

BISHOP MONKTON PARISH COUNCIL

To all Councillors

You are summoned to attend an Ordinary Meeting of Bishop Monkton Parish Council to be held Wednesday 11th September 2024. This will take place in the Methodist Room, Bishop Monkton, commencing at 19.00 hours.

AGENDA

- 2024/097** Introduction from the Chairman and a reminder of the Council's expectations for the audio or visual recording of this meeting.
- 2024/098** To receive any apologies.
- 2024/099** To consider the apologies and decide whether to approve reasons for absence.
- 2024/100** **Declaration of Interests**
a) To receive any declarations of interest.
b) To receive, consider and decide upon any applications for dispensation
- 2024/101** To approve the minutes of the Bishop Monkton Parish Council Ordinary Meeting held Thursday 30th May 2024 and Tuesday 18th June 2024. (Circulated under separate cover)
- 2024/102** **Public Participation** *For members of the public to raise matters on items listed on the agenda only. The session will last for a period of fifteen minutes only, with each participant having 3 minutes to speak. 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. The Chairman may request the clerk to provide a written response.*
- 2024/103** To receive a report from Cllr Nick Brown of North Yorkshire County Council.
- 2024/104** Clerk's report. To note the clerks report. (To Follow)
- 2024/105** **Financial matters.** This has been covered in the clerk's report.
a) To approve the payments as per the schedule attached.
b) To note the contracted ongoing payments.
- 2024/106** **Planning matters.** This has been covered in the clerk's report.
a) To consider and make observations on the following planning applications.
b) To note planning decisions as per attached document.
c) To note planning enforcements as per attached document.
- 2024/107** **Ongoing matters.**
a) To receive an update on the valuations of the Pinfold land following the request by the residents of Burngarth to purchase the Pinfold land. (Cllr Sargeson)
b) To note that the item relating to Chloe's Bench has now been resolved. Cllr Verrill has cleaned the bench and, with the assistance of other members, the bench is due to be installed imminently.
c) To note that following approval of members at the Extraordinary Meetings held 28.08.2024, the Staffing Committee appointed a locum to undertake some defined projects for the council.
d) To confirm responsibility for the requested works to the Mechanics Institute Clock.

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- 2024/108** **New matters and correspondence.**
- a) For members to consider the attached document providing an update on options for moving to a .gov.uk website and email addresses and decide any further action.
 - b) For members to consider the attached document and consider the purchase of a new computer for the council.
 - c) For members to consider the attached document in relation to Avant Homes planning application for the site at Knaresborough Road BM2/BM4 and decide how they wish to proceed.
 - d) For members to consider who is going to undertake the routing inspections at the play park.
 - e) For members to consider the attached document in relation to maintenance work required on trees, bushes, foliage within the village and decide any action.
 - f) For members to consider the attached document from Cllr Brown and in particular the following:
 - Community Hub Representation
 - Locality Budget applications.
 - g) For members to note that the next meeting of the YLCA Harrogate Branch will be held Monday 14th October at the Harrogate Civic Centre commencing 19.00 hours.
 - h) For members to consider the provision of a PC mobile telephone to be retained by the clerk for business use.
 - i) For members to consider changing to Unity Trust Bank to comply with the Council's Authorisation Process required for online banking.
 - j) To consider the bank mandate and the amendments which need to be made to the signatories following the departure of Cllr Garnett.
- 2024/109** **To agree items to be communicated to residents, and the methods to be employed.**
- 2024/110** **To notify the clerk of matters for inclusion on the agenda at the next meeting.**
- 2024/111** **The next Ordinary meeting of Bishop Monkton Parish Council will be held Tuesday 15th October 2024 in the Methodist Room.** *The latest date for members to submit items for consideration on the agenda and reports on tasks is Monday 7th October 2024.*

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Item 2024/107 a Valuation of the Pinfold.

Agenda item Title:

Valuation of the Pinfold

Purpose of Report

I have been tasked with getting a valuation for the pinfold but it does not appear on the registry that we own the land.

There will also be a cost to have the land valued, is the council happy for me to proceed with this.

Can I request more information and advice from counsellors on the back ground to this land.

