

# BISHOP MONKTON PARISH COUNCIL

To all Councillors

You are summoned to attend an Ordinary Meeting of Bishop Monkton Parish Council to be held Tuesday 19<sup>th</sup> March 2024. This will take place in the Methodist Room, Bishop Monkton, commencing at 19.00 hours.

*Sue Reid*

Sue Reid  
Proper Officer

*Parish Council Meetings are open meetings, and all members of the public are welcome to attend.*

## AGENDA

- 2024/030** Introduction from the Chairman and a reminder of the Council's expectations for the audio or visual recording of this meeting.
- 2024/031** To receive any apologies.
- 2024/032** To consider the apologies and decide whether to approve reasons for absence.
- 2024/033** Declaration of Interests
- a) To receive any declarations of interest.
  - b) To receive, consider and decide upon any applications for dispensation
- 2024/034** To approve the minutes of the Bishop Monkton Parish Council Ordinary Meeting held Tuesday 20<sup>th</sup> February 2024.
- 2024/035** **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.*
- 2024/036** To receive a report from Cllr Nick Brown of North Yorkshire County Council.
- 2024/037** Clerk's report. To note the clerks report.
- 2024/038** Financial matters.
- a) To approve the payments as per the schedule attached.
  - b) To note the ongoing approved payments as per the schedule attached.
  - c) To note the bank reconciliation and budget comparison as attached.
- 2024/039** Planning matters.
- a) To consider and make observations on the following planning applications.  
*There are no planning applications to note.*
  - 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.  
*There are no planning enforcements to note.*
- 2024/040** Ongoing matters.
- a) To receive an update from Cllr Shand and the clerk on the provision of play equipment for older children and the grant applications.

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- b) 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.
- c) To receive an update on traffic calming on Knaresborough Road and consider any action required.
- d) To receive an update on traffic calming on Moor Road and consider any action required.
- e) To receive an update on the RoSPA play inspection report and consider any actions arising from same.
- f) To receive an update on the Mechanics Institute Clock.
- g) To receive an update from Cllr Parsons in relation to the enquiries regarding interest from residents in providing hedgehog highways.
- h) To receive an update from Cllr Culshaw on the current position in relation to the history board.
- i) To receive an update from Cllr Parsons in relation to D Day celebrations and decide any further actions as necessary.
- j) To receive an update from the clerk in relation to S106 funds.
- k) To receive an update in relation to the Deed of Easement between Yorkshire Water, Kebble Homes and Bishop Monkton Parish Council.
- l) To confirm that council have removed the waste bin on Ings Lane as per previous resolution.
- m) To receive an update from Cllr Verrill as to the purchase of Christmas lights to the value of £500 from Cllr Browns Locality Budget.

**2024/041**

### **New matters and correspondence.**

- a) To consider the rent to be levied for the lease of the Pinfold for the forthcoming year 2024/2025.
- b) To consider communication received by the residents of Burngarth in relation to the purchase of the Pinfold land.
- c) To consider the provision of blue historic signs to be located in prominent positions within the village.
- d) To consider the state of the road sign on Roecliffe Road and agree a procedure for replacement of same.
- e) To consider the date for the Annual Parish Meeting which is to be held between 1<sup>st</sup> March and 1<sup>st</sup> June and consider how this is to be hosted.
- f) To consider the provision of official parish council email addresses to be compliant with requirements.
- g) To receive feedback from Cllr Browns Highways Forum from Cllr Verrill.
- h) Seek approval for appointing a staffing committee ( consisting of 3 councillors).
- i) To seek approval to have a performance appraisal for the clerk.
- j) To note the update on North Yorkshire Council local buses.
- k) To sign the forms from NYC in relation to the Locality Budget Grant awarded by Cllr Brown.
- l) To receive information from Cllr Parsons in relation to planning enforcement on Springfield Barn.
- m) To note the clerks overtime hours of 17 hours 19 minutes for February 2024.
- n) To appoint an internal auditor for the financial year 2023/2024.
- o) To consider communication received from PKF Littlejohn and decide further action.

