



Proper Officer, Sue Reid
t: 07881 989148
e: clerk@bishopmonkton-pc.gov.uk

Bishop Monkton Parish Council Minutes

MINUTES OF THE MEETING OF BISHOP MONKTON PARISH COUNCIL HELD TUESDAY 18TH MARCH 2025 IN THE METHODIST ROOM.

Commenced: 19.00 hours

Concluded: 21.00 hours

Attending: Cllrs Culshaw (Chairman), Oliver, Hogg, Goodier, Sargeson and
Scales

Also Present: 2 members of the public.

Meetings are open to the press and public by virtue of the Public Bodies Admissions to Meetings Act

- 2025/031 Introduction from the Chairman and a reminder of the Council's expectations for the audio or visual recording of this meeting.**
In accordance with the Openness of Local Government Bodies Regulations 2014, persons attending the meeting may record/film/photograph and make audio recordings or broadcast the proceedings of the formal Council meeting when the public and press are not lawfully excluded. This does not extend to live verbal commentary. Any member of the public who attends a meeting and objects to being filmed should advise the Parish Clerk who will instruct that they are not included in the filming.
The Chairman opened the meeting and welcomed everyone.
- 2025/032 To receive any apologies.**
Apologies were received from Proper Officer Reid who was unwell.
- 2025/033 To consider the apologies and decide whether to approve reasons for absence.**
RESOLVED That Proper Officer Reid's apologies be accepted and that Cllr Scales record the minutes.
- 2025/034 Declaration of Interests**
- a) To receive any declarations of interest.
There were no declaration of interest received
 - b) To receive, consider and decide upon any applications for dispensation.
There were no applications for dispensation received.

Signed _____

Dated _____



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- 2025/035** **To approve the minutes of the Bishop Monkton Parish Council Ordinary Meeting held Tuesday 18th February 2025.** (Circulated under separate cover)
RESOLVED That the minutes of the meeting of Bishop Monkton Parish Council, held Tuesday 18.02.2025, be approved as a true record of proceedings.
- 2025/036** **Public Participation**
To convene a public participation session to allow members of the public to make representation in respect of the business on the agenda. No resolutions can be made under public participation.
NOTE: The public participation session shall not exceed 15 minutes unless directed by the Chairman and each member of the public shall not speak for more than 3 minutes. A question at the meeting shall not require a response or debate during the meeting. The Chairman may direct that a written or oral response may be given.
- Appreciation for the agenda item regarding No Cold Calling Zone was given
 - Speeding on Knaresborough Road was highlighted again. It was suggested that contact should be made with NY Police to request enforcement and to be on their traffic awareness list.
 - The release of the agenda pack for the meeting should be earlier.
- 2025/037** **To receive a report from Cllr Nick Brown of North Yorkshire County Council.**
Cllr Brown sent his apologies to the meeting. He did not provide a report for the council.
- 2025/038** **Clerk's report.** To note the clerks report.
No clerk's report was noted due to the absence of the clerk.
- 2025/039** **Financial matters.**
a) To approve the payments as per the schedule attached.
RESOLVED That the payments be approved.
- b) To note the contracted ongoing payments.
The contracted ongoing payments were noted.
- c) To note the bank reconciliation.
The bank reconciliation was noted. It was also noted that the preparation and presentation of the financial information would be improved and be included as an agenda item in forthcoming meetings.
- 2025/040** **Planning matters.**
a) To consider and make observations on the following planning applications.

There were no planning applications to consider.
- b) To note planning decisions.
There are no planning decisions to note.

Signed _____

Dated _____



- c) To note planning enforcements.
There were no planning enforcements to note.

2025/041 Ongoing matters.

- a) To receive an update from Cllr Sargeson in relation to the play inspection report and proposals for replacement equipment for the play area located at the playing fields.
Cllr Sargeson updated members that the application for lottery funding was in progress and that further work would be undertaken with the clerk.
- b) To receive an update from Cllr Oliver on the replacement of certain street signs in the village.
Cllr Oliver informed members that he is awaiting North Yorkshire Highways to make contact.
- c) To receive an update from Cllr Culshaw in relation to the plan to provide an item to celebrate the Coronation of HM King Charles III, namely the Coronation Walk including an update on Uredale Community Partnership and the application for funding for the Coronation Walk. and decide any action as appropriate.
Cllr Culshaw informed members that he had attended a meeting the Uredale Community Partnership and that it is hoped that there could be support for the Coronation Walk. Similarly, Cllr Scales had attended a National Heritage Lottery Funding meeting with Cllr Culshaw. Cllr Scales to send additional details regarding support that may be available for the project.
- d) To receive an update from Cllr Oliver on highways matters, including traffic calming on Knaresborough Road and Moor Road, and consider any action required.
Cllr Oliver informed members that; the positioning of traffic calming measures will be discussed with highways; the supplier can demonstrate VAS equipment does not generate excessive light pollution; the cost of electrification will be quoted for; a highways visit deemed that there was sufficient signage at the cross roads of Hungate, Knaresborough Road and Moor Road and that the average speed analysis was 29.4mph.
RESOLVED That the VAS to be placed near The Vicarage on Knaresborough Road be progressed.
- e) To receive an update from the clerk in relation to the Deed of Easement between Yorkshire Water, Kebbell Homes and Bishop Monkton Parish Council.
RESOLVED To defer this item.
- f) For the council to receive an update on the planning application from Avant Homes.
The clerk's absence meant there was no update on communications with the local lead flood authority. Cllr Culshaw has received confirmation that BMAG are to meet the council, possibly in early April.

