

# BISHOP MONKTON PARISH COUNCIL

## Minutes of the Meeting of Bishop Monkton Parish Council held Tuesday 16<sup>th</sup> April 2024 in the Methodist School Room.

**Commenced:** 19.01  
**Concluded:** 21.12  
**Attending:** Cllrs Verrill (Chairman), Parsons (Vice Chairman), Garnett, Culshaw and Shand.  
**Also Present:** Cllr N Brown, S Reid (Proper Officer) 3 members of the public.

- 2024/045 Introduction from the Chairman and a reminder of the Council's expectations for the audio or visual recording of this meeting.**  
The Chairman opened the meeting and welcomed everyone.  
The clerk advised she is recording the meeting.
- 2024/046 To receive any apologies.**  
There were no apologies received.
- 2024/047 To consider the apologies and decide whether to approve reasons for absence.**  
Not Applicable.
- 2024/048 Declaration of Interests**
- a) To receive any declarations of interest.  
There were no declaration of interest made.
- b) To receive, consider and decide upon any applications for dispensation.  
There were no applications for dispensation.
- 2024/049 To approve the minutes of the Bishop Monkton Parish Council Ordinary Meeting held Tuesday 19<sup>th</sup> March 2024.**  
**RESOLVED** That the minutes of the Bishop Monkton Parish Council Meeting held Tuesday 19.03.2024 be accepted as a true record of proceedings.
- 2024/050 Public Participation** *For members of the public to raise matters. Please note that there will be no decisions made on matters raised in this session. Should there be a requirement then the matter will be brought to the agenda at the next meeting of the council.*
- MOP asked for a copy of the latest S106 document and stated he has been asking for 12 months .
  - MOP requested details of where the S106 monies had been spent and whom they had been paid to.
- 19.13 Cllr Shand entered the meeting.**
- 2024/051 To receive a report from Cllr Nick Brown of North Yorkshire County Council.**
- Cllr Brown mentioned the latest update on commuted sums and advised that all parishes had received a copy several weeks ago. The clerk said she has received hers.
  - Cllr Brown gave his thanks to Cllr Garnet for his work over the years.
  - Council Tax was referred to, especially the increases received by the public.
  - The results of the Kebbell Home appeal are still awaited.
  - Cllr Brown read out an email relating to Yorkshire Water and their failure to attend further meetings at this moment in time.

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- Cllr Brown has met with the new Chief Constable. He is very keen on neighbourhood policing.
- Cllr Brown is attempting to have a member of the police or commuted sums to the next forum on 16<sup>th</sup> May.

**2024/052**

**Clerk's report.** To note the clerks report.

Cllr Verrill made issue over the fact that he had not had the clerk's report earlier. The clerk advised that this was not an item for discussion, nor decision, and was exactly what it said, an update on items the clerk had been working on for note by members. Should anything need a decision it was a motion in the agenda which Cllr Verrill had been in receipt of at the correct lawful time.

The clerks report was noted.

**2024/053**

**Financial matters.**

- a) To approve the payments as per the schedule attached.  
**RESOLVED** That the payments on the attached schedule be approved.
- b) To note the ongoing approved payments as per the schedule attached.  
The ongoing payments were noted.
- c) To note the bank reconciliation and budget comparison as attached.  
The bank reconciliation was noted.

**2024/054**

**Planning matters.**

- a) To consider and make observations on the following planning applications.
  - Ashfield House  
The members neither support nor object to the application.
- b) To note planning decisions as per attached document.  
*There are no planning decisions to note.*
- c) To note planning enforcements as per attached document.
  - Burngarth  
This was noted.

**2024/055**

**Ongoing matters.**

- a) To receive an update from the working party in relation to the plan to provide an item to celebrate the Coronation of HM King Charles III, namely the Coronation Walk and decide any action as appropriate.  
**RESOLVED** This is still waiting for the weather to improve before it can be moved forwards.
- b) To receive an update on traffic calming on Knaresborough Road and consider any action required.
  - Meeting held 15.04.2024 with Area 6.
  - Emphasis that they don't have any money.
  - Results, they have removed the chicane as it wasn't working and wasn't allegedly to their standard.
  - Argument is road is too narrow to install a larger chicane.
  - They have agreed to improve the rumble strips on Moor Road and Knaresborough Road.
  - White lining was investigated and they have agreed to re-do this.

