



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

Bishop Monkton Parish Council Agenda

To all Councillors:

You are summoned to attend an Ordinary Meeting of Bishop Monkton Parish Council to be held Tuesday 15th April 2025. This will take place in the Methodist Hall, Bishop Monkton, commencing at 19.00 hours.

Meetings are open to the press and public by virtue of the Public Bodies Admissions to Meetings Act 1960 (s1) unless the presence is prejudicial to the public interest (s2)

- 2025/046** **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.
- 2025/047** **To receive any apologies.**
- 2025/048** **To consider the apologies and decide whether to approve reasons for absence.**
- 2025/049** **Declaration of Interests**
a) To receive any declarations of interest.
b) To receive, consider and decide upon any applications for dispensation
- 2025/050** **To approve the minutes of the Bishop Monkton Parish Council Ordinary Meeting held Tuesday 18th March 2025.** (Circulated under separate cover by Cllr Scales)
- 2025/051** **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.



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- 2025/052** **To receive a report from Cllr Nick Brown of North Yorkshire County Council.**
- 2025/053** **Clerk's report.** To note the clerks report.
- 2025/054** **Financial matters.**
a) To approve the payments as per the schedule attached.
b) To note the contracted ongoing payments.
c) To note the bank reconciliation.
- 2025/055** **Planning matters.**
a) To consider and make observations on the following planning applications.

b) To note planning decisions.
There are no planning decisions to note.

c) To note planning enforcements.
There are no planning enforcements to note.
- 2025/056** **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.
b) To receive an update from Cllr Oliver on the replacement of certain street signs in the village.
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.
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.
e) To receive an update from the clerk in relation to the Deed of Easement between Yorkshire Water, Kebble Homes and Bishop Monkton Parish Council.
f) For the council to receive an update on the planning application from Avant Homes.
g) For members to receive an update on the progress of the preparation of Risk Assessments for the council.
h) For members to receive an update on grant funding applicable to the councils requirements.
i) For members to receive an update on the GAP Analysis in relation to the Local Council Awards Scheme and consider further actions.
j) For members to receive an update on whether the fixed lighting has been repaired to enable the council to consider any further action to be taken in respect of other lighting that may be required. (Test Lighting)



- k) For members to receive an update on the grass cutting contract and decide further action as required.
- l) For members to receive an update on the effects of road closures within the village and the letter submitted to highways in relation to this.
- m) For members to receive an update on the request for provision of a litter bin to be located on the A61 at the top of Moor Road.
- n) To receive an update on the position relating to the Pinfold.

2025/057 New matters and correspondence.

- a) For members to receive the Internal Control check for the period to 31st December 2024.
- b) For members to receive communication received in relation to Lithium Batteries and decide any further action as required.
- c) For members to consider the possibility of making the village a 'No Cold Calling' zone.
- d) For members to consider the request from the clerk to be allowed to attend the Highways course at a cost of £18.20.
- e) For members to consider the request to allow an existing village bench to be dedicated to the memory of a resident.

2025/058 To agree items to be communicated to residents, and the methods to be employed.

2025/059 To notify the clerk of matters for inclusion on the agenda at the next meeting.

2025/060 The next Ordinary meeting of Bishop Monkton Parish Council will be held Thursday 15th May 2025 in the Methodist Room. The latest date for members to submit items for consideration on the agenda and reports on tasks is Monday 5th May 2025.

2025/061 For members to resolve to exclude the public and press under the Public Bodies (Admissions to Meetings) Act.

2025/062 For Members to consider the contracted hours required for the position of Proper Officer to the Council.

2025/063 For Members to consider the salary scale for the role of Proper Officer to the Council, as requested by the clerk in connection with her contract of employment.