Key points

ownership of land

monetary cost for valuation

Recommendation

council approve valuation cost

council share any other information on the land.

Item 2024/107 d Mechanics Institute Clock

Agenda item Title:

Clock tower works to the mechanics institute

Purpose of Report

email requests sent by the owner of the mechanics institute without response.

These emails were sent over the last few months and have been missed due to sickness. I would like to establish if the works are to be carried out by the PC and communicate this to the owner of the MI.

Key Points

Are the PC responsible for these works.

If so do we have a time scale and or a contractor to carry these works out.

Recommendation

for the above points to be decided briefly and communicated to the parishioner.

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Item 2024/108 a .gov.uk web and email addresses. (SO)

Agenda item Title: For action: Parish Council adoption of .gov.uk web and email addresses.

Purpose of Report

The purpose of this report is to update you on progress towards adopting the .gov.uk addressing schema. It notes the key points, issues and recommendations for moving forward.

Key Points

'Hugo Fox'

- We currently use a 'commercial' website name and NALC are recommending councils adopt .gov.uk address and mail.
- Hugo Fox (our current web provider) is moving into providing .gov.uk addresses and mail and is keen to work with us. They expect to be up and running in September and it would be a seamless transition.
- Domain name and maintenance would be free, mail would be charged around £1.99 per user per month with a 10GB email limit per person
- **Yearly cost:** domain, website and mail circa **£456.00**

'Parish Online'

- Already a .gov.uk provider and Crown Commercial Services provider.
- They offer a similar 'one stop shop' for websites and email (however, with more users but smaller individual mail limit)
- Content Migration - PO port over as much content from the current site as possible at no extra cost.
- We currently have a 'mapping' account with them which would be seamlessly linked to the website account allowing for mapping to be integrated into our site.
- Online demo of a 'working' parish page can be found here: <https://demo.parish-online.com>
- **Yearly cost:** Domain, website and mail at **£215** for first year (includes a £100 grant from Central Digital and Data Office), **£315 PA** for subsequent years fixed for life of contract.

Options:

- Stay with Hugo Fox as a 'known entity'
- Move to Parish Online

Recommendation

That the council

- Move to formally adopt .gov.uk addressing
- Move our online presence to Parish Online.

Item 2024/108 b Purchase of IT Equipment.

Agenda item Title: For action: Purchase of IT for locum/pool use

Purpose of Report

The purpose of this report is to outline the requirement for provision of IT.

Key Points

Background

- The parish council currently has only one council computer which is currently in use by the clerk.
- We have engaged the services of a locum for specific and defined functions and conducting that business requires access to a computer that is not already associated with our locum's day to day business.
- On cessation of the locum's contract, the device will be repurposed as a 'pool' machine.

Options

- Purchase of a 'netbook' (such as Chromebook or similar)
- Purchase of tablet computer
- Purchase of a laptop computer

Whilst 'netbooks' and tablets are cheaply available, they can be somewhat restrictive in terms of software, compatibility and familiarity. Windows laptops are now also reasonably cheap and offer wide compatibility with 'Office' software and cloud storage.

Recommendation

That the council authorises the purchase of a Windows laptop for a sum not to exceed £450.

Item 2024/108 c Avant Homes/Knaresborough Road Planning Application

Agenda item Title:

Action: Avant Homes new application BM2/BM4 - URGENT

Purpose of Report.

To decide what way forward the PC will take following an approach from Chris Megson (Avant homes) about a meeting to discuss their new amended application

Key Points

Following the recent appeal being overturned for Knaresborough rd application (Kebbell Homes) Avant homes have come back with a slightly smaller amended plan for BM2/BM4. They would like to meet with us before the application is presented to NYC. Already ongoing highways issues at the crossroads which need to be addressed as part of the application

Recommendations

Try to set up a meeting as soon as possible.

Discuss whether we continue have a working party to work in conjunction with BMAG?

Decide whether we should have a open village meeting if so when and where.

Item 2024/108 d Play Park Inspections

Agenda item Title:

Action: Agree a councillor to complete the playpark inspections following the resignation of Cllr Garnett.

