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# BISHOP MONKTON PARISH COUNCIL

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## MINTUES OF THE BISHOP MONKTON PARISH COUCNIL MEETING HELD TUESDAY 27<sup>TH</sup> SEPTEMBER 2022 IN THE BISHOP MONKTON SCHOOL ROOM.

Commenced: 19.00 hours

Concluded: 21.43 hours

Present: Cllrs Verrill (Chairman) Parsons (Vice Chairman) Garnett, Culshaw, County Councillor Brown and S Reid (Clerk).

Also present 1 member of the public.

**2022/069 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 chairman requested that the clerk record the meeting.

**2022/070 To receive any apologies and approve reasons for absence.**

There were no apologies received.

**2022/071 Declaration of Interests**

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

There were no declarations of interest received.

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

There were applications for dispensation.

**2022/072 To confirm the minutes of the Bishop Monkton Ordinary Parish Council Meeting held Tuesday 19<sup>th</sup> July 2022 (Circulated under separate cover).**

**RESOLVED** That the minutes of the Bishop Monkton Parish Council meeting held 19.07.2022 were approved as a true and correct record of proceedings.

**2022/073 To receive a report from Cllr Nick Brown of North Yorkshire County Council**

**2022/074 To receive the clerk's report**

The clerk reported at the last meeting that a sum of £50 per year had been agreed towards the upkeep of the War Memorial. This was an error and the actual amount agreed was £30 per year to be backdated 5 years making an amount payable of £180 to include this current year. This has been paid by cheque.

Documentation has now been received from the bankers allowing the clerk online access with one small problem, they have forgotten to send the authorisation code allowing the clerk to get on the system. This is being followed up with the bank.

Cllr Garnett has ordered the plaques to be attached to the two new benches in the village.

No action has been taken in relation to a potential FOI request, as per item 2022/065 c) at meeting held 19.07.2022 as the clerk has received communication from Kebble Homes re the 104 agreement. Dialogue is currently taking place.

The willow tree by the ford has now been trimmed back and the invoice is listed for payment in the schedule on this agenda.

In time for Remembrance Sunday the clerk will order a wreath

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Despite correspondence dating back to 15.03.2022 in relation to the condition of footpath diversion no 15.12/2 Bishop Monkton HG4 3LS Grid Ref SE43305 46765 to SE43318 46784 NYCC do not appear to have taken any further action to rectify this matter. Communication has been sent to them today, 22.09.2022 to chase the matter.

A request has been made by a member to discuss an annual plan for routine council business and what correspondence the clerk can handle without bringing it to the attention of the PC. There are items which have to take place at certain times of the year. The clerk is aware of the annual diary requirements and it is her role to inform members / add these items to the agenda at the correct time to ensure timescales are met. Likewise, it is the role of the clerk to receive and send all communications on behalf of the council. A large part of a clerks role can involve research to ensure she is in possession of the facts and legislation surrounding the matter in question. The matter is then either brought to the attention of members via the agenda for consideration and instruction on how to proceed or advised what the clerk has undertaken via the clerks report. Each item is decided on its own merit; there is no rule on how this is calculated.

The clerks report was noted.

**2022/075 To consider the following financial matters:**

a) To approve the schedule of payments

Payee	Details	Amount
Miss S Reid	July Expenses	XXXX
Miss S Reid	July and August Salary	XXXX
Miss S Reid	August Expenses	XXXX
Farm & Land Services	Grass Cutting Inv 6195	£614.40
YLCA	Training D Culshaw	£66.80
Mr A Garnet	Plat Jubilee Bench Plaques	£59.82
YLCA	Training	£25.00
JC Arborists	Willow Tree works	£360.00
Miss S Reid	September Salary	XXXX
Miss S Reid	September Expenses	XXXX

**RESOLVED** That the payments as detailed in the above schedule be approved as an accurate record of expenditure and payments are authorised.

b) To approve the bank reconciliation and budget reconciliation

BANK STATEMENTS		
HSBC a/c ****9457 balance as at 19.08.2022		10,738.86
HSBC a/c ****2818 balance as at 31.08.2022		
Total		

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- c) To certify Bishop Monkton Parish Council as exempt from external audit for the fiscal year 2021/2022.