The clerk reports the following for members to note:-

1. The year end has been completed and the clerk is in communication with the auditor, providing documents, as requested, in order for the audit to take place. This is scheduled to be w/c 21.04.2025.
2. Providing the audit goes to plan the audit will be brought to the May meeting of BMPC for approval and signing off. The dates for the public rights will be agreed and everything will then be sent to the external auditor, PKF Littlejohn, as the council are required to have an external audit this year due to events of the past.
3. The VAT reclaim has been submitted in the sum of £1,470.09.
4. The clerk intends to submit the previous two years VAT claims also, as having read the advice we can go back three years.
5. The clerk has purchased an external hard drive, as per item 2025/027 j at the meeting held 18.02.2025 and a back up of the council laptop has now taken place. The hard drive is securely stored.
6. The grass contract had been sent to various contractors, but no one has responded. The closing date was 7th March 2025. The clerk is following up on this and it is hoped that some replies may be received in order that this can be agreed at the April meeting of the council as this is now extremely urgent.
7. The solicitor is being somewhat lacking in his application to dealing with the instructions of the council. Other than requesting personal details as part of due diligence there has been no further communication from him. I have engaged with other parties involved in this, as they had been wanting to know what was occurring due to lack of contact from the council's solicitor. They were going to chase him from their end also. ****UPDATE**** I have spoken to the solicitors again today, 14.04.2025, and requested their complaints procedure. I explained why. I am waiting for them to call me back. Further update will be provided verbally at the BMPC meeting 15.04.2025.
8. The clerk is proceeding with having the documents certified by a professional in relation to registering the Pinfold land. A further update will be provided verbally at the BMPC meeting 15.04.2025.

C – Bank Reconciliation

Bank Reconciliation to 31.03.2025

Closing Balance as at 31.03.2025 Account ****9457		£649.10
Closing Balance as at 31.03.2025 Account ****2818		<u>£10,182.99</u>
		<u>£10,832.09</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	£16,233.14	
Expenditure	£21,179.45	
Closing Balance as at 31.10.2024.2024	<u>£10,832.09</u>	<u>£10,832.09</u>



Clerk To Bishop Monkton PC
Sue Reid
Chapel Villas
Dishforth
YO7 3LW

ITEM 2025/055 a2
Planning Services (Harrogate Area)
North Yorkshire Council
PO Box 787
Harrogate
HG1 9RW
Tel: 0300 131 2 131
Email: dmst.har@northyorks.gov.uk
Web: www.northyorks.gov.uk

Your Ref:
Our Ref: DCPARISH 6.54.271.E.TPO
ZC25/00850/TPO

Date: 17 March 2025

PARISH COUNCIL NOTIFICATION - PLEASE RETURN NOT LATER THAN 10 April 2025

APPLICATION NO: 6.54.271.E.TPO ZC25/00850/TPO
PROPOSAL: Felling of 1no. Lawsons Cypress (G2) and 3no. Leylandii (G2) within Tree Preservation Order 35/2018 (T1, T2, T3, T4 on submitted plan).
LOCATION: 1 Red House Gardens Moor Road Bishop Monkton Harrogate North Yorkshire HG3 3QF
GRID REF: E 432321 N 466328
APPLICANT: Mrs L Moss
PUBLIC ACCESS:
<https://uniformonline.harrogate.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=ST44FAHYKRP00>

Please be aware that in a small minority of cases some documents will only be available 24 hours after the issue of this letter, therefore please do not formulate your response until you have been able to access all the information.

If you require any further information or assistance about this particular application please contact me by email, sam.witham@northyorks.gov.uk.

Please indicate A, B, C or D as appropriate and input any comments below.

- A The Parish Council has no objections.
- B The Parish Council objects on the planning grounds set out below:
- C The Parish Council does not object to or support the application but wishes to make comments or seek safeguards as set out below:
- D The Parish Council supports the application.

Date of Response

There is no need to sign this consultation response

Please send your comments by email to planningconsultation.har@northyorks.gov.uk
or to North Yorkshire Council, PO Box 787, Harrogate HG1 9RW.

Do not send the views of individual Parish Councillors, either as a list of (possibly conflicting) points or as a batch of separate letters. The Parish Council must form a corporate view.

Clerk To Bishop Monkton PC
Sue Reid
Chapel Villas
Dishforth
YO7 3LW

ITEM 2025/055 a1
Planning Services (Harrogate Area)
North Yorkshire Council
PO Box 787
Harrogate
HG1 9RW
Tel: 0300 131 2 131
Email: dmst.har@northyorks.gov.uk
Web: www.northyorks.gov.uk

Your Ref:
Our Ref: DCPARISH 6.54.KIOSK
ZC25/00382/KIOSK

Date: 31 March 2025

PARISH COUNCIL NOTIFICATION - PLEASE RETURN NOT LATER THAN 24 April 2025

APPLICATION NO: 6.54.KIOSK ZC25/00382/KIOSK
PROPOSAL: BT consultation on the proposed removal of public payphone services and lock the kiosks.
LOCATION: Telephone Exchange Moor Road Bishop Monkton North Yorkshire
GRID REF: E 430954 N 466261
APPLICANT: The BT Payphones Team
PUBLIC ACCESS:
<https://uniformonline.harrogate.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SRBA8ZHY0I300>

Please be aware that in a small minority of cases some documents will only be available 24 hours after the issue of this letter, therefore please do not formulate your response until you have been able to access all the information.

