

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 18 May 2016 at 8.00pm

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 11th May 2016

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 Meeting held on 20 April 2016	
4	Planning	Chair
	1) To agree consultation responses to the following planning proposals: a Retrospective application for proposed erection of single storey extension to the rear and ancillary garden shed and workshop, 122A Main Street, Monk Fryston b Proposed 10m x 20m agricultural shed, Land off Lowfield Road, Hillam 2) To agree a response to SDC's invitation to submit any brownfield site that the PC thinks should be developed for housing to its brownfield site register.	
5	Finances	Clerk
	a Authorised payments since last meeting: 1 Clerks SO salary payment	
	b Current Account Current Account as Statement to 29 April 2016 £21526.32 Previous Balance £10568.00 Cash received £11345.12 Cheques issued and cleared £368.80 Cheques not cleared £2910.85 Cash available when all cheques cleared £18615.47	
	c Savings Account Savings Account balance after January 2016 interest £14,770.82	
	d Future Commitments / Income Liabilities as set out in Balance Sheet schedule (-) £11481.53 Creditors (+) £15.88 Total Commitments (-) / Income (+) (-) £11465.65	

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Item		Lead
	<p>e Cash Book Cash Book Balance at 9 May 2016 £18615.47</p> <p>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)</p> <p>g Expenditure / Budget comparison The comparative expenditure through to the end of June was £1856.02 against a forecast of £1225.00.</p> <p>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.</p>	
6	Clerks Update	Clerk
	<p>a The first half of this year's Precept has been received</p> <p>b The insurance has been renewed for 2016 / 2017</p> <p>c Contracts have been exchanged for the sale of the quarry land releasing the initial payment of £2000 to the PC. This will be paid initially into the Savings Account. Consideration will have to be given to how further payments should be banked.</p> <p>d The vat refund for the last financial year has been received</p> <p>e The internal auditor has been provided with the accounts for audit</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) Clerk</p> <p>b <i>To agree the Bank Reconciliation Statement and Annual Return Explanation of Variances</i> (both issued under separate cover) Cllr BH</p> <p>c <i>To make a £50 contribution towards the summer Selby – Xscape bus provision.</i> Cllr BH</p> <p>d <i>To spend up to £20 repairing the village sign on Ingthorpe Lane</i> Cllr BH</p> <p>e <i>To cut the grass on the Deer Park Play Area up to 10 times each year</i> (as per the original request of two residents and to the same frequency as the grass cutting schedule for other areas) Cllr BH</p> <p>f <i>To authorise the Clerk to employ a local tradesman to carry out small individual miscellaneous actions agreed by the PC up to a total budget of £1000 in any one financial year and no individual item to cost more than £250</i> Cllr BH</p> <p>g <i>To renew the Parish Council's Licence for the use of land adjacent to A63 junction with Lumby Lane subject to a) the land that was the subject of a pre-existing lease for a substation (never built) being included in the licence and b) the landowner retaining responsibility for the trees</i> (licence issued under separate cover) Cllr BH</p> <p>h <i>To agree the Asset Register subject to the addition of the dog litter bin opposite the Community Centre</i> (register on website). Cllr BH</p>	

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Item		Lead
8	Discussion Items	
	a The need for seats and shelters at all key/well used bus stop locations on the A63.	Cllr MJ
	b Implications of 'Fryston Fest' a private run public concert to be held on the 11 th June off Austfield Lane.	Cllr BH
9	Updates	Various
	a Burial Committee	Cllr MJ
	b Community Association.	Cllr NS
	c A63 Traffic Calming.	Cllr BH
	d A63/ Quarry land.	Clerk
	e Street Lighting Working Party.	Cllr BH
	f Planting Working Party.	Cllr SW
	g MFPC/HPC liaison group.	Cllr BH
	h A63 school crossing patrol.	Clerk
	i Oak Tree Farm	Clerk
10	Correspondence	
	<p style="text-align: center;">POST IN</p> <p>a Aon confirmation of Insurance Renewal</p> <p>b Zurich Municipal unsolicited mail</p> <p>c Northern Powergrid request for information re streetlights</p> <p>d Yorkshire Bank statement statement of interest</p> <p>e Invoice for VAS deployment</p> <p>f National Grid: notice of overhead line replacement</p> <p>g Wicksteed Playgrounds unsolicited mail</p> <p>h SDC remittance advice note re precept</p> <p>i SDC planning application re 122A Main Street, Monk Fryston</p> <p>j Npower invoice</p> <p>k Yorkshire Bank statement</p> <p>l HMRC Remittance advice note (vat)</p> <p style="text-align: center;">POST OUT</p> <p>a MF & H Community Association grant payment</p> <p>b YLCA Annual membership payment</p> <p>c Fasprint Ltd payment</p> <p>d Aon Insurance Premium payment</p>	
11	Items For Next Meeting	All
	a Items to be with Clerk before 7 June for next meeting on 15 June	

