

# **Fountains Abbey Parish Council**

Clerk: David Taylor  
Thornfield, 57, Whitcliffe Lane, Ripon, North Yorkshire, HG4 2LB  
Telephone: 01765 601693  
Email: clerk.fountainsabbeypc@outlook.com

**Interim Clerk: Cllr S Byfield**

8th November 2026

Members of the public are invited to attend the next meeting of Fountains Abbey Parish Council, to be held on **Monday 14<sup>th</sup> September** at 7.30pm in Studley Roger Village Hall

Cllr SDE Byfield (Interim CLERK)

There will be a public session prior to the meeting and this will commence at 7.15 pm.

Members of the public and press are welcome to attend the meeting during the open session.

Members of the public will adhere to the rules set by the council for this session

## **A G E N D A**

1. Reminder by the Vice Chair (Chair of the meeting) of the Council's expectations for the audio or visual recording of this meeting
2.
  - 2.1 To receive apologies for absence
  - 2.2 To consider the approval of reasons for absence given by councillors
3.
  - 3.1 To receive, consider and decide upon any applications for dispensation
  - 3.2 To receive any declarations of interest not already declared under the Council's Code of Conduct or a member's Register of Disclosable Pecuniary Interests
4. To confirm the minutes of the following meetings meeting held as a true and correct record.
  - 4.1 Minutes of The Annual Meeting of the Parish Council Part 1 18<sup>th</sup> May 2026
  - 4.2 Minutes of the Annual Meeting of the Parish Council Part 2 13<sup>th</sup> July 2026
  - 4.3 Minutes of the Ordinary Meeting of the Parish Council 13<sup>th</sup> July 2026
  - 4.4 Minutes of the Extra Ordinary Meeting of the Parish Council 21<sup>st</sup> July 2026

## **Fountains Abbey Parish Council**

- 4.5 Minutes of the Extra Ordinary Meeting of the Parish Council 17<sup>th</sup> August 2026
5. To receive the following reports from
  - 5.1 Cllr Steve Byfield Chair Parish Council and Interim Proper Officer
    - 5.1.1 Studley Roger Village Hall
    - 5.1.2 Ripon LCWIP
    - 5.1.3 White Lines Studley Roger
    - 5.1.4 Planning Portal Website
  - 5.2 Felicity -Cunliffe Lister Divisional Councillor NYC
  - 5.2 Justin Scully General Manager National Trust for Fountains Abbey and Studley Royal
6. To receive information on the following ongoing issues and decide further action where necessary.
  - 6.1 The use of the footpath from Ripon River Laver to Studley Roger by bikes, e - bikes motor bikes and Horses.
  - 6.2 The response from North Yorkshire council regarding the letter sent to North Yorkshire Council 16.05.2026 regarding the illegal use of the footpath. (response attached)
7. To receive completed register of interests from councillors to be published on the Council Web Site
8. To Consider amending Signatory Authorisation to allow the Chair Cllr S Byfield and Vice chair Cllr C Johnson to carry out the following online transactions.
  - 8.1 Best practice for both assigned signatories to be in the same room when online payments are made. On occasions when this is not possible only Cllr C Johnson can make Online payment with documented approval by Cllr Byfield at the time of the transaction and previous full approval of the Council.
  - 8.2 Council approves the following regular online transactions without prior Council meeting approval
    - 8.2.1 Staff wages and PAYE scheduled monthly
    - 8.2.2 Financial Regulations 6.9i within an annual budget of £500
    - 8.2.3 Financial regulations 6.9ii-6.9iv
- 9.To consider the adoption of the following policies and procedures
  - 9.1 Publications scheme updated 2026.
  - 9.2 Document retention policy

## **Fountains Abbey Parish Council**

9.3 Grant awarding policy

9.4 Staffing committee terms of reference

9.5 IT Policy

10. To consider the Councils remedial action response to the Auditors report
11. To consider delaying the purchase of a new Laptop for council use until April 2027
12. To consider delaying a change in Bank Platform to allow dual signatories until April 2027
13. To consider approving the freezing of the councils present Scribe Online accounts program and creating a new account commencing from 1<sup>st</sup> April 2026.
14. To consider the approval of contracting a Scribe advisor to set up the new Scribe account with a budget of up to £200 with temporary Scribe admin access up until 30<sup>th</sup> September 2026.
15. To consider all Councillors and Internal Auditor to have read only availability to the Parish Councils Scribe accounting account.
16. To consider only allowing the Councils RFO to have admin level access to the Councils Scribe account platform.
17. To consider electing two responsible persons to monitor and maintain the Parish council website and to be the monitor all content and posts.
18. To consider only allowing the responsible Website persons to have admin access to the website all other Council members to have read only membership access.
19. To consider creating the following pages within our web site and for the responsible persons to liaise with each group.
  - 17.1 Parish Hall and events page
  - 17.2 Skell Valley Page
  - 17.3 Fountains Abbey and Studley
20. Financial matters:
  - 20.1 To receive and note current bank balances as at 8<sup>th</sup> September 2026

|                            |          |
|----------------------------|----------|
| Nat West Current Account – | £2807.99 |
| Nat West Savings Account-  | £407.76  |