**2024/042**

**To agree items to be communicated to residents, and the methods to be employed.**

**2024/043**

**To notify the clerk of matters for inclusion on the agenda at the next meeting.**

**2024/044**

**The next Ordinary meeting of Bishop Monkton Parish Council will be held Tuesday 16<sup>th</sup> April 2024 in the Methodist Room.** *The latest date for members to submit items for consideration on the agenda is Monday 8<sup>th</sup> April.*

# BISHOP MONKTON PARISH COUNCIL

## Item 2024 038

### A – Payments to be approved

	Amount	VAT	Total
• Farm and Land Services	£710.00	£142.00	£852.00
• ICO Annual Fee	£40.00	0.00	£40.00
• YLCA – Training Dean Culshaw	£66.80	0.00	£66.80
• Parish on Line	£63.00	£12.60	£75.60
• Clerks February Expenses	£68.47	£13.82	£82.29

### B – Ongoing Contractual Payments

	Amount	VAT	Total
• Clerks February Salary			
• HMRC re Feb Salary			
• Hugo Fox re Monthly Web Account	£19.99	£4.00	£23.99
• HSBC Monthly Account Charges	£9.00	0.00	£9.00

### C – Bank Reconciliation

Bank Reconciliation to 28.02.2024

Closing Balance as at 28.02.2024 Account ****9457		£16,323.89
Closing Balance as at 28.02.2024 Account ****2818		£2,165.22
		<u>£18,489.11</u>
Opening Balance A/C ****9457as 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	£9,556.99	
Closing Balance as at 28.02.2024	<u>£18,489.11</u>	<u>£18,489.11</u>

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### **Item 2024/041 b**

Thank-you for your update

I would appreciate it if you could include copies of this and my previous email for the parish council to peruse during their discussions, so they have knowledge of the facts.

I have spoken to elder villagers about the pinfold, nobody knew what it was or where it was unless they lived next door to it

We would be very interested to find out if the XXXXXX family were given the majority of the pinfold or who they purchased it from

Cllr Culshaw did visit Burngarth on another matter. We showed him the pinfold area.

Can the PC also discuss the necessity for full drainage to be installed as the flood waters are now effecting the rear walls. A property of this age does not have a damp proof course and the water because of the lack of drainage has now ingressed into the kitchen

This is my original email to the PC

I'm not sure that the PC are aware of the actual size of the plot in question, it is the tail end of the original pinfold equating of 8x5 meres and is stone and a flower bed, hardly anything historic to look at, after all it was used as a tipping area. Glass and pottery are still being dug up

Having looked at old records the original pinfold was 7-8 times larger taking in a lot of the garden on Dransfield next door. That land appears to have just disappeared as a "pinfold"

We previously asked the PC if they would be willing to sell the pinfold to Burngarth  
The reply was " they wished to keep it for future generations to enjoy " unfortunately no one can access the pinfold as it is only accessible through our home.

Recently with the downpours and flooding the pinfold is holding water against the walls to the property. The area needs drainage to be installed  
We obviously can not do this!

To preserve the character and history of Burngarth it would make sense to have the pinfold included on its deeds.

# BISHOP MONKTON PARISH COUNCIL

16:57



Photo

Done

## Bishop Monkton Pinfold

The Pinfold played an important part in the life of the village prior to the Enclosure of Land in 1816. Before that time farmers were allowed to graze their livestock in large parts of the surrounding countryside. The Pinfold was a place where stray livestock were held until their owners paid the fine, usually 1d, to get them released. The village employed a Pindar to oversee this work.

