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## Bishop Monkton Parish Council Agenda

### To all Councillors:

**Members are summoned to attend a Meeting of Bishop Monkton Parish Council to be held Tuesday 16<sup>th</sup> December 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)*

- 2025/162 For Councillors to nominate a member to chair the meeting in the absence of Cllr Culshaw.**
- 2025/163 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.*
- 2025/164 To receive any apologies.**
- 2025/165 To consider the apologies and decide whether to approve reasons for absence.**
- 2025/166 Declaration of Interests**  
a) To receive any declarations of interest.  
b) To receive, consider and decide upon any applications for dispensation
- 2025/167 To approve the minutes of the Meeting of Bishop Monkton Parish Council held Tuesday 21<sup>st</sup> October 2025 and Tuesday 18<sup>th</sup> November 2025.**
- 2025/168 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*



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*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.*

**2025/169 To receive a report from Cllr Nick Brown of North Yorkshire County Council.**

**2025/170 Clerk's report.** To note the clerks report.

**2025/171 Financial matters. (Documents Attached)**  
a) To approve the payments as per the schedule attached.  
b) To note the contracted ongoing payments.  
c) To note the bank reconciliation.

**2025/172 Planning matters.**  
a) **To consider and make observations on the following planning applications.**

- APPLICATION NO: 25/04183/FUL  
PROPOSAL: Erection of new single storey rear/side extension.  
LOCATION: Belmont House St Johns Road Bishop Monkton  
North Yorkshire HG3 3QU  
GRID REF: E 432856 N 466031  
APPLICANT: Mr & Mrs Emmerson  
PUBLIC ACCESS: view file

b) **To note planning decisions.**

- THE TOWN AND COUNTRY PLANNING ACT 1990 THE NORTH YORKSHIRE COUNCIL TREE PRESERVATION ORDER TPO No. 37/2025 (HAR) –  
1 RAMBLER COTTAGES, MAIN STREET, BISHOP MONKTON, HARROGATE, NORTH YORKSHIRE, HG3 3QP  
NOTICE OF CONFIRMATION NOTICE IS HEREBY GIVEN that  
The North Yorkshire Council in pursuance of its powers as  
Local Planning Authority under the Town and Country Planning Act 1990 as amended has on 01.12.2025 confirmed without modification the above Tree Preservation Order made by the said Council on 02.06.2025 Dated: 01.12.2025  
Signed on behalf of The North Yorkshire Council

c) **To note planning enforcements.**

- PLANNING ENFORCEMENT CASE NO: 25/00366/PR15  
LOCATION: Milner Hill Farm Mains Lane Bishop Monkton North Yorkshire HG3 3QJ  
ALLEGED BREACH: Alleged siting of static caravan.



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- 2025/173      Ongoing matters.**
- a) For members to receive an update from Cllr Hogg on the position in relation to proposals for replacement equipment for the play area located at the playing fields.
  - b) For members to receive an update in relation to the development of a Neighbourhood Plan and decide actions moving forwards. (Documents Attached)
  - c) For members to receive an update on the request to NYC to provide a 'one off' road sweeping service in the village.
  - d) For members to receive an update on the Crown raising of trees along the beck and agree any actions required.
  - e) For members to consider the draft budget for 2026/2027.
- 2025/174      New matters and correspondence.**
- a) For members to approve the install, by North Yorkshire Council, of a post at the South End of the village to support the 2<sup>nd</sup> VAS unit. (Document Attached)
  - b) For members to note that the monthly account fee at Unity Trust bank is increasing from £6 per month to £7 from January 2026.
  - c) For members to ratify the purchase of a Christmas tree for the village.
  - d) For members to consider communication received in relation to HGV's passing through the village. (Document Attached).
  - e) For members to approve Cllr Holder to be an authorised signatory on the Unitary Trust Bank Account, including on line access and payment approval.
  - f) For members to note the RoSPA report for 2025 in relation to the play area located at the Village Hall and decide any actions as may be required. (This has been sent under separate cover)
  - g) For members to note communication received from a member of the public. (Document Attached)
- 2025/175      To agree items to be communicated to residents, and the methods to be employed.**
- 2025/176      To notify the clerk of matters for inclusion on the agenda at the next meeting.**
- 2025/177      The next Ordinary meeting of Bishop Monkton Parish Council will be held Tuesday 20<sup>th</sup> January 2026 in the Methodist Room. The latest date for members to submit items for consideration on the agenda and reports on tasks is Monday 12<sup>th</sup> January 2026.**