If you require any further information or assistance about this particular application please contact me by email, melanie.saleem@northyorks.gov.uk.

Please indicate A, B, C or D as appropriate and input any comments below.

- A The Parish Council has no objections.
- B The Parish Council objects on the planning grounds set out below:
- C The Parish Council does not object to or support the application but wishes to make comments or seek safeguards as set out below:
- D The Parish Council supports the application.

Date of Response

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Please send your comments by email to planningconsultation.har@northyorks.gov.uk
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2025/056 (b)

Bishop Monkton Parish Council Agenda Report

Agenda item Title: To Note: Village Signage

Purpose of Report

To update the council on efforts to replace/repair street signs within the village

Key Points

- The PC decided to approach Highways with a view to replacing/repairing village signs and also to potentially repair under its own auspices those signs which Highways decline to fix where we have permission from them to do so.
- Highways have been given pictures of all signage needing some repair and Chris Blackburn (Comms Director) undertook to pass on and to report back.
- Chris has been reminded but at the time of writing, has not yet responded.

Recommendation

To note only.





2025/056 (d)

Bishop Monkton Parish Council Agenda Report

Agenda item Title: To Note: Highways Matters

Purpose of Report

To update the council on efforts to engage Highways on items such as Traffic Calming etc

Key Points

Swarco

- I undertook to talk to swarco around whether there would be extra cost to doing 'two installations' i.e. attending on different days to install the south end and then the north end when the post is available.
- They advise that an extra cost of £440+VAT would be payable in that instance.
- Other point to note is that the sole other recommended supplier has, according to Highways, ceased trading. As we've already resolved to buy the two VAS units, we should do so soonest to stay within the quote window of 90 days.

Speed management protocol

- N Yorks Police have been contacted via the Speed Management Protocol page and we are awaiting a response from them.

Moving 30MPH signs further out of the village.

- Darren Griffiths from Highways advise that it would not be supported by Highways or the police.
- The other complication there if we wished to place the VAS closer to the entrance to the village hall area would be the cost of installing a suitable post – in the order of £1500+VAT for an electrified post.

Recommendation

To note only.



National Lottery Heritage Fund

Sarah Ledjmi, Engagement Manager



Who are we?

- Engagement team offers support **before you apply**
- We work **across the North**, with offices in Leeds, Manchester and Newcastle

What do we do?

- UK's largest funder of heritage
- 10-year strategy **Heritage 2033**
- £3.6 billion investment
- Vision for heritage to be **valued, cared for and sustained**



Who do we fund?

- Not-for-profit organisations
- Private owners of a heritage asset (up to £250,000)
- Partnerships

And what do we fund?

Projects that connect people and communities to the UK's heritage.



Heritage can be anything from the past that you value and want to pass on to future generations.

Heritage 2033



Our approach



Open programmes for all types of heritage projects with the majority of decisions made at local level.



Strategic interventions to tackle issues at large and cross-territory scale.



Partnerships that combine resources and expertise to create investments with greater impact.



A focus on place, landscape and nature, heritage in need and responding to opportunities and emergencies.

Investment principles



1. Saving Heritage

2. Protecting the environment

3. Inclusion, access and participation

4. Organisational sustainability

Saving heritage

Conserving and valuing heritage for now and the future.

Why

To ensure heritage remains accessible, relevant, sustainable and valued.

How

Commit funding to protect, conserve and revitalise heritage.



Protecting the environment

Supporting nature recovery and environmental sustainability.

Why

To help the UK meet its nature recovery target and mitigate the impact of climate change.

How

Support natural heritage and environmentally sustainable projects.



Inclusion, access and participation

Support greater inclusion, diversity, access and participation in heritage.

Why?

To ensure everyone has opportunities to learn, develop new skills and explore heritage.

How?

Investing in volunteering, heritage careers, co-creating projects, leadership, governance and heritage skills.

Image credit: Big City Butterfly / Chris O'Donovan



Organisational sustainability

Strengthening heritage to be adaptive and financially resilient, contributing to communities and economies.

Why?

To develop skills and capacity leading to a sound long term future that benefits communities and economies.