After the Enclosure of land that divided the village into the way we see it today in order to increase production of food, the pinfold was no longer needed and it became the village tip, remaining so well into the early 20<sup>th</sup> century. The Bishop Monkton History Group believe that the pinfold must have been significantly larger than it is today to allow for cattle, sheep and horses and then to accommodate the village tip and this is borne out by the 1844 Ordnance Survey map (below) showing that the land that Dransfield House now occupies along with the area by the beck on which St Wilfrid's Stone stands were also part of the Pinfold. It seems likely that the previous owners, the Gowland family, obtained the land at some point. The current piece is of land appears to be only the remnant of a significantly larger plot.



Chris Bagnall  
Chairman, BMLHG



9 FEBRUARY 2024

## **BRIEFING ON COUNCIL EMAIL ADDRESSES**

More and more council business is being conducted online, and this means that all council staff should be aware of, and follow, best practice email use and management. This describes the importance of using official, council email accounts and offers practical guidance on email security.

### **The importance of using official email addresses**

We strongly advocate for using official email addresses for council work. NALC, SLCC, the Cabinet Office and the Information Commissioner's Office (ICO) recommend using an official .gov.uk email. In the [ICO factsheet for councils](#), it states that 'councils must process data securely - which may be more difficult to achieve if it is being processed through personal email accounts.' There are some very important reasons for using official, rather than personal, email addresses:

- Official correspondence should reflect the professionalism of the council. An official email address enhances the credibility of the sender and the council itself. Using official government branding creates trust and makes it easier for residents to identify official communications.
- If official communications are always sent through council-sanctioned channels then council staff can be sure that records are kept, and decisions are documented for public scrutiny.
- Council email accounts facilitate the creation and maintenance of official records. This is crucial for the proper functioning of the council, for auditing purposes, transparency, and accountability. It helps track decisions, discussions, and other important communications.
- By separating your personal life from your professional life, you ensure members of the public, partners and suppliers understand you are emailing them in your role as a clerk or councillor. Recipients will be clear about who the email is from and the capacity it is being sent.
- An official email address ensures there is no confusion about the legitimacy of communications. They are less likely to be sent to spam or blocked, and more likely to be read and responded to quickly.
- If a subject access or freedom of information request is made then all emails to and from that account pertaining to that request may need to be reviewed and / or released. If using a personal email account, this can be a complex and invasive process. Using an official account both protects your personal information and makes managing such a request straightforward.

More detailed guidance on [data protection](#) and [freedom of information](#) can be found in the members' area of the NALC website.

- Changes in council staff are easier to manage with an official email address. Compliance with the council's legal obligations around data control are more straightforward; information can be retained or archived appropriately. The clerk is able to complete administrative tasks, such as accessing historic emails / data, before closure. There will be no confusion for residents and ex-staff members will not accidentally receive council related emails.

### **Good practice password management and email security**

To comply with privacy and data protection rules, council staff must operate their email account in a secure way. Here is some key advice on keeping your email account secure:

- Do not share your password with anyone else or write it down where other people can find it.
- Use [the National Cyber Security Centre's guidance](#) to help you choose a secure password.
- Use multi-factor authentication (MFA). This means providing additional information on an occasional basis but provides the best security. You can [find more on MFA here](#).
- Make sure your computer is password protected and that it automatically locks if you are away from it for more than 5-10 minutes. You can also lock it manually: usually this is by pressing CTRL + ALT + DELETE at the same time on Windows devices.
- Do not routinely redirect council emails automatically from one account to another.
- Educate yourself - there are a number of online courses via Nimble eLearning, such as basic cyber security, password management and phishing. Register through your county association or NALC.
- Make sure other staff (where these exist), or the chair, know the process and who to contact in an emergency, such as a sudden absence. This is best achieved through contacting the IT/email provider and arranging for an out-of-office, with alternative contact details to be added to the inaccessible account, or by forwarding emails to someone else for a very limited period. As a precaution, you should not store crucial information that colleagues may need within your email system.