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The clerk reports the following for members to note:-

1. The clerk received some questions from the external auditor, PKF Littlejohn, to which she responded. Communication has now been received as follow:  
*Many thanks for providing responses to my queries.  
We are now able to finalise the AGAR for submission.  
This email is to inform you that I will be raising the following 'except for' matters (qualifications) on your AGAR Form 3, subject to sign off by an engagement lead.  
The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR.*
  - *Information received from the smaller authority indicates that assets purchased during the year have not been included in Section 2, Box 9.*
  - *Section 2, Box 4 incorrectly includes items which are not staff costs as defined in the Joint Panel on Accountability and Governance Practitioners' Guide. Please note that Box 4 should comprise payments made in relation to the employment of staff including only gross salary, employers' national insurance contributions, employers' pension contributions, gratuities for employees or former employees and severance or terminations payments to employees. Employment expenses which are benefits (mileage, travel, etc.), items of reimbursement of expenses for postage, stationery or other outlays made on behalf of the smaller authority, payroll processing costs and contractor/locum clerk costs in respect of individuals who are self-employed, are not staff costs for the purpose of completion of the AGAR in accordance with proper practice. The figures in Section 2, Boxes 4 and 6 should read £8,991 and £12,188 (respectively).*  
*The clerk believes there may be an error on the part of the external auditor in this assertion and is going to go back through the figures to check them. Should it be proved that there is an error, then the clerk will investigate how to appeal the auditors comments/decisions.*
2. Kebbell have agreed to pay the Fields in Trust invoice in the sum of £900 + VAT. The council's solicitor has received the funds and made the payment to Fields in Trust. Work is now progressing on completion of the Deed of Easement.
3. A final invoice has been received from the grass contractor. Costs for this financial year are £1995.00. It is important to note that the contract didn't commence until May this year, and therefore there will be extra cuts to factor in next year as the contract usually commences March time. The clerk would advise allowing an extra £500 for these cuts. The contractor has agreed that he is willing to continue the contract for the year 2026/2027 and his costs will not be increasing by much. Exactly how much he didn't confirm, however, the clerk is writing to confirm the conversation and will request that he gives some indication of the likely increase.
4. The invoice has been received from SWARCO for the VAS units. This has yet to be checked to ensure accuracy and is not included in the payment schedule for this

meeting, 16.12.2025, due to only being received 15.12.2025 and is too late to include in the agenda and finance for the meeting.

It had been agreed that the cost of installation for the 2<sup>nd</sup> unit would be removed from the total invoice, however there is a charge from NYC to factor in for installation and electrifying the 2<sup>nd</sup> post. This is believed to be £500, although the legal paperwork has not yet been received from NYC.

5. NYC have confirmed that payment of commuted sums will be made to BMPC in relation to the history board.
6. Following the outcome of the planning committee meeting, and the decision in relation to the Avant application for the site on Moor Road, a letter was written to the monitoring officer highlighting numerous items that it is felt were correct in the decision process. This was sent by Rupert Scales as a private individual. The clerk has taken this letter and written to the head of legal and the head of planning at NYC, supporting the letter and asking for them to investigate and respond to the council with their findings.  
It must be noted that Councillor Nick Brown was very supportive of the application being refused and provided very good argument on behalf of the village. Thank you to Cllr Brown for his understanding of the issues the village face and his support in this matter.
7. The Christmas tree has been purchased, and both the tree and beck area have been decorated for the festive season. The clerk has also sourced an alternative supplier who is going to somewhat cheaper than the current one. A decision has to be made by October if this supplier is to be utilised.



Show reconciled transactions (Bishop Monkton Parish Council 2025-2026) - registered on 01/04/2025

## Bishop Monkton Parish Council

Details of bank reconciliation dated 30/11/2025 for Unity Current Account

Date	Type	Reference	Supplier / customer	Description	Amount
<b>Opening statement balance</b>					<b>6116.26</b>
<b>Reconciled transactions</b>					
03/11/2025	Payment	P059	Sue Reid	October Salary	-622.94
10/11/2025	Receipt	R004	Eccles Heddon Solicitors	Legal Fees re transfer of The Pi	290.00
19/11/2025	Payment	P048	Cllr P Goodier	Printing Costs for Neighbourhood	-34.00
19/11/2025	Payment	P049	Parish on Line	Annual Fee for Website, and IT M	-378.00
19/11/2025	Payment	P050	YLCA	Training Cllr Oliver - Cyber Sec	-10.00
19/11/2025	Payment	P051	Sue Reid	October Expenses	-48.49
19/11/2025	Payment	P052	NEST Pension	Pension Contribution	-7.51
24/11/2025	Payment	P053	NEST Pension	Pension Contribution	-7.51
30/11/2025	Payment	P047	Unity Trust Bank	October Bank Charges	-6.00
<b>Reconciled Balance</b>					<b>5291.81</b>



