
BISHOP MONKTON PARISH COUNCIL

Minutes of the Parish meeting held on 20th June 2019 at Bishop Monkton Methodist School Room.

Commenced: 6.00pm

Concluded: 8.20pm

Present: Cllr Pamela Brown (Chairman)

Cllr Stephen Verrill

Cllr Tony Garnett

Cllr Ben Cairns

Cllr Ken Harper

Cllr George Ayliffe

Clerk: Rebecca Crabtree

1920/038 Public Participation

A number of residents were present with concerns including:

The padlock on the church gate. Cllr Brown confirmed she had contacted HBC and requested the padlock to be removed immediately. This has been completed and full access can now be gained through the rear gate.

Residents raised concerns regarding the Hall Farm application. The Cllr's confirmed they will be sending further comments to object at the appeal. The Clerk noted she had spoken to Cllr N. Brown who has confirmed he will be supporting the Parish Council's previous comments.

Cllr Garnett requested the residents to send to the Clerk any relevant information relating to this application.

A resident raised his concerns about the signage at the crossroads junction coming down Moor Road. He explained that at present vehicles coming down Moor Road into the village do not have a clear view of the sign on the left-hand side due to an overgrown tree. Also, there are two further directional signs to the playing field and Harvest View which are fitted to a street lighting pole which also obscure the Give Way Signage - suggestion was given to move these signs lower down the pole.

Vehicle Activation signs were raised and a request that they be moved to a more effective site within the village on Knaresborough Road.

1920/039 To receive apologies and approve reasons for absence.

Apologies were received from Cllr N. Brown.

1920/040 To receive any declarations of interest not already declared under the council's code of conduct or members Register of Disclosable Pecuniary Interests.

Cllr Verrill declared an interest in Item 14 and Cllr Ayliffe declared an interest in Item 12 (Hall Farm application).

1920/041 To receive, consider and decide upon any applications for dispensation.

None

1920/042 To confirm the minutes of the meeting on 22nd May 2019 as a true and correct record.

The minutes were agreed and accepted as a true record but Cllr Ayliffe requested the wording to be changed on Item 1920/026. The minutes were signed by Cllr Brown.

1920/043 To receive a report from Cllr Harrison from North Yorkshire County Council

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Cllr Harrison gave an update about commuted sums. HBC are yet to confirm the sums currently being held this information should be received by BMPC by end of July together with details of the sums that will be given once the Kebbell Development is completed.

HBC have reviewed the waste collection routes to ensure all our household collections are as efficient as possible. Therefore, this had led to some changes to collection dates in the area.

North Yorkshire County Council is considering changes to home-to-school transport charges for post-16 students from September 2019.

Cllr Harrison has spoken to Darren Griffiths, the NYCC highways officer who is the primary contact for obtaining a vehicle activated sign.

Cllr's were advised at a recent training course held by YLCA that Parish Councils are not permitted to purchase these with public monies and raised this with Cllr Harrison. He felt that this was false information and would look into this. The Clerk will send the information to Cllr Harrison who would then send to his legal team and advise the Parish Council further on this matter and legislation.

Cllr Verrill requested the Clerk to Contact NYCC for further information on the Community Speed watch initiative.

1920/44 To receive a report from Cllr Brown from Harrogate Borough Council

None

1920/045 Matters arising from the minutes and the decision list

- The Clerk confirmed she had applied for the UCI grant.
- Cllr Harper gave an update on the repairs needed on the stone and plaque adjacent to the Ford. He felt that no further work was required on the stone but that the plaque will need to be repaired. The Perspex is in poor condition.

Resolved: to obtain some quotes to replace the Perspex section and also a quote for a brass plaque. The Clerk will add this item to the next agenda.

- Cllr Harper confirmed there is no plaque on the bench at the ford that was discussed at the previous meeting and all agreed for him to install his donated bench at that site.
- Cllr Harper expressed his concerns about sending the resident a letter about the wall.

Resolved: Cllr Brown will call to speak to the owners of the property to discuss the possible repair of the wall which has fallen into disrepair.

1920/046 Finance

a. To approve the Schedule of Payments and Bank Reconciliation for June 2019

Resolved: that the schedule of payments is approved and signed by Cllr Brown.

b. To note the Annual Internal Audit Report for 2018/19

Resolved: that the Internal Auditors report for 2018/19 was received and is approved.

c. To approve Section 1 - Annual Governance Statement for 2018/19

Resolved: that the Parish Council approved the Annual Governance statement and this was duly signed by the Chairman.

d. To approve Section 2 - Accounting Statements for 2018/19

Resolved: that the Clerk amend the document due to concerns about the fixed assets figures. The Clerk made Cllr's aware that this was due to the asset register not being completed correctly in the financial year 2018/2019 and she has since updated it. Cllr Ayliffe felt that the previous year's figures should be amended. The Clerk agreed to contact YLCA for advice.

e. To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities

Resolved: that the Parish Council will publish the documents required on the Parish Council website.