### **Need help on deciding your email address or website name?**

- Website: [acmeparish.gov.uk](http://acmeparish.gov.uk), [acmeparishcouncil.gov.uk](http://acmeparishcouncil.gov.uk) or [acme-pc.gov.uk](http://acme-pc.gov.uk)
- Councillor email addresses: [cllr.firstname.lastname@XYZ.gov.uk](mailto:cllr.firstname.lastname@XYZ.gov.uk)
- Clerk email addresses: [clerk@XYZ.gov.uk](mailto:clerk@XYZ.gov.uk)



# Parish Council Domains Helper Service



Image: Illustration of a woman holding a large speech bubble and pointing at a light bulb. A question mark is at her right shoulder. A man can be seen in the background working on a laptop.

**Parish Council Domains Helper Service**

# General questions about .gov.uk domains

## 1. What is a domain?

A domain name is the digital asset that is used to identify organisations on the internet. All internet facing services require a domain to work. These include everything from websites through to email, document sharing and mapping services. For example, in the website address 'www.nhs.uk', and the email 'test@nhs.uk', 'nhs.uk' is the domain name that makes the website and email work.

Need a simple way to explain a domain? This [infographic](#) might help.

## 2. What is different about a .gov.uk domain?

A .gov.uk domain can only be owned by government bodies in the United Kingdom. This means central and local government as well as the public sector. No other organisations are eligible to own and operate a .gov.uk domain.

Registration of .gov.uk domains is strictly controlled. The Central Digital and Data Office (CDDO) assigns approved .gov.uk domain names on behalf of the Cabinet Office.

## 3. An important point about the purpose of other widely-used domain names

In general:

- **.org.uk:** Designed to identify, and be used by, non-profit organisations, charities and community groups e.g.bhf.org.uk
- **.co.uk:** Commonly used by commercial entities based in the UK e.g.bbc.co.uk
- **.com:** Commonly used by entities that operate globally e.g. cocaCola.com
- **.ac.uk:** Designed to identify, and by used by, educational establishments e.g. cardiff.ac.uk

A domain name helps everyone understand who you are and what you do.

**Spot the imposter!** Watch out for websites ending -gov.uk e.g. council-gov.uk. These are not official .gov.uk domains. There's a big difference between a dot and a dash!

## 4. Why should parish councils own a .gov.uk domain?

It should be easy for anyone to identify government organisations on the internet. Your community shouldn't have to guess whether the site they're on, or the email in their inbox, is genuine. Use of a .gov.uk domain means that you are instantly recognisable as an official, authentic government organisation and your communications can be trusted.

## 5. What are the benefits of owning a .gov.uk domain?

There are a number of benefits to owning a .gov.uk domain:

**Trust and credibility:** A .gov.uk domain conveys trust and authority, as it's exclusively used by government and public sector organisations at every level in the UK. This exclusivity helps in building community, partner and peer confidence, which is crucial for a council's reputation.

**Security and reliability:** .gov.uk domains are renowned for their robust security measures, monitoring for potential security vulnerabilities, and safeguarding sensitive and personal information. This aspect is particularly critical for councils to separate personal and professional data.

**Professional image:** A .gov.uk domain signifies a Parish Council's commitment to professionalism, enhancing the council's image and reflecting its seriousness in maintaining high standards.

**Ease of recognition:** A .gov.uk domain is easily recognisable and memorable to its community, suppliers, partners and peers. This recognition can improve the accessibility and usability of the council's online services and information, making it more user-friendly for residents.

**Trusted emails:** Outgoing .gov.uk emails are more likely to be cleared by security filters and delivered successfully. Recipients recognise them as coming from an official source and this means they are more likely to be read and responded to. The content of your emails will be recognised as official government business.

**Better controls:** Councils can better control access to official papers and correspondence. When clerks and councillors leave, information is not lost and email accounts can be easily re-allocated.

**Easier to respond to data requests:** Council staff will not have to surrender private emails if, for example, a freedom of information request is received.

**Proactively monitored:** A .gov.uk domain is monitored by the Domains Team at the CDDO. They make sure your domain is configured correctly, and any security vulnerabilities are quickly spotted.

