

Monk Fryston Parish Council

DRAFT subject to agreement at next meeting

Minutes of Meeting held 16th August 2017 at the Church Hall, Church Lane

Present: Cllrs Bill Holmes (BH), Mark Johnson (MJ), Susan Scott (SS), Robert Croft (RC), Adam Aldred

Clerk; Philip Scott

The Chairman Cllr Holmes opened the meeting at 7.30pm

Item	Action
1	Apologies for absence: None received
2	Declarations of interest: None declared
3	To confirm the minutes of the meeting held on 19 July 2017. Agreed. Chairman to sign. Cllr BH
4	Planning Chair
1	To agree consultation responses to the following planning proposals:
a	Proposed erection of second storey built over existing side extension, 11 The Crescent, Monk Fryston. Not considered as already approved by SDC
b	Single storey extension to front of property, 17 Chestnut Green, Monk Fryston. Agreed no comments or observations
c	Proposed side extension to existing bungalow and rear porch/utility room extension, Fryston Lodge Farm Bungalow, Selby Road, Monk Fryston. Agreed no comments or observations
5	Finances Clerk
a	Authorised payments since last meeting:
1.	Clerks SO salary payment
2.	SLCC seminar fee £41.40 (cheque 1035)
b	Current Account
	Current Account as Statement to 1 August 2017 £187,721.96
	Previous Balance £189,766.27
	Cash received £291.07
	Cheques issued and cleared £2335.38
	Cheques not cleared £2061.26
	Cash available when all cheques cleared £185,660.70
c	Savings Account
	Savings Account balance after July 2017 interest £13058.12
d	Future Commitments / Income
	Liabilities as set out in Balance Sheet schedule (-) £11,162.25
	Creditors (+) £1154.69
	Total Commitments (-) / Income (+) (-) £10007.56
e	Cash Book
	Cash Book Balance at 5 August 2017 £185,660.70
f	Current Account / Cash Book Reconciliation

The 'Cash available when all cheques cleared' (b above) reconciles with the 'Cash Book balance when all cheques cleared' (e above). [Noted](#)

g Expenditure / Budget comparison

The comparative expenditure through to the end of June was £10,129.87 against a forecast of £12,235.00. The shortfall is predominantly due to budgeted allowances for the burial precept, grants, audit payments, Triangle licence and litter bins amounting to circa £2750. [Noted](#)

h Audit Control

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. [Confirmed](#)

6 Clerks Update

- a The Auditors Report on the Annual Return has been received. [Noted](#)
- b A response has not been received from our NYCC Councillor following the request for his assistance on the issue at Battersby's roundabout. [Noted](#)
- c The Heritage Boards have been installed and the licence is now awaited from NYCC for the two boards on its land. [Noted](#)
- d Police speed checks in the village through May and June have resulted in 27 drivers being sent on speed awareness courses, eighteen of which occurred within the timeframe 8.30am to 10am. [Noted](#)
- e SDC has responded to the letter to it on the matter of including the un-adopted part of Church Lane in future budgets for adoption. In essence it refers the PC to NYCC the body responsible for adoptions. The dialogue is ongoing. [Noted](#)
- f Aon insurance will be ceasing its involvement in providing insurance cover to Local Councils and an alternative renewal invitation will be offered by another provider at the appropriate time. The current policy will remain in place until the end of its term. [Noted](#)
- g The Clerk and Cllr Holmes attended the Briefings on Standards and the Code of Conduct seminar on 31 July. Emphasis was made on the need to ensure that councillors Declarations of Interest are updated should any change of circumstances occur. [Noted](#)