Signed_____

Dated_____



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- g) For members to receive an update on the progress of the preparation of Risk Assessments for the council.
Cllr Hogg informed members that a draft RA will be ready for members to discuss at the next meeting.
- h) For members to receive an update on grant funding applicable to the councils' requirements.
Cllr Scales to send members details regarding support that may be available following a meeting attended with the National Heritage Lottery Funding team.
- i) For members to receive an update on the GAP Analysis in relation to the Local Council Awards Scheme and consider further actions.
Cllr Goodier to arrange for members to undertake a scoring process for the Council to use as a benchmark for GAP analysis.
- j) Removed as duplicate item.
- k) For members to receive an update on the 'test lighting' in the village and consider any further action to be taken.
Members agreed that the "test lighting" was deemed to be a success; that the solar powered lighting worked but that residents expressed concern on their positioning which needs further consideration. Cllr Culshaw informed members that street lighting repairs are still outstanding and it was **RESOLVED** that no further action is to be undertaken until these repairs have been completed.
- l) For members to receive an update on the grass cutting contract and decide further action as required.
RESOLVED To defer this item as no update was available.

2025/042

New matters and correspondence.

- a) For members to note the clerk's overtime for January 2025.
RESOLVED To defer this item.
- b) For members to receive the Internal Control check for the period to 31st December 2024.
RESOLVED To defer this item.
- c) For members to consider the effects of road closures within the village and decide if there is any course of action they may take in relation to this.
Members discussed the effects, the risks and the impact of road closures. Members concluded that while the ford could be used in cases of emergencies it was not an acceptable alternative for all vehicle types, especially during times of flooding. Furthermore it was concluded that a traffic management system

Signed _____

Dated _____



should be adopted whenever possible. Cllr Goodier to liaise with the clerk about writing to Highways to express the concerns of the Council.

- d) For members to consider the request for provision of a litter bin to be located on the A61 at the top of Moor Road and decide any action to be taken.
RESOLVED to again approach North Yorkshire County Council on this matter.
- e) For members to consider the date for the Annual Parish Meeting. This has to be held between 1st March and 1st June.
RESOLVED to hold this meeting on 14th May 2025 at 7.30pm.
- f) For members to consider the format for the Annual Parish Meeting.
RESOLVED to follow past meetings' formats and for the website to publish the details of the meeting.
- g) For members to note the communication from the Speed Camera Campaign. This was noted and the members were not aware of any need to take action.
- h) For members to receive communication from a resident regarding the use of Heavy Goods Vehicles in the village and consider any action to be taken.
Members discussed this communication and acknowledged that the signs at the junction of the former Lamb and Flag were put in place by Highways with the appropriate expertise and that no further action was required around signage however the PC would check that HGV SatNav systems did not include the village as a 'through route'.
- i) For members to receive communication received in relation to Lithium Batteries and decide any further action as required.
Members supported this communication.
RESOLVED To defer this item
- j) For members to consider the possibility of making the village a 'No Cold Calling' zone.
RESOLVED That this item be included as a discussion point at the Parish Meeting on 14th May 2025

2025/043 To agree items to be communicated to residents, and the methods to be employed.

- Date of Parish Meeting and location

Signed _____

Dated _____



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- VAS signs
 - Road closures / diversions to the east of the village
 - Grant funding
 - Litter bins
 - Heavy Goods Vehicles

2025/044 **To notify the clerk of matters for inclusion on the agenda at the next meeting.**

- Date for the Annual Parish Meeting.

2025/045 **The next Ordinary meeting of Bishop Monkton Parish Council will be held Tuesday 15th April 2025 in the Methodist Room. *The latest date for members to submit items for consideration on the agenda and reports on tasks is Monday 7th April 2025.***

Signed_____

Dated_____

[illegible][illegible]

C – Bank Reconciliation

Bank Reconciliation to 31.01.2025

Closing Balance as at 19.01.2025 Account ****9457		£2,852.34
Closing Balance as at 31..01.2025 Account ****2818		<u>£12,127.97</u>
		<u>£14,980.31</u>
Opening Balance A/C ****9457as at 01.04.2024	£13,602.71	
Opening Balance A/C ****2818 as at 01.04.2024	£2,175.69	
Income	£16,178.12	
Expenditure	£17,022.68	
	<hr/>	<hr/>
Closing Balance as at 31.10.2024.2024	<u>£14,933.84</u>	<u>£14,980.31</u>