**Legal protection:** As .gov.uk domains are based within UK jurisdiction they have better legal protection.

You'll find a summary of these benefits in this [infographic](#).

## 6. Why should council staff use a .gov.uk email address?

These are the reasons for using a .gov.uk email address:

**Professional:** A .gov.uk email address conveys a sense of professionalism and legitimacy. The credibility of the sender, and their connection to the council, is clear, making communications immediately recognisable as trustworthy.

**Verification:** A .gov.uk email address is issued based on stringent verification processes - only authorised individuals within the council will have one. Other email addresses - such as Gmail, for example, are open to anyone. This increases the risk of individuals creating fake accounts for malicious purposes. For example, anyone can open an account and send an email from 'councillor\_diblyPC.gmail.com' whereas 'councillor\_diblyPC.gov.uk' can only be owned by a legitimate member of staff.

**Security:** .gov.uk email systems are designed to adhere to strict security standards to protect government information.

**Administration:** Data Subject Access and Freedom of Information requests can be handled quickly and efficiently from a central point. Records of all communications are maintained and can be easily accessed for audit purposes.

**Separation:** By using a .gov.uk email, a councillor's professional life is kept entirely separate from their personal life. Your community will understand clearly in what capacity you are contacting them. Your individual privacy will not be infringed upon should a Data Subject Access or Freedom of Information request be received.

**N.B.** It's important to note that users of any email system should always follow best practices for account security, such as setting up, and regularly updating, robust passwords, and enabling two-factor authentication.

# About the Parish Council Domains Helper Service

## 1. What is the Parish Council Domains Helper Service?

The Parish Council Domains Helper Service has been set up by the Cabinet Office to help parish councils to own and operate a .gov.uk domain more easily. Essentially, there are three aspects to the service:

- A suite of practical advice, guidance and reference materials - taking councils through the process of registering, adopting and maintaining a .gov.uk domain
- An enhanced level of support from .gov.uk domain registrars who understand the needs of parish councils
- Help with costs - a one-off contribution towards a new .gov.uk domain

Guided workshops will be included in this initial phase of the service - for example, providing advice on how to choose a domain registrar that is right for a council.

## 2. Who is the Service for?

The Domains Helper Service is open to any parish council that:

- Wants to move to a .gov.uk domain OR
- Already has a .gov.uk domain and wants to use other associated services such as email or a website.

If any council is unsure about their eligibility they should email [parish.council@domains.gov.uk](mailto:parish.council@domains.gov.uk) for advice.

## 3. Is enhanced support available from all .gov.uk domain registrars?

No. There is a shortlist of .gov.uk domain registrars that have committed to providing an enhanced level of support. This shortlist is provided to parish councils moving over to a .gov.uk domain as part of the Service.

## 4. What does enhanced support mean?

The shortlist of .gov.uk domain registrars have committed to:

- Providing active support - taking the initiative to help both clerks and councillors; using non-technical language
- Acting as 'technical point of contact' for the council's .gov.uk domain
- Helping to set up services such as websites, emails and document management, liaising with other suppliers when needed
- Supporting device set-up - for example, help with setting up new email, migration and forwarding
- Ensuring continuity of service.

## 5. How do councils access the Parish Council Domains Helper Service?

Councils interested in moving over to a .gov.uk domain can register their interest by emailing [parish.helper@domains.gov.uk](mailto:parish.helper@domains.gov.uk)

