

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 20 June 2018 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 13th June 2018

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 16th May 2018	
	b To confirm the Minutes of the Ordinary Meeting held on 16th May 2018.	
4	Planning	Chair
	1) To agree consultation responses to the following planning proposals:	
	a Retrospective application for erection of garden wall, 1 Youngs Court, Monk Fryston, Selby	
	b Partial demolition of existing bungalow and erection of 3no detached dwellings The Bungalow, 31 Lumby Hill, Monk Fryston	
	2) The roof and walling materials for the retrospective development application at The Stables, 55 Main Street, MF have been approved by SDC	
5	Finances	Clerk
	a Authorised payments since last meeting:	
	1 Clerks SO salary payment	
	2 Npower (cheque 1078 for £640.14)	
	3 BHIB Insurance (cheque 1079 for £425.51)	
	b Current Account	
	Current Account as Statement to 1 June 2018	£19019.58
	Previous Balance	£13828.74
	Cash received	£13792.71
	Cheques issued and cleared	£8601.87
	Cheques not cleared	£1115.65
	Cash available when all cheques cleared	£17903.93

Monk Fryston Parish Council

Item		Lead
	<p>c Yorkshire Bank Savings Account</p> <p>Savings Account balance after January 2018 interest £103,107.17</p> <p>d Skipton BS Account</p> <p>Account balance £70,000.00</p> <p>d Future Commitments / Income</p> <p>Liabilities as set out in Balance Sheet schedule (-) £11018.14</p> <p>Creditors (+) £00.00</p> <p>Total Commitments (-) / Income (+) (-) £11018.14</p> <p>e Cash Book</p> <p>Cash Book Balance at 11 June 2018 £17903.93</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 June was £5953.62 against a forecast of £2920. The expenditure includes the allowance for the street light replacement order £3300.</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>	
6	Clerks Update	Clerk
	<p>a The Annual Return has been submitted to the external auditors</p> <p>b A GDPR 'Summary of Requirement' note has been prepared for Councillors information and issued under separate cover.</p> <p>c The website has been extended to include a GDPR section and updated to include year-end accounting information.</p> <p>d The date for public inspection of the accounting records for the last financial year has been set for 18 June to 27 July</p> <p>e The insurance cover has been placed with the new provider</p> <p>f The fountain and barrier planters have been ordered</p> <p>g The fence around the tree at Chestnut Green has been repaired.</p> <p>h The dispute with Npower about its charge for the street lighting electricity has been resolved and the bill paid as invoiced.</p>	
7	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 appoint a GDPR Data Controller lead Councillor</i></p> <p>c <i>Following the annual appraisal the personnel committee recommend to increase clerks salary from point 24 (£11.643/hr) to point 25 (£12.012/hr) on the NALC pay</i></p>	<p>Clerk</p> <p>Cllr BH</p> <p>Cllr MJ</p>

Monk Fryston Parish Council

Item		Lead
	<p><i>scale. This also includes a 2% annual increase from the 1st April 2018. Increase to be effective from 1st April 2018.</i></p>	
d	<p><i>To agree in principle to accept the offer to purchase, subject to contract, the PC's land next to 126 Main Street for the price stipulated in the Valuation Report by Stephenson and to appoint solicitors to effect the sale. Sale to include an overage condition as recommended therein. (Valuation issued under separate cover)</i></p>	Cllr BH
e	<p><i>To adopt monkfrystonparishcouncil.net domain based email addresses for all Parish councillor's council business in place of personal email addresses.</i></p>	Cllr BH
f	<p><i>To carry out inspections of the land owned by the PC on a monthly basis for insurance purposes. Inspections to be completed by the Clerk as an additional duty with an increase in the Clerks basic hours of one hour.</i></p>	Cllr BH
g	<p><i>To clear the footpath vegetation outside the gate and along the wall of the Foundation Field</i></p>	Cllr BH
h	<p><i>To agree a colour for the A63 streetlight posts</i> (NYCC email issued under separate cover refers)</p>	Cllr BH
i	<p><i>To weed and spray the footpaths around The Square and along the wall / footpath junction along Fryston Common Lane from the gates of the Hall to the gates of Deer Park Grange</i></p>	Cllr SW
j	<p><i>To agree action in response to the further and better particulars from Sandersons regarding its fee for the service provided</i> (letter issued under separate cover).</p>	Cllr BH
k	<p><i>To identify any items requiring tidying up, repair and / or maintenance and to agree action.</i></p>	Cllr BH
8	Discussion Items	
a	The use and refurbishment of the red telephone box at The Crown	Cllr BH
b	The requirements for the design, specification and location of the two bus shelters for which a financial provision has been made in the budget	Cllr BH
c	Location(s) for the display of the 'Tommy' statue	Cllr SW
d	The GDPR requirement of the PC	Cllr BH
e	The PC's intentions following NYCC Highways recent responses to parking issues in The Square	Cllr SW
f	The status of the Playground within The Crescent	Cllr BH
9	Updates	Various
a	Burial Committee. (2 x minutes issued under separate cover)	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	New bank accounts	Cllr BH