Mr And Mrs Hoyle
c/o Architecture By John Cotterill
Mr John Cotterill
8 King Street
Ripon
HG4 1PJ
Your Ref:

NOTICE OF DECISION ON PLANNING APPLICATION

TOWN AND COUNTRY PLANNING ACT 1990

PROPOSAL: Proposed new extension replacing existing orangery.
LOCATION: 1 Victoria Terrace Main Street Bishop Monkton Harrogate North
Yorkshire HG3 3QR
APPLICANT: Mr And Mrs Hoyle

North Yorkshire Council being the Local Planning Authority for the purposes of the application received on 11 October 2024 for Full Planning Permission, as described above, have resolved to
GRANT PLANNING PERMISSION SUBJECT TO CONDITIONS.

The conditions to which the permission is subject are as follows:

- 1 The development hereby permitted shall be begun on or before three years from the date of this permission.
- 2 The permission hereby granted shall not be undertaken other than in complete accordance with the following plan:

Proposed Site Plan -Drg No. 03 REV C
As Proposed - Drg No. 04 REV C

Both received by the council on the 4th of March 2025.
- 3 The materials to be used externally shall match those of the existing buildings in colour, size, shape and texture.

The reasons for the conditions are shown below:-

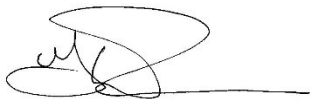
- 1 To ensure compliance with Sections 91-94 of the Town and Country Planning Act 1990.

- 2 For the avoidance of doubt and in the interests of proper planning.
- 3 To achieve a visually acceptable form of development.

You can see the officer's report on the application at www.northyorks.gov.uk/planning. Alternatively, you can contact Customer Services Tel No: 0300 131 2 131 or e-mail customerservices.har@northyorks.gov.uk.

STATEMENT OF COMPLIANCE WITH ARTICLE 35 OF THE TOWN AND COUNTRY PLANNING (DEVELOPMENT MANAGEMENT PROCEDURE) (ENGLAND) ORDER 2015

In dealing with this planning application North Yorkshire Council as the Local Planning Authority has adopted a positive and proactive manner. The Council offers a pre-application service for planning proposals and applicants are encouraged to undertake this. Proposals are assessed against the National Planning Policy Framework, the documents that form the Development Plan, and Supplementary Planning Documents, which have been subject to proactive publicity and consultation prior to their adoption, and are referred to in this notice of decision. Where appropriate, changes to the proposal were sought when the statutory determination timescale allowed through seeking solutions to problems arising by liaising with consultees, considering other representations received and liaising with the applicant/agent as necessary.



Trevor Watson
Assistant Director – Planning

Date of Decision: 11 March 2025

Date of Issue: 11 March 2025

NOTE: No consent, permission or approval hereby given absolves the applicant from the necessity of obtaining the approval, under the Building Regulations, of the Council in whose area the proposed development is situated, or of obtaining approval under any other bye-laws, local acts, orders, regulations and statutory provisions in force, and no part of the proposed development should be commenced until such further approval has been obtained.

Discharging Conditions – A fee is payable for the discharge of conditions attached to planning and other applications. Applications must be made in writing clearly identifying the application number and the conditions. The standard application form can be used but is not mandatory. The scale of fees can be found on the planning website www.northyorks.gov.uk/planning. Please note a fee is payable for each separate request and applications should be determined within 8 weeks of a valid request being received.

NOTE TO APPLICANT/AGENT: The Council posted a site notice publicising this application. If it is still on display, please remove it.

Appeals to the Secretary of State

If you are aggrieved by the decision of your local planning authority to refuse permission for the proposed development or to grant it subject to conditions, then you can appeal to the Secretary of State under section 78 of the Town and Country Planning Act 1990.

Where this is a decision on a planning application relating to the same or substantially the same land and development as is already the subject of an enforcement notice, if you want to appeal against your local planning authority's decision on your application, then you must do so within 28 days of the date of this notice.

Otherwise, if an enforcement notice is served relating to the same or substantially the same land and development as in your application and if you want to appeal against your local planning authority's decision on your application, then you must do so within: 28 days of the date of service of the enforcement notice, or within 6 months [12 weeks in the case of a householder appeal] of the date of this notice, whichever period expires earlier.

If this is a decision to refuse planning permission or prior approval for a householder application, if you want to appeal against your local planning authority's decision then you must do so within 12 weeks of the date of this notice.

If this is a decision to refuse planning permission for a minor commercial application, if you want to appeal against your local planning authority's decision then you must do so within 12 weeks of the date of this notice.

If this is a decision to refuse express consent for the display of an advertisement, if you want to appeal against your local planning authority's decision then you must do so within 8 weeks of the date of receipt of this notice.

Otherwise, if you want to appeal against your local planning authority's decision then you must do so within 6 months of the date of this notice.

