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# BISHOP MONKTON PARISH COUNCIL

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## Minutes of the Parish meeting held on 12<sup>th</sup> November 2020 via a remote meeting using Zoom

Commenced: 7.35pm

Concluded: 9.21pm

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

### **2021/055 Introduction from the Chairman**

Cllr Verrill welcomed all to the meeting.

### **2021/056 To receive apologies and approve reasons for absence**

All councillors were present.

### **2021/057 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

### **2021/058 To confirm the minutes of the meeting held on 8<sup>th</sup> October 2020 as a true and correct record**

**Resolved** that the minutes from the meeting held on 8<sup>th</sup> October be approved as a true and accurate record and will be signed by Cllr Verrill after the meeting.

### **2021/059 To receive a report from Cllr Harrison form North Yorkshire County Council**

Cllr Harrison gave the following update:

- Devolution - North Yorkshire County Council are considering two options which include forming one unitary authority and excluding York and the second option is two smaller unitary authorities of equal size including York. The Government will be considering this and a consultation will be held in 2021.
- The County Council is responding to the pandemic. The infection rate in NYCC and HBC is rising. These are measured as a figure across the seven-day rolling average, per 100,000 people. North Yorkshire has been below the England average but this has now changed and are now above the England average with North Yorkshire at 297 infections and Harrogate now has 307 infections per 100,000.
- 66 care homes in North Yorkshire have current/ongoing cases. There has been great support from the Government and the NHS and an agreement has now been reached to allow visits in care homes.
- Traffic calming was discussed and it was confirmed that the Highways Department are still considering speed calming options on Knaresborough Road that agricultural vehicles can use, is safe and nearby residents are happy with.
- Community Speed Watch was discussed and Cllr Harrison is going send information to the Clerk.
- It was noted that the VAS signs on Knaresborough are not working. The Clerk has contacted the Highways Department to let them know. Cllr Harrison said they might be past their life span and will look into it.
- Cllr Verrill asked what the policy is on kerb stones. Cllr Harrison said they will be installed if funding is available and there is a danger of the verge washing away.

Copies of the minutes of this meeting will be available on the Parish Council Website.

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Cllr Harrison left the meeting.

## **2021/060 To receive a report from Cllr Brown from Harrogate Borough Council**

Cllr Brown gave the following update:

- Devolution – Cllr Brown enquired at the HBC Full Council meeting what powers would be passed down to Parish Council and was told that this is currently being looked into. The Councillors were asked for ideas on this.
- There is currently delays in some departments due to the pandemic including house searches.
- Cllr Brown requested the Clerk to send him the draft minutes.
- Agricultural vehicles were discussed and Cllr Brown suggested sending a letter to the local farms with any concerns.

Cllr Brown left the meeting.

## **2021/061 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)

### **c) To consider and agree to increase the clerk's salary**

**Resolved** to increase the Clerks salary by one point and to backdate to 1<sup>st</sup> April 2020.

### **d) To note the increase in Home allowance from 1<sup>st</sup> April 2020 and agree to pay the Clerk at this rate**

**Resolved** to increase the Clerks Home Allowance to £6 and backdate to 1st April 2020.

## **2021/062 To receive an update on the following ongoing issues and decide upon further action where necessary:**

### **a) To receive an update on the new developments on Knaresborough Road**

Cllr Garnett has submitted the Parish Council comments. Alpha Homes has now considered all comments and submitted a revised plan. The following points were raised:

- It was noted the layout is described as draft. Alpha Homes has confirmed that this is due to further work needed including Highway's issues and therefore, it may alter.
- It was noted that it is important that individuals comment when the application is submitted and not just groups.
- The Action Group is welcomed and the Parish Council may look at working with the group in the future.
- Traffic and delivery routes need to be agreed.
- The emergency use exit on Moor Road needs to be discussed.
- Any traffic calming measures need to be installed before work commences.
- It was noted that the Parish Council has received some negative comments and it was felt that the landowners should be approached if anyone has concerns about the proposed development and the council should not receive the blame for this development.
- The Parish Council has more powers at the planning stage and all agreed to work with NYCC and HBC and request meetings with the Planning and Highways department before the Parish Council submits any comments.

### **b) To receive an update on the traffic calming measures on Knaresborough Road and highway issues**

See item 2021/059.

**Resolved** to investigate available funding options to replace the VAS signs on Knaresborough Road.

The bridge on Newby Hall land that has collapsed was discussed and Cllr Verrill confirmed he had contacted NYCC regarding this.

### **c) To receive an update on the Lamb and Flag**

The Clerk confirmed she had uploaded the information on the website and will leave it on there until told otherwise. This was discussed.

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**d) To receive an update about the website and agree to trial a Facebook page for three months**

It was noted that the new website is live and the Clerk had received positive feedback. The Clerk asked councillors if they would be willing to trial a Facebook page to improve communication with residents.

**Resolved** not to trial a Facebook page.

**e) To consider and agree arrangements for Christmas**

**Resolved** that Cllr Garnett will purchase more fairy lights and batteries and all councillors will install the lights on the beck trees as soon as possible (*Note: Due to the current lockdown, this will now be been done when restrictions allow*). Councillor Verrill will organise the Christmas Tree.

The Clerk suggested asking residents to put lights outside their houses this year and to show how the community worked together during the pandemic. There could be a switch on date/time publicised. All agreed this was a good idea and asked the Clerk to contact BM Today.

