commitments (-) / Income (+)</td> <td style="text-align: right;">(-) £7,718.98</td> </tr> </table> <p>e Cash Book</p> <table data-bbox="264 1106 1334 1144"> <tr> <td>Cash Book Balance at 7 October 2023</td> <td style="text-align: right;">£33,839.50</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 Expenditure / Budget comparison</p> <p>The comparative expenditure through to the end of September was £14,365.06 against a forecast of £10,582. Noted</p> <p>h Capital Reserve Statement</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 £36,339. 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 1 October 2023 | £34,563.64 | Previous Balance | £25,632.11 | Cash received | £10,302.00 | Cheques issued and cleared | £1,370.47 | Cheques not cleared | £724.14 | Cash available when all cheques cleared | £33,839.50 | Yorkshire Bank | £19,213.33 | Skipton BS | £74,759.50 | Nationwide BS | £72,107.90 | Liabilities as set out in Balance Sheet schedule | (-) £8,294.00 | Creditors | (+) £575.02 | Total Commitments (-) / Income (+) | (-) £7,718.98 | Cash Book Balance at 7 October 2023 | £33,839.50 | |
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| 7 | Clerks Update | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <p>a The wreath has been ordered for the Remembrance Service. Noted</p> <p>b The National Association of Local Councils (NALC) solicitor has confirmed that there the legislation imposes no restriction how much a PC can expend on traffic calming works such as speed cushions etc and pedestrian crossings. Noted</p> <p>c The order for the power points for the Christmas decorations has been placed with NYC. Noted</p> <p>d Cllr Geldard attended YLCA's Off to a Flying Start Part 1 training session. Noted</p> <p>e The Community Association has been reimbursed for the cheques it historically failed to present for payment (£100). Noted</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Item | | Action |
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| | <p>f The Precept for second half of the year has been received from NYC. Noted</p> <p>g The footpaths authority (NYC) have confirmed that there is no longer a temporary closure order on the footpath behind the school. Noted</p> <p>h The Clerk's SLCC membership fee (£112) is due for renewal on 1 December. The PC agreed at it's annual meeting to pay the fee when due. Noted</p> | |
| 8 | Resolutions | |
| | <p>a To make payments in accordance with payments schedule (issued under separate cover). Payments agreed (total £174.90)</p> <p>b To consider the mid year review of expenditure including projections for the remainder of the year. Document issued under separate cover. Mid year review considered and noted</p> <p>c To rescind the decision taken at the August meeting (minute 8h) agreeing to the cost of £2400 for power to 6 lamp poles to be taken from CIL monies. The CIL authority at NYC has advised the PC that this is not an allowable use of CIL funds. The re-allocation of the funding to be determined under item 8f below. Agreed to rescind the motion</p> <p>d To remove Susan Scott from the Virgin Bank mandate and to appoint two new members to sit alongside Cllrs Burton and Spofforth on the mandate. Agreed to remove Susan Scott and appoint Cllrs Holmes and Shaw</p> <p>e To agree in principle to implementation of a 20mph speed limit on Water Lane (with traffic calming measures as advised by North Yorkshire Council) and to take the next steps of asking NYC to provide a fully costed proposal for consideration. Agreed. Cllr BH requested the recording of his vote against the proposal.</p> <p>f To approve October edition of the PC newsletter and allocate maximum of £300 for printing and distribution (draft issued under separate cover). Newsletter agreed subject to an addition providing advice on how to report an issue</p> <p>g To consider the Accounting Software Report produced by the Clerk and:- a) To agree in principle to the purchase of accounting software. Agreed in principle to purchase the software b) If a) agreed, to determine whether to purchase a laptop based system or a web/cloud based system and to agree the preferred supplier of the chosen system. Agreed to purchase a web /cloud based system. Agreed to purchase the package provided by Scribe c) If a web/cloud based system is agreed to determine the number of Councillors to be granted access and to nominate specific Councillor(s) to this role. Agreed that all