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# BISHOP MONKTON PARISH COUNCIL

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## MINUTES OF THE BISHOP MONKTON PARISH COUNCIL MEETING HELD TUESDAY 16<sup>TH</sup> NOVEMBER 2021 IN THE VILLAGE HALL.

Commenced: 19.00

Concluded: 20.48

Present: Cllrs Verill (Chairman), Garnet, Culshaw, Parsons, Meyers, District Cllr Brown, S Reid (Clerk)  
1 Member of the public.

**2122/060 Introduction from the Chairman and a reminder of the Council's expectations for the audio or visual recording of this meeting.**

The chairman opened the meeting and welcomed everyone.

**2122/061 To receive any apologies and approve reasons for absence.**

There were no apologies received.

**2122/062 Declaration of Interests**

a) To receive any declarations of interest not already declared under the council's code of conduct or members Register of Disclosable Pecuniary Interests  
There were no declarations of interest made.

b) To receive, consider and decide upon any applications for dispensation.  
There were no applications for dispensation made.

**2122/063 To confirm the minutes of the full council meeting held on Tuesday 19<sup>th</sup> October 2021 (Appendix 1) as a true and accurate record of proceedings.**

**RESOLVED** That the minutes of the Bishop Monkton Parish Council meeting of 16.11.2021 be accepted as a true record of proceedings.

**2122/064 To receive a report from Cllr Harrison from North Yorkshire County Council**

Cllr Harrison was not present at the meeting therefore there was no report to receive.

**2122/065 To receive a report from Cllr Brown from Harrogate Borough Council HBC planning dept are short staffed. Lost a lot of staff due to change to unitary authority. Expected due to amalgamation. There is huge backlog due to this. There may be some appeals due to delay. Briefing took place recently to update on the amalgamation. First elections still taking place May 2022 for a 5 year term.**

**2122/066 To receive the clerk's report (Appendix 2)**

The clerk's report was noted.

**2122/067 To consider the following financial matters:**

a) To approve the schedule of payments (**Appendix 3**)  
**RESOLVED** That the schedule of payments be approved.

b) To note the bank reconciliation and budget reconciliation (**Appendix 4**)  
There was no reconciliation to note.

**2122/068 To note the following planning matters:**

- a) Planning Consultations (**Appendix 5**)
- b) Planning Decisions (**Appendix 6**)
- c) Planning Enforcements (**Appendix 7**)

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- 2122/069 To receive an update on the following ongoing issues and decide upon further action where necessary:**
- a) To receive a presentation in relation to a festival in Bishop Monkton 2023 and decide any further action as necessary.  
It was thought it important that the PC were aware this is going ahead. Idea of this festival is to provide a forum for people to share life stories and skills with everyone. Idea to run for 4 Days (Thu to Sun) with maybe 20 events supplemented with some outside speakers. Timing is provisionally 25-28 May 2023. The date is set this far in distance to give it time to be organised and to separate from Jubilee.
  - b) To receive an update from the Planning Working Group.  
**RESOLVED** that Cllr Culshaw contact BMAG to discuss.
  - c) To receive an update on the research into a potential footpath on Moor Road.  
**RESOLVED** That the clerk write to Cllr Harrison to ask if he is going to look into this. Members of BMPC are to google any funding available and all pool ideas.
  - d) To receive an update on the Grant Funding Application by the Sports and Playing Fields and the response to the clerk's communication with SPFA.  
It is noted that this is still ongoing as a Safeguarding Policy is required to be able to progress the application.
  - e) To receive an update on the changing of the bank mandate and decide any further action as necessary.  
**RESOLVED** The clerk has the paperwork and will complete as required.
  - f) To receive an update on the maintenance of the village planters.  
**RESOLVED** that this is an ongoing annual item.