**Renewal of contracts for supported local bus services from April 2024**

**Summary of Changes**

<b>SERVICE NO</b>	<b>DESCRIPTION</b>	<b>LEVEL OF SUPPORT</b>	<b>CHANGES</b>
<b>Richmondshire Area</b>			
159	Richmond – Leyburn - Ripon	All journeys	Change of operator to Hodgsons Coach Operators. No change to route or times.
156	Gayle/Hawes - Leyburn	All journeys	No change of operator, minor timing changes to improve reliability.
113/DR	Hawes – Garsdale Rail Station	All journeys	No change of operator, additional scheduled journeys from Gayle at 1140 & 1415, from Garsdale at 1225 & 1445. Demand responsive journeys as available capacity – check with operator.
79	Richmond – Barnard Castle	All journeys	No change
34	Catterick Village – Richmond - Darlington	All journeys	No change
30	Keld - Richmond	All journeys	No change
29	Richmond - Darlington	All journeys	No change
<b>Hambleton Area</b>			
18	Stokesley - Guisborough	All journeys	Change of operator to Hodgsons Coach Operators. No change to route or times.
29	Raskelf – Linton on Ouse - York	All journeys	Change of operator to East Yorkshire Motor Services, change of Service number from 29 to 80, minor timing changes on current journeys, increased frequency between Linton on Ouse to York, current non-college day service will now operate Raskelf – York.
31X	Kirkbymoorside - York	Journeys 0928 M-F, 1555 SSH, 0945 Sat from York. Journeys 1225 M-S, 1775 SSH from Kirkbymoorside	Change of operator on some journeys to East Yorkshire Motor Services, minor timing changes
55	Richmond - Northallerton	All journeys	No change of operator, minor timing changes to improve reliability.

54	Kirkby Fleetham - Northallerton	All journeys	No change of operator, journeys to Northallerton will operate via Zetland Street, minor timing changes to improve reliability. Loading restriction on journeys from Northallerton to Kirkby Fleetham the first alighting point is A684/Station Road junction, and journeys from Kirkby Fleetham to Northallerton the last boarding point is A684/Station Road junction.
59, 60, 60A	Thirsk circular	All journeys	Change of operator to Hodgsons Coach Operators. No change to route or times.
70	Northallerton – Rainton - Ripon	All journeys	Change of operator to Hodgsons Coach Operators. Route change – all journeys will now operate via Rainton and journeys 0715 from Ripon and 1750 from Northallerton will operate via Thornton le Moor. New commercial X70 journey M-S 0822 from Northallerton as route to Busby Stoop then via A61 to Ripon
72	Northallerton - Ripon	All journeys	No change
80,89	Stokesley - Northallerton	All journeys	Change of operator to Hodgsons Coach Operators. No change to route or times.
147	Thirsk – Pickhill - Ripon	All journeys	Change of operator to Hodgsons Coach Operators. No change to route or times.
150	Thirsk – Helperby - Ripon	All journeys	Change of operator to Hodgsons Coach Operators. No change to route or times.
153	Northallerton - Thirsk	All journeys	No change
155	Bedale - Leyburn	All journeys	Change of operator to Hodgsons Coach Operators. No change to route or times.
53	Leeming Village - Northallerton	All journeys	Change of operator to Procters Coaches, change to timetable and route. Two return journeys per day Monday to Saturday from Bedale – Leeming Village - Northallerton
<b>Ryedale Area</b>			
177	Nunnington - Malton	All journeys	No change of operator, service will now operate as registered local bus service.
CAS	Malton – Castle Howard - York	All journeys	Change of operator to East Yorkshire Motor Services, change of service number from CAS to 81, minor timing change on current journey 1550 M - S from York to 1600.