EXPLANATION OF VARIANCES 2015/ 2016

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Section 1	2014/2015 £	2015/2016 £	Variance £	Variance %	Detailed explanation of variance
Box 1	16722	25838	9116	55	Difference due to Licence fee receipts and carried over liabilities referred to in 2013/2014 Annual Return totalling £9518
Box 2	17463	17506	43	0	
Box 3	5428	2004	-3424	-63	In 2014/15 £4731.24 was received in Licence fees and £684.5 in grant support. No Licence fees were recived in 2015/2016 and the grant support was reduced to £594.37. However £1384 additional income was received for a vat refund and grass cutting services in 2015/2016
Box 4	3417	3454	37	1	
Box 5	0	0	0	0	
Box 6	10358	17259	6901	67	Arises from un-presented invoices in 2014/2015 carried over to 2015/2016, primarily £7257 from NYCC for street lighting repairs ordered in 2014.
Box 7	25838	24636	-1202	-5	the PC had £16081 of Liabiities / Commitments at 31 March 2015 compared to £14926 in 2015/16
Box 8	25838	24636	-1202	-5	the PC had £16081 of Liabiities / Commitments at 31 March 2015 compared to £14926 in 2015/16
Box 9	57351	54649	-2702	-5	Primarily because 4 of the PC's streetlights previously valued at £4.5K have now been taken off the Register (adopted by the County Council)
Box 10			n/a	n/a	

MONK FRYSTON PARISH COUNCIL

BANK RECONCILIATION for the YEAR ENDING 31 MARCH 2016

Prepared by Philip Scott (Clerk & RFO)

April 2016

Current Account

Bank Statement balance at 31 March 2016	£10568.00	
Unpresented cheques as at 31 March 2016		
Receipts	£0.00	
Payments cheque no 962	£(541.20)	
Payments cheque no 966	£(161.80)	
Account balance when all cheques presented		£9865.00

Cash Book

Balance at 31 March 2016	£9865.00
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Cash Book Reconciliation for the year

Opening Balance 1 April 2015	£7543.64
Add: Receipts in the year	£25533.67
Less: Payments in the year	<u>£23212.31</u>
Closing balance at 31 March 2016	£9865.00

Savings Account

Opening Balance 1 April 2015	£18294.59
Add: Receipts in the year	£2524.28
Less: Withdrawals in the year	<u>£6048.05</u>
Closing balance at 31 March 2016	£14770.82

Total balance of two accounts

Current Account	£9865.00
Savings Account	<u>£14770.82</u>
	£24635.82

Heads of Terms
SUBJECT TO CONTRACT

Licensor	North Yorkshire County Council County Hall Boroughbridge Road Northallerton DL7 8AD
Licensor's solicitor	NYCC Legal & Democratic Services (address as above)
Licensor's agent	Shaun Wilson 01609 535697 Shaun.wilson@northyorks.gov.uk
Licensee	Monk Fryston Parish Council Email mfparishclerk@hotmail.com
Property	Land at the junction of the A63 and Lumby Lane, Monk Fryston, outlined in red on the attached plan numbered 3969.
Term	Five years from 22 nd May 2016
Termination	The Licensor may terminate the licence upon three months' notice in the event that the land or part thereof is required for Highway improvements.
Licence Fee	£55 per annum to be paid annually in advance
Rights to be reserved By landlord	A right of inspection upon reasonable notice.
Permitted Use	The land is to be used as amenity land for the benefit and enjoyment of the general public.
Other Terms	<p>The Licensee is to pay all existing and future rates, duties charges, assessments, impositions and outgoings whatsoever upon the land.</p> <p>The Licensee is not to cause or permit any nuisance, damage, disturbance, annoyance, inconvenience or interference to the Licensor or to the owners of any adjoining property.</p> <p>The Licensee is to maintain the land in good condition ensuring that the gravel is kept free from weeds, litter and rubbish.</p> <p>The Licensee is to maintain the boundary fence in good condition and replace when and where necessary.</p> <p>Upon conclusion of the Licence period the Licensee is to leave the fencing and land in good condition.</p> <p>The following activities shall not be permitted upon the land:</p> <ol style="list-style-type: none"> 1. Vehicular parking 2. Ball games 3. The exercise of dogs or other animals 4. The riding of bicycles or use of skate boards 5. Any auction