**2021/063 Matters requested by the councillors:**

**a) To consider and agree installing kerb stones on Harvest View**

This was considered and no decision is to be made at present.

**b) To consider increasing the Clerks working hours (SV)**

**Resolved** to increase the Clerks working hours to 20 hours per month.

**c) To receive an update about the Remembrance Service (TG)**

It was noted that Cllr Garnett laid the wreath on behalf of the Parish Council and Village. All thanked Cllr Garnett.

**d) To consider and agree arrangements to plant flowers in the village (TG)**

It was noted that Cllr Garnett has collected 250 free bluebell bulbs from HBC.

**Resolved** to plant the bulbs along the beck from the Masons Arms up to the church. All councillors agreed to plant the bulbs.

**e) To receive an update on the new memorial bench and agree any necessary action (SV)**

It was noted that Cllr Garnett and Cllr Verrill installed a memorial bench. There are now no more sites to install a bench in the centre of the village unless some older benches are replaced.

**f) To consider and agree to replenish the salt bins (SV)**

**Resolved** that Cllr Verrill will purchase the salt and all councillors will replenish the salt bins.

**2021/064 Organisational matters**

**a) To appoint Parish Council representatives to the Village Hall and Playing Field Committee**

Cllr Verrill raised his concerns about the number of councillors that have resigned as representative of the committee. This was discussed.

**Resolved** to defer to appoint a Cllr. In the meantime, the Clerk will contact the Village Hall and ask for any upcoming meeting dates and make them aware that there isn't a representative at present but the Clerk will arrange a councillor to attend meetings in the meantime.

**2021/065 To review/adopt the following policies:**

**a) Website Accessibility Statement**

**Resolved** to adopt the policy with amendments.

**2021/066 To consider any correspondence received and agree any necessary action**

**a) To note the consultation of the Code of Conduct by the Committee for Standards in Public Life (CSPL)**

The consultation was noted and the Clerk requested comments to be sent via email.

**b) To note the local government re-organisation of North Yorkshire**

See item 2021/059

**c) To note the new settlement DPD consultation**

The consultation was noted and the Clerk requested comments to be sent via email.

**d) To note the Supplementary Planning Documents Consultation**

The consultation was noted and the Clerk requested comments to be sent via email.

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### 2021/067 To consider the following planning applications:

Application No.	Address	Proposal	Comments
20/03762/FUL	Brook House St Johns Road	Demolition of existing garden room and erection of 1no. single storey garden room. Alterations to fenestration and formation of new pedestrian access and footpath.	No objections.

### 2021/068 To notify the clerk of matters for inclusion on the agenda at the next meeting

The Clerk will request agenda items one week before the agenda is due to be published.

### 2021/069 To confirm the date of the next meeting

**Resolve** that the next meeting will be held on 16<sup>th</sup> December 2020.

### 2021/070 Public participation

Three members of public were present and raised the following:

- The play area inspection had highlighted that a sign was not installed on the Village Hall equipment and this was incorrect.
- The Councillors should request help with all the tasks they are carrying out as there is just three councillors at present.
- It was noted that the Parish Council had investigated police attending the village to deal with speeding earlier in the year but this had not evolved to anything.
- The resident felt that the County Council and District Councillors should stay for the full meeting.
- The resident offered to service the mower again this year, all councillors thanked him and took him up on his offer.
- The resident felt that kerbs stones should be installed on the Harvest View kerb due to vehicles parking on the corner and it being a hazard for vehicles coming around the corner.
- A resident queried if the Parish Council funded grass cutting on Melrose as it has not been cut. It was noted that the Council funds certain areas of the village to be cut and they will look into this.

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## Appendix 1

### Schedule of Payments

Date	Supplier	Details	Amount
31/08/2020	HMRC	PAYE & NI	£44.40
16/09/2020	Harrogate Borough Council	Play area inspection	£66.00
16/09/2020	R. Crabtree	Printer Ink	£6.98
08/10/2020	R. Crabtree	Salary	£197.95
08/10/2020	Zoom	Subscription	£14.39
12/11/2020	R. Taylor	Hedge cutting	£45.00
12/11/2020	British Legion	Wreath	£16.00
			<b>£390.72</b>

## Appendix 2

### Bank Reconciliation

Prepared by: Rebecca Crabtree, Responsible Finance Officer

Date prepared: 6<sup>th</sup> November

Balance as per bank statements 31<sup>st</sup> October 2020

<b>BANK STATEMENTS</b>		
HSBC a/c ****9457 balance as at 31st October 2020	£14,059.34	
HSBC a/c ****2818 balance as at 31st October 2020	£2,130.51	
Total		£16,189.85
Unpresented cheques		
<b>Closing balance per bank statements</b>		<b>£16,189.85</b>
<b>CASH BOOK</b>		
Opening balance		£11,457.05
Income (Precept £8641, Bank interest £1.05 and Pinfold Rent £70)		£8,712.05
Payments to date		£3,979.25
<b>Closing balance per cash book as at 31st October 2020</b>		<b>£16,189.85</b>

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## BISHOP MONKTON PARISH COUNCIL

### Expenditure

Budget Heading	2020-2021 Budget	Current expenditure 31 <sup>st</sup> October 2020
Salary and related costs	£5,000.00	£2099.79
Admin Costs Inc. Stationary	£200.00	£115.78
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	£129.97
<b>Total</b>	<b>£12,740.00</b>	<b>£3979.25</b>