Appeals must be made using a form which you can get from the Secretary of State at Temple Quay House, 2 The Square, Temple Quay, Bristol BS1 6PN (Tel: 0303 444 5000) or online at <https://acp.planninginspectorate.gov.uk>

The Secretary of State can allow a longer period for giving notice of an appeal but will not normally be prepared to use this power unless there are special circumstances which excuse the delay in giving notice of appeal.

The Secretary of State need not consider an appeal if it seems to the Secretary of State that the local planning authority could not have granted planning permission for the proposed development or could not have granted it without the conditions they imposed, having regard to the statutory requirements, to the provisions of any development order and to any directions given under a development order.

If you intend to submit an appeal that you would like examined by inquiry then you must notify the Local Planning Authority and Planning Inspectorate (inquiryappeals@planninginspectorate.gov.uk) at least 10 days before submitting the appeal. Further details are on [GOV.uk](https://www.gov.uk).

It is great that the council are pressing ahead with the illuminating speed signs and I am grateful for all the work being done on this.

My question concerns the siting of the sign at the Ripon end of the Knaresborough Road, which I believe is going to be attached in or near the previous position.

As this is adjacent to my house, I can report that when it was previously active here, the effect on speeding traffic was relatively minimal. Vehicles did not slow until they were level with the sign at the crest of the rise and then would slow anyway as they approached the blind corner at the Hungate cross-roads.

I appreciate that there are rules about the distance from the "30" sign and I would like to suggest that the better option would be to move the "30" sign further out towards Ripon, say to level with the village border sign, and then move the flashing sign past the entrance to the village hall, so that there is a better chance of calming traffic before it enters the built up area.

I understand that this in itself will need interaction with highways and councils and I think this would be worth doing if it achieves a better outcome for our road safety, especially when we are buying the equipment ourselves.

I am sure the council will have looked at this as an option already and I would be grateful if it could be given further consideration.

Local Council Award Scheme

Introduction & Proposed Gap Analysis

Phil Goodier, 18th Feb 2025

What is it?

- An award scheme accredited by peer review
 - Opportunity for councils to show they can meet the standards expected
 - To put in place the conditions for continuous improvement
 - Three tiers - can move through them over time
1. **The Foundation Award ("Bronze")** demonstrates that a council meets the requirements for operating lawfully and according to standard practice.
 2. **The Quality Award ("Silver")** demonstrates that a council achieves good practice in governance, community engagement and council improvement.
 3. **The Quality Gold Award ("Gold")** demonstrates that a council is at the forefront of best practice and achieves excellence in governance, community leadership and council development.

What do we have to do?

- Register our intention to apply - online - need to decide which level
 - Pay up : £50 registration fee & accreditation fee (£50 - £200)
 - Apply, provide information to the accreditation panel
 - Need to provide evidence (documents) of compliance
 - Several of the documents will be published online
-
- Outcome : Either - Achieved, Achieved with small improvement needs, Not achieved until improvements made
 - Lasts 4 years - need to re-apply if looking to “step up” through the tiers. Can be revoked if there is a serious failure

Bronze / Foundation Award

- The Bronze Award is tailored for councils aiming to showcase their **adherence to essential standards, ensuring effective delivery for their communities**. Achieving this award necessitates the council **demonstrating that it possesses the necessary documentation and information to operate lawfully and in accordance with established practices**. Furthermore, the council must have **policies in place for training its councillors and officers, laying the groundwork for future improvement and development initiatives**.
- This award serves as a benchmark for evaluating your council's performance. It challenges you to **meet the minimum standards** and prompts thoughtful consideration of ongoing development and improvement. It provides a structured framework for councils to establish a solid foundation, fostering a commitment to excellence in their operations.

Bronze Award

The council also confirms by resolution at a full council meeting that it recognises its duties in relation to bio-diversity and crime and disorder, and that it has:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
Its standing orders	Council contact details and councillor information in line with the Transparency Code	
Its financial regulations	Its action plan for the current year	
Its Code of Conduct and a link to councillors' registers of interests	Evidence of consulting the community	
Its publication scheme	Publicity advertising council activities	
Its last annual return	Evidence of participating in town and country planning	
Transparent information about council payments		
A calendar of all meetings including the annual meeting of electors		
Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings		
Current agendas		
The budget and precept information for the current or next financial year		
Its complaints procedure		
Its accessibility statement		
Its privacy notice		

The council also confirms by resolution at a full council meeting that it recognises its duties in relation to bio-diversity and crime and disorder, and that it has:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
A risk management policy		Disciplinary and grievance procedures
A register of assets		A policy for training and development of staff and councillors
Contracts for all members of staff		A record of all training undertaken by staff and councillors in the last year
Up-to-date insurance policies that mitigate risks to public money		A clerk who has achieved 12 Continuing Professional Development (CPD) points in the last year

The council notifies the accreditation panel co-ordinator when the resolution has been agreed and provides a completed application form, including webpage addresses to where the information can be found online.