Monk Fryston Parish Council

Item		Lead
	g Lumby Lane cycle / footway initiative	Cllr MJ
	h Footpath adjacent to Community Centre.	Clerk
	i NYCC meeting re Battersby's roundabout alterations.	Clerk
	j Footpath working party	
	k Christmas lights working party	
10	Correspondence	
	<p style="text-align: center;">POST IN</p> <p>a S G Parkin Landscapes invoices (2)</p> <p>b NYCC Invoice for light repair</p> <p>c Npower notice of overdue payment</p> <p>d Stephenson's valuation</p> <p>e Yorkshire Bank statement</p> <p>f Hillam PC re payment for share of Village Plan costs</p> <p>g SDC planning consultation re 1 Youngs Court</p> <p>h SDC Chairman request for charity donation</p> <p>i Amberol order acknowledgement</p> <p>j Community Association: letter of thanks (by email)</p> <p style="text-align: center;">POST OUT</p> <p>a W Holmes payment</p> <p>b M Walton payment</p> <p>c YLCA Seminar fee payment</p> <p>d NYCC payment</p> <p>e Clearvision Window Cleaning Services payment</p> <p>f Npower payment</p> <p>g BHIB Insurance Premium payment</p>	
11	Items For Next Meeting	All
	a Items to be with Clerk before 10 July for next meeting on 18th July	

GDPR Summary of Requirement Note

Because the PC handles what is defined as personal data it is deemed to be a 'Data Controller' and as a body it is responsible for protecting the personal data in its possession. Personal data is information about a (living) individual which is capable of identifying that individual. Examples of this are a name, email address, personal details or photo although this is not by any means an exhaustive list.

As a Data Controller the PC has to

1. Familiarise its staff (Clerk) and its Members (Councillors) with the requirements and obligations that GDPR places on them.
2. Appoint a Data Controller lead councillor
3. Implement office, website and IT security measures that will place personal data behind locked storage arrangements.
4. Register the PC with the Information Commissioners Office (ICO) for a fee of £40

The PC does not have to appoint a Data Protection Officer as Parish Councils are exempt from this requirement

The PC has to complete and / or prepare

1. A Data Audit
2. Two Privacy Notices, one appropriate to organisations and the public and one appropriate to the Clerk / Councillors
3. A Privacy Policy defining what it will and will not do with the personal data it has in its possession
4. A Consent Form authorising the retention of data belonging to organisations and the public.
5. A Security breach process
6. A Subject Access Requests (SARs) Policy
7. A Data Retention Policy

The PC's GDPR policies, insofar as they affect the public, have displayed on its website

Draft Policies and Forms etc for the majority of the above have been prepared. Over forthcoming meetings the PC will be required to formally agree, by way of resolution, each and all of the foregoing requirements and policies. The intention is to present them as motions in small tranches in order of priority to avoid data overload.

Philip Scott
Clerk and RFO

SCHEDULE OF PAYMENTS		Meeting 20 June 2018			
Payee	Invoice No	Amount	Vat	Item	Cheque
NYCC	230001707	86.41	incl	Street lighting repair	1080
S G Parkin Landscapes	1936	570.00	n/a	Grass cutting services	1081
S G Parkin Landscapes	1937	175.00	n/a	Grass cutting services	1081
Hillam PC	n/a	121.00	n/a	Contribution to Village Plan printing	1082
S Booth	79118	290.00	n/a	Fencing repairs	1083
Stephensons	111/18	180.00	n/a	Valuation fee	1084
Total		£1,422.41			

**REPORT AND VALUATION
FOR ACQUISITION AND DISPOSAL PURPOSES
OF
Land Adjoining
126 Main Street, Monk Fryston
Leeds**

**UPON INSTRUCTION FROM
Mr Philip Scott
Clerk and RFO, Monk Fryston Parish Council
C/o 2 Malvern Mews
Monk Fryston
Leeds
LS25 5DX**

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INSTRUCTIONS

This report and valuation has been prepared following verbal instructions issued by Mr Philip Scott, Clerk and RFO, Monk Fryston Parish Council, C/o 2 Malvern Mews, Monk Fryston, Leeds, LS25 5DX.