- 2122/0670 To consider the following new matters/correspondence and decide action where necessary.**
- a) To consider the Jubilee Gifts for the children of the village and decide any further action as necessary.  
Best item to get it commemorative mug. Finsbury China is £5.00 per mug and can have Council name on the back.  
**RESOLVED** That Cllr Parsons is to purchase a sample mug prior to the council committing to a bulk purchase. To also obtain costs from alternative suppliers. It is resolved to provide to 16 years and under who live in the Parish. Cllr Parsons is to advertise to find out how many children meet criteria for ordering purposes.
  - b) To consider the appearance of the village street signs, including the bus timetable and decide any further action as necessary.  
It was noted that HBC are going to tidy/repair/replace as necessary.
  - c) To appoint the internal auditor for the financial year 2021/2022.  
**RESOLVED** To have continuity and utilise the services of the Rachael Pearson.
  - d) To consider the draft budget for the financial year 2022/2023.  
**RESOLVED** to defer to the next meeting.
  - e) To consider the provision of the village Christmas tree and decide any further action as necessary.  
**RESOLVED** That Cllr Verill to purchase on behalf of the Council. Costs should be around £50 plus transport. This was approved.

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- f) To consider the grass cutting for the financial year and decide any further action as necessary.  
**RESOLVED** That the clerk to is to obtain a quote from current supplier (Farm and Land Services). And also inform him of the complaints in relation to the standard of work this year.
- g) To consider the work required on the tree by the bus stop and decide any further action as necessary.  
**RESOLVED** That Cllr Meyers ask the carpenter to widen the bench or remove it.

**2122/071 To notify the clerk of matters for inclusion on the agenda at the next meeting**

**2122/072 To confirm the date of the next meeting as 21<sup>st</sup> December 2021.**

**2122/073 Public participation**

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# BISHOP MONKTON PARISH COUNCIL

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## APPENDIX 1 – Minutes of previous meeting

### MINUTES OF THE BISHOP MONKTON PARISH COUNCIL MEETING HELD TUESDAY 19<sup>TH</sup> OCTOBER 2021 IN THE BISHOP MONKTON SCHOOL ROOM

Commenced: 19.00 hours

Concluded: 21.11 hours

Present: Cllrs Verril (Chairman) Garnett, Culshaw, Parsons, County Cllr Harrison, District Cllr Brown, Clerk S Reid.  
1 member of the public.

**2122/060 Introduction from the Chairman and a reminder of the Council's expectations for the audio or visual recording of this meeting.**

The chairman opened the meeting and welcomed everyone. It was reported at this point that Cllr Ayliffe has resigned his position with Bishop Monkton PC.

**2122/061 To receive any apologies and approve reasons for absence.**  
Apologies were received from Cllr Meyers. These were approved.

**2122/062 Declaration of Interests**

a) To receive any declarations of interest not already declared under the council's code of conduct or members Register of Disclosable Pecuniary Interests  
Cllr Culshaw declared an interest in planning application 21/04294/HEDGE.  
Cllr Verrill declared an interest in item 2121/068 e)

b) To receive, consider and decide upon any applications for dispensation.  
There were no applications for dispensation received.

**2122/063 To confirm the minutes of the full council meeting held on 14<sup>th</sup> September 2021 (Appendix 1) as a true and accurate record of proceedings.**

**RESOLVED** that the minutes of the Bishop Monkton Parish Council meeting held 14.09.2021 be accepted as a true and accurate record of proceedings.

**2122/064 To receive a report from Cllr Harrison from North Yorkshire County Council**

NYCC have submitted the basis of how they would like to see the structural change order for the new Unitary Authority. This will go before Parliament in the new year. It has been requested that PC elections run parallel with the elections for the new council to save on cost. The proposal is a 5 year term from May 2022. The first year will be as a shadow then the latter 4 years would be under the new authority. District councils will continue to function for one year from May 2022. County will function for 5 years from May 2022. County will be legally termed a continuing authority to assist with Tupe throughout all councils.

It was asked of Cllr Harrison what will happen with planning at HBC. There is nothing definite yet, however it is expected there will be local planning committees.

In the coming months a decision will be made as to which wards PC's will fall into. Elections to these wards will take place May 2022. A new boundary review will take place in the first term of the new authority.

Various speeding concerns have been received. Cllr Harrison asked if the PC would be interested in having speed strips to collect the data to assess the problem. The council were

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supportive of this idea and suggested that these should be located on Knaresborough Road near Harvest View.

At this stage item 2122/067 b) was brought forwards for Cllr Harrison to respond to. There are two ways to get funding. First is directly linked to development. The second is central government funding. It is highly unlikely that developer funding we be approved. It has been highlighted to NYCC that in the next round of bids this footpath is considered.