**RESOLVED** To exempt Bishop Monkton Parish Council from an external audit under the Smaller Authorities Regulations.

**2022/076 To note the following planning matters:**

- a) Planning Applications

APPLICATION NO	PROPOSAL	LOCATION	APPLICANT	PC OBSERVATIONS
22/03458/FUL	Demolition of outbuilding and erection of replacement garden room with solar panels to southern elevation. Demolition of rear porch and installation of new entrance door, replacement windows, erection of new boundary wall.	Orchard House Main Street Bishop Monkton HG3 3QP	Mr & Mrs Beadle	No objections
21/01833/FULMAJ	Revised plans received: erection of 26no residential dwellings including associated access, landscaping, and drainage works.	Land comprising field at 432860 465889 Knaresborough Road Bishop Monkton	Kebell Developments	Cllrs Garnett and Culshaw to draft the PC response and pass to clerk for submission.

- b) Planning Decisions

APPLICATION NO	PROPOSAL	LOCATION	APPLICANT	DECISION
22/02027/FUL	Erectio of calving shed and agricultural cover shed	Ivy House Farm Boroughbridge Road Bishop Monkton HG3 3QN	Mr S Simpson	Grant planning permission subject to conditions.
22/02126/OUT	Outline planning application for erection of two dwellings with access and layout considered.	Land south of Lawnfield Drive Bishop Monkton	Mr Thomas Campion	Grant planning permission subject to conditions.
20/04827/FUL	Demolition of existing dwelling, outbuildings and garaging and erection of 2no detached dwellings with garaging, offices and gardens	Springfield House Mains Lane Bishop Monkton HG3 3QJ	Mr L Meadows	Refuse Planning Permission

The planning decisions were noted.

- c) Planning Enforcements – There are no planning enforcements to note.

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**2022/077 To receive an update on the following ongoing issues and decide upon further action where necessary:**

- a) To receive an update in relation to the broken handrail on the little bridge over the beck. Cllr Culshaw to provide the invoice for the materials. Once paid the contractor will make the new handrails.
- b) To receive an update on speed strips and other ongoing matters on Moor Lane. Cllr Brown is to take over this on behalf of the council. Cllr Harrison was dealing but is not longer in this ward.  
**RESOLVED** That the clerk provide Cllr Brown with the information to bring him up to date with his matter.
- c) To receive an update on commuted sums.  
The clerk had previously circulated an up to date commuted sums document. The members had noted this.
- d) To receive an update on the installation of a memorial bench as requested by residents of Bishop Monkton.  
Cllr Parsons had been dealing with Area 6 on this matter. It would appear that the paperwork submitted by BMPC requesting this has been misplaced by Area 6.  
**RESOLVED** That the clerk obtain a new form and start the process again.
- e) To receive an update from Cllr Verrill on the purchase of a new lawnmower for use of volunteers in grass cutting for the village.  
Cllr Verrill has not purchased this yet. He will look for a suitable item throughout the winter months when hopefully there may be some discounts available.
- f) Info board  
The History Society had been given permission to order this item previously.

**2022/078 To consider the following new matters/correspondence and decide action where necessary.**

- a) To consider the clerks working hours and decide whether to approve payment of overtime or increase the contracted hours per month to allow the clerk the time to meet the demands of the role.  
**RESOLVED** That the clerks hours be increased to 25 hours per month.
- b) To consider the pay increase for the clerk which should have been implemented in April 2022 and agree same including payment backdated to April 2022.  
**RESOLVED** To agree the increase and back pay as necessary.
- c) To discuss the disappearance of the two flashing 30mph speed signs.  
The speed signs at the entrances to the village at either end of Knaresborough Road have disappeared.  
**RESOLVED** The clerk will investigate where the items are and why they have been removed.
- d) To discuss communication received from Kebble Homes in relation to the 104 agreement for the playing fields and decide whether to appoint a solicitor to review same and provide advice on the way forwards.  
**RESOLVED** That the clerk appoint a solicitor experienced in this field to act on behalf of the council.

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- e) To discuss the Deed of Trust document in relation to the village hall and playing fields and decide whether to appoint the solicitor to review same and provide advice.  
**RESOLVED** That the clerk submit the document to the solicitor utilised by YLCA who is experienced in this field.
- f) To discuss the Constitution document in relation to the village hall and playing fields and decide whether to appoint the solicitor to review same and provide advice.  
 A lengthy debate took place over the relevance of this and whether the members of the Parish Council had any involvement in this document. It was shown that there had been alterations made to the constitution in 2015 that appear to have been made without the consent of the PC despite the content of the original constitution stating that no amendments be made without the PC's agreement.  
**RESOLVED** That the clerk continues investigating this matter.
- g) To discuss the co-option of two further councillors to Bishop Monkton Parish Council.  
**RESOLVED** That Cllr Parsons will place a notice of vacancy in the village magazine and on the village website/fb page.
- h) To consider the major housing development applications within Bishop Monkton and decide on any further input from the Parish Council.  
**RESOLVED** That Cllrs Garnett and Culshaw liaise with BMAG and draft communication for submission by the clerk.

