



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 a Meeting of Bishop Monkton Parish Council to be held Tuesday 17<sup>th</sup> June 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)*

- 2025/087**      **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. In addition, the council may record audio from the meeting to aid the accuracy of the minutes. When meeting minutes are formally accepted as a true record of events by the council, the audio recording will be deleted.*
- 2025/088**      **To receive any apologies.**
- 2025/089**      **To consider the apologies and decide whether to approve reasons for absence.**
- 2025/090**      **Declaration of Interests**  
a)      To receive any declarations of interest.  
b)      To receive, consider and decide upon any applications for dispensation
- 2025/091**      **To approve the minutes of the Annual Meeting of Bishop Monkton Parish Council held Thursday 15<sup>th</sup> May 2025.**
- 2025/092**      **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*



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*direct that a written or oral response may be given.*

- 2025/093 To receive a report from Cllr Nick Brown of North Yorkshire County Council.**
- 2025/094 Clerk's report.** To note the clerks report.
- 2025/095 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.
- 2025/096 Planning matters.**
- a) To consider and make observations on the following planning applications.
    - APPLICATION NO: 6.54.270.E.FUL HGTZC25/01179/FUL  
PROPOSAL: Permission to change the temporary manager's accommodation and 2no. holiday lets to form permanent residential units.  
LOCATION: Mill View Cottage Boroughbridge Road Bishop Monkton Harrogate North Yorkshire HG3 3QN  
GRID REF: E 433761 N 466730  
APPLICANT: Miss Jane Fowler
  - b) To note planning decisions.
    - TPO NO. 37/2025 (HAR)  
1 RAMBLER COTTAGES, MAIN STREET, BISHOP MONKTON, HG3 3QP
  - c) To note planning enforcements.  
There are no planning enforcements to note.
- 2025/097 Ongoing matters.**
- a) To receive an update from Cllr Sargeson in relation to proposals for replacement equipment for the play area located at the playing fields.
  - b) 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.
  - c) To receive an update from Cllr Oliver on highways matters, including traffic calming on Knaresborough Road and Moor Road, and consider any action required.
  - d) For councillors to consider the draft Deed of Easement between Yorkshire Water, Kebble Homes and Bishop Monkton Parish Council. (circulated under separate cover) and consider approval and signature of same.
  - e) For the council to receive an update on the planning application from Avant Homes.



- f) For members to receive an update on grant funding applicable to the councils requirements.
- g) For members to receive an update on the GAP Analysis in relation to the Local Council Awards Scheme and consider further actions.
- h) 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)
- i) 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.
- j) To receive an update on the position relating to the Pinfold.
- k) For members to receive an update on the damage to the welcome sign on Moor Road and decide any action moving forwards.

**2025/098**

**New matters and correspondence.**

- a) For members to receive the Internal Control check for the period to 1<sup>st</sup> January 2025 to 31<sup>st</sup> March 2025.
- b) For members to note the Annual Internal Audit Report for the fiscal year 2024/2025 included at page 3 of the Annual Governance and Accountability Return 2024/2025.
- c) For members to approve Section 1 of the Annual Governance and Accountability Statement 2024/2025 for Bishop Monkton Parish Council on page 4 of the AGAR.
- d) For members to approve Section 2 of the Annual Governance and Accountability Report 2024/2025 for Bishop Monkton Parish Council on page 5 of the AGAR.
- e) For members to approve the publication of documents required by Account and Audit Regulations 2015, The Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities.
- f) For members to consider the proposal to move to digital access of the agenda for residents during council meetings. (See attached 2025/085)
- g) For members to consider Adoption of Protocol for handling Pre-Application Planning Proposals Policy.
- h) For members to consider the purchase and instalment of hand pumps on the beck area.
- i) For members to consider communication received from resident in relation to the lack of free school buses and action to take.
- j) For members to consider whether the item for public participation should be removed from the agenda.
- k) For members to consider amending the Council's Recording Policy to include the following **"In addition, the council may record audio from the meeting to aid the accuracy of the minutes. When meeting minutes are formally accepted as a true record of events by the council, the audio recording will be deleted"**.
- l) For members to consider providing residents the option to have an agenda emailed to them.
- m) For members to consider amending policy wording to say "A charge of 10p per A4 sheet" instead of 'copy'.