Purpose of Report.

Councillor to complete inspection of the playpark to check for any safety issue which would need addressing.

Key Points

Cllr Garnett used to do the inspections monthly.

We pay for a yearly safety inspection.

PC needs communication with VH&PF as they have been seeing to works required and doing their own checks.

Check the insurance is up to date.

Recommendations

Decide on a councillor who will complete the inspection

Item 2024/108 e Tree and Foliage Maintenance

Agenda item Title: For action . Cutting back trees and bushes

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Purpose

To fulfil complaints and concerns of councillors and residents about overhanging branches, blocked signs etc

Key Points

1. Trees are overhanging and blocking lights from the school/
I have informed North Yorkshire and they have sent a message to the school to have the trees cut, which of course will be north Yorkshire
- 2 A letter from Gloria Baker asking if we can get the cherry tree by the bridge cut as it is starting to interfere with the overhead wires.
- 3, The willow tree by the ford is getting long again and will need trimming for safety for vehicles
4. General blockages from foliage etc

Recommendations

- 1.Wait until school starts and see if the work is carried out, if not I will contact North Yorkshire again
2. Contact the arborist to see if it will be done, if not contact highways. Actually might be an idea to contact highways first
3. One of us cut some of the branches on the willow so they are viable
- 4 Identify other blockages and sort them out. We could do that ourselves

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Item 2024/108 f Communication from Cllr Brown

Dear All,

I show below some important notes which I would be grateful if you could pass on to your respective Parish Council Chairs as soon as possible please

I would appreciate if the recipients of these notes could, if you are the Clerk to a Parish Council in the Wathvale and Bishop Monkton Division of North Yorkshire Council, forward them asap to the respective Chairs of your Parish Council please.

Further to the last email to you on July 6th 2024, when Sam Green, as Forum Secretary, circulated the last Forum Meeting minutes together with his resignation as Forum Secretary, I have attempted to find a replacement for him that would allow me to Chair and run effectively our bi- monthly meetings. Unfortunately, despite trying a variety of people to replace him, I have not had any success in doing so. I was fortunate too that for the short time Sam did the job he did it on an ex gratia basis, for no cost, as I was mentoring him with a view for him becoming a NYC Councillor in the future. I fully understand why he had to resign and thank him for the work he did. In his last email he stated that if any Parish Council had ideas "for the ongoing administration and further development of the Forum meetings I (ie.me) would be happy to hear from you". Regrettably apart from John Foster of Melmerby (thank you John) no one else responded despite the general consensus that the Forums had proved to be a good idea and worked well. I should perhaps reiterate that the reason I introduced the forum concept was so the North Yorkshire Councillor for the Wathvale and Bishop Monkton Division (ie.me) could have a realistic work/life balance, especially as in most weeks of the year I myself am working 24/7 on Council business for up to 30 hours a week, many of which would be considered, in normal circumstances, as unsociable ie. sometimes three of four evenings a week, which I don't believe is conducive to a satisfactory home life with my wife. You should be aware that of the 90 Divisions in NYC there are huge variations in the geography, size and electoral numbers of each. My Division for example has the most Electors in all of the NYC Divisions with 7283 Electors per Councillor (ie. me) which is a 35.78% variance from the average ratio of 5364 electors across the whole of NYC. The lowest Divisional number is Cayton with 3711 Electors per Councillor. Quite a considerable difference !

When it comes to Parish Councils the same applies with many Divisions having less than a handful of PCs whilst eg. in my Division I have 16 PC's that meet regularly.

I suppose some may say that I knew what I was letting myself in for when I stood for election but NYC was a brand new unitary authority which came into being a full year after the election was held in May 2022 and much was new to us all on NYC. I had hoped that the Forum system, successfully applied in some other Unitary Authorities, would apply with us but it was not to be. Very little Member support is given by NYC to cater for the Divisional variations and the lack of a proper work/life balance that applies to many NYC Councillors and I intend to continue to progress this inequality elsewhere. In the mean time I show below some notes

The Job Description of the Forum Secretary is, I believe, not too onerous as we have collectively agreed that we would have two meetings of the A and B Forums held every two months ie. a total of 12 meetings that would normally last two to two and a half hours each. I would continue to invite various NYC officers to attend our meetings. Meetings would be recorded and this would help in the preparations of timely Minutes. Agendas would be common to each of the A and B groups.

