

## Monk Fryston Parish Council

**DRAFT subject to agreement at next meeting**

Minutes of Meeting held 15<sup>th</sup> August 2018 at the Church Hall, Church Lane

Present: Cllrs Bill Holmes (BH), Mark Johnson (MJ), Nigel Spofforth (NS),  
Susan Scott (SS), Robert Croft (RC), Susan Woodhall (SW).

Mr R Newton

Clerk; Philip Scott

The Chairman Cllr Holmes opened the meeting at 7.30pm

Mr Newton left the meeting at 7.50pm.

Item		Action
1	Apologies for absence: <a href="#">Cllr Aldred</a>	
2	Declarations of interest: <a href="#">Cllr NS declared an interest in Item 5 2(b)</a>	
3	To confirm the minutes of the meeting held on 12th August 2018. <a href="#">Confirmed</a>	Cllr BH
4	To receive a presentation from Monk Fryston and Hillam Community Association on the proposal to change the status of the Association. Presented by R Newton	
	<p><a href="#">Thanks were given for being allowed the opportunity to formally introduce the proposal to the Parish Council, which has been one of the CA's principal supporters over the years.</a></p> <p><a href="#">The proposed changes emanated from a recent review of the Constitution when it became clear that it was out of date. The legal situation had moved on and the Community Association had not kept up. The Trustees then took advice from experts representing two specialist independent organisations, Community First Yorkshire and Selby District Council Western Area Community Engagement Forum (WCEF). Both recommend that the CA changes its charitable status from being an Unincorporated Organisation to a Charitable Incorporated Organisation (CIO). There are two types of CIO's developed and recommended by the Charity Commissioners. One, the Association model being a Charity with voting members other than its charitable Trustees, who would be elected by the members, and a second, the Foundation Model who's only voting members are its charitable Trustees. They are nominated by and elected by the other Trustees. The CA is recommending adopting the Association Model as it believes this is nearest to the concept and ethos envisaged at the organisation's inception.</a></p> <p><a href="#">Currently, the CA management committee is elected on an annual basis, its members have personal financial exposure, and it is vulnerable to a lack of continuity. The proposed change will enable an elected Trustee serve a 3 year term and thus provide continuity of Governance. However, a Trustee, if re-elected, will only be able to serve a maximum of 3 consecutive 3 year terms before having to stand down for a minimum of 3 years before seeking re- election again.</a></p> <p><a href="#">In addition under the new framework members will only be subject to limited personal financial exposure. Therefore, the Trustees and Management Committee of the Community Association is recommending that the CA changes the status of the charity from being an Unincorporated Organisation to a Charitable Incorporated Organisation (CIO) and this is to be put forward for</a></p>	

