

Monk Fryston Parish Council

NOTICE OF MEETING

I hereby give notice that a meeting of the Parish Council of the above named Parish will be held at the Church Hall, Church Lane on Wednesday 21 June 2017 at 7.30pm

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting. Dated this 14th June 2017

AGENDA

Item		Lead
1	To receive apologies for absence	
2	To receive declarations of interest	
3	Confirmation of Minutes	
	a To confirm the Minutes of the Annual Parish Council Meeting held on 17th May 2017	
	b To confirm the Minutes of the ordinary Meeting held on 17th May 2017	
	c To confirm the Minutes of the Annual Parish Meeting held on 13th April 2017	
4	To receive a presentation from Hillam and Monk Fryston Community Sports Association	-
5	Planning	Chair
	1) To agree consultation responses to the following planning proposals:	
	a Proposed single storey rear extension and two storey side extension 2 Church Lane, Monk Fryston	
	b Outline application with all matters reserved for erection of 3 dwellings to rear of existing dwelling, Ashville, Main Street, Monk Fryston	
	c Proposed erection of an agricultural building (Resubmission), Catnaps, Green Lane, Monk Fryston	
	d Proposed erection of stables and storage room, Land West of Lowfield Road, Hillam	
	e Erection of first floor extension over existing single storey side extension, 11 The Crescent, Monk Fryston, Leeds	
	2) The application for the demolition of existing conservatory and erection of single storey rear extension at Chartes House 12 Orchard Close, Monk Fryston has been withdrawn.	
6	Finances	Clerk
	a Authorised payments since last meeting:	

Monk Fryston Parish Council

Item		Lead
	<p>1 Clerks SO salary payment</p> <p>b Current Account</p> <p>Current Account as Statement to 1 June 2017 £190261.27</p> <p>Previous Balance £189248.67</p> <p>Cash received £7776.05</p> <p>Cheques issued and cleared £6863.45</p> <p>Cheques not cleared £270.00</p> <p>Cash available when all cheques cleared £189991.27</p> <p>c Savings Account</p> <p>Savings Account balance after January 2017 interest £13051.65</p> <p>d Future Commitments / Income</p> <p>Liabilities as set out in Balance Sheet schedule (-) £13178.99</p> <p>Creditors (+) £976.16</p> <p>Total Commitments (-) / Income (+) (-) £12202.83</p> <p>e Cash Book</p> <p>Cash Book Balance at 10 June 2017 £189991.27</p> <p>f Current Account / Cash Book Reconciliation</p> <p>The 'Cash available when all cheques cleared' (b above) reconciles with the 'Cash Book balance when all cheques cleared' (e above)</p> <p>g Expenditure / Budget comparison</p> <p>The comparative expenditure through to the end of May was £6568.23 against a forecast of £3890.00. The difference being primarily due to the early order for the street lighting replacement (£3600).</p> <p>h Audit Control</p> <p>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.</p>	
7	Clerks Update	Clerk
	<p>a The completed Annual Return has been sent to the external auditors</p> <p>b A report of graffiti vandalism has been received. It concerns the railway bridge on Lumby Lane, an adjacent property and the village sign. Network Rail and the Police have been informed.</p> <p>c No response has been received from SDC to the letter re adopting Church Lane.</p> <p>d The Clerk and the Chairman have arranged to attend SDC's Briefings on Standards and the Code of Conduct seminar on 31 July.</p>	
8	Motions <i>(in bold italic)</i>	Various
	<p>a <i>to make payments in accordance with payments schedule</i> (issued under separate cover)</p> <p>b <i>To co-opt member(s) to fill vacant seats on the Council</i></p> <p>c <i>To appoint a second Council representative to the Joint Burial Committee</i></p>	<p>Clerk</p> <p>Cllr BH</p> <p>Cllr BH</p>