Stephensons expressly disclaim responsibility towards third parties.

VALUER

This report and valuation has been carried out by Mr Nicholas J C Kay BA (Hons), pgDip, MRICS who is a Partner of Stephensons Estate Agents with over 15 years' experience of the residential market within North Yorkshire.

DATE OF INSPECTION

18th May 2018

DATE OF VALUATION

21st May 2018

DESCRIPTION

A small area of amenity land measuring approximately one sixth of an acre adjoining 126 Main Street, Monk Fryston.

ACCOMMODATION

The Amenity Land is rectangular in nature immediately adjoining 126 Main Street, sloping significantly from its highest point nearest to Main Street to its lowest point adjoining the property. At present the land is significantly overgrown requiring ongoing maintenance to the point of needing clearing.

It is the understanding of the writer that the land was infested with Japanese knotweed and has been subject to an extensive programme of remediation. The knotweed was treated with a chemical solution on site for the last five years, and the land is now subject to a two year guarantee period on the basis that if the knotweed returns it will be treated by the contractor free of charge.

TENURE

We assume the tenure to be freehold for the purposes of this report and unaffected by any rights of way, wayleaves, covenants or other legal restrictions.

Please note that we have not had sight of any title deeds or other legal documents and our valuation assumes that the above information is correct and accurate.

SERVICES

Mains services are understood to be available off the Main Street of Monk Fryston.

TENANCIES

None so far as we are aware.

PLANNING

It is the opinion of the writer that there is very little long term development potential within the site, given its condition and gradient. It is located on the edge of the village and can be accessed by both vehicle and foot from a private drive located off the Main Street.

ROADS

The Main Street of Monk Fryston is made up and adopted.

REPORT & VALUATION

There is always a market for amenity land within villages as land is always seen as a valuable commodity.

We are of the opinion that this land would be of genuine interest to those residing in 126 Main Street, as well as potentially the owner of 124 Main Street. In addition, the land may be of interest to property investors and speculators, albeit it is the opinion of the writer that there is limited long term development potential within the site.

We estimate that the market value of the land as at the 21st May 2018 is fairly represented in the sum of **£10,000 (Ten Thousand Pounds)**.

In addition we would recommend that the land be subject to a 21 year overage provision entitling Monk Fryston Parish Council to 50% of the uplift in value based on the grant of a satisfactory planning consent for the erection of a residential or commercial property on the site.

Terms and Conditions

This Valuation has been submitted in accordance with the RICS Appraisal and Valuation Standards 4th and 5th Editions.

Market Value

Definition

“The estimated amount for which a property should exchange on the date of valuation between a willing buyer and a willing seller in an arm’s-length transaction after proper marketing wherein the parties had each acted knowledgeably, prudently and without compulsion.”

Interpretative Commentary, as published in International Valuation Standard I

3.2 The term property is used because the focus of these Standards is the valuation of property. Because these standards encompass financial reporting, the term asset may be substituted for general application of the definition. Each element of the definition has its own conceptual framework.

3.2.1 “The estimated amount....”

Refers to a price expressed in terms of money payable for the asset in an arm’s-length market transaction. Market Value is measured as the most probable price reasonably obtainable in the market at the date of valuation in keeping with the Market Value definition. It is the best price reasonably obtainable by the seller and the most advantageous price reasonably obtainable by the buyer. The estimate specifically excludes an estimated price inflated or deflated by special terms or circumstances such as a typical financing, sale and leaseback arrangements, special considerations or concessions granted by anyone associated with the sale, or any element of Special Value.*

3.2.2 “...a property should exchange...”

Refers to the fact that the value of an asset is an estimated amount rather than a predetermined or actual sale price. It is the price at which the market expects a transaction that meets all other elements of the Market Value definition should be completed on the date of valuation.