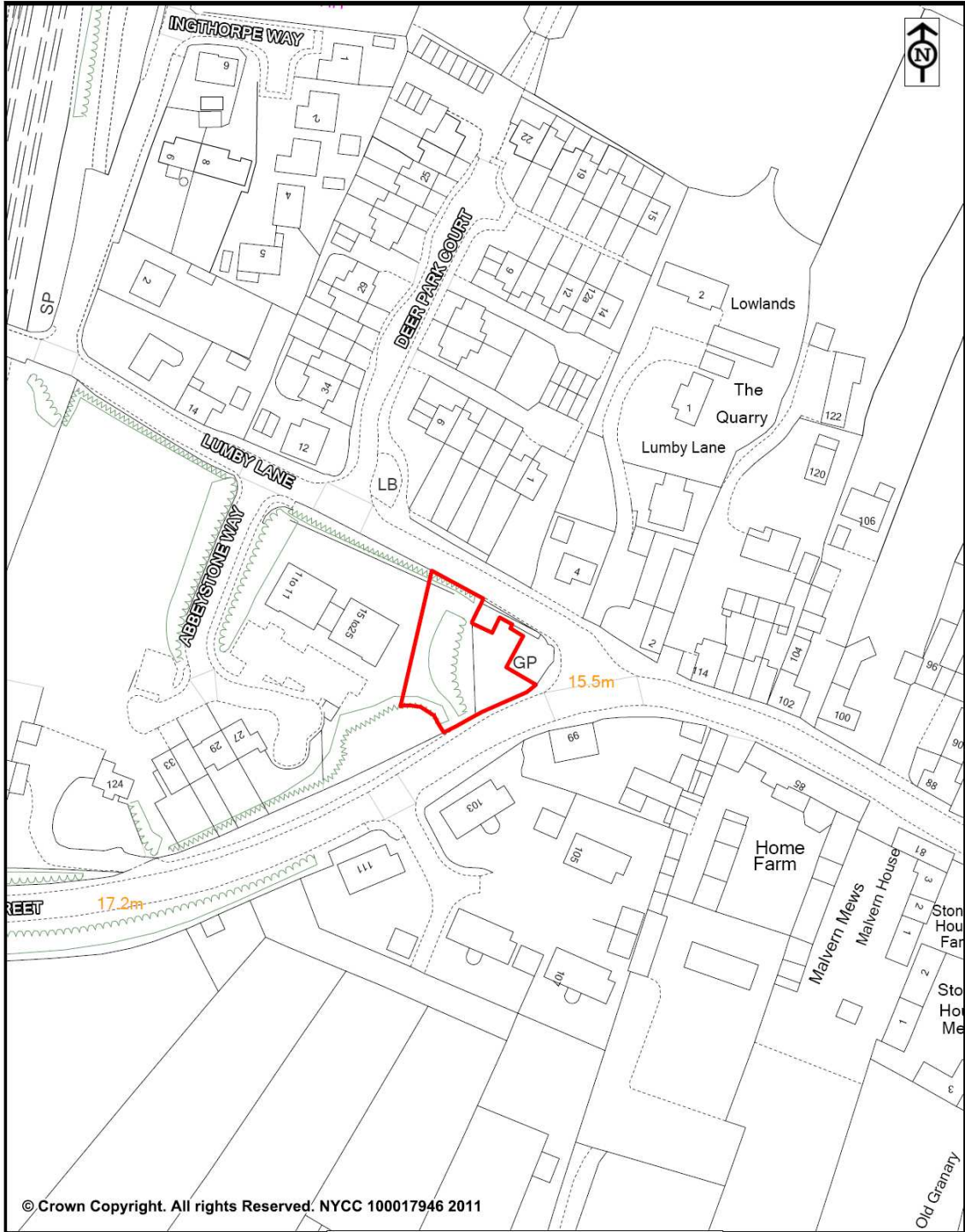
Indemnity	The Licensee shall indemnify the Licensor from and against any legal liability in respect of all actions, pleadings, costs, claims and demands whatsoever and howsoever arising as a result of this licence. In respect of injury to or death of any person or damage to property the Licensee will arrange third party cover in the sum of at least £5 million for each occurrence. Documentary evidence to be made available upon request.
Legal costs	The Licensee to pay the Licensors reasonable legal costs.