Item		Action																								
	<p>agreement at the Annual General Meeting on Wednesday the 12th September. With the new proposals it is envisaged that the two PC's will provide nominated representatives into the general purpose committee in a similar manner to the arrangement currently in place. In the ensuing discussion at the end of the presentation there was a clear consensus of support from members for the proposed change.</p>																									
5	Planning	Chair																								
	<p>1 To agree consultation responses to the following planning proposals:</p> <p>a Outline planning application for the demolition of existing colliery buildings and construction of ClassB2/B8 and associated B1 floor space with supporting container storage area and associated buildings, trackside facilities, access and landscape with all other matters reserved, Gascoigne Wood Interchange, Gascoigne Wood Mine, Lennerton Lane. <b>Agreed that concerns should be registered about the development adding to the continual growth of traffic both through Monk Fryston village and onto the A162 / A63 roundabout.</b></p> <p>2) Notices received</p> <p>a Proposed construction of 8 no stables and retrospective use of the site to be used for equine livery business, Land at Stables, Fryston Common Lane, Monk Fryston – approved. <b>Noted</b></p> <p>b Retrospective application for erection of garden wall, 1 Youngs Court, Monk Fryston, Selby – refused. <b>Noted</b></p>																									
6	Finances	Clerk																								
	<p>a 1 Clerks SO salary payment 2 BHIB Insurance balancing payment (£0.36 – Cheque 1089) 3 Clerks balancing payment (£85.41 – cheque 1090)</p> <p>b <b>Current Account</b></p> <table border="0" style="width: 100%;"> <tr> <td>Current Account as Statement to 1 August 2018</td> <td style="text-align: right;">£14778.43</td> </tr> <tr> <td>Previous Balance</td> <td style="text-align: right;">£17392.88</td> </tr> <tr> <td>Cash received</td> <td style="text-align: right;">£00.00</td> </tr> <tr> <td>Cheques issued and cleared</td> <td style="text-align: right;">£2614.45</td> </tr> <tr> <td>Cheques not cleared</td> <td style="text-align: right;">£2784.19</td> </tr> <tr> <td>Cash available when all cheques cleared</td> <td style="text-align: right;">£11994.24</td> </tr> </table> <p>c <b>Yorkshire Bank Savings Account</b></p> <table border="0" style="width: 100%;"> <tr> <td>Savings Account balance after July 2018 interest</td> <td style="text-align: right;">£103,162.30</td> </tr> </table> <p><b>Skipton BS Account</b></p> <table border="0" style="width: 100%;"> <tr> <td>d Account balance</td> <td style="text-align: right;">£70,000.00</td> </tr> </table> <p>e <b>Future Commitments / Income</b></p> <table border="0" style="width: 100%;"> <tr> <td>Liabilities as set out in Balance Sheet schedule</td> <td style="text-align: right;">(-) £4512.83</td> </tr> <tr> <td>Creditors</td> <td style="text-align: right;">(+ ) £1979.53</td> </tr> <tr> <td>Total Commitments (-) / Income (+)</td> <td style="text-align: right;">(-) £2533.30</td> </tr> </table> <p>f <b>Cash Book</b></p> <table border="0" style="width: 100%;"> <tr> <td>Cash Book Balance at 6 August 2018</td> <td style="text-align: right;">£11994.24</td> </tr> </table>	Current Account as Statement to 1 August 2018	£14778.43	Previous Balance	£17392.88	Cash received	£00.00	Cheques issued and cleared	£2614.45	Cheques not cleared	£2784.19	Cash available when all cheques cleared	£11994.24	Savings Account balance after July 2018 interest	£103,162.30	d Account balance	£70,000.00	Liabilities as set out in Balance Sheet schedule	(-) £4512.83	Creditors	(+ ) £1979.53	Total Commitments (-) / Income (+)	(-) £2533.30	Cash Book Balance at 6 August 2018	£11994.24	
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	<p><b>g Current Account / Cash Book Reconciliation</b> The 'Cash available when all cheques cleared' (b above) reconciles with the 'Cash Book balance when all cheques cleared' (f above). <a href="#">Noted</a></p> <p><b>h Expenditure / Budget comparison</b> <a href="#">The comparative expenditure through to the end of December was £16,456.71 against a forecast of £17,889.00.</a></p> <p><b>i Audit Control</b> Councillors to confirm that they are satisfied that the above demonstrates that the PC is maintaining an effective system of audit and control including taking account of commitments and liabilities as required by the annual audit. <a href="#">Confirmed</a></p>	
7	Clerks Update	
	<p><b>a</b> SDC have advised that 'right to bid' applications under the Localism Act 2011 should ideally be preceded by discussions with the respective owners before a formal submission is made for inclusion on SDC's List of Assets of Community Value. It has also advised that applications for properties based on other than the current use cannot be accepted. The PC has currently identified the Community Centre, the Post Office, The Crown, the Church Hall and the Stove Shop as appropriate assets of community value in the parish. <a href="#">Noted</a></p> <p><b>b</b> The standing order for the payment of the clerk's salary has been increased to £270 to reflect the Clerk's recent salary review and increase in workload. <a href="#">Noted</a></p> <p><b>c</b> The contract of sale for the Quarry plot has been sent to the purchaser's solicitors. (copy issued under separate cover). The purchaser has subsequently requested that the PC takes out possessory title/missing information insurance. <a href="#">Noted</a></p> <p><b>d</b> The monthly inspection of Chestnut Green identified a broken tree branch and a dead tree. Instructions were issued to the landscape contractor for removal and this has been effected. A subsequent inspection has identified three other dead trees that need attention. <a href="#">Noted. Clerk to arrange removal</a></p> <p><b>e</b> A lock has been fitted to one of the PC's filing cabinets in order to satisfy GDPR's security of data requirement. <a href="#">Noted</a></p> <p><b>f</b> There have been two instances of shed loads from hay transporters travelling through the village. <a href="#">Noted</a></p>	
8	Resolutions	
	<p><b>a</b> To make payments in accordance with payments schedule. <a href="#">Proposed by Cllr BH. Seconded by Cllr MJ. Agreed</a></p> <p><b>b</b> To authorise the Clerk to pay the £40 IOC GDPR registration fee on behalf of the Council. <a href="#">Proposed by Cllr BH. Seconded by Cllr MJ. Agreed</a></p> <p><b>c</b> To authorise the Clerk to sign the contract of sale for the Quarry plot once agreed and to agree the provision of title insurance at the prescribed cost of £65 . <a href="#">Proposed by Cllr BH. Seconded by Cllr SS. Agreed</a></p> <p><b>d</b> To repair the footpath between Church Lane and Old Vicarage Lane subject to</p>	