Monk Fryston Parish Council

Item		Lead
	d <i>To appoint a Council representative to the Community Association</i>	Cllr BH
	e <i>To consider the Internal Auditors report and agree any action arising from it.</i> (issued under separate cover)	Cllr BH
	f <i>To open a Skipton Building Society Community Saver Issue 2 Account (3 year fixed rate bond) account with an initial deposit of £70,000 and to nominate four account holders and signatories to the account with any two required to authorise any transactions or instructions etc.</i> Up to four account holders and signatories are allowed. The number of signatories required for transactions or instructions etc. has to be specified. The account pays interest at the rate of 1.3% pa/AER gross.	Cllr BH
	g <i>To donate the 1908 OS map of the village to the Time Team based on the proposal it has put forward about public display in the email 29.05.17.</i> Email issued under separate cover.	Cllr BH
	h <i>To register a place (£69 + VAT fee) for the Clerk to attend the SLCC 'Ensure your Council is compliant in 2017 and beyond' Regional Training Seminar on Wednesday 16 August 2017 in Barnsley.</i>	Cllr BH
	i <i>To request The Knotweed Company to complete another treatment / inspection of the quarry land /plot this year at a cost of £180 plus vat.</i> Their email 16.05.17 issued under separate cover refers.	Cllr BH
9	Discussion Items	
	a None tabled	
10	Updates	Various
	a Burial Committee	Cllr SS
	b Community Association.	Cllr NS
	c A63 Traffic Calming.	Cllr BH
	d Planting	Cllr SS
	e MFPC/HPC liaison group.	Cllr SS
	f Oak Tree Farm	Clerk
	g Bus shelters	Cllr RC
	h New bank accounts	Cllr BH
	i Heritage boards working party	Cllr BH
	j Repair and maintenance	All
	k Lumby Lane cycle / footway initiative	Cllr MJ
11	Correspondence	
	POST IN	
	a HMRC Vat remittance advice	
	b NYCC Area Committee Agenda	
	c Yorkshire Bank cheque book	
	d Malcolm Walton: Audit Report and invoice	
	e NYCC Invoice for lighting maintenance work	

Monk Fryston Parish Council

Item		Lead
	f Aon: Revised Insurance Renewal documentation g SDC planning consultation re 2 Church Lane, Monk Fryston h S G Parkin Invoices 1749, 1750 and 1751 and 1761 i Yorkshire Bank Statement j SDC planning consultation re Ashville, Main Street, Monk Fryston k SDC planning consultation re Catnaps, Green Lane, Monk Fryston l SDC planning consultation re Land West of Lowfield Road, Hillam m SDC planning consultation re 11 The Crescent, Monk Fryston, Leeds POST OUT a Aon Insurance Premium payment b SDC Church Lane road adoption letter c PKF Littlejohn annual return submission.	
12	Items For Next Meeting	All
	a Items to be with Clerk before 10th July for next meeting on 19nd July	

INTERNAL AUDIT REPORT

PARISH COUNCIL – MONK FRYSTON

YEAR ENDED 31 MARCH 2017

The Receipts and Payments account of Monk Fryston Parish Council was examined for audit.

1. The Cash Book opening and closing balances in respect of the Current and Savings account are in accordance with the closing bank balances at 31 March 2017.
2. No VAT omissions were identified from the VAT records maintained by the Parish Council.
3. A small underpayment was identified owing to the Monk Fryston, Hillam & Burton Salmon Joint Burial Committee of £2.00. The precept due to the JBC is £1,177.25 and £1,175.25 was paid. The omission has not been identified by the JBC at this time. It is **recommended** the underpayment be made.
4. Expenditure analysis (Expenditure Breakdown schedule) does not include a full analysis in every case of the individual expense making up the total. Certain expenditure has been lumped together. For example: Asset purchase NYCC £4,906.76 is not one single cost as is the case for payments made to S G Parkin £2,280.00. It is **recommended** the expenditure heading should show each single item of expense and not shown as one total in order to aid clarity.
5. The Receipts and Payments Account has an expenditure heading 'Projects' with a cost of £9,473.21. I have referred to this cost heading in previous audit reports, viz 31 March 2014. In order to be more transparent, it is my belief that this cost heading should only refer to a project or projects where the parish council have one or more than one undertaking, being one off specific expenditure.

The expenditure currently charged under this heading is a miscellany of costs which could be allocated under more appropriate cost headings. For example: Landscaping & Gardening, Repairs and Renewals, General Administration for items as printing, legal fees, donations for the Remembrance Wreath etc. Such costs could initially fall under General Administration and then a sub-analysis produced to cover the cost headings. The analysis under General Administration could, therefore, become 'Notes to the Accounts'.

The costs under Projects for the current year, 2016/2017, represents 35.58% of the total expenditure of £26,627.

It is **recommended** the members consider for future years, eliminating the cost heading Projects and only retain it for a specific purpose.