How?

Providing organisations with capacity and expertise to develop their long-term organisational governance and leadership plans.



Open Funding Programme

£10,000 - £250,000

- Area or nation decision
- No deadlines to apply
- Decision within 8-weeks
- Last up to 5 years
- Payment terms 50% in advance, 30% in advance and 20% in arrears
- Optional Project Enquiry Service

£250,000 - £10 million

- Area or nation decision
- Quarterly deadlines
- Decision within 12-weeks
- 2 stage application process: development phase and delivery phase
- Development phase up to 2 years and delivery phase up to 5 years
- Development grants **over £250,000**, and all delivery grants, are made in arrears.
- Under £1m, 5% contribution, Over £1m, 10% contribution
- Mandatory Expression of Interest Form

APPLICATION



You submit your application and supporting documents through our application portal.

CHECKS



Your application is checked to make sure it is complete. You will receive a decision within 8 weeks, once this is confirmed.

CASE PAPER



Our investment team review your application and write a 'case for funding' based on our funding criteria and the evidence you provide.

MEETING



This goes to a decision meeting where your project is considered alongside other grant requests, against a limited budget.

DECISION



The outcome of your application is communicated to you by an Investment manager.



8-week assessment period

What you'll need:

- Application form
- Project plan
- Risk Register
- Budget
- Supporting documents



Resources

- project enquiry
- webinars
- understanding heritage toolkit
- application questions guidance
- receiving a grant / terms of grant
- good practice guidance
- acknowledgement toolkit
- case studies, news and blogs
- similar projects

[Our new Heritage 2033 National Lottery programme is open for grants from £10,000 to £10million](#)



[Success for heritage projects in the National Lottery Awards](#)



[Sharing radical heritage demands a radical approach](#)



[Two awards for a programme putting nature at the heart of thriving urban places](#)



[RHS Garden Wisley elevates accessibility and participation through collaborative initiatives](#)



[Visit our Habitats of Hope exhibition at the Horniman Museum](#)



[Five tips for more robust and innovative](#)



[12 towns and cities to benefit from programme to bring disused heritage buildings back to life](#)



[Nominate your #HeritageTreasures on 11 January 2024](#)



[Celebrating the music pioneer Delia Derbyshire on Doctor Who's 60th anniversary.](#)

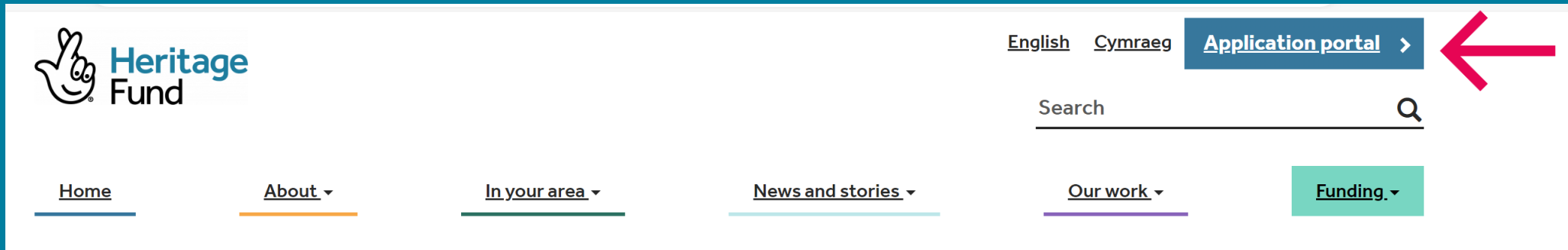


[How the heritage sector can make the](#)



[National Lottery support saving at-](#)

Application portal



The screenshot shows the top navigation bar of the Heritage Fund website. On the left is the Heritage Fund logo. To its right are language links for [English](#) and [Cymraeg](#). A dark blue button labeled [Application portal >](#) is highlighted with a red arrow pointing left. Below the language links is a search bar with the text "Search" and a magnifying glass icon. A horizontal line separates the search bar from the main navigation menu. The menu consists of several items: [Home](#) (underlined), [About](#) (with a dropdown arrow and underlined), [In your area](#) (with a dropdown arrow and underlined), [News and stories](#) (with a dropdown arrow and underlined), [Our work](#) (with a dropdown arrow and underlined), and a green button labeled [Funding](#) (with a dropdown arrow).