Councillors should have access with Cllr BH having the leading role after training (Report issued under separate cover)</p> <p>h To review, revise and agree the revised budget and virements and that any additional monies are taken from the current account. (draft issued under separate cover). Agreed with a note of a requirement to accommodate £800 for footpath repairs</p> <p>i To locate the Tommy Statue at the junction of Water Lane and Old Vicarage Lane. Agreed</p> <p>j To approve the spend for the installation and removal of the Christmas motifs up to £1800 quote received as guide. Approved</p> <p>k To allow Cllr Holmes to remove the Christmas lights power supplies from the Triangle and Chestnut Green and have them tested. Agree value for testing £150. Both proposals agreed</p> <p>l To allow Cllr Holmes to remove and dispose of the Christmas tree lights on the central tree at the Triangle. Agreed</p> <p>m To allow Cllr Holmes to remove the Christmas tree lights from the tree adjacent to the gate at the Triangle. Agreed</p> <p>n Clerk to arrange for trimming of the tree adjacent to the Triangle prior to the reinstallation of the lights (last week in November). Agreed</p> <p>o To set up working group to dress the trees and install decorations at the Triangle and Chestnut Green. Agreed with Cllrs MB, RG, NS and BH making up the group</p> | <p>Clerk</p> <p>Clerk</p> |

| Item | | Action |
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| | <p>p To purchase a steel shed to the value of £800 to be located at the Triangle. Agreed</p> <p>q Amended motion: To agree that Cllrs Holmes and Spofforth can act as working party to install foundation and shed at the Triangle value agreed up to £400 for materials only. Materials to be purchased via the Clerk or Cllr NS with the agreement of the Clerk. Agreed</p> <p>r Clerk to seek advice from Planning as to whether planning permission is required for placement of shed. Agreed</p> <p>s To agree for council to place a wreath at the remembrance service at St Wilfrid's and agree who is to attend (normally chair). Agreed with the Chairman in attendance</p> <p>t To set up working group to review budget for 2024/25 prior to agreement at a Council meeting. Agreed</p> <p>u To delegate any miscellaneous spend for Christmas tree lights to the Clerk up to the value of the agreed revised budget and to be agreed with the Chair. Agreed</p> <p>v To receive the draft minutes of the two MF, H and BS Joint Burial Committee meetings held on 3 October 2023 (issued under separate cover). Received</p> <p>w To identify any items requiring repair and / or maintenance and to agree action. Nothing identified</p> | <p>Clerk</p> <p>Cllr NS</p> |
| 9 | Discussion Items | |
| | <p>a Residents issues received under item 4. Nothing further</p> <p>b Consideration of the draft Council Risk Management Policy prior to it be presented for formal adoption. Document issued under separate cover. To be reviewed by Cllr RG</p> <p>c Consideration of the draft Council Risk Management Scheme prior to it being presented for formal adoption. Document issued under separate cover. To be reviewed by Cllr RG</p> <p>d Should the Parish Council Newsletter be a Community newsletter? The general consensus was that a community newsletter would be advantageous. If so the policy would need to be amended accordingly.</p> <p>e The nomination of members to have specific stewardship duties associated with financial matters to comply with the requirements of the PC's Standing Orders and Financial Regulations. To be subject to a motion at the next meeting</p> | <p>Cllr RG</p> <p>Cllr RG</p> |
| 10 | Updates on actions agreed at previous meetings (PC's Action Tracker refers) | |
| | a All outstanding actions were reviewed and the action list updated | |
| 11 | Committee and Group Updates | |
| | <p>a Burial Committee. Cemetery tidiness, Sharepoint access and the Constitution are the aspects under consideration</p> <p>b Planting Group. Obtained prices will be subject to a motion at the next meeting</p> <p>c Road Safety Working Party. Cllr RG to circulate an email providing an update on the crossing situation</p> <p>d Highways and Footpaths Group. Nothing further</p> <p>e Comms Group. Newsletter being finalised</p> | <p>Cllr AS</p> <p>Cllr RG</p> <p>Cllr MB</p> |
| 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 11 November for next meeting on 21 November. Noted | All |

The meeting closed at 9.36pm