Prepared by: Lynne Hall 21/04/2016

Subject to Contract
Heads of Terms - Licence for the use of land, Monk Fryston

Date	4 th July 2011
Reference	BK0871
Prepared By	Andrew MacFarlane, Bruton Knowles
Property	Land at the junction of the A63 and Lumby Lane, Monk Fryston, outlined in the red on the attached plan number 3969.
Licensor	North Yorkshire County Council, County Hall, Racecourse Lane, Northallerton, DL7 8AD. Contact: Martyn Procter, Tel: 01609 535100 Email: martyn.procter@northyorks.gov.uk
Licensor's Solicitors	NYCC Legal Services, County Hall, Racecourse Lane, Northallerton, DL7 8AD. Contact: Graham Woods, Tel: 01609 532279 Email: graham.woods@northyorks.gov.uk
Licensor's Agent	Bruton Knowles, Dale House, Mount View, Standard Way Industrial Estate, Northallerton, DL6 2YD. Contact: Andrew MacFarlane, Tel: 01609 785681 Email: andrew.macfarlane@brutonknowles.co.uk
Licensee	Monk Fryston Parish Council, c/o Susan Newton 5 Priory Park Grove, Monk Fryston, Leeds, LS25 5EU Contact: Susan Newton, Parish Clerk, Tel: 01977 682084 Email: mfparishclerk@hotmail.co.uk
Licensee's Solicitors	None to be used.
Tenure	Licence.
License Period	5 Years to commence 22 nd May 2011.
License Fee	£50 per annum, to be paid in advance.
Break Clause	The Licensor to have a break clause exercisable upon three

	months notice in the event that the land or part thereof is required for Highway improvements.
Authorised Use	The land is to be used as amenity land for the benefit and enjoyment of the general public.
Other Terms	<p>The Licensee is to pay all existing and future rates, duties, charges, assessments, impositions and outgoings whatsoever charge upon the land.</p> <p>The Licensee is not to cause or permit any nuisance, damage disturbance, annoyance, inconvenience or interference to the Licensor or to the owners or occupiers of any adjoining property.</p> <p>The Licensee is to maintain the land in good condition ensuring that the gravel is kept free from weeds, litter and rubbish.</p> <p>The Licensee is to maintain the boundary fence in good condition and replace when and where necessary.</p> <p>Upon conclusion of the Licence period the Licensee is to leave the fencing and land in good condition.</p> <p>The Licensee is not to erect or permit to be erected upon the land any buildings or other structures without first obtaining the consent of the Licensor.</p> <p>The following activities shall not be permitted upon the land:</p> <ol style="list-style-type: none"> 1) Vehicular parking 2) Ball games 3) The exercise of dogs or other animals 4) The riding of bicycles or use of skate boards 5) Any auction
Indemnity	The Licensee shall indemnify the Licensor from and against any legal liability in respect of all actions, pleadings, costs claims and demands whatsoever and howsoever arising as a result of this license. In respect of injury to or death of any person or damage to property the Licensee will arrange third party insurance cover in the sum of at least £5 million for each occurrence. Documentary evidence to be made available upon the request.
Legal Costs	The Licensee to pay the Licensor's reasonable legal costs.



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Land at Monk Fryston

Scale: 1:1250
 Drawn: KA
 Date: 04/07/2011
 Dwg No: 3969
 OS Grid: 450,320 429,869

SCHEDULE OF PAYMENTS		Meeting 20 April 2016			
Payee	Invoice No	Amount	Vat	Item	Cheque
P Scott	n/a	248.00	incl	medals for mfcc tdy grant	973
P Scott	n/a	6.60	n/a	12 second class stamps	974
P Scott	n/a	16.40	incl	paper and black ink	974
Susan Woodhall	99129	20.00	incl	engraved plate for letterbox	975
Bill Holmes	n/a	14.21	incl	uk2 service renewal	976
NYCC	200000954	1200.00	incl	vas deployment	977
npower	LGUXQWML	628.65	incl	electricity bill	978
Total		£2,133.86			