194	Hovingham - Malton	All journeys	Change of operator to East Yorkshire Motor Services. No change to route, minor timing changes including no Thursday school day timetable variation.
190	Foxholes - Malton	All journeys	Change of operator to 21 Transport. No change to route, current journey 1215 from Malton will now depart 1230, current journey 1310 from Foxholes will now depart 1325.
173	Rosedale - Pickering	All journeys	No change
174	Kirkbymoorside – Pickering – Hutton le Hole	All journeys	No change
175	Malton – Great Habton - Pickering	All journeys	No change
176	Malton - Kirkbymoorside	All journeys	No change
182	Foston - Malton	All journeys	No change
184/5	Malton – Leavening – Malton circular	All journeys	No change
<b>Harrogate Area</b>			
1D	Knaresborough – Chestnut Drive, The Pastures	All journeys	No change
4	Harrogate – King Edwin Park	All journeys	New service serving King Edwin Park and Army Foundation College. Operates hourly from 0630 hours to 1830 hours Monday to Saturday
412	Wetherby - York	0747 from York to Wetherby and 1725 from Wetherby to York only.	No change
136, 138, 138A, 139,144	Ripon - Melmerby, Masham - Ripon, Mickley - Ripon, Mickley Circular, Ripon - Grantley - Ripon, Masham - Bedale	All journeys	No change
8	Harrogate – Knaresborough - Wetherby	All journeys	Change of operator from 8 April the service will be run by 21 Transport. There are no changes to the timetable or route.
22, 23	York – Boroughbridge – Ripon - Knaresborough	All journeys	Change of operator from 8 April the service will be operated by East Yorkshire Motor Services and will be renumbered to service 82, 83 between York – Boroughbridge and Ripon and service 182 Between Ripon and Knaresborough. There are minor changes to the timetable.

21	Knaresborough – Boroughbridge - Roecliffe	All journeys	Minor timetable changes to improve reliability
DR04	South Harrogate Village Bus	All journeys	No change
DR14	North Harrogate Village Bus	All journeys	No change
<b>Craven Area</b>			
72B	Buckden – Grassington - Hebden	All journeys	New timetable to maintain connections to improved service 72 at Grassington
72A	Buckden – Grassington - Skipton	All journeys	No changes
74A	Hebden – Grassington – Ilkley Monday Wednesday and Friday only	All journeys	The 1705 from Grassington to Ilkley is retimed to 1650
72	Grassington - Skipton	All journeys	New timetable with increased number of journeys
64	Ilkley - Skipton	All journeys	New timetable with increased number of journeys
71	Low Bradley – Steeton and Silsden Rail Station	All journeys	No change
78A	Skipton – Airedale Hospital	All journeys	No change
11	Horton in Ribblesdale – Settle - Clitheroe	All journeys	New timetable with more frequent journeys and a new route extended from Tosside to Clitheroe. The service will be operated by 21 Transport from 8 April.
210, 211	Skipton - Malham	All journeys	No change
581	Ingleton - Settle	All journeys	No change
582	Bentham – Hornby, Wednesday only	All journeys	Change of operator from 8 April the service will be run by Kirkby Lonsdale Coach Hire
583	Bentham – Ingleton – Kirkby Lonsdale	All journeys	No change
DR06	North Craven Village Bus	All journeys	Change of operator from 8 April the service will be run by 21 Transport.
DR07	South Craven Village Bus		Change of operator from 8 April the service will be run by 21 Transport.

Scarborough Area			
64, 165	Scarborough Park & Ride	All journeys	No change

## BISHOP MONKTON PARISH COUNCIL

### Item 2024/041 k

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:

## BISHOP MONKTON PARISH COUNCIL

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

# BISHOP MONKTON PARISH COUNCIL

## Item 2024/041 I

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<[https://www.pkf-l.com/wp-content/uploads/2020/09/transparency\\_code\\_for\\_smaller\\_authorities.pdf](https://www.pkf-l.com/wp-content/uploads/2020/09/transparency_code_for_smaller_authorities.pdf)>  
(see Annex A) – for 2021/22, 2022/23, 2023/24:

- \* Expenditure over £100 (all 3 years)
- \* Year end bank reconciliation (2021/22, 2022/23)
- \* Explanation of 'No' responses to governance assertions on the

AGAR (2021/22, 2022/23)

- \* Internal audit reports (all 3 years)
- \* List of councillors and responsibilities (all 3 years)
- \* Asset register (all 3 years)
- \* 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<<https://www.nalc.gov.uk/library/our-work/jpag/3859-practitioners-guide-2023/file>>

(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:

Assertion

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

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## BISHOP MONKTON PARISH COUNCIL

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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.