## **Fountains Abbey Parish Council**

20.2 To note that until the Council has full access to the new accounts Scribe system it is not yet possible to offer the Council reconciled accounts. A full reconciliation will be presented to the Council for the year to date on 23<sup>rd</sup> November and thereafter at each Ordinary meeting.

20.3 To approve the following accounts for payment which have been paid with effect from 1<sup>st</sup> April 2026:

|         | Payee                 | Detail             | Date Paid | Total  |
|---------|-----------------------|--------------------|-----------|--------|
| 20.3.1  | HMRC                  | PAYE               | 24.04.26  | 1.43   |
| 20.3.2  | DN Taylor             | StOfEx             | 24.04.26  | 29.69  |
| 20.3.3  | HMRC                  | PAYE March 26      | 24.04.26  | 76.40  |
| 20.3.4  | DN Taylor             | StOfEx             | 24.04.26  | 29.75  |
| 20.3.5  | Cloudy IT             | Cloud              | 24.04.26  | 12.00  |
| 20.3.6  | DN Taylor             | Salary March 26    | 24.04.26  | 169.61 |
| 20.3.7  | DN Taylor             | Salary April 26    | 24.04.26  | 246.82 |
| 20.3.8  | Zurich Municipal      | Insurance          | 11.05.26  | 157.81 |
| 20.3.9  | DN Taylor             | StOfEx             | 09.06.26  | 29.59  |
| 20.3.10 | DN Taylor             | Salary May 26      | 09.06.26  | 250.82 |
| 20.3.11 | HMRC                  | PAYE May 26        | 09.06.26  | 76.40  |
| 20.3.12 | Seton                 | DeFib Aldfield     | 19.06.26  | 533.26 |
| 20.3.13 | Byfield               | Sign Dog repayment | 19.06.26  | 43.98  |
| 20.3.14 | YLCA                  | Subscriptions      | 19.06.26  | 146.00 |
| 20.3.15 | HMRC                  | PAYE June 26       | 14.07.26  | 76.40  |
| 20.3.16 | Yorkshire Accts       | Payroll            | 14.07.26  | 43.20  |
| 20.3.17 | SLCC                  | Subscriptions      | 14.07.26  | 50     |
| 20.3.18 | Elkerlodge            | Auditors           | 14.07.26  | 204    |
| 20.3.19 | SR Village Hall Trust | Grant 50%          | 15.07.26  | 1250   |
| 20.3.20 | DN Taylor             | Salary July 26     | 10.08.26  | 166.47 |
| 20.3.21 | HMRC                  | PAYE July 26       | 28.08.26  | 60.40  |

20.4 To approve the following accounts for payment which are outstanding with effect from 1<sup>st</sup> September 2026:

|        | Payee                 | Detail         | Total  |
|--------|-----------------------|----------------|--------|
| 20.4.1 | DN Taylor             | Salary June 26 | 246.82 |
| 20.4.2 | YLCA 6371             | Training       | 47.00  |
| 20.4.3 | YLCA 6379             | Training       | 37.60  |
| 20.4.4 | YLCA 6390             | Training       | 35.00  |
| 20.4.5 | YLCA 6393             | Training       | 28.20  |
| 20.4.6 | Hugo Fox              | Website update |        |
| 20.4.7 | DN Taylor             | Salary Aug 26  | 166.47 |
| 20.4.8 | HMRC                  | PAYE Aug 26    | 60.40  |
| 20.4.9 | Yorkshire Accountants | Payroll        | 43.20  |

20.5 To consider the adoption of the New Clerks Pay Settlement 2026-2027

21. To consider moving to a closed meeting that, in view of the confidential nature of the business to be transacted regarding staffing, the press and public be excluded under the Public Bodies (Admissions to Meetings) Act 1960, section 1(2), for the duration of the meeting.

22 To consider the following business continuity matters and to agree appropriate action:

22.1 Parish Council Laptop arrangements regarding Clerk emails and council records.

22.2 Clerk sick leave update and arrangements for a meeting with the Clerk.

23. To consider the next ordinary meeting to be postponed to November 23<sup>rd</sup> to allow for bank reconciliation and budgets to be drafted ahead of the precept application in December 2026.

Meeting