
BISHOP MONKTON PARISH COUNCIL

Minutes of the Annual Meeting of the Council held on 6th May 2021 via a remote meeting using Zoom

Commenced: 6.00pm

Concluded: 7.02pm

Present: Cllr Stephen Verrill (Chairman)

Cllr Tony Garnett

Cllr George Ayliffe

Cllr Parsons

Cllr Brown – Harrogate Borough Council

Cllr Harrison – North Yorkshire County Council

Rebecca Crabtree - Clerk

2122/001 To note that Cllr Parsons was elected onto the Parish Council and to receive the Declaration of Acceptance of Office

Resolved Cllr Parsons was elected and the Declaration of Acceptance has been received.

2122/002 To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.

Resolved to elect Cllr Verrill as the Chairman and the Declaration of Acceptance is to be signed after the meeting.

2122/003 To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office

Resolved to elect Cllr Parsons as the Vice Chairman and the Declaration of Acceptance is to be signed after the meeting.

2122/004 Introduction from the Chairman

Cllr Verrill welcomed all to the meeting.

2122/005 To receive any apologies and approve reasons for absence

All Cllrs were present.

2122/006 Declaration of Interests

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.

2122/007 To confirm the minutes of the full council meeting held on Tuesday 24th March 2021 as a true and accurate record.

Resolved that the minutes from the meeting held on 24th March 2021 be approved as a true and accurate record and will be signed by Cllr Verrill after the meeting.

2122/008 Financial matters:

a) To approve the schedule of payments

Resolved to approve the Schedule of Payments (See Appendix 1)

b) To note that the Parish Council received the first instalment of the Precept for 2021/2022

Noted.

c) To approve the bank reconciliation and budget reconciliation for the year ended 31st March 2021

Copies of the minutes of this meeting will be available on the Parish Council Website.

Copies are also available upon request to the Parish Clerk

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

d) To certify Bishop Monkton Parish Council as exempt from external audit for fiscal year 2020/2021

Resolved that Bishop Monkton Parish Council is exempt from external audit for the year 2020/2021 as its annual turnover does not exceed £25,000

e) To note the Annual Internal Audit Report for 2020/2021 included at page 4 of the Annual Governance and Accountability Return 2020/2021

Resolved that Annual Internal Audit Report for 2020/2021 included at page 4 of the Annual Governance and Accountability Return 2020/2021 be noted.

f) To approve Section 1 - Annual Governance Statement 2020/2021 for Bishop Monkton Council on page 5 of the Annual Governance and Accountability Return 2020/2021

Resolved that Bishop Monkton Parish Council approve Section 1 Annual Governance Statement 2020/2021 for Bishop Monkton Parish Council on page 5 of the Annual Governance and Accountability Return 2020/2021.

g) To approve Section 2 - Accounting Statements 2020/2021 for Bishop Monkton Council on page 6 of the Annual Governance and Accountability Return 2020/2021

Resolved that Bishop Monkton Parish Council approve Section 2 - Accounting Statements 2020/2021 for Bishop Monkton Parish Council on page 6 of the Annual Governance and Accountability Return 2020/2021.

h) 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. This includes:

- Annual Internal Audit Report 2020/2021
- Section 1 – Annual Governance Statement 2020/2021
- Section 2 – Accounting Statements 2020/2021
- Analysis of variances
- Bank Reconciliation to 31 March 2021
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

Resolved that, in accordance with the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities, Bishop Monkton Parish Council will publish the documents on the Parish Council website.

2122/009 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 the developer is still considering the comments received and deciding on amendments to the application. Cllr Harrison made it clear that the land is allocated in the Local Plan and there will be a development but it is a case of it being the right development for the site.

This was discussed.

2122/010 Matters requested by councillors and Clerk

a) To consider and agree arrangements for upcoming meetings and the Annual Report (Clerk)

It was noted that the legislation has not been extended to allow Parish Councils to hold remote meetings after 6th May 2021.