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- 2025/099**      **To agree items to be communicated to residents, and the methods to be employed.**
- 2025/100**      **To notify the clerk of matters for inclusion on the agenda at the next meeting.**
- 2025/101**      **The next Ordinary meeting of Bishop Monkton Parish Council will be held Tuesday 15<sup>th</sup> July 2025 in the Methodist Room. The latest date for members to submit items for consideration on the agenda and reports on tasks is Monday 7<sup>th</sup> July 2025.**



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The clerk reports the following for members to note:-

1. The new accounts package is set up, with all paperwork entered to date. The provider is making an amendment to one account due to an error made by the clerk when creating the relevant accounts and balances. Once this is done the clerk will provide a reconciliation and budget comparison to 31<sup>st</sup> May 2025 and circulate.

The package allows for councillors to have viewing access. Cllr Oliver has this facility being the one who set the system up with me, and the clerk is to provide Cllr Scales with this facility in order that he can cast an experienced eye over and give feedback.

2. The account closure forms for the HSBC bank have been signed by two authorised signatories and are to be returned. It is hoped this account will be closed within then next month.
3. There has been no response in relation to the planning application from Avant Homes.
4. The Deed of Easement has been received from the Solicitor. It is important for members to note the following: -  
*The Deed of Easement is not a 'standard document' in the sense that it contains rights and obligations that are specific to the site.*

*It is therefore important that the PC read and understand the rights that they are granting and both parties obligations:*

- *The rights that are being granted to Kebbell are set out in Schedule 1 – The Grantee Rights.*
- *Kebbell's obligations are in Schedule 2 – The Undertaker Rights*
- *Kebbell must comply with the covenants in Schedule 3 – Grantee's Covenants*
- *The PC must comply with the covenants in Schedule 4 – Grantors Covenants*

*As far as the signature page is concerned, this would normally be signed by the Chairman and the Clerk – so they are the 'authorised officers'.*

This is advice from the council's solicitor following questions asked by the clerk.

5. The clerk has completed the required links/information on the GAP Analysis in relation to the Local Council Awards Scheme. This highlighted that there are three things for the clerk to do:
  - Upload the new insurance policy to the website.
  - Prepare a Health and Safety Policy for the council to adopt.
  - Publish the minutes of the Annual Parish Meeting and upload to the website as part of communicating with the public.
6. The clerk has received communication in relation to the Pinfold. The Solicitor has submitted the request to the Land Registry to have the area known as the Pinfold registered in the Councils name. The Land Registry have come back and requested that the council provide evidence that they have been receiving payment for the use of the land.
7. The clerk is attempting to make an appointment to meet with the representatives of Harrogate Council to request an extra two waste bins, one on the A61 and the other on Mains Lane.



**Item 2025/095**  
**Financial Matters**

## A – Financial Matters for Approval

[illegible]

B – To note the ongoing Contracted Payments

[illegible]





Sue Reid

Clerk To Bishop Monkton PC  
Chapel Villas  
Dishforth  
YO7 3LW

Planning Services (Harrogate Area)  
North Yorkshire Council  
PO Box 787  
Harrogate  
HG1 9RW  
Tel: 0300 131 2 131  
Email: [dmst.har@northyorks.gov.uk](mailto:dmst.har@northyorks.gov.uk)  
Web: [www.northyorks.gov.uk](http://www.northyorks.gov.uk)