3.2.3 “...on the date of valuation...”

Requires that the estimated Market Value is time-specific as of a given date. Because markets and market conditions may change, the estimated value may be incorrect or inappropriate at another time. The valuation amount will reflect the actual market state and circumstances as of the effective valuation date, not as of either a past or future date. The definition also assumes simultaneous exchange and completion of the contract for sale without any variation in price that might otherwise be made.

3.2.4 “...between a willing buyer...”

Refers to one who is motivated, but not compelled to buy. This buyer is neither over-eager nor determined to buy at any price. This buyer is also one who purchases in accordance with the realities of the current market and with current market expectations, rather than on an imaginary or hypothetical market, which cannot be demonstrated or anticipated to exist. The assumed buyer would not pay a higher price than the market requires. The present asset owner is included among those who constitute ‘the market’. A Valuer must not make unrealistic assumptions about market conditions or assume a level of Market Value above that which is reasonably obtainable.

3.2.5 “...a willing seller...”

Is neither an over-eager nor a forced seller prepared to sell at any price, nor one prepared to hold out for a price not considered reasonable in the current market. The willing seller is motivated to sell the property at market terms for the best price attainable in the (open) market after proper marketing, whatever that price may be. The factual circumstances of the actual asset owner are not a part of this consideration because the ‘willing seller’ is a hypothetical owner.

3.2.6 “...in an arm’s-length transaction...”

Is one between parties who do not have a particular or special relationship (for example, parent and subsidiary companies or landlord and tenant) which may make the price level uncharacteristic of the market or inflated because of an element of Special Value (see paragraph 3.1 above). The Market Value transaction is presumed to be between unrelated parties each acting independently.

3.2.7 “...after proper marketing...”

Means that the asset would be exposed to the market in the most appropriate manner to effect its disposal at the best price reasonable obtainable in accordance with the Market Value definition. The length of exposure time may vary with market conditions, but must be sufficient to allow the asset to be brought to the attention of an adequate number of potential purchasers. The exposure period occurs prior to the valuation date.

3.2.8 “...wherein the parties had each acted knowledgeably and prudently...”

Presumes that both the willing buyer and the willing seller are reasonably informed about the nature and characteristics of the asset, its actual and potential uses and the state of the market as of the date of valuation. Each is further presumed to act for self-interest with that knowledge and prudently to seek the best price for their respective positions in the transaction. Prudence is assessed by referring to the state of the market at the date of valuation, not with benefit of hindsight at some later date. It is not necessarily imprudent for a seller to sell property in a market with falling prices at a price which is lower than previous market levels. In such cases, as is true for other purchase and sale situations in markets with changing prices, the prudent buyer or seller will act in accordance with the best market information available at the time.

3.2.9 “...and without compulsion...”

Establishes that each party is motivated to undertake the transaction, but neither is forced or unduly coerced to complete it.

3.3 Market Value is understood as the value of an asset estimated without regard to costs of sale or purchase, and without offset for any associated taxes.

* SPECIAL VALUE

A term relating to an extraordinary element of value over and above Market Value. Special value could arise, for example, by the physical, functional or economic association of a property with some other property such as the adjoining property. It is an increment of value which could be applicable to a particular owner or user, or prospective owner or user, of the property rather than to the market at large; that is, to a purchaser with a special interest. Special Value could be associated with elements of Going Concern Value, The Valuer must ensure that such criteria are distinguished from Market Value, making clear any special assumptions made.

1. **Title and Plans** We have not had access to the Title Deeds of the property and are therefore unable to comment as to whether it is free from any onerous or unusual covenants, restrictions or Statutory Notices that would affect value. We have assumed for the purposes of our Valuation that no such exist.
2. **Floor Areas** We have physically inspected the property and carried out a measured survey in accordance with the Code of Measuring Practice as prepared by the Royal Institution of Chartered Surveyors and the Incorporated Society of Valuers and Auctioneers.
3. **Statutory Requirements and Planning** Verbal enquiries have been made of the relevant Planning Authority as to the possibility of highway improvement proposals, comprehensive development schemes and other ancillary planning matters that could affect property values.

It is assumed that the building has been constructed in full compliance with valid Town Planning and Building Regulations approvals, and has the benefit of a current Fire Certificate, and that the property is not subject to any outstanding statutory notice as to its constructions, use or occupation.