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- VAS signs were removed as they thought they weren't working. The cost to replace is circa 3K.
- Looking to put this as a condition of the Church Farm development if this gets approval.
- Requested that they look at 7.5 t signs as are unreadable. Advised that as long as they are going into the 7.5 tonne zone to deliver that is ok.
- They were requested to inspect Roecliffe Road due to the state which is so bad it is practically a single track road. This is supposed to be inspected annually. It was indicated that the lines installed several years ago may not be compliant.
- Roecliffe road where it floods advised to report if extremely muddy as this is a skid hazard.
- A request has been made for pedestrian signs on Moor Road.

Result, they are going to do what they can to provide rumble strips, white lining and signage.

### 20.03

#### Cllr Brown left the meeting.

- c) To receive an update on traffic calming on Moor Road and consider any action required.  
**RESOLVED** That this had been dealt with at item 2024/055 b), above.
- d) To receive an update on the RoSPA play inspection report and consider any actions arising from same.  
The clerk advised that these inspections are carried out by RPI accredited inspectors. She has been in touch with Streetscape and arranged the inspection directly to speed matters up. This will take place in the next few days.
- e) To receive an update from Cllr Culshaw on the current position in relation to the history board.  
Quote from Red Bonsai for provision of two panels £2780 + VAT. Delivery £220 to one address.  
**RESOLVED** to proceed with the board to be located at the village hall site. Cllr Culshaw is to check if the artwork can be removed from the stand and replaced or is it etched onto material and therefore permanent.
- f) To receive an update in relation to the Deed of Easement between Yorkshire Water, Keble Homes and Bishop Monkton Parish Council.  
**RESOLVED** That the clerk can approach the previous solicitors to ask questions which require answers prior to being able to instruct any new solicitor as they will require this information to be able to act. The items on the clerk's report form what the clerk is researching.
- g) To receive an update on the enquiries into the Pinfold following the request by the residents of Burngarth to purchase the Pinfold land.
  - Cllr Garnett contacted the history group to see if they had any knowledge on the size, history of the pinfold.
  - Cllr Shand has visited the residents and advises that there is no access to the pinfold other than through the property.Members have previously been against the selling of the Pinfold, however, given updated information feel this should be reconsidered.  
**RESOLVED** That Cllr Verrill is to engage with Estate Agents and obtain 3 valuations for the Pinfold for members consideration.

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- h) To receive an update on the provision of blue historic signs to be located in prominent positions within the village.  
The clerk is to engage with the history group. This has not yet been done.
- i) To receive an update on the replacement of the road sign on Roecliffe Road.  
Cllr Parsons advised that the new sign is to be installed 17.04.2024.
- j) To receive an update on the installation of the new handrail over the bridge and decide further action if necessary.  
Cllr Culshaw reported that this is to take place very soon now the better weather is coming. Cllr Verrill requested to view the new handrail as if the fittings are like for like then he can arrange for it to be installed. When advised that the new rail is different Cllr Verrill challenged why this had happened. It was noted that this was the design the council had approved and which had been made.
- k) To receive an update on the terms of reference for the staffing committee.  
Cllr Culshaw has prepared Terms of Reference, as per the resolution of the meeting held 19.03.2024. These will be circulated to members and listed for approval at the next meeting of the council.

Several challenges were made during the hearing of the motion. A confidential record has been made of same and will be held securely in support of the minutes.

### 2024/056 New matters and correspondence.

- a) To note the clerks overtime hours of 19 hours 49 minutes for March 2024.  
The overtime was noted. Cllr Verrill requested job sheets from the clerk for the last three meetings. The clerk advised this wasn't an agenda item and it had to be a decision of full council and not a request from one individual. The clerk advised that she had never been asked to keep, nor submit, a job sheet. Cllr Parsons stated that this should not be discussed in this meeting.