**Your Ref:**

**Our Ref:** DCPARISH 6.54.270.E.FUL  
HGTZC25/01179/FUL

**Date:** 13 May 2025

**PARISH COUNCIL NOTIFICATION - PLEASE RETURN NOT LATER THAN 6 June 2025**

APPLICATION NO: 6.54.270.E.FUL HGTZC25/01179/FUL  
PROPOSAL: Permission to change the temporary manager's accommodation and 2no. holiday lets to form permanent residential units.  
LOCATION: Mill View Cottage Boroughbridge Road Bishop Monkton Harrogate North Yorkshire HG3 3QN  
GRID REF: E 433761 N 466730  
APPLICANT: Miss Jane Fowler  
PUBLIC ACCESS: [view file](#)

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, [amy.benfold@northyorks.gov.uk](mailto:amy.benfold@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](mailto: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.
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# Annual Internal Audit Report 2024/25

## BISHOP MONKTON PARISH COUNCIL

<https://bishopmonkton-pc.gov.uk/> ONLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.		✓	
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.		✓	
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.		✓	
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.		✓	
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.		✓	
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>		✓	
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .		✓	
N. The authority has complied with the publication requirements for 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .		✓	
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

26/04/2025 23/05/2025 04/06/2025

Name of person who carried out the internal audit

Account-ant (Yorkshire) Limited

Signature of person who carried out the internal audit

 REQUIRED

Date

05/06/2025

**\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

**\*\*Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



# Annual Governance and Accountability Return 2024/25 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
  - **Sections 1 and 2** **must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2025
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2024/25

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at <b>31 March 2025</b> been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

**\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2024/25

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

**During** the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
<b>A.</b> Appropriate accounting records have been properly kept throughout the financial year.			
<b>B.</b> This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
<b>C.</b> This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
<b>D.</b> The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
<b>E.</b> Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
<b>F.</b> Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
<b>G.</b> Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
<b>H.</b> Asset and investments registers were complete and accurate and properly maintained.			
<b>I.</b> Periodic bank account reconciliations were properly carried out during the year.			
<b>J.</b> Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
<b>K.</b> If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>			
<b>L.</b> The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			
<b>M.</b> In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .			
<b>N.</b> The authority has complied with the publication requirements for 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			

<b>O. (For local councils only)</b>	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

**\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

**\*\*Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS



## Section 2 – Accounting Statements 2024/25 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
<b>1.</b> Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
<b>2.</b> (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
<b>3.</b> (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
<b>4.</b> (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
<b>5.</b> (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
<b>6.</b> (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
<b>7.</b> (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
<b>8.</b> Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
<b>9.</b> Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
<b>10.</b> Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
<b>11a.</b> Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
<b>11b.</b> Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED



## Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

ENTER NAME OF AUTHORITY

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2024/25

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2024/25

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

# CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

**This form is only for use by smaller authorities subject to a review and should not be published on your website**

Please submit this form to PKF Littlejohn LLP with the AGAR Form 3 and other requested documentation

Name of smaller authority: **BISHOP MONKTON PARISH COUNCIL**

County Area (local councils and parish meetings only): **NORTH YORKSHIRE**

**On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:**

Commencing on      Monday 23rd June 2025

and ending on        Monday 4<sup>th</sup> August 2025

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2025 (i.e. Tuesday 1 July – Monday 14 July). The period should not commence before the approval of the AGAR.

We have suggested the following dates: Tuesday 3 June – Monday 14 July 2025 The latest possible dates that comply with the statutory requirements are Tuesday 1 July – Monday 11 August 2025.)

**Signed:** \_\_\_\_\_

**Role:** \_\_\_\_\_



Item 2025 098 f

## Bishop Monkton Parish Council Agenda Report

**Agenda item Title: For Action -** Using 'tech' to reduce admin costs.

### **Purpose of Report**

To outline options to save costs associated with providing agenda packs for public use during Parish Council meeting.

### **Key Points and options**

- Prior to providing paper agenda packs on the day of the meeting, the council was accused of 'discrimination' against those without home computers.
- Agenda packs are by their nature large documents – some packs have been around 40 pages.
- Our ink subscription costs at current prices are running at £13.49 pm (£162 pa) for up to 300 pages and could be reduced to around £6.49 pm (£78 pa) for a 100 page limit and in addition to that there are paper costs.
- Removing the agenda pack printing will significantly reduce our ink and paper costs as well being a better for the environment.