I believe we are very close to being compliant here

Silver / Quality Award

- The attainment of the Silver Award signifies that a council **excels in governance, community engagement, and continuous improvement**. Distinguished by **going beyond mere legal obligations**, quality councils emerge as **leaders within their communities**, consistently seeking opportunities to enhance and develop further.
- To secure the Silver Award, a council not only fulfils all the requisites of the Bronze Award but also provides additional evidence showcasing exemplary governance, **effective community engagement**, and notable **council improvement initiatives**. Given the elevated level of this accomplishment, a council bestowed with the Silver Award may also qualify to exercise the general power of competence, underscoring its commitment to exceptional standards and proactive leadership.

Silver Award

The council confirms by resolution at a full council meeting that it meets all requirements for the Foundation Award and that it also publishes on its website:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
Draft minutes of all council and committee meetings within four weeks of the last meeting	A community engagement policy involving two-way communication between council and community	
A Health and Safety policy	Councillor profiles	
Its policy on equality	A grant awarding policy	
	Evidence showing how electors contribute to the Annual Parish or Town Meeting	
	An action plan and related budget responding to community engagement and setting out a timetable for action and review	
	Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins	
	Evidence of helping the community plan for its future	

The council also confirms by resolution at a full council meeting that it has:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
A scheme of delegation (where relevant)	At least two-thirds of its councillors who stood for election	A qualified clerk
	An annual report that is actively shared with the community	A formal appraisal process for all staff
	Evidence of a customer service in how the council handles correspondence with the public	A training policy and record for all staff and councillors

The council notifies the accreditation panel's co-ordinator when the resolution has been agreed and provides a completed application form, including webpage addresses to where the information can be found online.

This award feels like an achievable and positive stretch from where we are today

The stretch is perhaps in Community Engagement?

Gold Award

- The prestigious Gold Award signifies that a council stands at the **pinnacle of best practices**, attaining **excellence in governance, community leadership, and council development**. Distinguished by their forward-thinking approach, Gold Award councils not only provide **exemplary leadership for their communities but also foster unity, exhibit outstanding business planning processes ensuring optimal value for money, and consistently pursue innovative solutions and opportunities for improvement**.
- These councils serve as beacons of the **highest standards achievable within our sector**, showcasing the epitome of what can be accomplished for our communities. The Gold Award represents their unwavering commitment to exceptional performance and continuous advancement.

Gold Award

The council confirms by resolution at a full council meeting that it meets all requirements for the Foundation and Quality Awards and also publishes on its website:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community	An annual report, online material, news bulletins and other council communications with evidence of: <ul style="list-style-type: none">– Engaging with diverse groups in the community using a variety of methods– Community engagement influencing council activity and priorities– A wide range of council activities, including innovative projects, that produce positive outcomes for the community– Co-operating constructively with other organisations	

The council also confirms by resolution at a full council meeting, that it has prepared statements (of no more than one page each) to be presented to the accreditation panel showing how it

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
Ensures that the council delivers value for money	Provides leadership in planning for the future of the community	Manages the performance of the council as a corporate body
	Engages with the community on issues related to the environment and climate change	Manages the performance of each individual staff member to achieve its business plan

The council notifies the accreditation panel when the resolution has been agreed and provides a completed application form including webpage addresses to where the information can be found online, and the prepared statements.

This feels to much too soon to me – and will require time to demonstrate / evidence based on real outcomes

Recommendation

- Target SILVER status with work to achieve this over the next 10 months, with an application in early 2026
- Gap analysis is completed quickly (PJG + Clerk, for Council Review) against the SILVER criteria – present at March meeting

Gap Analysis Proposal

Bishop Monkton Parish Council				
Local Council Award Scheme : Gap analysis with SILVER status			<i>Example for Comment / Approval only</i>	
	Criteria	Compliant? (Yes, Maybe, No) (Y/?/N)	Evidence (if "Yes")	Gap / Action Plan if "Maybe" or "No"
Bronze Criteria (Must be Achieved as well as Silver)				
1	Its standing orders	Y	Council Website	
2	Its financial regulations	Maybe	Not on website - does it exist?	
3	Its Code of Conduct and a link to councillors' registers of interest	Maybe	Yes - on website but register of interests not linked	Link ROI - Who? When?
4	Its publication scheme	N		XXX to produce draft for council to approve by [DATE]
5	Its last annual return	Maybe	Sure this has been done - but not on website	PJG to speak to SR
Additional Silver Criteria				
1	Draft minutes of all council and committee meetings within four weeks of the last meeting	Y	Council Website	
2	A Health and Safety policy	Maybe	Not on website - does it exist?	PJG to produce draft for council to approve by [DATE]
3	An equality policy	N		XXX to produce draft for council to approve by [DATE]
4	A community engagement policy involving two-way communication between council and community	N		To discuss at April meeting
5	Councillor profiles	Y	Council Website	

Bishop Monkton Parish Council

Local Council Award Scheme : Gap analysis with SILVER status

Criteria

Compliant?
(Yes, Maybe,
No) (Y/?/N)

Bronze Criteria (Must be Achieved as well as Silver)

- 1 Its standing orders
- 2 Its financial regulations
- 3 Its Code of Conduct and a link to councillors' registers of interests
- 4 Its publication scheme
- 5 Its last annual return

Y
Maybe
Maybe
N
Maybe

Additional Silver Criteria

- 1 Draft minutes of all council and committee meetings within four weeks of the last meeting
- 2 A Health and Safety policy
- 3 An equality policy
- 4 A community engagement policy involving two-way communication between council and community
- 5 Councillor profiles

Y
Maybe
N
N
Y

[ETC]

Example for Comment / Approval only

Evidence (if "Yes")

Council Website

Not on website - does it exist?

