

## Monk Fryston Parish Council

**DRAFT subject to agreement at next meeting**

Minutes of Meeting held 19 March 2024 held at the Community Centre, Old Vicarage Lane

Present: Cllrs Nigel Spofforth (NS), Bill Holmes (BH), Ryan Geldard (RG), Ken Dent (KD)

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. <b>Apologies received from Cllrs Hollingsworth and Shaw</b> b) To record apologies for absence not given in advance of the meeting. <b>N/a</b> c) To consider the approval of reasons given for absence. <b>Reasons for Cllrs Hollingsworth and Shaw absence approved.</b>	
2	a) Declarations of interest: <b>None declared</b> b) To receive early verbal notice of any Councillor's intention to raise amendments to motions on the agenda as per Standing Order 1g. <b>None received</b>	
3	Confirmation of Minutes	
	a) To confirm as an accurate record the Minutes of the Meeting held on 20 February 2024. <b>Confirmed</b>	
4	Residents Issues (15 mins)	
	a) Inconsiderate parking on Church Lane. <b>Not discussed</b> b) Highway issues on Fryston Common Lane. <b>Matters relating to road surfacing and lack of street lighting. Minute 9(a) refers</b>	
5	Planning	
	1 To agree consultation responses to the following planning proposals: a) The revised version of the draft Selby Local Plan (email 7 March 2024 refers). <b>Agreed that concerns should be expressed about the amount of development being planned without any mitigation of the impact that the traffic would have on the A63 through the village.</b> b) Erection of infill extension to ground and first floor with internal alterations to the existing dwelling, The Cottage, 53 Main Street, Monk Fryston. <b>Agreed no comments or observations</b> c) Section 73 application for variation of condition 01 (approved plans) of approval ZG2023/0881/REM of Reserved matters application including appearance, landscaping and scale of approval 2022/0484/OUT Outline consent for demolition of existing three bedroom dormer bungalow and erection of 3 detached houses with access and layout considered granted on 20 December 2023, The Bungalow, 10 Old Vicarage Lane, Monk Fryston. <b>Agreed no comments or observations</b> 2 Decision notices received a) None received. <b>Noted</b>	Chair
6	Finances	Clerk
	a) <b>Authorised payments since last meeting:</b> 1 Bank Statement to 29 February refers (issued under separate cover). <b>Noted</b>	

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	<p>2 Microsoft account payment - £635.04. <a href="#">Noted</a></p> <p><b>b Current Account</b></p> <table border="0"> <tr> <td>Current Account as Statement to 31 July 2021</td> <td style="text-align: right;">£22,154.16</td> </tr> <tr> <td>Previous Balance</td> <td style="text-align: right;">£24,650.94</td> </tr> <tr> <td>Cash received</td> <td style="text-align: right;">£00.00</td> </tr> <tr> <td>Cheques issued and cleared</td> <td style="text-align: right;">£2,496.78</td> </tr> <tr> <td>Cheques not cleared</td> <td style="text-align: right;">£00.00</td> </tr> <tr> <td>Cash available when all cheques cleared</td> <td style="text-align: right;">£22,154.16</td> </tr> </table> <p><b>c Savings Accounts</b></p> <table border="0"> <tr> <td>Yorkshire Bank</td> <td style="text-align: right;">£19,232.55</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><b>d Future Commitments / Income</b></p> <table border="0"> <tr> <td>Liabilities as set out in Balance Sheet schedule</td> <td style="text-align: right;">(-) £12,271.50</td> </tr> <tr> <td>Creditors</td> <td style="text-align: right;">(+) £1092.62</td> </tr> <tr> <td>Total Commitments (-) / Income (+)</td> <td style="text-align: right;">(-) £11,178.88</td> </tr> </table> <p><b>e Cash Book</b></p> <table border="0"> <tr> <td>Cash Book Balance at 10 March 2024</td> <td style="text-align: right;">£22,154.16</td> </tr> </table> <p><b>f Current Account / Cash Book Reconciliation</b></p> <p>The 'Cash available when all cheques cleared' (b above) reconciles with the 'Cash Book balance when all cheques cleared' (e above). <a href="#">Noted</a></p> <p><b>g Expenditure / Budget comparison</b></p> <p>The comparative expenditure through to the end of February was £28,771 against a forecast of £28,204. <a href="#">Noted</a></p> <p><b>h Capital Reserve Statement to 1 May</b></p> <p>Amount ring-fenced for capital expenditure is £148,453. <a href="#">Noted</a></p> <p>Amount ring-fenced for CIL expenditure is £4271. Expenditure to date on the Noticeboard has impacted on this reserve. <a href="#">Noted</a></p> <p>Remaining reserve for non-capital expenditure is £14352. Inclusion for the first time of historical commitments and liabilities (approx £11K) has impacted on this reserve. <a href="#">Noted</a></p> <p><b>i Audit Control</b></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. <a href="#">Confirmed</a></p>	Current Account as Statement to 31 July 2021	£22,154.16	Previous Balance	£24,650.94	Cash received	£00.00	Cheques issued and cleared	£2,496.78	Cheques not cleared	£00.00	Cash available when all cheques cleared	£22,154.16	Yorkshire Bank	£19,232.55	Skipton BS	£74,759.50	Nationwide BS	£72,107.90	Liabilities as set out in Balance Sheet schedule	(-) £12,271.50	Creditors	(+) £1092.62	Total Commitments (-) / Income (+)	(-) £11,178.88	Cash Book Balance at 10 March 2024	£22,154.16	
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7	Clerks Update																											
	<p><b>a</b> The insurance claim for the damage to the bus shelter etc has been paid in full less the £125 excess (i.e.£3916.79). It has been established that he driver of the vehicle involved has insurance cover and a claim is being pursued by DAC Beachcroft for full recovery including the excess. <a href="#">Noted</a></p> <p><b>b</b> The NYC 'Parish Portal' is still not accessible for use by MFPC. <a href="#">Noted</a></p> <p><b>c</b> The Microsoft Office 365 account had to be renewed through a personal payment by the Clerk because the amount exceeded the PC's maximum single transaction allowance. <a href="#">Noted</a></p>																											