There are various options:

- **Do nothing** and maintain the current way of working.
  - Pros:
    - Easy to do
    - Allows people to move through the agenda packs at their own pace.
  - Cons:
    - Sustainability issues
    - Ongoing costs exceed other options over time.
- **Use the existing screen** within the church hall to project the agenda within the room.
  - Pros;
    - Cheap – we don't own or pay for the screen



- 
- Easy to do – simple connection via HDMI
  - Cons:
    - People can only see what is projected on the screen and not move back and forth between the agenda and agenda reports at their own pace.
    - Works as long as the meeting is maintained in our normal spaces.
  - **Procure inexpensive tablets**
    - Pros:
      - Cheaper over time than continued printing – currently an Android tablet can be purchased for around £60-70.
      - Autonomy for users
      - Dual use – can also be used by councillors if necessary.
    - Cons:
      - Costs more than using existing church owned screen (but less over time than ‘do nothing’).
      - Will require device management and security.

### **Recommendation**

Councillors to consider options with the aim of reducing council expenditure.



Item 2025/098 g

## Bishop Monkton Parish Council Agenda Report

**Agenda item Title:** Adoption of Protocol for handling Pre-Application Planning Proposals

**Purpose of Report:** Advice from NALC is that pre-application planning proposals should be handle in line with a published protocol. Below is the proposed protocol as recommended by NALC

**Key Points:** Be transparent  
Utilise Public meetings wherever possible

**Recommendation:** Adoption of Protocol

**Protocol:**

### Protocol - Pre-Application Planning Proposals

#### Introduction

Bishop Monkton Parish Council recognises that in the development stage of the North Yorkshire Local Plan parcels of land may be identified in Bishop Monkton following the “call for sites” and any such pre- Application procedure carried out by North Yorkshire Council.

As a consequence, Developers may wish to engage with the Parish Council at the pre-Application stage to gain insight into any Parish Council concerns regarding potential developments.

This protocol has been developed to help the Parish Council, Residents of Bishop Monkton and potential Developers to fully understand the way such engagement will be handled.



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## Protocol

1. The developer should provide information about the proposed development which is relevant to the parish council/ its area in writing.
2. If the developer considers the information provided to a parish council is sensitive, this will not require the council to treat it as confidential.
3. Information held by a parish council is subject to disclosure under the Freedom of Information Act 2000. From the outset the developer must identify information which the parish council cannot share or make public and give reasons for this. Confidentiality of communications about the development will rarely be justified even if the developer's interest is sensitive.
4. Communications (including informal and formal meetings) between the developer with the parish council (or individual councillors and staff) about a pre-planning application development will not bind the council to making a particular decision and that any views expressed are provisional. By the very nature of such meetings not all relevant information may be at hand, nor will formal consultations with interested parties have taken place.
5. Informal meetings and telephone conversations between a developer and individual councillors or staff will be documented in writing and are subject to disclosure under the Freedom of Information Act 2000. Council staff will make the arrangements for any meetings with councillors, attend and write a follow-up letter. If there is a legitimate reason for confidentiality regarding the proposal, the council will keep a written record of the confidential and non-confidential issues.
6. The meetings of a parish council and its committees are open to the public and the minutes of such meetings are available to all via the council's publication scheme. The parish council may invite developers to attend either a parish council or committee meeting at which the public are present or discuss their proposal because this will allow the developer's communications with the council to be transparent. The developer may not speak at it unless he is invited to address the meeting, or he has an opportunity to do so during the public participation session. If the developer does not wish to discuss the proposed development when the public are present, the meeting would need to ascertain why the developer considers that he needs to communicate with the council/committee in closed session. A proposed development may be regarded by the developer as either confidential or 'sensitive' and in his view it may be unsuitable for discussion at a meeting when the public is present, but it is the



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councillors at the council or committee meeting who will decide if there are grounds to exclude the public from the meeting when the proposed development is being considered. A parish council or committee meeting may exclude the public if publicity for agenda item(s) would prejudice the public interest due to its confidentiality or for other special reasons. (s.1(2) Public Bodies (Admissions to Meetings) Act 1960).