Unless our enquiries have revealed the contrary, it is further assumed that the existing use of the subject property is duly authorised or established and that no adverse planning condition or restriction applies.

We would however draw your attention to the fact the employees of town planning department now only give information on the basis that it should not be relied upon, and formal searches should be made if more certain information is required. We assume that, if you should need to rely upon the information given about town planning matters, your solicitors would be instructed to institute such formal searches.

4. **Special Purchaser** No account has been taken of any offer that could be made by a Special Purchaser that would otherwise cause an increase in value.
5. **Taxation** No adjustment has been made to reflect any liability to taxation that may arise on disposal nor for any costs associated with either acquisition or disposal incurred by the owner. Furthermore, no allowance is made to reflect any liability to repay any government or other grants or taxation allowance that may arise on disposal.

6. **Condition of Structure and Services, Deleterious Materials and Plant & Machinery**

Due regard has been paid to the apparent state of repair and condition of the property, but a structural survey has not been undertaken, nor have woodwork or other parts of the structure which are covered, unexposed or inaccessible, been inspected. We are therefore unable to report that the property is free from any such defects, but have assumed it to be free from any structural defects other than such as may have been mentioned in the body of our Report.

We have not arranged for investigation to be made to determine whether High Alumina Cement Concrete, Calcium Chloride additive or any other deleterious material has been used in the construction and we cannot therefore confirm that the property is free from risk in this regard. For the purposes of this Valuation, it has been assumed that any investigation would not reveal the presence of such materials in any adverse condition.

No mining, geological or other investigation has been undertaken to certify that the site is free from any defect as to foundations. We have assumed that the land bearing qualities of the site of the property are sufficient to support the building constructed thereon.

No tests have been carried out as to electrical, heating or any other services nor have the drains been tested. No allowance is made in the valuation for any item of plant or machinery and equipment not forming part of the service installations of the building. We have specifically excluded all items of plant, machinery and equipment installed wholly or primarily in connection with an occupants business. We also exclude furniture and furnishings, fixtures, fittings, vehicles, stock and loose tools. Further, no account is taken in our valuation of any goodwill that may arise from the present occupation of the property.

It is a condition Stephensons Estate Agents or any related company or any qualified employee providing advice and opinions as to value, that the client and/or third parties (whether notified to us or not) accept that the Valuation report neither relates to nor gives warranties as to the condition of the structure, foundations, soil and services.

7. **Contaminated Land** Proposals requiring local authorities to produce a register of contaminated land under the provision of The Environmental Protection Act 1990, are currently under review by Central Government.

We have already commented within the main body of the report regarding the possibility of the site being affected by previous and current potentially contaminate uses.

8. **Defective Premises Act 1972** No allowance has been made for rights, obligations or liabilities arising under the Defective Premises Act 1972.
9. **General** Neither the whole nor any part of this Valuation Certificate or any reference thereto may be published or disclosed orally to a third party in any way without the Valuer's written approval of the form and context in which it may appear. For avoidance of doubt, such approval is required whether or not Stephenson's Estate Agents are referred to by name, and whether or not our valuations are combined with others.

Further, this Valuation Certificate is confidential to you/your Company in the context in which it is supplied and we expressly disclaim any responsibility towards third parties in respect of the whole, or any part of its contents.

We trust that the above gives you the information that you require and if we can be of any further assistance please do not hesitate to contact our York office.

SIGNED

Mr N.J.C Kay BA (Hons), pgDip, MRICS

DATED

Appendix A

Copy of Land Registry Title Plan

[REDACTED]

From: [REDACTED]
Sent: 11 June 2018 10:15
To: clerk@monkfrystonparishcouncil.net
Subject: Street Lighting - Monk Fryston

Good morning Philip.

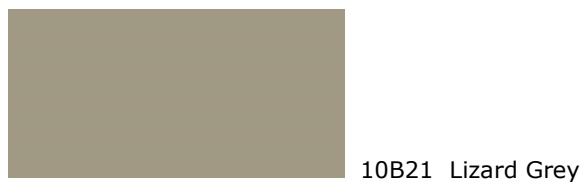
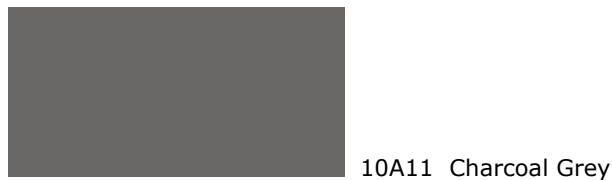
I refer to our telephone conversation earlier this morning regarding the street lighting on the A63 through Monk Fryston.