Yes - on website but register of interests not linked

Sure this has been done - but not on website

Council Website

Not on website - does it exist?

Council Website

Gap / Action Plan if "Maybe" or "No"

Link ROI - Who? When?

XXX to produce draft for council to approve by [DATE]

PJG to speak to SR

PJG to produce draft for council to approve by [DATE]

XXX to produce draft for council to approve by [DATE]

To discuss at April meeting



Internal Control Check list

Year/Quarter 2024/25 - 1st/2nd/3rd quarters

Carried out by: Cllr Culshaw
Cllr Oliver

Internal Control	Test	Yes	No	Comment
Bookkeeping	Is the cashbook maintained and up to date? Is the cashbook regularly balanced? Are payments in the cashbook supported by invoices? Are payments authorised? Has VAT on payments been identified, recorded and reclaimed? s137 expenditure on payments identified and within statutory limits?	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Small number not supported. Identified seperately yes by minutes, not always signed. VAT has been Id'd, recorded and will be claimed at year end
a) Standing Orders	Has the council formally adopted standing orders?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b) Financial Regulations	Has the council formally adopted financial regulations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c) Bank Reconciliation	Is a bank reconciliation carried out regularly? Are there any unexplained balancing entries in the reconciliation? Is the value of investments held summarised on the reconciliation?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	N/A - No investments held
Risk Management	Does a review of the minutes identify any unusual financial activity? Do the minutes record the council carrying out an annual risk assessment? Is insurance cover appropriate and adequate?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	New risk assessment to be completed by end FY Review to be carried out by end FY.
Budgetary	Has the council prepared an annual budget in support of its precept? Is actual expenditure against the budget regularly reported to the council? Are there any significant unexplained variances from budget?	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	
Payroll Control	Do all employees have contracts of employment with clear terms and conditions? Do salaries paid agree with those approved by the council? Are other payments to employees reasonable and approved by the council? Have PAYE/NIC been properly operated by the council as an employer?	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Via an external Payroll provider
Asset Controls	Does the council maintain an asset register of all material assets owned by the council? Are the assets and investments register up to date? Do asset insurance valuations agree with those in the asset register?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	To be updated before end FY
Council Minutes	Are they consecutively numbered? Are they signed by the chair? Is there an opportunity for members to declare interests? Is there an opportunity for public participation? Is a master copy kept in safekeeping?	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Currently held by the clerk - investigating NYC Archives
Grants made or received	Is there a system in place for making grants? Is the receipt of grants recorded in the cash book?	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	No grant policy required.
Codes of Conduct	Has a code of conduct been adopted for Members? Is it adopted annually?	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	

Signed: Cllr S. Oliver

Signed: Cllr D Culshaw

Dated: 25/01/2025



Item 2025/042 b2

Bishop Monkton Parish Council Agenda Report

Agenda item Title: To note Internal Control Check

Purpose of Report

As part of the AGAR review last year the Internal auditor requested that the Council undertake a quarterly internal control check as best practice and to aid internal audit processes.

Key Points

- **Due to the timing of the Internal audit it was necessary to undertake a consolidated control check on the first 3 quarters of the current year.**
- **Councillors Culshaw and Oliver undertook the control check using the Checklist provided by the Internal Auditor.**
- **The checklist is attached**
- **Items noted have all been addressed subsequently**
- **Where expenditure items did not have receipts (very few) it was decided as a minimum to record the minute reference approving the expenditure if attempts to obtain receipts proved impossible**
- **This was a good learning process for Cllrs Culshaw and Oliver and the year end control check will be easier as a consequence**

Recommendation

None. Item is “to note” Internal control checks are now part of normal business.



Item 2025/042 c

Bishop Monkton Parish Council Agenda Report

Agenda item Title: Access to the East Side of the Village During Roadworks

Purpose of Report : To address a number of linked resident requests.

Key Points : Recent YW road closures adjacent to the Lamb and Flag development have resulted in the blockage of access to the village from residents to the east of the crossroads (e.g. Boroughbridge Road, Renton Close). This results in a significant diversion. It could also lead to these homes being cut off, including for emergency access, if there was flooding near Anchor House at the same time.

The ford is not suitable for access for many vehicles – and in any case only addresses access for road closures in certain places.