7 Resolutions

- a to make payments in accordance with payments schedule. [Proposed by Cllr BH. Seconded by Cllr SS. Agreed](#)
- b To co-opt member(s) to fill vacant seats on the Council. [Deferred to next meeting](#)
- c To appoint a Council representative to the Community Association (CA). [Deferred to next meeting. Cllr Aldred agreed to attend the next CA meeting with Cllr Holmes](#)
- d To agree the External Auditor's report on the Annual Return (issued under separate cover). [Proposed by Cllr BH. Seconded by Cllr MJ. Agreed](#)
- e To update the Clerks monthly salary standing order payment to in line with the current annual salary. [Proposed by Cllr BH. Seconded by Cllr AA. Agreed](#)
- f To invite both the local District Councillor and NYCC Councillor to the September (or

earliest possible) meeting to discuss

i) the footpath adjacent to the Community Centre

ii) safety at Battersby's roundabout

iii) Church Lane Adoption

iv) the footpath to South Milford.

[Proposed by Cllr BH. Seconded by Cllr AA. Agreed](#)

g To set a time limit to the end of this calendar year for the availability of the grant previously offered to the Guides. [Proposed by Cllr BH. Seconded by Cllr AA. Agreed](#)

h To agree an amendment to the Grants Procedure to i) have grants determined as received at ordinary PC meetings and ii) limit the availability of any offer to one year from the date of grant unless agreed otherwise. [Proposed by Cllr BH. Seconded by Cllr MJ. Agreed](#)

i To employ Fox Red Flowers to undertake design proposals and provide annual scheduling for the village planting in accordance with the quotation received in the sum of £90. [Proposed by Cllr BH. Seconded by Cllr SS. Agreed](#)

j To accept the contract offer from Npower for the supply of electricity for the street lighting (issued under separate cover). [Proposed by Cllr BH. Seconded by Cllr MJ. Agreed](#)

k To accept the finalised quotation from Shelter Solutions for the installation of the two bus shelters and bin relocation (issued under separate cover) and authorise the Clerk to place the order. [Proposed by Cllr RC. Seconded by Cllr BH. Agreed](#)

l To nominate two Parish/Town Councillors to the NYCC Selby Area Committee and to authorise a Councillor to complete the ballot paper accordingly (nomination papers issued under separate cover). [Cllr BH proposed that Rita Stephenson should be nominated as the local representative. Seconded by Cllr MJ. Agreed. No second nomination was made. Cllr BH authorised to complete the ballot paper accordingly](#) Cllr BH

8 Discussion Items

a Appropriate action regarding the PC's remaining plot of land next to the A63 following last week's inspection by the Knotweed Company and related email correspondence received from the adjoining owner (both documents issued under separate cover). [Whilst further correspondence had been received on the matter of ownership of the property it was considered that appropriate action would be to arrange for The Knotweed Company to attend site along with the PC's grounds maintenance man so instructions could be given to clear the overgrowth alleged to be affecting the property without disturbing any knotweed that may have regenerated.](#)

9 Updates

a Burial Committee. [Next meeting 29 August](#) Cllrs BH and SS

b Community Association. [AGM to be held in September](#)

Item		Action
c	A63 Traffic Calming. Two organisations have been approached for quotations against the prepared brief. A third one is being sought.	
d	Planting. Nothing further	
e	MFPC/HPC liaison group. Nothing further	
f	Oak Tree Farm. SDC have requested that the applicant state its intention in relation to a timescale for implementation and completion of the works now that the land ownership has been resolved	
g	Bus shelters. Nothing further	
h	New bank accounts. The account with Skipton Building Society is now open and available for deposit of the agreed funds. Clerk to arrange.	Clerk
i	Heritage boards working party. The boards are now in place. Formal handover to the PC should now follow.	
j	Repair and maintenance. Gulley cleaning to be arranged with NYCC particularly relating to the one on the footpath in front of 108 Main Street and in the square	Clerk
k	Lumby Lane cycle / footway initiative. A report to be made to next meeting	Cllr MJ
10	Correspondence	
a	Schedule of post received and issued since the last meeting. No aspects raised	
11	Items For Next Meeting	
a	Items to be with Clerk before 12 September for next meeting on 20th September. Noted	All

The meeting closed at 8.50pm