The clerk suggested that items C/D/E were heard prior to item b. Members supported this.

- b) To consider communication received from PKF Littlejohn and decide further action. *(To note this is carried forward from the meeting held 19.03.2024).*
- c) To agree the format for the Annual Village Meeting.  
Cllr Parsons has produced posters and circulated where possible. She is still having access issues with the PC website. The clerk advised she has invited the Community and Resilience Group to attend.  
**RESOLVED** That the clerk co-ordinate who is going to attend the Annual Village Meeting and produce the agenda. The methodist hall has been booked for the meeting.
- d) For the clerk to be informed as to the ownership of the defibrillator at the Masons Arms and any procedures currently adopted for same.  
The Community Responder spoke about the process used and the requirement for obtaining replacement parts (pads/batteries) etc.  
**RESOLVED** That the clerk order a second set of pads to be kept as spares so there are always a set in case of needs. The clerk also to investigate the option of setting up an account with the supplier to enable the Community Responder to order items as required and be invoiced to the Parish Council.

**Cllr Verrill then said it was 21.10 hours and he was closing the meeting. The clerk advised that he was unable to do this as a motion had to be raised for members to choose whether to suspend standing orders to allow the meeting to proceed and it had to be a majority vote as to what**

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happened. Cllrs Garnett and Parsons said they were leaving the meeting. They did suggest that item e was approved, to which members agreed.

The meeting ended at 21.12 hours with item 2024/056 b) not been heard for the second month running.

e) To consider approval for the clerk to attend the YLCA recommended course hosted by Cloudy It.

**RESOLVED** That this is approved.

- 2024/057** To agree items to be communicated to residents, and the methods to be employed.
- 2024/058** To notify the clerk of matters for inclusion on the agenda at the next meeting.
- 2024/059** The Annual Parish Meeting will be held Tuesday 7<sup>th</sup> May 2024, venue and time to be confirmed.  
**The next Ordinary meeting of Bishop Monkton Parish Council will be held Tuesday 21<sup>st</sup> May 2024 in the Methodist Room.** *The latest date for members to submit items for consideration on the agenda is Tuesday 7<sup>th</sup> May 2024.* (Due to annual leave the agenda will be published by 11<sup>th</sup> May 2024 for this meeting).

# BISHOP MONKTON PARISH COUNCIL

## Item 2024/052 Clerks Report

1. The approved payment of £175 was made towards the purchase of the hedgehog boxes. The recipient has sent thanks to the council for supporting this venture.
2. The clerk is making enquiries into the S106 funds available for outdoor facilities as the latest update from the LA indicates that all the money has been allocated to croquet. An appointment is to be made to seek assistance in completing a grant application. This will be once financial year end has been completed. As members are aware, there is some substantial work required not only for this financial year end, but also to bring the council up to the lawful requirements.
3. The clerk has written to Julian Smith and Keane Duncan in relation to the traffic calming on both Knareborough Road and Moor Road however, an update from the meeting Cllr Verrill held with area 6 is awaited in order that Mr's Smith and Duncan can be appraised of what is occurring following Cllr Verrills meeting.
4. RoSPA have recommended that it is easier to engage our own inspector for the play area inspection due to logistics. Contact has been made with Streetscape, who are RPI accredited and qualified to conduct the necessary inspection. This should take place within the next week.
5. There are several issues which need clarifying on this subject. The matter is clouded due to conflict in discussions held by members. As the clerk views it there are 2 main points:-
  - a. Is the S104 agreement signed March 2019 by the former Chairman of the Parish Council legal as at the time of signing said person had been resigned from the council for some months, leaving circa October 2018.
  - b. Following of from this:
    - i. Check the sale agreement
    - ii. Check re the attenuation tanks – are they lawful?
    - iii. Has the use of the land been restricted by YW?
    - iv. Check Hutchinson Buchanon to see if they hold any documents
    - v. How many houses can they build as original agreement was for 7 only?
    - vi. Check to 6m strip and can anything be built on this?
  - c. The Deed of Easement proposed by Yorkshire Water at the time of writing; is this legal and fit for purpose? Dependant on the answers to the above questions 5a & 5b re S104 agreement may affect the procedure to be taken in resolving this matter.