**2022/079** To notify the clerk of matters for inclusion on the agenda at the next meeting.

**2022/080** To confirm the date of the next meeting as Tuesday 18<sup>th</sup> October 2022.

**2022/081** Public participation

Date / Item	Action/Updates	Responsible
27.09.2022 2022/074	Clerk to order a wreath for Remembrance Sunday Service	Clerk
27.09.2022 2022/074	Clerk to obtain the security number to allow her access to the online banking facility.	Clerk
27.09.2022 2022/074	Despite correspondence dating back to 15.03.2022 in relation to the condition of footpath diversion no 15.12/2 Bishop Monkton HG4 3LS Grid Ref SE43305 46765 to SE43318 46784 NYCC do not appear to have taken any further action to rectify this matter. Communication has been sent to them today, 22.09.2022 to chase the matter.	Clerk
27.09.2022 2022/078 b)	To receive an update on speed strips and other ongoing matters on Moor Lane. Cllr Brown is to take over this on behalf of the council. Cllr Harrison was dealing but is not longer in this ward. <b>RESOLVED</b> That the clerk provide Cllr Brown with the information to bring him up to date with his matter.	Clerk
27.09.2022 2022/074 d)	To receive an update on the installation of a memorial bench as requested by residents of Bishop Monkton.	Clerk

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	<p>Cllr Parsons had been dealing with Area 6 on this matter. It would appear that the paperwork submitted by BMPC requesting this has been misplaced by Area 6.</p> <p><b>RESOLVED</b> That the clerk obtain a new form and start the process again.</p>	
27.09.2022 2022/074	<p>To receive an update from Cllr Verrill on the purchase of a new lawnmower for use of volunteers in grass cutting for the village. Cllr Verrill has not purchased this yet. He will look for a suitable item throughout the winter months when hopefully there may be some discounts available.</p>	Cllr Verrill
27.09.2022 2022/078 c)	<p>To discuss the disappearance of the two flashing 30mph speed signs. The speed signs at the entrances to the village at either end of Knaresborough Road have disappeared.</p> <p><b>RESOLVED</b> The clerk will investigate where the items are and why they have been removed</p>	Clerk
27.09.2022 2022/078 d)	<p>To discuss communication received from Kebble Homes in relation to the 104 agreement for the playing fields and decide whether to appoint a solicitor to review same and provide advice on the way forwards.</p> <p><b>RESOLVED</b> That the clerk appoint a solicitor experienced in this field to act on behalf of the council</p>	Clerk/Cllr Verrill
27.09.2022 2022/078 e)	<p>To discuss the Deed of Trust document in relation to the village hall and playing fields and decide whether to appoint the solicitor to review same and provide advice.</p> <p><b>RESOLVED</b> That the clerk submit the document to the solicitor utilised by YLCA who is experienced in this field.</p>	Clerk
27.09.2022 2022/078 f)	<p>To discuss the Constitution document in relation to the village hall and playing fields and decide whether to appoint the solicitor to review same and provide advice.</p> <p>A lengthy debate took place over the relevance of this and whether the members of the Parish Council had any involvement in this document. It was shown that there had been alterations made to the constitution in 2015 that appear to have been made without the consent of the PC despite the content of the original constitution stating that no amendments be made without the PC's agreement.</p> <p><b>RESOLVED</b> That the clerk continues investigating this matter.</p>	Clerk
27.09.2022 2022/078 g)	<p>To discuss the co-option of two further councillors to Bishop Monkton Parish Council.</p> <p><b>RESOLVED</b> That Cllr Parsons will place a notice of vacancy in the village magazine and on the village website/fb page.</p>	Cllr Parsons
27.09.2022 2022.078 h)	<p>To consider the major housing development applications within Bishop Monkton and decide on any further input from the Parish Council.</p> <p><b>RESOLVED</b> That Cllrs Garnett and Culshaw liaise with BMAG and draft communication for submission by the clerk.</p>	Cllrs Garnett and Culshaw.

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