6. The audit has not identified any issues which may undermine the adequacy of the financial controls of the parish council. The Receipts and Payments Account provides a true and fair view of the financial position of the Parish Council.

There are no matters that I consider appropriate to draw to the attention of the external auditor, P K F Littlejohn LLP.

Signed:.....
M H WALTON

Dated: 12 May 2017

52A Ainderby Road,
Romanby, Northallerton,
North Yorkshire, DL7 8HG

SCHEDULE OF PAYMENTS		Meeting 21 June 2017			
Payee	Invoice No	Amount	Vat	Item	Cheque
Malcolm Walton	n/a	81.00	n/a	internal audit fee	1027
NYCC	230000918	910.78	incl	Street light maintenance	1028
S G Parkin Landscapes	1749	175.00	n/a	Grass cutting etc	1029
S G Parkin Landscapes	1750	85.00	n/a	weed and spray, Main Street	1029
S G Parkin Landscapes	1751	545.00	n/a	Grass cutting etc	1029
S G Parkin Landscapes	1761	140.00	n/a	Grass cutting etc	1029
MF & H Community Assoc	n/a	1500.00	n/a	grant	1030
Total		£3,436.78			

Bill Holmes

From: Sharon Dunn <sharon@jkweed.co.uk>
Sent: 16 May 2017 09:52
To: 'Monkfryston Parish Council Clerk'
Subject: FW: [Fwd: Monk Fryston Parish Council land]
Attachments: SVR TKC1304 02092016.pdf

Good Morning Philip,

Many thanks for your e-mail.

I have looked through your account and it seems that we have been completing 1 inspection/treatment for the past 2 years 2015 & 2016.

To confirm eradication of Japanese knotweed, there will have to be 2 clear seasons on no growth, and from looking at last years' Site Visit Report (as attached), there was no sign of Japanese knotweed in that main area, however, some sprigs were found on the bank adjoining main street and on the railway land but no sign in the field.

Would you like us to complete another treatment/inspection this year?

I look forward to hearing from you.

Kind Regards,
Sharon

Sharon Dunn
Administrator
The Knotweed Company Limited
Tel: 01327 703130
www.jkweed.co.uk
Head Office: Unit 3, Royal Oak Court, Royal Oak Way North, Daventry, Northamptonshire NN11 8PQ Regional Offices in London, Winchester, Swansea & Manchester

This email and any attachments are confidential and are only intended for the addressee. If you have received this message in error, you have no authority to copy, distribute or disclose the contents. Please contact the sender immediately and delete the message from your inbox. Whilst steps have been taken to ensure that this message is virus free, we cannot accept any liability for infection and recommends that you scan this email and attachments before opening.

Registered Office: 14 Cottesbrooke Park, Heartlands, Daventry NN11 8LY Company Registered Number: 07176368

----- Original Message -----

Subject: Monk Fryston Parish Council land
From: "Monkfryston Parish Council Clerk"
<clerk@monkfrystonparishcouncil.net>
Date: Mon, May 15, 2017 12:30 pm
To: brian@knotweed-removal.co.uk

Hello Brian

Could you please provide me with a summary of where we are now in the process of declaring this site free of the knotweed?

Yours sincerely

Philip Scott

Clerk and RFO

Monk Fryston Parish Council

Bill Holmes

Subject: FW: 1908 OS Map

From: susan newton
Sent: 29 May 2017 19:38
To: Monkfryston Parish Council Clerk
Cc: Ray
Subject: Re: 1908 OS Map

Dear Philip

Thank you for your note and the offer of the 1908 OS map to Time Team. We will be delighted to accept the offer and can accommodate the request for public display by including it in any future Open Day type events and by allowing access to our monthly meetings to anyone wanting to view it. Anyone can attend our meetings but advance notice would be necessary to allow retrieval from our archive and notify of the meeting venue which changes monthly. It is only after 2 attendances that someone is asked to subscribe to become a member and observe our protocols on research.

Kind regards
Sue

From: Monkfryston Parish Council Clerk <clerk@monkfrystonparishcouncil.net>
Sent: 29 May 2017 18:22
To: Susan Newton
Subject: 1908 OS Map

Hello Sue

'What to do with the map' was discussed at the last PC meeting. Donating it to the Time Team was considered appropriate with the proviso that it is made available for public display in some way on a regular basis.

Would the TT like to accept it on this basis?

With regards

Philip Scott

Clerk and RFO

Monk Fryston Parish Council