It is important for members to note that the main thing in these matters is that the situation is resolved to protect the PC, Village Hall and Residents in the future.

The clerk is aware that a resolution has been made to instruct a new solicitor, but feels it important that she is allowed to speak to both Hethertons and Dempsey and to obtain a picture of past proceedings from their perspective and ascertain the existence of any further documents which the council should have sight of / in their possession. It is felt that any new solicitor is going to ask these questions anyway, so the clerk should be prepared with the full facts to enable them to act in the best interests of the council.

- 6 Cllrs Culshaw and Parsons should both have access to both the council website and facebook to update items as agreed.
- 7 The clerk has applied for a debit card, as resolved by members. She is awaiting further news in relation to this.

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- 8 The council still needs a communication policy. The clerk is aware that all policies of the council need to be reviewed, updated as required, and adopted. This is a work in progress.
- 9 The asset register still needs to be updated. Weather has prevented this taking place. Once in possession of this information the clerk will then start and plot the details on Parish in Line, to which members will be allowed to view. Eventually, this will be a comprehensive 'map' of the parish and items, not limited to council assets but also including Local Authority and other items (dog bins, bus shelters, grit bins etc).
- 10 The clerk has now taken over the purchasing of Christmas lights. The grant of £500 from Cllr Browns locality budget has been received by BMPC. A document has to be submitted, with supporting invoices, to prove use of the funds otherwise they have to be repaid to NYC.
- 11 The clerk has purchased replacement pads for the defibrillator at a cost of £85.60. This has been claimed back via expenses.
- 12 The clerk has written to the Communities and Resilience Emergency asking if they could possibly attend the Annual Parish Meeting to give a presentation.
- 13 The clerk has had a conversation with Yorkshire Accountants in relation to the Internal Audit. They are unable to offer this service due to the requirements of same, however, having had several enquiries from local councils they did have information of a body who could provide this. They are going to come back to me if they can locate the info as it is some time now since this was last requested of them.



# BISHOP MONKTON PARISH COUNCIL

## Item 2024/053

### A – Payments to be approved

|                            | Amount  | VAT    | Total   |
|----------------------------|---------|--------|---------|
| • Clerks March Expenses    | £89.41  | £18.01 | £107.42 |
| • De signs (50% deposit)   | £193.50 | £38.70 | £232.20 |
| • YLCA Annual Subscription | £337.00 | £0.00  | £337.00 |
| • Yorkshire Accountants    | £30.00  | £6.00  | £36.00  |

### B – Ongoing Contractual Payments

|                                   | Amount | VAT   | Total  |
|-----------------------------------|--------|-------|--------|
| • Clerks March Salary             |        |       |        |
| • HMRC re March Salary            |        |       |        |
| • Hugo Fox re Monthly Web Account | £19.99 | £4.00 | £23.99 |
| • HSBC Monthly Account Charges    | £8.00  | 0.00  | £8.00  |

### C – Bank Reconciliation

Bank Reconciliation to 31.03.2024

|   |                   |
|---|-------------------|
| Closing Balance as at 31.03.2024 Account ****9457 | £13,602.71        |
| Closing Balance as at 31.03.2024 Account ****2818 | £2,175.69         |
|   | <u>£15,778.40</u> |

|   |                   |                   |
|---|-------------------|-------------------|
| Opening Balance A/C ****9457 as at 01.04.2023 | £10,253.38        |                   |
| Opening Balance A/C ****2818 as at 01.04.2023 | £2,138.85         |                   |
| Income  | £15,653.87        |                   |
| Expenditure                                   | £12,267.70        |                   |
|   | <u>£15,778.40</u> | <u>£15,778.40</u> |



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# BISHOP MONKTON PARISH COUNCIL

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Clerk To Bishop Monkton PC  
Sue Reid  
Chapel Villas  
Dishforth  
YO7 3LW