As discussed, it is our intention to paint the lighting columns on the A63 during August/September this year and as these have never been painted previously there is the opportunity for the Parish Council to choose one of the colours indicated below.

I would be grateful if your Council would consider the options and let me know your preference.

Regards

[REDACTED]



Philip Scott
Clerk and RFO
Monk Fryston Parish Council
Monk Fryston

6 June 2018

robert.greenwood@sandersonassociates.co.uk
By Email only

For the attention of Mr Philip Scott

Our ref : 10335-001

Dear Philip

Monk Fryston Village Traffic Study

I refer to our discussions with respect to the above and the outstanding balance of our invoice to you, as dated 14 December 2018.

As agreed I would now set out the following as a brief explanation of the early stages of our work, so that it hopefully clarifies the matter and allows the Parish Council to progress our payment.

As you will recall our fee proposal to you included reference to "data gathering to justify any suggestions to the Parish Council", and this would be "provided by a specialist data collector that we would organise on your behalf".

However following discussions with yourselves the purpose of data gathering extended to confirming the value of the VAS signage regularly hired by the Parish Council and installed alternatively on one of the two main approaches to the village. You will recall that we had significant discussions on the precise location of the traffic surveys and also on the date at which they were to be installed to gain the before and after impact of the VAS. Finally you will recall that we had to liaise on your behalf with the survey company on the period during which the collectors were in place. During this initial period we were also seeking to understand and appreciate verbal information supplied to us by you following your initial brief, and from the above our report also included comments on the continued value of the VAS.

I hope that you will also appreciate that producing the report included substantial liaison between ourselves, and revisions to the report following its draft issue to you and comments back from the Parish Council, and that work extended to reviewing additional information provided by the Police, your planning adviser, and finally your Chairman's own report on speeds within the village.

I hope that this now assists in your report back to the Council and the payment of the balance of our outstanding invoice.

Yours sincerely



Associate Director

Monk Fryston, Hillam and Burton Salmon Joint Burial Committee

Chair; Mrs J Collinson

Clerk; Mrs J Fullerton

Email; wood.lands@yahoo.com

Telephone; 01977 689051

Minutes of the meeting held Tuesday 29 May 2018 Burton Salmon Village Hall at 7.30pm

Present; Mrs J Collinson (Chair), Mr S Wroe, Mrs S Scott, Mr B Holmes & Mrs J Fullerton (Clerk)

Apologies; Mr N Tuddenham.

Minutes of the meeting held on 5/12/17 accepted as a true record, signed & dated by the Chair.

Matters arising

- Mr Holmes gave an update on the covenant having visited the Wakefield archive service. A copy of a scribed memorial was obtained which was transcribed by Mrs Scott. This confirmed there is a covenant on a parcel of land within the cemetery to be used as “the private burial place for Benjamin Hemsworth and his family”. In the absence of the indenture and coloured plan referred to in the document, the Clerk said she would look again in archived documents held but it was highly likely that the original indenture may have been lost or destroyed over the years. The Clerk informed the meeting that there were approx 60 to 70 unused burial plots dotted around the cemetery which could potentially be used after consultation with the grave digger. Mr Holmes and Mrs Scott proposed taking legal advice to establish whether this original 1874 Hemsworth covenant could be challenged with the intentions of using this parcel of land for new burial plots. Mr Wroe stated that any legal advice could be expensive and the site would require a specialist company to undertake site investigations which would also be costly. In the first instance, the missing Indenture should be sought whilst estimates are obtained for any legal work. To report findings at the next meeting. The Chair was not in favour of challenging the covenant.
- Cancellation and postponement of meetings was raised by Mr Holmes. Chair explained why the last 2 meetings had to be changed. Clerk to check the standing orders.
- No parking sign has now been removed

Correspondence

POST OUT

- Memorial Headstone approval to Thorntons Bros
- VAT refund application HM Revenue & Customs

POST IN

- Invoices x 2 from S Parkin for grass cuts
- Yorkshire Water bill for £5.66
- 3 x Barclays Bank statements
- Invoice and report from Internal Auditor
- VAT refund notification from HM Revenue & Customs
- Business rates bill 2018/19 for £0.00

Financial Report

The latest bank statement was passed to members of the Committee. A balance of £8476.17 in the bank.

