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# BISHOP MONKTON PARISH COUNCIL

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## Minutes of the Parish meeting held on 16<sup>th</sup> December 2020 via a remote meeting using Zoom

Commenced: 7.05pm

Concluded: 8.55pm

Present: Cllr Stephen Verrill (Chairman)

Cllr Tony Garnett

Cllr George Ayliffe

Cllr Brown – Harrogate Borough Council

Clerk: Rebecca Crabtree

### **2021/071 Introduction from the Chairman**

Cllr Verrill welcomed all to the meeting.

### **2021/072 To receive apologies and approve reasons for absence**

Apologies were received from Cllr Harrison.

### **2021/073 Declarations of interest**

#### **a) To receive any declarations of interest not already declared under council's code of conduct or members Register of Disclosable Pecuniary Interests**

None declared.

#### **b) To receive, consider and decide upon any applications of dispensation**

None received

### **2021/074 To confirm the minutes of the meeting held on 12<sup>th</sup> November 2020 as a true and correct record**

**Resolved** that the minutes from the meeting held on 12<sup>th</sup> November 2020 be approved as a true and accurate record and will be signed by Cllr Verrill after the meeting.

### **2021/075 To receive a report from Cllr Harrison form North Yorkshire County Council**

Cllr Harrison was not present.

### **2021/076 To receive a report from Cllr Brown from Harrogate Borough Council**

Cllr Brown gave the following update:

- He explained the reason why he is unable to attend the full meeting which is due to him being in meetings all day and also, may need to attend other meetings during the evening.
- Cllr Brown thanked Cllr's for commenting on the Local Government Re-organisation. HBC and NYCC have now submitted their bids. HBC has proposed for an East and West model of two unitary councils including York. NYCC has proposed to merge all North Yorkshire Councils into one unitary council and York to remain separate.
- The Local Plan has been approved by the inspector despite the appeal from Flaxby.
- Cllr Brown raised his concerns about the Lamb and Flag application and offered his support to the Cllr's when considering this. He explained he had dealt with a similar situation previously and gave the Cllr's some useful contact details so that the Council could find out further information. The application was discussed.

### **2021/077 Financial matters:**

#### **a) To approve the schedule of payments**

**Resolved** to approve the schedule of payments. The Clerk was requested to enquire further about the Farm and Land Services invoice before payment is processed. (See appendix 1)

#### **b) To approve the bank reconciliation and budget comparison**

**Resolved** to approve the bank reconciliation and budget comparison (See Appendix 2)

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**c) To agree the annual ICO membership cost of £40.00**

**Resolved** to agree to purchase the ICO annual membership.

**d) To consider the proposed budget for 2021-2022**

The proposed budget was considered and amendments made. This is to be approved along with the Precept request at the next meeting.

**2021/078 To receive an update on the following ongoing issues and decide upon further action where necessary:**

**a) To receive an update on the new developments on Knaresborough Road**

It was noted that Alpha Homes have not yet submitted an application.

**b) To receive an update on the traffic calming measures on Knaresborough Road and highway issues**

The speed calming measures that were due to be installed as part of the Kebell Development was discussed and previous minutes from 2016 were noted.

**Resolved** that the Clerk will contact the senior management at NYCC regarding this to move the issue forward.

A 20mph speed limit in the village was discussed.

**c) To receive an update about the Christmas arrangements**

It was noted that all Christmas lights have now been installed.

**d) To receive an update from Yorkshire Water**

It was noted that the sewer on the strip of land on Knaresborough Road has not yet been adopted. This needs to be adopted asap to avoid any future issues.

It was noted that the S104 agreement was signed in 2019 and all agreed for the Clerk to request a copy and pay the fee required to do so.

**2021/079 Matters requested by the councillors and Clerk:**

**a) To consider taking part in the Local Council Award Scheme (BC)**

**Resolved** that the Council will take part in the Local Council Award Scheme and the Clerk will start working towards it.

**2021/080 Organisational matters**

**a) To agree the meeting dates for 2021**

**Resolved** to agree the meeting dates for 2021 except the May meeting date which will be reviewed and agreed at the next meeting.

**b) To consider the proposed Action Plan**

**Resolved** to approve the Action Plan.

**c) To note information received about the Parish Councils/Council representative's responsibility regarding the Village Hall and agree any necessary action**

The Clerk made the councillors aware of the following:

- The representative's primary duty as trustees at any management committee meeting of the village hall charity is to act in the best interests of the charity. For any agenda items at Parish Council meetings about the village hall, the two nominated trustees would need to declare their interest.
- Trustees have a legal responsibility for the day-to-day management and financial control of the land and its property.
- There is no connection between the custodian trustee role of the council and the role of the two elected councillors.
- The main duty of a custodian/holding trustee is to hold the property of the charity and to have custody of all securities and documents relating to the property owned by the charity.

**Resolved** that the current Cllr's do not want the responsibility of being a Trustee and would like to wait until new councillors are elected in May to see if any would like to become Trustee of the Charity.

The Clerk is to contact the Village Hall and update them about the decision made.

All agreed that they would like to work towards building a better relationship between the PC and Village Hall.