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f. To receive an update about the Internal Audit from the RFO

The Clerk sent the Internal Audit Report to councillors in advance of the meeting and gave a brief outline of the main issues that were raised and actions she will take.

g. To appoint two councillors to carry out Internal Control checks during the year

Resolved: that Cllr Ayliffe and Cllr Garnett were appointed.

h. To consider a quote from Harrogate Borough Council for the Annual Playground Inspection at a cost of £66.

Resolved: that the Parish Council agree the quote of £66 for Harrogate Borough Council to complete the inspection. It was noted that Cllr Garnett completes regular inspections.

1920/047 To review and approve the following policies and documents:

a. Asset register

Resolved: that the Clerk will include the location of the assets on the register and will find out where archived documents including invoices for the assets are stored.

b. Risk Assessment

Resolved: to include Volunteers on the Risk Assessment and state that specific RA's are completed when an event/task takes place. Cllr Cairns agreed to complete the individual RA's when required.

c. GDPR Audit

Resolved: To include external companies on the Audit and ensure that they have GDPR policy and procedures in place.

d. Records Management Policy

Resolved: to amend the policy and change the retention period to 6 years for goods received notes, bank reconciliations, internal controls and Healthy and Safety documents.

e. Publication Scheme

Resolved: to adopt this document.

f. Information and Data Protection Policy

Resolved: to adopt this policy.

g. General Privacy Notice

Resolved: to adopt the policy.

h. Equality and Diversity Policy

Resolved: to amend the date on the policy.

1920/048 Items for Discussion/Review/Action

a. Commuted Sums

Sean Wright from HBC has offered to meet with councillors to explain the process and what commuted sums can be used for.

Resolved: that the Clerk will contact Sean Wright to request available dates and arrange a meeting with all Cllr's

b. Publication of minutes

Cllr Ayliffe requested that the minutes are publicised in a timely manner. The Clerk explained that the previous minutes were uploaded to the website within two weeks but due to the minutes including matters relating to residents, she felt that she wanted to send correspondence to the residents before the minutes were made public.

Resolved: to put PENDING on a specific item in the minutes so that minutes can be publicised sooner if this occurs.

c. To agree for a representative to attend the YLCA conference on 13th September 2019.

Resolved: that Cllr Ayliffe will attend the conference.

d. Traffic Calming measures

Resolved: that Cllr Cairns will contact Darren Griffiths and arrange a site visit. This item will be included on the next agenda.

e. Benches in the Village

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Cllr Verrill questioned where 12 benches are that were included on the Asset Register in 2011.

Resolved: that the Clerk will contact the Margaret Lodge regarding this.

Cllr Verrill had spoken to the Sean Wright and was told that the Parish Council may be entitled to use commuted sums towards **new** benches. This will be discussed at the meeting.

Benches made out of recycled material and memorial benches was discussed. This will be added to the next agenda.

f. Pinfold and Village Hall Rent

Resolved: that this was a confidential item and therefore it was to be included in Item 14.

g. St. John's church yard – gate issues

Cllr Brown confirmed that the padlock had now been taken off the gate.

h. Low tree branches and pot holes on St Johns Way

Cllr Brown contacted NYCC Area 6 Highways and requested them to repair the pot holes and that it was a high priority. The work has now been completed.

Resolved: Cllr Verrill will remove the overhanging branches from the footway with help from Cllr Brown.

i. BM Today Website

The Clerk confirmed that the Parish Councils documents have been removed and a message has been displayed on the BM Today website.

Cllr Brown requested the Clerk to contact the editor to update the Job Vacancy section.

j. Footpath diversion – revised proposals

Cllr Verrill and Cllr Garnett attended a meeting on site at the Fairfield Farm footpath with NYCC and the landowner.

An alternative route was put forward by using the existing fenced track from the village end and then a new gate into the far field at the corner of the service road. The route would then go across the far field to the river by passing the hen grazing area.

The alternative route was accepted by all and it will now be advertised before it is approved.

Cllr Garnett noted the letter received by a visitor to the Village. He requested the Clerk to forward the letter to Burton Leonard Parish Council as a lot of footpaths mentioned in the letter is in that area.

k. Online banking and payment arrangements

Resolved: that the Clerk will look at banking options available.

In the short-term, the Clerk will send all payment documents to Cllr Brown on the day of the bank transfer along with a screen shot showing the payments made on screen and the current balance. This is to ensure that the Clerk is not at risk until all internal controls are in place.

1920/049 Outcome of previous planning applications.

