
BISHOP MONKTON PARISH COUNCIL

Minutes of the Parish meeting held on 8th October 2020 via a remote meeting using Zoom

Commenced: 7.35pm

Concluded: 8.45pm

Present: Cllr Stephen Verrill (Chairman)

Cllr Tony Garnett

Cllr George Ayliffe

Cllr Brown – Harrogate Borough Council

Cllr Harrison – North Yorkshire County Council

Clerk: Rebecca Crabtree

2021/039 Introduction from the Chairman

Cllr Verrill welcomed all to the meeting.

2021/040 Public participation

Three members of public were present. A resident queried the following:

- The speed sign on Boroughbridge Road is not working and said it would be a good idea to move this to the bottom of the road near the post box. Cllr Verrill said this may be looked at when considering the development.
- A suggestion was made for a mini roundabout to be installed on the Knaresborough Road and Melrose junction. Cllr Verrill said the Parish Council is working on speed calming measures at present.
- A request was made for kerb stones to be placed down the side of Harvest View.

2021/041 To receive apologies and approve reasons for absence

All councillors were present.

2021/042 Declarations of interest

a) To receive any declarations of interest not already declared under council's code of conduct or members Register of Disclosable Pecuniary Interests

None declared.

b) To receive, consider and decide upon any applications of dispensation

None received

2021/043 To confirm the minutes of the meeting held on 13th August 2020 as a true and correct record

Resolved that the minutes from the meeting held on 13th August 2020 be approved as a true and accurate record and will be signed by Cllr Verrill after the meeting.

2021/044 To receive a report from Cllr Harrison form North Yorkshire County Council

Cllr Harrison gave the following update:

- There is an increase in Covid infections in North Yorkshire with 100 people confirmed per 100,000.
- Care homes are receiving free PPE. There are 235 care homes and 21 have an outbreak currently. Discussions are taking place to allow a named relative to be tested who can visit their relative. This will be dependant on testing capacity.
- Devolution – The Government has not yet formally requested proposals to be submitted.

2021/045 To receive a report from Cllr Brown from Harrogate Borough Council

Cllr Brown gave the following update:

- The White Paper has not been received for the Devolution and the Borough Council is waiting for further news.

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Copies are also available upon request to the Parish Clerk

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- Cllr Brown made everyone aware that if they need any help, he is available by email or telephone.
- All Borough Council meetings are being held online and if you are interested in viewing the meetings, you can do so by clicking on the following link
https://www.harrogate.gov.uk/info/20129/councillors_and_committees/857/committees_and_meetings

2021/046 To receive the Clerks Report

The Clerk gave an update and confirmed that the following had been completed recently by the Clerk and volunteers:

- Prepared and submitted a response to the Alpha Homes planning development
- Installed a memorial bench and there has been a request to install another one
- The second instalment of the precept was received on 25th September 2020
- Continued to prepare the new website ready to launch
- Started preparing the budget for 2021-2022
- Arranged for work to be carried out on the beck wall
- Prepared articles for the Bishop Monkton magazine
- Updated the website regularly with useful information
- Arranged for works to be completed at the play area
- Considered planning applications although there has been a decrease in applications

Cllr Garnett requested the Clerk to find out when the beck wall will be repaired as a matter of urgency

2021/047 Financial matters:

a) To approve the schedule of payments

Resolved to approve the schedule of payments. (See appendix 1)

b) To approve the bank reconciliation and budget comparison

Resolved to approve the bank reconciliation and budget comparison (See Appendix 2)

2021/048 To receive an update on the following ongoing issues and decide upon further action where necessary:

a) To note the Play Area Inspection report

The play inspection report was noted and the Clerk confirmed that she had sent a copy to the Village Hall as their assets were included on the report.

b) To receive an update on the new developments (TG)

It was noted that Cllr Garnett had prepared and submitted the comments to the developer. All thanked him for his work.

Cllr Garnett confirmed the reasoning for the number of houses he included in the comments. 80 houses was a reduction by 30% to the number of the houses the developer proposed. If there is a smaller number of houses, these would most probably be larger houses and it was felt that Bishop Monkton needs affordable housing to enable the younger generation to buy property in the village.

It was noted that an action group has been formed by the residents and the councillors felt that the Parish Council needs to remain separate to this for now and will reconsider this at a later date. Cllr Brown confirmed that the Planning Department will always take views of the Parish Council as it is a statutory authority rather than numerous comments.

All agreed that traffic calming measures is a priority and the Parish Council needs to negotiate it with the developers.

Resolved that Cllr Garnett will request an update from the developer.

c) To receive an update on the traffic calming measures on Knaresborough Road (TG)

The Clerk confirmed that she had contacted the Highways department for an update on the speed calming measures on Knaresborough Road and was told that the designs are currently with the Road Safety team. They are

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having great difficulty designing an effective traffic calming measure with the width of agricultural vehicles. They are hopeful of a resolution in the near future that would enable the chicane to be installed.

