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Bishop Monkton Parish Council Minutes

MINUTES OF THE MEETING OF BISHOP MONKTON PARISH COUNCIL HELD TUESDAY 17TH JUNE 2025 IN THE METHODIST ROOM.

Commenced: 19.03 hours

Concluded: 21.04 hours

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

Also Present: S Reid (Clerk) and 2 members of the public.

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.

The Chairman opened the meeting and welcomed everyone.

2025/088

To receive any apologies.

Apologies were received from Cllrs Goodier and Scales.

2025/089

To consider the apologies and decide whether to approve reasons for absence.

RESOLVED That the apologies from both Cllrs Goodier and Scales are accepted.

2025/090

Declaration of Interests

a) To receive any declarations of interest.
No declarations of interest were received.

b) To receive, consider and decide upon any applications for dispensation
No applications for dispensation were received.

Signed _____

Dated _____



- 2025/091 To approve the minutes of the Annual Meeting of Bishop Monkton Parish Council held Thursday 15th May 2025.**
RESOLVED That the minutes of the parish council meeting held Thursday 15th May 2025 be accepted as a true record of proceedings.
- 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 direct that a written or oral response may be given.
- MOP wanted to know when the PC were going to hold a public meeting in response to the NYC call for sites.
 - It was asked what benefit it would be to the PC if the conditions were to be removed from application HGTZC25/01179/FUL.
 - Item 83G – sign on Moor Road. What is the damage to the sign? Cllr Oliver advised that the picture of the village on the sign had been scored and the picture has subsequently been removed.
- 2025/093 To receive a report from Cllr Nick Brown of North Yorkshire County Council.**
Cllr Brown was not present at the meeting and had not supplied a report.
- 2025/094 Clerk's report.** To note the clerks report.
The clerks report was noted.
- 2025/095 Financial matters.**
- a) To approve the payments as per the schedule attached.
RESOLVED That the payments be approved as a true record of transactions.
 - b) To note the contracted ongoing payments.
The contractual payments were noted.
 - c) To note the bank reconciliation.
The clerk advised that there is no bank reconciliation. Once the new accounts package is fully functional an up to date reconciliation will be provided.
- 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

Signed _____

Dated _____



RESOLVED Clerk to request an extension to the date of return.

- b) To note planning decisions.
- TPO NO. 37/2025 (HAR)
1 RAMBLER COTTAGES, MAIN STREET, BISHOP MONKTON, HG3 3QP
The planning decision was noted.

- 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. Further details have been received in respect of an application to the National Lottery. The PC appear to be meeting quite a lot of the required criteria in for an application for upto £20K
This is still ongoing.
- 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.
Cllr Culshaw reported that there are no updates at the moment.
- 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.
Hungate and Moor Lane have been re-lined. New signs are to be erected. School still being reviewed.
- 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.

RESOLVED To be deferred.

- e) For the council to receive an update on the planning application from Avant Homes.
It was noted there is no update on this.
- f) For members to receive an update on grant funding applicable to the councils requirements.
Cllr Sargeson and Scales are to meet and discuss what information they have gathered.
RESOLVED to defer.

- g) For members to receive an update on the GAP Analysis in relation to the Local Council Awards Scheme and consider further actions.

Signed _____

Dated _____



It was noted, as per the clerks report, that the clerk has completed the links required and identified three areas where work needs to be carried.

RESOLVED The clerk to carry out the work required.

- 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).

It was noted that planning permission has been received to cut the offending tree down which is causing issues with the light in question.

RESOLVED Once the tree has been cut Cllr Culshaw will notify the local council to come and fix the light.

- 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.

RESOLVED The clerk is arranging to meet with a representative from Harrogate Council to look into the possibility of further bins.

- j) To receive an update on the position relating to the Pinfold.
The Land Registry have requested that the PC provide proof that they have been receiving rent for the land.

RESOLVED The clerk to send this to Eccles Heddon, legal representatives for the owners of Burngarth.

- k) For members to receive an update on the damage to the welcome sign on Moor Road and decide any action moving forwards.

The damaged sign has been removed. A resident has tidied the area and planted around the sign.

RESOLVED That Cllr Sargeson will be responsible for the sign on Knaresborough Road. Cllr Hogg the sign by Harvest View, Cllr Oliver the sign on Boroughbridge Road.

2025/098 New matters and correspondence.

- a) For members to receive the Internal Control check for the period to 1st January 2025 to 31st March 2025.

RESOLVED To defer this item.

- 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.

RESOLVED That the Annual Internal Audit Report for 2024/2025 included at page 3 of the Annual Governance Statement was noted.

- 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.

RESOLVED That Bishop Monkton Parish Council approve Section 1 on page 4 of the Annual Governance Statement 2024/2025.

Signed _____

Dated _____



- 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.
RESOLVED That Bishop Monkton Parish Council approve Section 2 on page 5 of the Annual Governance Statement 2024/2025.
- 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.
RESOLVED In accordance with the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities, Bishop Monkton Parish Council will publish the following documents on a public website: -
- Annual Internal Report 2024/2025
 - Section 1 of the Annual Governance Statement 2024/2025
 - Section 2, the Accounting Statement 2024/2025
 - Analysis of variances
 - Bank Reconciliation to 31st March 2025
 - Notice of the period for the exercise of public rights
 - Other information as required by Regulation 15(2) of the Account and Audit Regulations 2015.
- f) For members to consider the proposal to move to digital access of the agenda for residents during council meetings. (See attached 2025/085)
RESOLVED That the council purchase 2 x basic tablets for public use instead of printing paper copies of the agenda.
- g) For members to consider Adoption of Protocol for handling Pre-Application Planning Proposals Policy.
RESOLVED To adopt the policy.
- h) For members to consider the purchase and instalment of hand pumps on the beck area.
RESOLVED Cllr Culshaw to investigate costs and bring back to table.
- i) For members to consider communication received from resident in relation to the lack of free school buses and action to take.
RESOLVED That the clerk write to NYC re the matter.
- j) For members to consider whether the item for public participation should be removed from the agenda.
RESOLVED To leave public participation in the agenda in the same location it is currently.
- 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".

Signed _____

Dated _____



RESOLVED To amend the policy to include this phrase.

- l) For members to consider providing residents the option to have an agenda emailed to them.

RESOLVED To undertake this, not limited to agenda's, but can also include minutes and other matters.

- m) For members to consider amending the Publication Scheme Policy wording to say "A charge of 10p per A4 sheet" instead of 'copy'.

RESOLVED To amend the wording as detailed.

2025/099 To agree items to be communicated to residents, and the methods to be employed.

- Childrens play area and funding
- Highways successes.
- Welcome signs
- School Bus
- Electronic Devices
- Email Services
- Parish Pumps

2025/100 To notify the clerk of matters for inclusion on the agenda at the next meeting.

- **Budget for planting and maintaining the areas around the village signs.**

2025/101 The next Ordinary meeting of Bishop Monkton Parish Council will be held Tuesday 15th 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 7th July 2025.

Signed_____

Dated_____