7. The parish council may invite developers to attend an assembly of the parish meeting, which is open to the wider public, to present or discuss their proposals.
8. It is an offence under s. 1 Bribery Act 2010 for a developer or his agent to promise or give a financial or other advantage to a parish council with the expectation of an improper consideration of a planning application. If the developer or his agent is an incorporated body, the parish council may request sight of their anti-bribery policy.



Item 2025/098 h

## Bishop Monkton Parish Council Agenda Report

**Agenda item Title: Hand Pumps on Beck**

**Purpose of Report: A resident asked if we would consider the purchase and placement of decorative but functional hand pumps at a couple of sites on the Beck to facilitate drawing of water, cleaning boots etc.**

- **Key Points: Traditional style but modern working pumps are available**
  - **Could enhance the Beck**
  - **Cost anywhere from £80-£800**
  - **Siting will be key (messy wet etc)**
  - **Legally it can be done but better to get the approval/acquiescence of the Environment Agency**

**Recommendation**  
**Open discussion**



Are the council aware that now the children of Bishop Monkton who have passed the entrance test to RGS are no longer eligible for free bus transport to school? NYCC are saying the closest school to BM is Outwood academy. Clearly this is absolutely crazy as the two schools are literally opposite each other and served by the same bus. Please can the Parish Council help us. This is a crazy situation and will impact anyone who moves to our village. If you live in a village north of Ripon you can still get free transport as apparently then RGS is closer than Outwood. It's absolutely crazy.



Item 2025 098 l

## Bishop Monkton Parish Council Agenda Report

**Agenda item Title: For action:** Agenda/documents email service.

### **Purpose of Report**

To determine whether the council are prepared to offer an email service to residents for agendas, minutes and other documents etc.

### **Key Points**

- Currently, for agenda items and minutes, we rely on residents to visit our website regularly to view them when available or for Bishop Monkton Today to signpost them.
- As part of our outreach approaches and to also demonstrate our commitment to 'customer service' for residents, we could, along with 'parish surgeries' invite residents to sign up for notifications for when agendas, highlights and minutes are posted to the website.
- Depending on council appetite, this could go further to include notifications of any additions to the website such as newsletters, roadwork notifications etc.
- The data collected would be limited to the name and email address of the resident requesting the service, however, this is Personally Identifiable Information (PII) under UK GDPR and that data would need to be protected in line with those regulations. This should be reasonably easy to achieve.

### **Recommendation**

That the council, subject to legal check (YLCA etc) of our handling and public wording of such handling, consider adopting an 'opt in' process to advise residents that documents/items are available on our website to review.



Item 2025 098 m

## Bishop Monkton Parish Council Agenda Report

**Agenda item Title: For Action:** Publication Scheme price clarification.

### **Purpose of Report**

To ensure there is no ambiguity around the cost per page of council documents requested by residents.

### **Key Points**

- We currently have a **Publication Scheme (policy)** that outlines the charges the council will levy for the provision of individual documents.
- For example, Under **Class 4 – How we make decisions (Decision making processes and records of decisions)**, which includes agenda and minutes etc, for electronic copies, we say that provision is free per copy, however, for hard copies we have stipulated that they are charged at £0.10 per A4 copy. Whilst the wording is consistent with the electronic copy version, it clearly did not mean to reflect £0.10 per entire document copy.
- This agenda item seeks to clarify that the cost of hard copies (photocopies or prints from digital media), is in fact £0.10 per A4 sheet not £0.10 for the entire document.

### **Recommendation**

Councillors to consider changing the Publication Scheme to remove ambiguity across the entirety of the document where 'copy' is used in place of 'sheet' and for transparency, to modify the review date of the document to the date of this meeting when the document is republished on-line.