Show reconciled transactions (Bishop Monkton Parish Council 2025-2026) - registered on 01/04/2025

## Bishop Monkton Parish Council

Details of bank reconciliation dated 30/11/2025 for Unity Deposit Account

Date	Type	Reference	Supplier / customer	Description	Amount
				Opening statement balance	10000.00
				Reconciled transactions	
				Reconciled Balance	10000.00

## Bishop Monkton Parish Council

Budget report from 1-Nov-2025 to 30-Nov-2025 (figures exclude VAT)

All reserves

### Payments

	Period		
	Budget	Actual	Variance
<b>Administration</b>			
Salary, HMRC and Pension	550.00	637.96	-87.96
Room Hire at Village Hall	0.00	0.00	0.00
Room Hire at Methodist Hall	10.00	0.00	10.00
Memberships and Subscriptio	350.00	0.00	350.00
Training	125.00	10.00	115.00
Audits	0.00	0.00	0.00
Website and IT	20.83	315.00	-294.17
Insurance	0.00	0.00	0.00
Stationery	16.67	0.00	16.67
Expenses	16.67	80.09	-63.42
Payroll Costs	0.00	0.00	0.00
Legal Fees	0.00	0.00	0.00
<b>Total Administration</b>	<b>1,089.17</b>	<b>1,043.05</b>	<b>46.12</b>
<b>Maintenance</b>			
Village Grass Cutting	500.00	0.00	500.00
Village Maintenance	12.50	0.00	12.50
Asset Maintenance	125.00	0.00	125.00
Play Area Maintenance	41.67	0.00	41.67
Beck Cleaning	0.00	0.00	0.00
<b>Total Maintenance</b>	<b>679.17</b>	<b>0.00</b>	<b>679.17</b>
<b>Miscellaneous Expenses</b>			
Festive Costs	0.00	0.00	0.00
Biodiversity	0.00	0.00	0.00
S137	25.00	0.00	25.00
Bank Charges	6.00	6.00	0.00
Grants Given	41.67	0.00	41.67
<b>Total Miscellaneous Expense:</b>	<b>72.67</b>	<b>6.00</b>	<b>66.67</b>
<b>Total Payments</b>	<b>1,841.01</b>	<b>1,049.05</b>	<b>791.96</b>

### Receipts

	Period		
	Budget	Actual	Variance
<b>Receipts</b>			
VAT Repayments	0.00	0.00	0.00
Precept	0.00	0.00	0.00
Bank Interest	12.50	0.00	-12.50
S106	0.00	0.00	0.00
CIL	0.00	0.00	0.00
Grants	83.33	0.00	-83.33



Other Receipts	0.00	290.00	290.00
NYC Grass Cutting Award	0.00	0.00	0.00
<b>Total Receipts</b>	<b>95.83</b>	<b>290.00</b>	<b>194.17</b>
<b>Total Receipts</b>	<b>95.83</b>	<b>290.00</b>	<b>194.17</b>

## Bishop Monkton Parish Council

Budget report from 1-Apr-2025 to 31-Mar-2026 (figures exclude VAT)

All reserves

### Payments

	Period		
	Budget	Actual	Variance
<b>Administration</b>			
Salary, HMRC and Pension	6,600.00	6,131.63	468.37
Room Hire at Village Hall	80.00	0.00	80.00
Room Hire at Methodist Hall	120.00	0.00	120.00
Memberships and Subscriptio	750.00	468.50	281.50
Training	1,500.00	193.40	1,306.60
Audits	600.00	208.33	391.67
Website and IT	250.00	423.66	-173.66
Insurance	550.00	698.81	-148.81
Stationery	200.00	0.00	200.00
Expenses	200.00	610.41	-410.41
Payroll Costs	120.00	230.00	-110.00
Legal Fees	0.00	150.00	-150.00
<b>Total Administration</b>	<b>10,970.00</b>	<b>9,114.74</b>	<b>1,855.26</b>
<b>Maintenance</b>			
Village Grass Cutting	6,000.00	1,995.00	4,005.00
Village Maintenance	150.00	13.05	136.95
Asset Maintenance	1,500.00	314.16	1,185.84
Play Area Maintenance	500.00	0.00	500.00
Beck Cleaning	400.00	400.00	0.00
<b>Total Maintenance</b>	<b>8,550.00</b>	<b>2,722.21</b>	<b>5,827.79</b>
<b>Miscellaneous Expenses</b>			
Festive Costs	200.00	83.45	116.55
Biodiversity	0.00	0.00	0.00
S137	25.00	0.00	25.00
Bank Charges	72.00	72.65	-0.65
Grants Given	500.00	0.00	500.00
<b>Total Miscellaneous Expense:</b>	<b>797.00</b>	<b>156.10</b>	<b>640.90</b>
<b>Total Payments</b>	<b>20,317.00</b>	<b>11,993.05</b>	<b>8,323.95</b>