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### 2021/081 To review/adopt the following policies:

**a) Standing Orders**

**Resolved** to approve the policy.

**b) Information and Data Protection Policy**

**Resolved** to approve the policy.

**c) Privacy Statement**

**Resolved** to approve the policy.

**d) Publication Scheme**

**Resolved** to approve the policy.

**e) Statement of Internal Control**

**Resolved** to approve the policy.

### 2021/082 To consider any correspondence received and agree any necessary action

**a) To note the Roecliffe and Westwick Neighbourhood Plan**

The Neighbourhood Plan was noted.

**b) To note the NYCCC Budget Consultation**

The consultation was noted.

### 2021/083 To consider the following planning applications:

Application No.	Address	Proposal	Comments
20/04673/PBR	Barn At 433062 466223 Ings Lane	Prior notification for change of Use of Agricultural Building (Use Class - Sui Generis) to 1 no. Dwelling (Use Class - C3)	The Parish Council objects to this application on the following grounds: <ul style="list-style-type: none"> <li>• There are concerns about the access and increase of traffic as it is not suitable for HGVS. Access is the main problem with this development. Ings Lane is totally unsuitable for any increase in traffic. It is a well-used footpath and bridle way. It is part of the Ripon Rowel long distance walk which is well used.</li> <li>• There is a high risk for pedestrian cyclists and horse riders because there are no safe passing places on the narrow lane. Any increase in traffic could be dangerous.</li> <li>• The bridge from Main Street requires a survey as it has collapsed previously.</li> </ul>
20/04240/FUL	Conversion of the Lamb & Flag Public House to form 2no. dwellings, conversion of existing holiday lets to	Lamb and Flag Inn, Boroughbridge Road	<b>Resolved</b> that the Parish Council is to request an extension to comment and will arrange a public

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	form 1no. dwelling and the erection of 2no. dwellings.		consultation to find out resident's views.
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### 2021/084 To notify the clerk of matters for inclusion on the agenda at the next meeting

The Clerk will request agenda items one week before the agenda is due to be published.

### 2021/085 To confirm that the next Full Council meeting is to be held on 13<sup>th</sup> January 2021.

**Resolved** that the next meeting is to be held on 13<sup>th</sup> January 2021 via Zoom.

### 2021/086 Public participation

Two members of public were present and raised the following:

- A resident was glad that the PC was arranging a public consultation about the Lamb and Flag consultation and noted that one option would be to agree to the dwellings to be built behind and the pub to remain.
- The relationship between the PC and Village Hall was commented on and both residents felt that the PC should approach the Village Hall and arrange an informal meeting.
- A resident gave a contact name to help the PC progress with the speed calming measures.
- A resident queried who should fund the kerb stones on Harvest View and felt it was the developer's responsibility to replace the damaged kerb stones.
- A resident raised that he felt that the speed limit in the village should be lowered to 20mph.
- A resident made the councillors aware that he felt the public participation should not be held at the end of the meeting.

### Appendix 1 – Schedule of payments

Date	Supplier	Details	Amount
17/11/2020	Farm and Land Services	Grass cutting	£790.80
02/12/2020	HMRC	PAYE & NI	£97.00
02/12/2020	R. Crabtree	Salary	£474.49
16/12/2020	R. Crabtree	Go Daddy – Website domain	£15.40
16/12/2020	R. Crabtree	Printer Ink	£3.49
16/12/2020	R. Crabtree	Salary	£372.98
16/12/2020	Zoom	Subscription	£14.39
16/12/2020	HMRC	PAYE & NI	£87.40
16/12/2020	Farm & Land Services	Beck clearance	£360.00
16/12/2020	S. Verrill	MKM – Salt	£83.83
16/12/2020	S. Verrill	Ink cartridges	£40.50
16/12/2020	S. Verrill	Festive lights/supplies	£203.09
			<b>£2543.37</b>

### Appendix 2 - RFO Report

#### Bank Reconciliation

Prepared by: Rebecca Crabtree, Responsible Finance Officer

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Date prepared: 11<sup>th</sup> December 2020

Balance as per bank statements 31<sup>st</sup> November 2020

BANK STATEMENTS		
HSBC a/c ****9457 balance as at 31st November 2020	£12,882.82	
HSBC a/c ****2818 balance as at 31st November 2020	£2,130.51	
Total		£15,013.33
Unpresented cheques		
<b>Closing balance per bank statements</b>		<b>£15,013.33</b>
CASH BOOK		
Opening balance		£11,457.05
Income (Precept £8641, Bank interest £1.05 and Pinfold Rent £70)		£8,712.05
Payments to date		£5,155.77
<b>Closing balance per cash book as at 31st November 2020</b>		<b>£15,013.33</b>

### Expenditure

Budget Heading	2020-2021 Budget	Current expenditure
Salary and related costs	£5,000.00	£2,342.14
Admin Costs inc Stationary	£200.00	£121.60
Grounds maintenance	£1,750.00	£834.21
Website	£250.00	0.00
Insurance	£700.00	£356.79
Room Hire	£150.00	0.00
Audit	£200.00	£175.00
Training	£300.00	0.00
Village Asset Maintenance	£2,000.00	£611.85
Sandbags and gritting	£120.00	0.00
Membership/Subscriptions	£450.00	£358.99
Beck cleaning	£150.00	0.00
Festive costs	£500.00	£62.86
Newsletter	£150.00	0.00
Grants	£800.00	0.00
S137	£20.00	16
VAT	£0.00	£276.33
<b>Total</b>	<b>£12,740.00</b>	<b>£5155.77</b>

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