Use our service, Get funding for a heritage project, to:

- submit a Project Enquiry or application for a grant between £10,000 to £250,000
- submit an Expression of Interest for applications over £250,000
- manage your project

[Sign in to Get funding for a heritage project >](#)

The background is a vibrant teal color filled with a repeating pattern of speech bubbles. Each bubble is a different color, including shades of red, yellow, pink, and light grey. Inside each bubble is a dark teal question mark. The bubbles are scattered across the frame, creating a sense of movement and inquiry.

Any questions?

Thank you

For more information please get in touch
north@heritagefund.org.uk



ITEM 2025/056 f

Bishop Monkton Parish Council Agenda Report

Agenda item Title: Avant Development update

Purpose of Report : to summarise the key points from the working group meeting and to identify points to be highlighted in response to NYC

Key Points

For the purpose of this meeting I will stick to the Avant Development and Flooding/drainage although the meeting discussed the Local Plan and Highways issues.

- The proposal to combine with an existing drain is concerning as the existing Highways drain is built to serve as surface water drain for Hungate Lane. However the slope and gradient of Moor Road means a large part of the surface water from the Moor Road currently flows without any attenuation/slowing down before reaching the cross roads and the Gulleys of the Highways drains. So this is already bringing in a wider catchment area of surface water. There is hence a risk of increasing floods by allowing the attenuated surface water from the site onto the Highways drains
- Additionally, the large catchment all along Moor Road means the surface water also brings along large quantities of silt and sludge. This is already an issue highlighted within Avant's submission surveying the Highways drains. The combination of the excess silt and sludge would mean there is heavy reliance of maintenance.
- The proposals have to be supplemented by hydrological analysis of the large surface water catchment along Moor Road, together with attenuated surface water from the site. The analysis must inform of any further risks to flooding and the extent of flooding. This is crucial because the highways drain straight into the Beck.
- In the Avant submission to the Planning Authority Avant say "Further to a review of the topographical survey it can be established that only approximately half of the site (1.82ha) would contribute to surface water runoff towards the north east towards Hungate. These flows would either be collected by the existing highway gullies or flow within the highway and outfall directly via the open channels into Bishop Monkton Beck. Topographical survey evidence of this and a photograph of the existing outfall is contained within the appendices." This concludes that **only half of the current surface water/Greenfield run off the site is to Hungate lane**. The rest is likely to be Knaresborough road or Meadowcroft but crucially not Hungate so irrespective of attenuation more water will be delivered down Hungate into the Beck at the pinch point than happens currently.

Recommendation

We write back to NYC, based on the above copying to the Planning Authority so that all documents are public. We should also copy our NYC Cllr and MP. This gives us 3 points of leverage, two Technical one Political.

- 1. The inadequacy of the existing Hungate drain due to silt and excess run-off from Moor Road**
- 2. The diversion of half the greenfield surface water down Hungate when it currently does not go down there.**
- 3. NYC ignoring the “pinch point” argument failing to support the village and favouring the Developer in refusing to actively pursue an option to improve the lives of the villagers.**



ITEM 2025/056 g

Bishop Monkton Parish Council Agenda Report

Agenda item Title: 2025/041 g) Progress of Risk Assessment Report.

Purpose of Report

To provide a draft Risk Assessment Report (attached) for consideration, amendment as required and approval.

Key Points

Three action points have been identified:

- Review new banking arrangements in three months
- Review and update the Asset Register
- Identify trees on Parish Council controlled land and arrange an inspection

Recommendation

Adopt draft Risk Assessment report.



ITEM 2025/056 n

Bishop Monkton Parish Council Agenda Report

Agenda item Title: Pinfold update

Purpose of Report:

To provide an update on the request from the owner of Burngarth regarding the transfer of ownership of the Pinfold.

Key Points

1. Pinfold has existed since the Middle Ages but was significantly larger and mostly in the grounds of what is now Dransfield House.
2. Sometime in the mid 20th Century the owner of Dransfield House acquired the large proportion of the Pinfold which left a small parcel totally enclosed within Burngarth for which we charge a rent of £70 per annum.
3. A search for deeds/ownership documents has failed.
4. Land Registry does not acknowledge Bishop Monkton PC as owner

Recommendation

1. Steps to be taken as recommended by Solicitor
 - a. Establish ownership via “lost documents” route with Land Registry (form completed ready to go)
 - b. Once established ask Burngarth’s Solicitor to draw up transfer of ownership documents
 - c. Approve signing of document



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.

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.