Reference Number	Brief Description and Location	Comments	Status
19/01214/OUT	Application for the erection of 2 No. Dwellings with Access, Layout and Scale considered. Land to East of Victoria House, 4 Victoria Terrace, Main Street, Bishop Monkton	See below.	Current
<p>Option B: The Parish Council objects on the planning grounds set below: The access to the site is very narrow. Access to the Main Street from the site has poor visibility due to the current property's boundary wall. The current properties and track form part of the conservation area. Residential amenity for Victoria Cottage</p>			
19/01631/PBR	Prior notification for conversion of agricultural building to form one dwelling with associated building works. Land Comprising Barn at	See below.	Prior approval not required

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	Knareborough Road Bishop Monkton North Yorkshire		
<p>Option B: The Parish Council objects on the planning grounds set below: Evidence has been given from a resident which shows that the land has been used previously for horses so therefore it is not 100% being used for agricultural. See Google Street View photos taken in 2011. The dimensions of the plan were questioned and whether a two- storey building is possible within the actual current structure without digging down or heightening. We question the visibility at the entrance. It is an accident black spot. It is a hazard for pedestrians as it is outside the 30mph zone, there is no footpath, no streetlights, there is a bad bend and the road narrows. The structural soundness of the building which is currently single storey. Concerns about the removal of the hedge and the effect on the wildlife. The barn forms no part of a larger agricultural unit.</p>			
19/01535/PROWNY	NYCC consultation on diversion of footpath number 15.12/2. East of The Bungalow Pottery Lane Littlethorpe Ripon	A response has been sent to Public Rights of Way. The Clerk will resend the documents to the planning department.	Observations made
19/01891/DISCON	The Red House Moor Road Bishop Monkton Approval of details required under condition 12 (landscaping) of planning permission 18/05274/REM - Reserved matters application for the Erection of 4 no. dwellings (Appearance, Landscaping, Layout and Scale considered) under Outline Permission 18/01912/OUT.	Option A – No objection	Confirmation of discharge of conditions
19/01707/FUL	Markenfield House 6 Harvest View Bishop Monkton Erection of sun lounge	Option A – No objection	Approved

1920/050 To consider the following Planning applications:

Reference Number	Brief description and Location	Comments
19/02221/FUL	Springfield House Mains Lane Bishop Monkton Conversion of stables, garage and outbuildings to form residential annexe; Erection of single storey extension, roof extension and dormer window; Installation of rooflights; Change of Use of Agricultural land to form Residential land.	Option A - No objection
19/02103/FUL	Springfield House Mains Lane Bishop Monkton Demolition and reconstruction of North Wing with erection of two and a half storey extension; Erection of two-storey extension and of portico; Alterations to roof and fenestration; Infill of door and Installation of fenestration.	Option A - No objection
19/02098/FUL	Low Demains Farm Knareborough Road Bishop Monkton Erection of cattle shed.	Option A - No objection
19/02160/TPO	The Vicarage Knareborough Road Bishop Monkton	Option A - No objection

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	Lateral reduction (by 3 m) and crown lift (to 4 m) of Beech Tree under Tree Preservation Order 04/1970.	
APPEAL 18/00108/NREFPP	Hall Farm Boroughbridge Road Bishop Monkton HG3 3QN Erection of 5 dwellings with formation of pond, associated access and landscaping	Resolved: that Cllr Garnett will prepare a response and take note of the information received from residents.

1920/051 In accordance with Schedule 12A, Local Government Act 1972, the following item will be likely to disclose exempt information relating to establishment and contractual matters. It is therefore recommended pursuant to the provisions of the Public Bodies (Admission to Meetings) Act 1960, that the public and press be excluded

Resolved: to exclude the members of public.

1920/052 Village hall and playing fields

Resolved: that Cllr Verrill would be present but not comment on the matter.

Correspondence from two residents was discussed.

Resolved: that a response would be drafted for both parties once the Clerk has received advice from YLCA and obtained further information relating the matter in question.

Contracts and leases were discussed and it was **resolved** that the Clerk will obtain further information from a previous Clerk and find documentation from the archives to ensure the council is fulfilling its statutory duties.

1920/053 To receive agenda items for the next meeting of the Parish Council

- Benches in the village
- Traffic calming measures
- Bench plaque
- Burial Ground Committee

1920/054 Chairman's remarks and correspondence

Cllr Brown updated the Cllr's that Mrs Short has joined the Burial Ground Committee and Cllr Cairns will arrange meeting with the committee. This will be added to the next agenda.

1920/055 To confirm and agree the date and time of the next meeting.

The next meeting is to be held on Thursday 1st August 2019 at 6pm.

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Schedule of payments

Chq No.	Payee	Date	Description	Total
B/Transfer	R. Crabtree	20/06/2019	Stationary	£9.25
B/transfer	Baytree Fencing	04/06/2019	Repair to benches	£820.00
B/Transfer	R. Crabtree	20/06/2019	Salary	£197.95
B/Transfer	HMRC	20/06/2019	PAYE and NI	£44.40
B/Transfer	Yorkshire Accounts	20/06/2019	Payroll fees	£36
B/Transfer	T. Garnett	20/06/2019	Keys for noticeboard and replacement posts	30.59
B/Transfer	Farm & Land Services	20/06/2019	Grass Cuts	£488.40

Total amount	£1626.59
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