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	<p>d The leaning Northern Power Grid pole at the corner of Old Vicarage Lane and Water Lane has been brought to the attention of NPG. Attempts are being made to have the other poles in the vicinity inspected by NPG. <b>Noted</b></p> <p>e Virgin Bank is closing all Business Passbook accounts on 12 June 2024 of which the PC savings account is one. <b>Noted</b></p> <p>f The orders for the new Noticeboard and associated works have been placed. Delivery of the board is expected around the end of March with the civils work following during w/c 22 April. NYC Highways have now determined that no permit, or licence is necessary and it has given it's authorisation for the works to go ahead. <b>Noted</b></p>	
8	Resolutions	
	<p>a To make payments in accordance with payments schedule (issued under separate cover). <b>Agreed all totalling £655.04 along with payments to Acorn Festive Lights Ltd (£640) and Clearvision Window Cleaning Services (£60)</b></p> <p>b To co-opt a candidate to fill the vacant seat on the Council. <b>No candidate forthcoming</b></p> <p>c To appoint a member to have oversight of the PC's financial matters. <b>Agreed that this would be the Chairmans role</b></p> <p>d To appoint a member to have oversight of the PC's assets. <b>Agreed that this would be the Vice Chairmans role</b></p> <p>e To consider the draft PC newsletter and to determine the final content, supplier and costings. Draft Newsletter issued under separate cover. <b>Final content agreed. Printing to be ordered from Tigerprint.</b></p> <p>f To agree to replace of the damaged bus shelter and planter in accordance with the quotations received. Quotations issued under separate cover. <b>Agreed but placement of the order to be deferred until there is some clarity on the intention for the repair of the damaged wall and railings</b></p> <p>g To to dispose of the seven reclaimed wooden half barrel planters and purchase five new self watering half barrel planters in lieu using funding emanating from savings on the Christmas Lights account. Quotation issued under separate cover. <b>Agreed</b></p> <p>h To review the PC's Financial Strategy Statement and to determine appropriate action. (strategy issued under separate cover). The strategy is required under section 15(1)(a) of the Local Government Act 2003. Current (2023) strategy issued under separate cover. <b>Agreed to retain the current strategy. Clerk to update to the current figures</b></p> <p>i To receive a copy of the signed loan agreement for the lpads with the Preschool. Agreement issued under separate cover. <b>Received</b></p> <p>j To increase the maximum single transaction spend on the PC's Lloyds Bank Mastercard from £500 to £750. <b>Agreed</b></p> <p>k To determine whether 3 or 5 minutes should be the time allowed for residents to make representations at council meetings. <b>Time allowed agreed at five minutes</b></p> <p>l To transfer the full balance in the Virgin (ex Yorkshire Bank) Savings Account to the PC's Unity Trust Bank account and to then close the Virgin Savings Account. <b>Agreed</b></p> <p>m To determine the agenda for the Annual Parish Meeting to be held on 11 April. Draft Agenda issued under separate cover refers. <b>Agreed with the addition of a commentary about the purpose of the meeting (Cllr Holmes to supply)</b></p> <p>n To merge the Road Safety working party and the Highways and Footpaths working party and to draw up new terms of reference. <b>Agreed</b></p> <p>o To consider the Council's historical commitments and liabilities and to determine appropriate action. List issued under separate cover. <b>Agreed to write off all scheduled (total £4014)</b></p> <p>p To identify any items requiring repair and / or maintenance and to determine appropriate action. <b>None recorded</b></p>	
9	Discussion Items	

Item		Action
	<p>a Residents issues received under item 4. The consensus view about the road surfacing and lack of street lighting on Fryston Common Lane was that the concerns were highways matters that need to be referred to the District Councillor.</p> <p>b Should administration items, handled by councillors, be dealt with by the clerk? Notes to councillors and clerk issued under separate cover. Clerk to be included in this discussion. The view was that the administration items in question should be carried out by officers as opposed to members. With most of the items having been introduced since the last assessment of officers duties back in 2011 a review would be necessary. Clerk to provide assessment for further discussion.</p> <p>c The request for a grant of £20K from the Community Association (email 12 March 2024 refers). The consensus view was that any request for a grant should be made in accordance with the PC's financial assistance policy.</p>	that
10	Updates on actions agreed at previous meetings (PC's Action Tracker refers)	
	a All outstanding actions were reviewed with the action list updated	
11	Committee and Group Updates	
	<p>a Burial Committee. A meeting has yet to be arranged</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. Nothing further</p>	<p>Cllr NS</p> <p>Cllr AS</p> <p>Cllr MB</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 6th April for next meeting on 16th April. Noted	All

The meeting closed at 9.17pm