A member of the public advised that a new single deck bus is now operating on this road.

School buses have to be economical. NYCC is trialling a demand responsive bus. This is covered over a geographical area. There are stops where you can get on/off the bus but you have had to request it otherwise it wont turn up. Using the app you enter where you are/where you want to go and the time. The bus turns up. It is a flat fee and passes can be used.

- 2122/065 To receive a report from Cllr Brown from Harrogate Borough Council**  
A committee has been set up to look at wards. It is proposed that Wathvale, Bishop Monkton and Newby to be amalgamated.
- 2122/066 To receive the clerk's report (Appendix 2)**  
The clerk's report was noted.
- 2122/066 To consider the following financial matters:**
- c) To approve the schedule of payments (**Appendix 3**)  
**RESOLVED** To approve the payments as detailed in appendix 3.
  - d) To approve the bank reconciliation and budget reconciliation (**Appendix 4**)  
The clerk had not prepared a bank reconciliation at this time.
- 2122/069 To note the following planning matters:**
- a) Planning Consultations (**Appendix 5**)  
**RESOLVED** To submit the planning observations as detailed in appendix 5.
  - b) Planning Decisions (**Appendix 6**)  
The planning decisions were noted.
  - c) Planning Enforcements (**Appendix 7**)  
The planning enforcements were noted.
- 2122/067 To receive an update on the following ongoing issues and decide upon further action where necessary:**
- a) To receive an update on the formation of a working party to look at planning matters with BMAG and decide any further action as necessary.  
A discussion was held by members of BMPC to discuss how the PC were going to approach this. It was decided to set up a working party/advisory group to look into these matters and keep the PC informed. The group is not a decision making body. The group would also include some members of BMAG. Meetings would be on a monthly basis prior to PC meetings so reports can be given. Decisions have yet to be made on some items, ie. Communications/minutes etc. BMAG have asked a few questions which have been responded to.
  - b) To receive an update of the possibility of a footpath on Moor Road and decide any further action as necessary.

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It was noted that this needs further investigation.

- 2122/068**      **To consider the following new matters/correspondence and decide action where necessary.**
- a) To discuss copy for the forthcoming edition of Bishop Monkton Parish Magazine.  
**RESOLVED** That the clerk look back on previous submissions to obtain some ideas as to what is required.
  - b) To discuss communication from Cllr Harrison in relation to funding streams and decide any further action as required.  
**RESOLVED** That this was not applicable to the council at this present time.
  - c) To consider communication received in relation to a festival in Bishop Monkton 2023 **(Appendix 8)**  
**RESOLVED** That the clerk invite the organiser to attend the next meeting of the council to give a presentation.
  - d) To consider communication received in relation to the Parish Noticeboard by the ford and decide any further action as necessary. **(Appendix 9)**  
It was noted that Cllr Verrill has repaired the notice board.
  - e) To consider communication received in relation to Solar Development and decide any further action as necessary. **(Appendix 10)**  
**RESOLVED** That the Council have no observations to make at this stage.
  - f) To consider communication received in relation to a '20's Plenty' speed campaign and decide any further action as necessary. **(Appendix 11)**  
**RESOLVED** That no further action be taken at this stage.

At this point the members of the public were requested to leave the meeting under the Public Bodies (Admissions to Meetings) Act 1960 s2.

- g) To consider communication received in relation to Grant Funding for the Sports and Playing Fields and decide any further action as necessary. (This has been forwarded under separate cover to all members)  
**RESOLVED** That the clerk write to the Sports and Playing Fields Association.

21.00 Cllr Garnett left the meeting.

- h) To consider the clerks Contract of Employment and decide any further action as necessary.  
**RESOLVED** That the Contract of Employment for the Clerk meets requirements and is to be signed and issued by all parties concerned.
- i) To consider the banking arrangements and amending the mandate to include the clerk, S Reid, also allowing online banking access.  
**RESOLVED** to make the necessary amendments to the banking mandate allowing the Clerk, S Reid, to have full access, including online banking.

- 2122/072**      **To notify the clerk of matters for inclusion on the agenda at the next meeting**
- Tree located by bus stop needs work carrying out.