Resolved that the Clerk will contact Cllr Harrison regarding this.

2021/049 Matters requested by the councillors:

a) To consider and agree Full Council Meeting arrangements (All)

Resolved that the Parish Council will hold meetings every 5 weeks until further notice. Public participation will now take place at the end of meetings and any queries/questions need to be submitted to the Clerk one week before the meeting to allow it to be included on the agenda. The Clerk confirmed that no decision can be made unless an item is on the agenda.

b) To consider and agree arrangements for Christmas (SV)

Resolved that Cllr Verrill will purchase the Christmas tree and all councillors will install it including the festive lights.

c) To consider and agree arrangements for Remembrance Day (SV)

Resolved that the Clerk will contact the Church to find out the arrangements for the service and will order a wreath.

d) To consider correspondence received from the Lamb and Flag and agree any necessary action (All)

It was noted that the Parish Council had received a letter from a planning consultant on behalf of the Lamb and Flag to change it to residential dwellings. The planning consultant enquired if there was a requirement for the Parish Council to take on the Lamb & Flag and redevelop it for an alternative community use.

This was discussed and all councillors agreed that the village should be consulted and enquire how it has been marketed.

Resolved that the Clerk will respond and request that a consultation is held and publicised via the Parish Council website, Today and the noticeboards.

2021/050 To review/adopt the following policies:

a) Memorial Bench Policy

Resolved to adopt the policy.

b) Risk Assessment

Resolved to approve the policy

c) Records Management Policy

Resolved to approve the policy

d) Data Audit

Resolved to approve the policy

e) Equality and Diversity Policy

Resolved to approve the policy

f) Communications Protocol

Resolved to adopt the policy

2021/051 To notify the clerk of matters for inclusion on the agenda at the next meeting

The Clerk will request items in advance of the meeting.

2021/052 Confidential item

a) In accordance with Schedule 12A, Local Government Act 1972, the following item will be likely to disclose exempt information relating to establishment and contractual matters. It is therefore recommended pursuant to the provisions of the Public Bodies (Admission to Meetings) Act 1960, that the public and press be excluded

Resolved to exclude the members of public present.

b) Village hall and playing fields

Resolved to approve the commuted sums application on the basis that permission is received from Yorkshire Water and proof of this is sent to the Clerk.

Cllr Ayliffe resigned from being a representative to the Village Hall and Playing Field Committee

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2021/053 To confirm the date of the next meeting

The date of the next meeting will be confirmed shortly.

Appendix 1

Date	Supplier	Details	Amount
03/08/2020	HMRC	PAYE & NI	£52.40
03/08/2020	R. Taylor	Hedge cutting	£40.00
31/08/2020	HMRC	PAYE & NI	£44.40
31/08/2020	R. Crabtree	Salary	£193.95
31/08/2020	Park Lane	Play area maintenance, news steps	£570.00
16/09/2020	Harrogate Borough Council	Play area inspection	£66.00
16/09/2020	R. Crabtree	Printer Ink	£9.98
08/10/2020	R. Crabtree	Salary	£364.73
08/10/2020	HMRC	PAYE & NI	£87.40
08/10/2020	Yorkshire Accounts Ripon	Payroll Fees	£36.00
			£1464.86

Appendix 2

Bank Reconciliation

Prepared by: Rebecca Crabtree, Responsible Finance Officer

Date: 5th October 2020

Balance as per bank statements 19th September 2020

BANK STATEMENTS		
HSBC a/c ****9457 balance as at 19th September 2020	£10,227.47	
HSBC a/c ****2818 balance as at 30th September 2020	£2,130.51	
Total		£12,357.98
Unpresented cheques		
Closing balance per bank statements		£12,357.98
CASH BOOK		
Opening balance		£11,457.05
Income (Precept £4321, Bank interest £1.05 and Pinfold Rent £70)		£4,392.05
Payments to date		£3,491.12

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Closing balance per cash book as at 19th September 2020		£12,357.98
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Expenditure

Budget Heading	2020-2021 Budget	Current expenditure
Salary and related costs	£5,000.00	£1647.66
Admin Costs Inc. Stationary	£200.00	£85.78
Grounds maintenance	£1,750.00	£135.21
Website	£250.00	
Insurance	£700.00	£356.79
Room Hire	£150.00	
Audit	£200.00	£175.00
Training	£300.00	
Village Asset Maintenance	£2,000.00	£556.85
Sandbags and gritting	£120.00	
Membership/Subscriptions	£450.00	£347.00
Beck cleaning	£150.00	£62.86
Walking Noticeboard		
Footpath and Cycle path		
Festive costs	£500.00	
Clock Maintenance	£0.00	
Newsletter	£150.00	
Grants	£800.00	
S137	£20.00	
General Reserves		
Earmarked Reserves		
VAT	£0.00	£123.97
Total	£12,740.00	£3491.12

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