So far as the Financial aspects are concerned, regarding the Forums, I have already agreed to pay for the meeting venues myself so any thoughts all of you PC Chairs may have regarding the funding of the other aspects of the Secretariat would be most welcome please. If any of your Parish Clerks have any comments then they too would be helpful, please.

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URGENT PLEASE READ

Further Important Items for all Parish Councils in my Division to read and act upon please as soon as possible.

- 1) The Wathvale and Bishop Monkton Division is now part of the new potential Community Hub project which is centred on Ripon and surrounding district. This hub is being trialled at the moment and if confirmed by NYC is likely to be called "The Uredale Community Partnership". I believe strongly that we should be involved and I have agreed that we should have four or five representatives from Parish Councils in my Division. The Partnership needs rural representation and if your Parish would like to put forward one of the representatives to be part of this Partnership could you kindly let me know **by return** please. It may have to be at my discretion as we only have been allocated five places from the 16 Divisional PCs. All I need at this stage is notification from you all that you would like to be involved in the formation of this community group. Grants may ensue in the future to those that know about them !!
- 2) We are now in September and I have to distribute my **Locality Budget of £10k preferably over the next two months. Can you ALL please get back to me within the next 10 days with an outline of what you would like me to allocate for your PC, in cash terms, and what for.** If you do not then you will, unfortunately, miss out. If this email is going to the PC Clerk in the first instance then please can you speak to your Chair asap. I only have £10k to spend so it may be first come first served !! If my memory serves me right I am aware of a Hewick and Hutton project which involves a modest contribution to a defibrillator for their village. To be fair I am waiting really until all bids are in !!
- 3) Whatever happens in the future can you please **ALL** send me your minutes, asap draft or otherwise (when you send them to your Parish Councillors would be helpful), and your Agendas as well. I have said that where possible I will try and attend some of your meetings if I can. It would be useful therefore if you can inform me please of your future PC Meeting dates, for the next 6 months at least, if you can, and at the same time let me know of any changes of dates that are made. Trying to juggle diary dates is never easy but I would ask for your cooperation here please. In any event I need this information when planning the Forum dates hopefully, if I get the information requested, for later in September or early October.
- 4) As you are all aware NYC is in the process of preparing a new Local Plan for the whole of North Yorkshire (not including the City of York). A Call for Sites deadline has come and gone and we await the results of this. With the change in Government new housing figures have been put forward to NYC and are being looked at by them but because of this there will be a delay of a few months in absorbing this information and reaching some conclusions of their objectives. I do however think it would be very useful if each Parish can liaise any knowledge they may have, with me as well as with each other, as to sites in their village that will be the subject of resident unrest. We can then discuss how this may be dealt with, well in advance of the sites being made public, because by then the planners may themselves have made their own minds up !!!

My own feeling here is that most villages should be prepared to have a few more houses in their patch, including affordable homes, but perhaps indicate, to NYC planners, areas that the village believes to be suitable for their communities but also those parts that are not. Advance warning to the planners of unsuitable sites, with good reasons for doing so, may not be as daft as you think !

- 5) Can I ask Parish Clerks, reading this, that they let me have, for each Parish, confirmation of Parish Councillor names and Parish Council Chairs together with their contact details- email addresses, home address and phone numbers, and any other Parish Councillor who may attend our Forums.

- 6) In conclusion can you also confirm, asap, the names and full contact details of

all the Parish Clerks for my 16 Parishes please, plus any other useful information you think I should have. Whoever ends up funding the Forum concept, if any Parish Clerk would be interested in becoming the Forum Secretary can they kindly let me know by return and give an indication as to

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what they would require financially or otherwise !! Please ring me if you have any other questions on 07775 585661

Apologies for this long email and if I can get the Secretarial help required we would hope to resume the Forums as quickly as they can be arranged. I already have a number of pledges from senior NYC Officers to attend future meetings.

Many Thanks