### Receipts

	Period		
	Budget	Actual	Variance
<b>Receipts</b>			
VAT Repayments	1,000.00	1,470.49	470.49
Precept	14,000.00	14,000.00	0.00
Bank Interest	150.00	52.28	-97.72
S106	0.00	0.00	0.00
CIL	2,000.00	0.00	-2,000.00
Grants	1,000.00	0.00	-1,000.00

Other Receipts	0.00	389.00	389.00
NYC Grass Cutting Award	479.00	0.00	-479.00
<b>Total Receipts</b>	<b>18,629.00</b>	<b>15,911.77</b>	<b>-2,717.23</b>
<b>Total Receipts</b>	<b>18,629.00</b>	<b>15,911.77</b>	<b>-2,717.23</b>



## Bishop Monkton Parish Council Agenda Report

### **Agenda item Title: Neighbourhood Plan : Proposed Way Forward**

#### **Purpose of Report**

To propose the next steps in the development and financing of a Neighbourhood Plan (NP) for Bishop Monkton.

#### **Key Points.**

- The recent Village Meeting to discuss a possible NP was extremely well attended (c. 80-90 people) with several people not able to attend also expressing interest and support for the idea of producing a NP.
- Of the over 50 feedback forms received, all were supportive of the NP proposal, all were supportive of making a financial contribution of at least £50 over 4 years and c. 50% were willing to get involved and help with the process.
- This is an exceptionally strong response and shows significant support in the Village to produce a NP.
- However, the attendance from younger villagers (let's say under 35 – we didn't ask for age!) was zero.
- A NP can be produced in c.4 years – we should set a stretch target to do it in 3 years.
- We understand what's involved from the advice of David Gluck.
- We should start the process ASAP, running it as a working group reporting to the PC, but looking for significant help from people who are not on the PC.
- The quotation from David is c.£10,000, but I recommend setting a total budget over 3 years of £15,000 total but with £7,000 "front loaded" to year one (2026/7) based on David's quote – but that this budget should be subject to revision / approval as more detail emerges.
- We may be able to receive CIL funding for the project.
- The idea of using the Precept to fund the plan was raised at the meeting and received strong support from all present.
- The NP development will require significant administration support.
- Access to survey tools such as SurveyMonkey will be important.



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- A strong shared database / filing system is essential.

## Recommendations

1. That the process to develop a NP begins as soon as possible, with a target to have a referendum on a completed plan in late 2028.
2. That Cllr Phil Goodier continues to lead the Working Group and acts as Project Manager for the production of the plan – although he may hand this over to a team member if a suitable volunteer emerges.
3. That a budget for the NP development is produced as soon as possible and presented to the PC for approval, with an aim that this does not exceed £15,000 over 3 years.
4. That we immediately engage the services of David Gluck as our lead consultant, with a cap on his fees of £10,000 in total and no more than £7,000 in 2026.
5. That the Clerk is instructed to apply for up to £5,000 in CIL funding for the NP at the earliest opportunity.
6. **That the draft 2026/7 precept (once the budget draft is approved) is increased by £7,000 to support a temporary Neighbourhood Plan levy which will raise approximately £7,000.** This money will be “ring fenced” for NP fees. If it is not spent, it will be used to reduce the precept in the next financial year.
7. To recognise that further temporary precept funding *may* be required, to be approved at the time, in 2027/8 and 2028/9.
8. That BMAG is approached to request them to commit the use of the remaining c.£1,900 in (and from) their account to directly fund NP costs.
9. That the Council provides timely communication of this decision and the decision to fund the majority of the costs (after grants) via the precept, as the most equitable was of sharing the costs.
10. That Cllr. Goodier contacts all those who expressed interest in helping with the plan, inviting them to 2-3 follow up meetings (these will have identical content – we just want to give a choice of dates) in January to understand people’s skills and wishes, and looks to form working groups on specialist areas under the guidance of David Gluck.
11. That an advertisement is placed in the Village for an administrator to support the NP development – with an initial task to input the information from the feedback forms into a suitable database. This position would be paid at the National Minimum Wage, with all work being agreed in advance. Ideally this



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role would go to a local young person or young parent – with the dual aim of increasing engagement from this key demographic.