Planning Services (Harrogate Area)  
North Yorkshire Council  
PO Box 787  
Harrogate  
HG1 9RW  
Tel: 0300 131 2 131  
Email: dmst.har@northyorks.gov.uk  
Web: www.northyorks.gov.uk

**Your Ref:**

**Our Ref:** DCPARISH 6.54.273.D.TPO  
ZC24/00825/TPO

**Date:** 10 April 2024

**PARISH COUNCIL NOTIFICATION - PLEASE RETURN NOT LATER THAN 4 May 2024**

**APPLICATION NO:** 6.54.273.D.TPO ZC24/00825/TPO

**PROPOSAL:** Works to Tree Preservation Order 24/1998 T2 ash - Fell due to declining health and increased risk of health and safety concerns to members of the public camping in the field.

**LOCATION:** Ashfield House Church Farm Knaresborough Road Bishop Monkton Harrogate North Yorkshire HG3 3QQ

**GRID REF:** E 432771 N 465949

**APPLICANT:** Mrs Emma Oates

**PUBLIC ACCESS:**

<https://uniformonline.harrogate.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SA0TLMHY0EK00>

Please be aware that in a small minority of cases some documents will only be available 24 hours after the issue of this letter, therefore please do not formulate your response until you have been able to access all the information.

If you require any further information or assistance about this particular application please contact me by email, [Chloe.Temple@northyorks.gov.uk](mailto:Chloe.Temple@northyorks.gov.uk).

Please indicate A, B, C or D as appropriate and input any comments below.

- A The Parish Council has no objections.
- B The Parish Council objects on the planning grounds set out below:
- C The Parish Council does not object to or support the application but wishes to make comments or seek safeguards as set out below:
- D The Parish Council supports the application.

Date of Response .....

There is no need to sign this consultation response

Do not send the views of individual Parish Councillors, either as a list of (possibly conflicting) points or as a batch of separate letters. The Parish Council must form a corporate view.

Clerk To Bishop Monkton PC  
Sue Reid  
Chapel Villas  
Dishforth  
YO7 3LW

Planning Enforcement  
Planning Services (Harrogate Area)  
North Yorkshire Council  
PO Box 787  
Harrogate  
HG1 9RW  
Tel: 0300 131 2 131  
Email: [enforcement.har@northyorks.gov.uk](mailto:enforcement.har@northyorks.gov.uk)  
Web: [www.northyorks.gov.uk](http://www.northyorks.gov.uk)

**Your Ref:**  
**Our Ref:** 24/00104/PR15  
**Contact:**  
**Date:** 11 April 2024

Dear Parish Clerk

**PLANNING ENFORCEMENT**

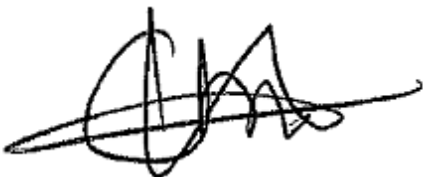
**CASE NO:** 24/00104/PR15  
**LOCATION:** Burngarth St Johns Road Bishop Monkton Harrogate North  
Yorkshire HG3 3QW  
**ALLEGED BREACH:** Felling of tree in a Conservation Area

I write to notify you of a communication received on 9 April 2024 which reports a possible breach of planning control at the above location.

The nature of the communication has been summarised above.

I am the case officer, please contact me if you require any further information.

Yours faithfully



**CHRISTOPHER KEDDLE**  
**Planning Enforcement Officer**  
[christopher.keddle@northyorks.gov.uk](mailto:christopher.keddle@northyorks.gov.uk)  
01423 556559

The contents of this communication are not to be published without officer consent.

## BISHOP MONKTON PARISH COUNCIL

### **Item 2024/056 b Communication from PKF Littlejohn (External Auditor)**

I am writing to you as Chair, since we have had 'information brought to the auditor's attention' that we are required to investigate. Please note that we received the 2022/23 exemption certificate and there are no outstanding invoices due from the Council. We require nothing further from the Council in respect of the closed years at this time; however, the Council is a long way from complying with its basic statutory requirements in respect of governance and accountability for 2023/24 (and prior years 2021/22, 2022/23). Please share this email with the Clerk/RFO and all Members of the Council as a matter of urgent importance and copy me in on that email please.