Recommendation

That the Clerk contacts Highways expressing our concerns, and requests that these are taken into account for future utilities-related road closures.

Contractors should be mandated to put in place single lane operation wherever safe and possible.

Developers should also be spoken to about the same issue where their work is likely to impact on this area.

The emerging recommendation to possibly route the outfall from the Avant attenuation tank down Hungate will magnify this issue significantly and needs careful consideration.



Item 2025/042 d

Bishop Monkton Parish Council Agenda Report

Agenda item Title: Provision on a Litter Bin on the A61 Layby

Purpose of Report : To deal with a request from a resident

Key Points : Mrs Jones has written to me requesting a litter bin to be provided at the layby to the south side of the A61 crossroads. She reports a litter problem there from motorists who park there. She also states this issue has been raised before without reply.

Recommendation

That Councillors discuss Mrs Jones' request, which seems reasonable based upon my conversation with her, and request an estimate for the provision of a bin.

Dear MP's, Deputy Mayor Jo Coles, Road Safety Partnership, Councillors and Speedwatch Groups

Our campaign to push for average and fixed speed cameras across N Yorkshire has gained momentum. We now have the support of **57 North Yorkshire councils** and 2 speedwatch groups. The updated list is attached with the **relevant MP** for that area listed alongside.

A big thank you to those who have managed to raise media awareness. Please see below articles from the BBC on actions taken by **Cllr Keane Duncan** on a proposal of speed limits near schools which mentions cameras, and an article focussing on the village of Fairburn

BBC News - Safety fears spark North Yorkshire schools speed limits review - [BBC News](https://www.bbc.co.uk/news/articles/ce8yy732p7go)<https://www.bbc.co.uk/news/articles/ce8yy732p7go>

Cllr Steve Singleton of Bellerby PC, also a signatory to this campaign, was interviewed separately on this topic

BBC - "We Want Permanent Speed Cameras in our Village" - **Fairburn**
<https://www.bbc.co.uk/news/articles/c627w21jy34o>

Although we don't yet have a response to our last letter to the mayor's office, we have learned that Deputy Mayor Jo Coles is in fact still holding the one-on-one road safety surgeries which came about as a direct result of this campaign, and this is encouraging. Hopefully we'll get a response soon but of course, we'll follow up.

If I have missed any councils off the official signed up list, please let me know and I'll amend, and **[if you haven't joined yet, please do](#)**. We've all had speeding on our council agendas for years and uniting with a common goal helps send the message how important this is for rural towns and villages

More to come

Campaign for Average and Fixed Speed Cameras in North Yorkshire (AFSC-NY)

Who We Are

We collectively represent town and parish councils, and speed watch groups who have united to call for consistent and effective speed enforcement and safer roads across North Yorkshire.

All of us have had speeding and road safety on our agendas for many years and the problem persists. By uniting we are signalling that we are no longer accepting of our issues being trivialised or swept aside, which is what we have all experienced individually.

Uniting under this campaign will get us the attention we need, and hopefully the results we are seeking.

Our Goals

- To get North Yorkshire to change the current policy of “No Average or Fixed Cameras”
- To use Average and Fixed Cameras, supported by mobile cameras, as a blended approach to speed enforcement across North Yorkshire, as almost every other police force in England is doing
- To get North Yorkshire to provide consistent and effective **speed and anti-social driving enforcement**, and this can only be achieved with addition of average and/or fixed speed cameras

Acknowledged Reality

- We understand that if average and fixed cameras were to be rolled out, this would be a slow roll-out and will likely start with known hot spots, freeing up mobile resources for other areas
- We are aware that cameras are not the answer everywhere, and we are also aware that it's not feasible to expect a county-wide roll out
- Clearly all other strategies such as Engineering Solutions (where they are suitable), education, mobile speed enforcement etc needs to remain to provide a rounded strategy - like the rest of the country is doing

The Current Situation

- North Yorkshire road safety statistics showed, from 2022 – 2023, a **54% increase in KSI** (Killed and Serious Injury) which is a key metric, whereas the national average showed an improvement.
- This clearly illustrates that the current strategy of only using mobile speed units is not working and has resulted in a Speeding Mindset in North Yorkshire
- Consistent and effective enforcement is key and by this we mean in place, all the time and at all hours in known hot spots.
- Smaller villages may benefit from engineering solutions and lower speed limits but so many have complained that requests have been refused, leaving small villages with nothing.
- The roll out of average and fixed cameras would free up the mobile vans which may help the smaller villages

Costs

- We cannot comment on this as we're not privy to local government contracts and negotiations and this is something the NY Council and Police need to address, bearing in mind over 40 other police forces have managed this.
- What we can tell you is that, according to the Road Safety Partnership, the average cost of every fatality is £1.7 million and every serious injury £195.863
- The combined York and North Yorkshire killed and serious injuries (KSI) over the past 5 years (2019 – 2023) equates **to £636.5 million**. These statistics are noted in the documentation entitled "Surgeries" (page 6 onwards)
- Just halving this figure reduces this cost by £300 million

Where this all began – you may recognise this as your own experience

The village of Cowling, and we have now learned so many others as well, has endless problems with dangerous speeding, anti-social driving and noise. Cowling is bisected by a busy, but narrow, A road. Our Community Speed watch was taken over by the police due to the sheer volume of traffic and the speeds recorded. I learned recently that the same thing happened to other PC's speed watches as well.