Item		Action
	<p>confirmation and agreement of costs. <b>Proposed by Cllr BH. Seconded by Cllr NS. Agreed subject to costs and clarification on the applicability or otherwise of the Highways act 1980 s 43 which states that it doesn't affect the duty of others to maintain.</b></p> <p>e To erect the 'Tommy' statue on a concrete base on the triangle of land at the junction of Old Vicarage Lane and Water Lane with expenditure of up to £150 for the construction of the base. <b>Proposed by Cllr BH. Seconded by Cllr SW. Agreed</b></p> <p>f To clear the edges of the footpath of overgrowth around the triangle at the junction of Old Vicarage Lane and Water Lane with a maximum expenditure of £75. <b>Proposed by Cllr BH. Seconded by Cllr SW. Agreed</b></p> <p>g To prepare and distribute a hardcopy coloured Newsletter on a regular. Distribution to be by hand to all residential properties in the parish. <b>Proposed by Cllr SW. Seconded by Cllr NS. Agreed</b></p> <p>h To agree to approach the respective owners of the PC's selected assets of community value to inform them of the PC's intention to include their properties on SDC's register and to nominate the person to act accordingly. <b>Proposed by Cllr BH. Seconded by Cllr SS. Agreed with Cllr BH as the nominated person</b></p> <p>i To approve the PC's GDPR personal data retention and disposal policy (issued under separate cover). <b>Proposed by Cllr BH. Seconded by Cllr MJ. Agreed</b></p> <p>j To agree a response to SDC's draft Gambling Policy (Statement of Principles) <a href="http://www.selby.gov.uk/consultations">http://www.selby.gov.uk/consultations</a> refers. <b>Proposed by Cllr BH. Seconded by Cllr NS. Agreed no comments.</b></p> <p>k To agree expenditure of up to £11.50 for the purchase of a lock for one of the PC's filing cabinets. <b>Proposed by Cllr BH. Seconded by Cllr SS. Agreed</b></p> <p>l To identify any items requiring repair and / or maintenance and to agree action. <b>Proposed by Cllr BH. Seconded by Cllr NS that appropriate action is taken re: 1) Trees overhanging from the Pumping Station on Fryston Common Lane 2) Gulley blocked by straw outside 33 Main Street 3) laurels requiring trimming on the PC's small island plot at Chestnut Green 4) overhanging vegetation in the vicinity of the thatched cottage where the path curves around for the A63 Agreed</b></p>	
9	Discussion Items	
	<p>a PC meeting attendance. <b>There were mixed views on whether reasons for absence should be formally accepted or declined. It was noted that failure to attend any meeting within a period of six months resulted in automatic disqualification in the absence of accepted reasons for absence. Any intended absence should however be notified to the Clerk at the earliest opportunity for administrative purposes.</b></p> <p>b School year 4 project. <b>Cllr Holmes recorded that year 4 had expressed an interest in carrying out small scale community projects following a talk he had given, at the school's request, to them about the role of the PC.</b></p> <p>c Changing circumstances at Monk Fryston Hall. <b>There were mixed views on the appropriateness of a name change for the heritage asset.</b></p>	

Item		Action
	d The nature and extent of the consultation to be undertaken regarding parking in the Square. <a href="#">To be subject to a motion at the next meeting</a>	
10	Updates	
	a Burial Committee. <a href="#">Nothing further</a> b Community Association. <a href="#">Nothing further</a> c A63 Traffic Calming. <a href="#">Nothing further</a> d Planting. <a href="#">Winter planting is now being considered</a> e MFPC/HPC liaison group. <a href="#">Nothing further</a> f New bank accounts. <a href="#">Nothing further</a> g Lumby Lane cycle / footway initiative. <a href="#">A meeting with a NYCC representative on 21 August is in the process of being arranged.</a> h Footpath adjacent to Community Centre. <a href="#">Nothing further</a> i NYCC meeting re Battersby's roundabout alterations. <a href="#">A meeting with a NYCC representative on 21 August is in the process of being arranged.</a> j Footpath working party. <a href="#">Research is ongoing into the status of all footpaths. An issue with the disappearance of Long Heads Lane has been identified.</a> k Christmas lights working party. <a href="#">A meeting is in place for 25 August with a prospective supplier.</a>	Cllr SS Cllr NS Cllr BH Cllr SS Cllr SS Cllr BH Cllr MJ Clerk Cllr BH Cllr SW Cllr SS
11	Correspondence	
	a Schedule of post received and issued since the last meeting. <a href="#">No aspects raised</a>	
12	Items For Next Meeting	
	a Items to be with Clerk before 11 September for next meeting on 19 September. <a href="#">Noted</a>	All

The meeting closed at 9.22pm