I have had a look at the information that I sent the Council and at your website and note the following points:

1. There are no supporting papers published on the website either to agendas or minutes, e.g. payment schedules (so no published record of payment approvals), clerk's reports, bank reconciliations, budget monitoring reports, planning details
2. There is no internal audit report published for 2022/23 and no reference to IA in the minutes – I am aware that one IA was approached but declined the work
3. The emails that I requested to be added to the agenda as correspondence items for discussion cannot be seen on the agendas or minutes
4. The minute references on the 2021/22 AGAR Sections 1 and 2 are incorrect, in fact there is still no record of the 2021/22 AGAR having been considered and approved by the Council
5. There is no internal audit report published for 2021/22 and no reference to IA in the minutes
6. The Council's policies on the website are very out of date, no updates since 2021
7. There is no budgetary information and no risk management information published for the past 3 years
8. The Council's website is still not compliant with the following elements of the [Transparency Code](#) (see Annex A) – for 2021/22, 2022/23, 2023/24:
  - a. Expenditure over £100 (all 3 years)
  - b. Year end bank reconciliation (2021/22, 2022/23)
  - c. Explanation of 'No' responses to governance assertions on the AGAR (2021/22, 2022/23)
  - d. Internal audit reports (all 3 years)
  - e. List of councillors and responsibilities (all 3 years)
  - f. Asset register (all 3 years)
  - g. Papers of all meetings (all 3 years)

I could go on, but it is up to the Council as a body corporate to ensure compliance. The Council has not had a limited assurance review or an internal audit since April 2021. This is not acceptable. Please refer all members and the Clerk/RFO to the statutory requirements of the [Practitioners' Guide](#) (Sections 1 and 2), as well as the guidance for the internal auditor and the Council (Sections 4 and 5).

We will be contacting the Council regarding the 2023/24 year end next month. When the responses to the governance assertions in the AGAR are discussed and approved, due to the non-compliance issues noted above, we expect that the Council will respond 'No' to Assertions 1/2/3/4/5/6/7 and publish the reasons and an action plan to ensure that these weaknesses are addressed in a timely manner. The easiest way to do this when there is so much non-compliance is in a tabular fashion and then take the action plan as a standing agenda item until all actions are completed, example below:

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| Assertion | Mandatory requirement from Practitioners' Guide Section 1 | Explanation of failure to comply | Action agreed by Council | Responsible person/deadline |
|-----------|---|----------------------------------|--------------------------|-----------------------------|
|-----------|---|----------------------------------|--------------------------|-----------------------------|

Please ensure that these issues, this email and the embedded documents (TC and PG) are included as an agenda item at the next meeting so that all members consider their responsibilities and record their decisions regarding compliance with statutory requirements. It may be that some overtime for the Clerk/RFO will need to be approved and/or that each member will take responsibility for a particular area of control and governance.

I hope that this is helpful.

# BISHOP MONKTON PARISH COUNCIL

## Item 2024/056 e

We are excited to share a fantastic opportunity from Yorkshire Local Councils Associations in collaboration with CloudyIT. We're bringing to our Town and Parish Council and Parish Meeting members an exclusive training programme designed to enhance your digital skills.

### **What's on Offer:**

- Two-Hour Fundamentals Sessions: Get to grips with Microsoft 365 basics.
- Explore the essential Microsoft 365 apps.
- Learn about the innovative AI features in Microsoft 365.
- 45-Minute-Deep Dive Sessions: Dive deeper into Microsoft Forms, Planner, OneNote, and Book for advanced learning.
- 

**Special Bonus:** All attendees gain one-month free access to Cloudy's E-Learning Hub!

**Secure Your Spot:** Visit <https://www.cloudyit.co.uk/eventsandtraining/> to register.

As a Yorkshire Local Councils Associations Member, you also get exclusive access to Cloudy's comprehensive e-learning portal.

The two hour training will cost £35.00 and 45 minute session £25.00 per delegate. Take advantage of this unique chance to boost your digital know-how!