Cheques issued:

S Parkin grass cuts & prune	£400.00
Clerk's admin/burial fee	£ 50.00
Grave digging fee	£400.00
S Parkin 2 x grass cuts	£340.00
Clerk's admin/burial fee	£ 50.00
Internal Auditors fee	£ 55.00
Clerks quarterly salary	£130.00
Misc (ink & paper)	£ 31.84
Misc (stamps)	£ 10.98
Grave digging fee	£400.00
Clerks admin/burial fee	£ 50.00
Mr B Holmes expenses	£ 30.80
Meeting room hire	£ 12.00

Asset register for 2018/19 to remain unchanged.

The Committee discussed and authorised the expenses that included petrol and parking fees incurred by Mr Holmes during his visit to Wakefield regarding the Hemsworth covenant.

Cemetery Planning

Grass cutting now taking place on a more regular basis during periods of rapid growth. Clerk now texts Gardener as and when required. Clerk to obtain quote for grass blowing after cuts due to complaints.

After the SDC consultation, no new land is required for building so the cemetery extension is unlikely to happen any time soon.

Any other business

Mr Holmes confirmed no changes to Monk Fryston P C Burial Committee representatives. Mr Wroe notified the Clerk that Mr David Foster is to be the new Burton Salmon P C Burial Committee representative. Mr Wroe is to resign from the P C and Burial Committee next May. No changes to Hillam P C Burial Committee representatives. The Chair did request that if any Parish Council representatives could not attend a Burial Committee meeting they were to notify the Clerk rather than just not turning up as has happened at the last two meetings.

The Chair asked to be given paper copies of any emails sent between Burial Committee representatives as she doesn't have access to email. Mr Holmes asked the Clerk if she could print out and pass to Mrs Collinson any email exchanges.

The Committee are to discuss at the next meeting the remuneration of office costs for the Burial Committee Clerk similar to those of the Parish Council Clerks.

The current banking situation is to be reviewed at next meeting to see if the Clerk can have authorisation to contact Bank with basic enquiries.

The Clerk is to look at the Standing Orders to ascertain whether, during quiet periods, a meeting can be cancelled resulting in 3 meetings a year instead of 4.

The Clerk was asked to look into the new GDPR compliance rules to see if it affected the Burial Committee.

Date of the next meeting - Tuesday 4 September 2018 at 7.00 pm in Burton Salmon Village Hall.

SIGNED _____

DATE _____

Monk Fryston, Hillam and Burton Salmon Joint Burial Committee

**Minutes of the Annual General Meeting held on Tuesday 29 May 2018 at 7.00pm
at Burton Salmon Village Hall**

Present Mrs J Collinson (Retiring Chair)
Mr S Wroe
Mrs S Scott
Mr B Holmes
Mrs J Fullerton (Clerk)

Apologies Mr N Tuddenham

Minutes of the last AGM held on 30/05/17 - accepted as a true record, signed & dated by the Chair.

Retiring Chairs report – Mrs Collinson, in her 20th year on the Burial Committee, thanked Committee members and the Clerk for their input throughout the year and welcomed Mr B Holmes representing Monk Fryston Parish Council who joined in August.

A fairly quiet year with just six Interments and one plot being sold for ashes.

Residents were still trying to pre purchase plots but this practice has been stopped due to the numbers of plots remaining.

The remaining section of the boundary wall was repaired at the end of May 2017 at a cost of just under £1000.00.

Election of Officers – Mrs J Collinson was re-elected as Chair, proposed by Mr Wroe and seconded by Mrs Scott. No Vice Chair appointed this year. The Clerk to be notified of any changes of Committee members throughout the year.

Matters arising - None

Financial Report - A balance of £8317.17 to be carried forward to 2018/19.

Copies of the year end accounts were passed around the Committee along with the internal audit report undertaken by Mr Malcolm Walton.

Precepts – The rate for 2018/19 was set at £3.00 per band D property at the October meeting.

Any other business – The Chair noted that the Clerk had not had a pay increase since commencing the role in 2015. To be reviewed at a future meeting.

Date of the next AGM – 28 May 2019 at 7.00pm at Burton Salmon Village Hall.