- 2122/073**      **To confirm the date of the next meeting as 16th November 2021.**

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**2122/074**      **Public participation**

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### APPENDIX 2 – Clerk's Report

Several photographs have been received from a resident showing busses and waggons and how much of the road space they take up. These will be circulated to the members for their observations and further instruction.

A bank reconciliation has not been carried out as there is still no access to the bank account, nor any statements received. To allow access, two signatories need to complete the paperwork and submit to HSBC with the clerks details to facilitate this change.

It has been brought to the clerk's attention that the password supplied by YLCA for councillors does not work. An email has been sent. As soon as an update is received this will be circulated.

The clerk is aware that there are issues with the email not being the correct one and also being sent with the former clerk's details on. This requires both the former and current clerk to rectify this matter. As soon as the former clerk can be contacted it will be sorted.

Some considerable time has been spent in relation to the structure of the BMVHQE11PF management and trustee. A member of the management committee has kindly forwarded a copy of the last constitution dated 2015 and a document has been found stating that the lease and trust deed dated 01.07.1999 was deposited with Hethertons Solicitors. They have been contacted and are looking to provide copies of said documents.



# BISHOP MONKTON PARISH COUNCIL

## APPENDIX 3 – Scheduled of Payments

Payee	Details	Amount
Miss S Reid	October Wages	£336.40
Miss S Reid	October Expenses	£52.05
HBC	RoSPA Report	£72.00
A Garnett	Plants for Boroughbridge Road	£19.97
Mr R Taylor	Flailing church yard	£45.00
	<b>TOTAL</b>	<b>£525.42</b>

## APPENDIX 4 – Bank Reconciliation

<b>BANK STATEMENTS</b>		
HSBC a/c ****9457 balance as at		
HSBC a/c ****2818 balance as at		
Total		
Unpresented cheques		
<b>Closing balance per bank statements</b>		
<b>CASH BOOK</b>		
Opening balance		
Income		
Payments to date		
<b>Closing balance per cash book as at</b>		

## Expenditure

Expenditure	2021-2022	Current Expenditure
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<b>ADMINISTRATION</b>		
Salary and related costs	£5,000.00	£1319.19
Stationary/Office equipment	£200.00	£8.73
Website	£30.00	
Insurance	£650.00	£392.91
Room Hire	£100.00	£35.00
Newsletter/Welcomes Booklet	£150.00	£167.60
Audit fees	£200.00	£175.00
Training	£500.00	£48.00
Fees	£200.00	£75.00

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Membership/Subscriptions	£500.00	£348.97
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MAINTENANCE		
Grounds Maintenance	£500.00	£147.13
Village Gardening	£150.00	£140.00
Grass Cutting	£2,500.00	
Asset Maintenance	£2,000.00	
Sandbags and gritting	£120.00	
Beck cleaning	£360.00	

PROJECTS/EVENTS/GRANTS		
Festive costs	£500.00	
Speed Calming Measures		
Footpath/Cyclepath		
Facility improvements		
Walking noticeboard	£1,000.00	
Grants	£800.00	

RESERVES		
General reserves	£4,320.00	
Earmarked reserves	£2,000.00	

<b>Total</b>	<b>£21,780.00</b>	<b>£2857.53</b>
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**Please note: The VAT amount is not included on the budget/expenditure comparison table. (£20.94)**

## BISHOP MONKTON PARISH COUNCIL

### APPENDIX 5 – Planning Consultations

Application No	Proposal	Location	Applicant	PC Comments
21/04249/HEDGE	Remove and replace hedge	Norbridge Boroughbridge Road Bishop Monkton HG3 3QN	Mr D Culshaw	Please note this application has been withdrawn.
21/04468/FULMAJ	Change of use of 1.5ha of land for the extension of the existing caravan park to allow for siting of 31no static caravans and including the demolition of an existing barn and erection of a reception/amenity building with managers accommodation above.	Church Farm Caravan Park Knaresborough Road Bishop Monkton HG3 3QQ	Mr & Mrs Oates	Ask for an extension.

### APPENDIX 6 – Planning Decisions

There are no planning decisions to be noted.

Application No	Proposal	Location	Applicant	Decision

### APPENDIX 7 – Planning Enforcements

There are no planning enforcements to be noted.

Case Number	Location	Alleged Breach	Planning No if applicable	Details