Resolved to activate the Scheme of Delegation policy after the meeting and the next meeting will be arranged once restrictions allow and it is safe to do so. The next meeting will be held no earlier than 21st June 2021.

b) To consider and agree the arrangements to co-opt new councillors (Clerk)

Resolved that the Clerk can now advertise the vacancies and will do so via the website and noticeboards.

c) To consider the S104 agreement and agree any necessary action

Resolved to write a letter to the solicitor.

d) To consider and agree to increase the payment towards planters in the village (SV)

Resolved to increase the payment to £35.00 per sign.

e) To agree the insurance provider for 2021/2022 (Clerk)

Resolved to agree the insurance policy suggested by Came and Co.

f) To consider adopting the telephone kiosk on Boroughbridge Road and agree any necessary arrangements (Clerk)

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It was noted that the Telephone Kiosk is unable to be adopted as it is not the red K6 style kiosk unless it is for the purpose for a defibrillator.

Resolved not to adopt the kiosk.

The Clerk made the councillors aware of the Little Free Libraries and all agreed to investigate this and other alternatives.

2122/011 To adopt/review/approve the following policies and procedures:

a) Scheme of Delegation

Resolved to adopt the policy.

b) Face to Face Meetings Risk Assessment

Resolved to adopt the policy but the Clerk noted they maybe future amendments due to government guidelines.

c) Asset Register

Resolved to approve the policy with amendments.

2122/012 To consider any correspondence received and agree any necessary action

a) To consider holding an event to celebrate the Queens Platinum Jubilee in 2022

It was noted that an event is already being organised but the PC supports the event

2122/013 To consider the following planning applications:

Application No.	Address	Proposal	Comments
21/01505/KIOSK	Telephone Box Boroughbridge Road	BT consultation on the proposed removal of payphone kiosk (01765 677411)	No comment
21/01249/SCREEN	Station Lane Burton Leonard	Screening optinion for development of solar farm and battery storage system.	Resolved that Cllr Garnett and Cllr Ayliffe will investigate this and a comment will be agreed under the Scheme of Delegation.

2122/014 To notify the clerk of matters for inclusion on the agenda at the next meeting

- Dog Poo bins
- Noticeboard

2122/015 To confirm the date of the next meeting

To be agreed once restrictions allow.

2122/016 Public participation

Three members of public were present who raised the following concerns:

- One resident asked for a copy of the NYCC 20mph policy.
- One resident made the Cllrs aware that the hedge is covering one of the 30mph speed signs. Cllr Parson agreed to investigate this.
- One resident raised concerns about application 21/01249/SCREEN.

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Appendix 1 – Schedule of Payments

Date	Payee	Details	Amount
28/04/2021	YLCA	Membership	£313.00
28/04/2021	Yorkshire Accountants	Payroll Fees	£36.00
28/04/2021	HMRC	PAYE & NI	£60.40
28/04/2021	R. Crabtree	Salary	£272.36
28/04/2021	R. Crabtree	Zoom	£14.39
28/04/2021	R. Pearson	Internal Audit	£175.00
28/04/2021	BM Gardening Club	Planters	£80.00

Appendix 2

Bank Reconciliation

Prepared by: Rebecca Crabtree, Responsible Finance Officer

Date prepared: 31st March 2021

Balance as per bank statements 31st March 2021

BANK STATEMENTS		
HSBC a/c ****9457 balance as at 31st March 2021	£9,626.72	
HSBC a/c ****2818 balance as at 31st March 2021	£2,130.61	
Total		£11,757.33
Unpresented cheques		
Closing balance per bank statements		£11,757.33
CASH BOOK		
Opening balance		£11,457.05
Income (Precept £8641, Bank interest £1.15 and Pinfold Rent £70)		£8,712.15
Payments to date		£8,411.87
Closing balance per cash book as at 31st March 2021		£11,757.33

Expenditure

Budget Heading	2020-2021 Budget	Current expenditure
Salary and related costs	£5,000.00	£4488.33
Admin Costs inc Stationary	£200.00	£120.14
Grounds maintenance	£1,750.00	£835.04
Website	£250.00	£12.83
Insurance	£700.00	£356.79

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Room Hire	£150.00	0.00
Audit	£200.00	£175.00
Training	£300.00	0.00
Village Asset Maintenance	£2,000.00	£1157.65
Sandbags and gritting	£120.00	£69.86
Membership/Subscriptions	£450.00	£476.56
Beck cleaning	£150.00	0.00
Festive costs	£500.00	£286.95
Newsletter	£150.00	0.00
Grants	£800.00	0.00
S137	£20.00	£16.00
VAT	£0.00	£416.72
Total	£12,740.00	£8411.87