We were refused a replacement lollipop person/crossing guard as the road is deemed too dangerous.

Vehicles race through our village in excess of 80mph, one posting a video of the speedo in his car displaying 105mph. The road is narrow with sports grounds, houses, corner shop and village pub along the length of it (about a mile).

Although the mobile speed vans are effective when they are here, their visits are sporadic and weeks and even months can go by without a visit. Additionally, they don't operate at night.

Our complaints resulted in Highways getting involved. They said Engineering solutions like speed humps, chicanes and rumble strips are not suitable due to the noise they would generate, and chicanes would slow down traffic too much on such a busy A road. They erected a line of bollards along a notorious strip in the hope this would prevent overtaking and speeding. All that has happened is motorists overtake for the entire length of the bollards and the road is now even more dangerous.

We have asked for the speed to be reduced on the approach to the village and this was refused. To be fair, no matter what the speed is reduced to, unless there is enforcement in place it's meaningless, **and this is the crux of our campaign. Enforcement.**

The reality is **speed enforcement is virtually non-existent in North Yorkshire**. Our neighbouring counties of West Yorkshire, Cumbria and Lancashire all rolled out average speed cameras through village areas and report on their successes often. Funding was available from the Department of Transport, and Lancashire made use of this to install average speed cameras on the A682 which also runs through North Yorkshire. NY however did not participate.

Many of these average speed cameras, specifically the ones on the A682, stop at the North Yorkshire border

Neighbouring Counties use a blended approach of Average and Fixed cameras and use mobile cameras as a supportive tool. North Yorkshire make use only of mobile speed cameras, using only a handful of vans for the entire county (11) which only operate in the day.

Where we found ourselves and what we did

- No Engineering solutions available due to our road
- Sporadic and infrequent enforcement with the mobile speed vans (daytime only)
- Nighttime is a free for all and so are most of the days
- Highways and the police telling us that the average and mean speeds monitored were acceptable, despite us pointing out that **average speeds are not the issue, it's the outliers and there are hundreds of them.**
- We collected footage of speeding which is horrific. The BBC aired it on Look North and it also aired nationally on BBC Breakfast TV. Jeremy Vine, on Channel 5 TV, interviewed us and he thought the footage had been speeded up - his technical team confirmed it was real time and he was horrified.

I've recently moved into the village (Renton Close) and have, this week, seen two articulated HGVs using the Boroughbridge Road to go through the village from the Boroughbridge side.

Two things struck me; 1. The road is a residential one and narrow in places. 2. Is there a weight restriction on the road where the beck goes underneath it, roughly near Claremont Lane?

Having recently experienced the road closure and lengthy diversion to the eastern part of the village it occurred to me that if that bridge were damaged and closed for repairs (probably for some time as nothing happens quickly these days) that would be a serious issue for those living on the Boroughbridge side of the bridge.

Could the Parish Council make enquiries with the appropriate authority(ies) please to determine the situation?

Dear Local Council

Safety of Lithium-ion Batteries Campaign

I am writing to ask you to support this campaign, which is being run by the charity Electrical Safety First.

ESF launched this campaign in June last year to ensure the safety of Lithium-ion batteries. The attached transcript of a webinar held by ESF on 13th December outlines the issues and the campaign, which is designed to save lives and cut down on fires and save damage to property. There are four issues

- That e bikes and e scooters and the Lithium-ion batteries used to propel them are subject to independent testing before being marketed. Currently this is not the case.
- That regulation are made to ensure the safe disposal of the batteries. Currently this is not the case resulting in fires in bin lorries and waste disposal sites.
- That charging kits and conversion kits used on the bikes are also safe. Currently regulations do not cover this.
- That online marketplaces through which many goods are sold nowadays are subject to the same safety regulations as high street shops. Currently this is not the case.

This campaign has the support of a large number of organisations (see attached) including the NALC and the SLCC as well as 550 individual local Councils, and we are already discussing this with Ministers – who are not unfriendly. We feel, therefore, that the support of local councils will keep the momentum going and hope you will be able to back this campaign.

I look forward to hearing from you,

All the best

PS I have often been asked what ‘support’ means. To answer that question, support means as little or as much as you wish. You could simply say you support and I will add to the list of circa 550. In addition if you wanted you could help as suggested below, or display posters (see attached). But, as I say, its up to you.

The Government’s Product Safety and Metrology (PRAM) Bill will be reaching the Commons soon, so it would be great if you could alert your MP and ask him/her to speak in the 2nd Reading debate mentioning the importance of this issue – of the need for greater safety regarding lithium-ion batteries.