12. That a budget of £250 is set for the work I (11) in the remainder of the financial year.
13. That we authorise a subscription to Survey Monkey but only when first needed with a budget for a single user of £400 annually (current cost £396).
14. Cllr Oliver is requested to investigate suitable shared file management systems for multiple users (such as SharePoint and the Zoho equivalent) and authorised to purchase such provided the cost does not exceed £300 in the calendar year of 2026.

Phil Goodier

3<sup>rd</sup> December 2025

**QUOTE– STAGE 1 – To Regulation 14 consultation**  
**2026/27**

**David Gluck**

ITEM	DAYS	COST <sup>1</sup> (£)
Consultant support to BMPC– establish Steering Group, liaison with Clerk	1	400
Production of promotional/information materials	1	400
Consultation and engagement events/activities – Launch and Policy Intentions	2	800
Policy Intentions Document production	2	800
Review of Evidence Base documents from working groups/NYC	2	800
Steering Group meetings x6	1	400
Draft Regulation 14 pre submission consultation document/survey	4	1600
Policies mapping	NYC	0
Screening for EA/HRA	NYC	0
Design of Reg 14 document/summary/survey	Flat rate	1500
Travel costs 8x 40miles @50p/mile		160
<b>TOTAL</b>		<b>£6,860.00</b>

FUTURE STAGES – in brief	Lead
Consultation analysis and Modifications to Pre submission Plan	Consultant
Production of Submission Version Plan	Designer
Basic Conditions Statement & Consultation Statement	Consultant
Submission to North Yorkshire Council	BMPC
Regulation 16 consultation (NYC)	NYC
Appointment of Examiner/Examination	NYC/BMPC
Referendum	NYC

<sup>1</sup> Consultant time charged at £400/day. Mileage charged at 40p/mile

David Gluck  
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 07905 766831 / david@yorplan.co.uk



Item 2025/174 a

## Bishop Monkton Parish Council Agenda Report

**Agenda item Title: For Action –** Funding of electric mounting post for 2<sup>nd</sup> VAS unit.

### **Purpose of Report**

To update the council on the south VAS system and obtain agreement for the required mounting post.

### **Key Points**

- The original post (where the first VAS system employed within Bishop Monkton was sited near St Johns), is now deemed to be too close to the ‘terminal signs’ (speed limit signs).
- The new site for the southern VAS identified on a site survey some months ago is now no longer available due to a recent change in regulations around mounting hardware directly to the type of lighting columns that are employed within Bishop Monkton.
- We therefore need a new mounting post with electricity supply fitted – the cost of this falls to the Parish Council and would normally be in the £1500+VAT area. However, NY Highways are prepared to install this at a fixed price of £500+VAT due to the situation we find ourselves in. This will be entered into the legal agreement and binding. In addition, NY Highways will remove the redundant post near St Johns, removing clutter from the entrance to the village.

### **Recommendation**

That the Parish Council consider allocating funding of £500+vat to continue the installation of the 2<sup>nd</sup> VAS unit.





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Ever since moving into my flat a year ago, I've noticed a significant amount of HGVs driving through the village amounting to several every day.

I worry about the weight the beck culvert is being subjected to, damage to roads and verges, potential damage to parked vehicles, safety to cyclists and pedestrians, noise pollution, emissions etc. etc.

I'd like to try and do something about controlling that traffic to only those with legitimate access.

I have a bird's eye view from the first floor where photo/video footage and registration numbers can be easily obtained.

There is a scheme called Lorry Watch and Farnham have a large wall mounted sign which basically warns HGVs off travelling through their village. Is that something we could join and have a sign strategically placed?

I'd like to discuss the issue at the next meeting to get any history that other Councillors have, any pointers towards useful contacts in NYC/North Yorkshire Police and any contacts within Farnham Parish Council to see what their situation is and experience with Lorry Watch.

I'd also like views of whether there are IT options to place in my flat to gather information. I realise that a conversation with NYC and/or NYP would be needed about this.



Item 2025/174 g

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‘Following the Avant fiasco, could you please ask North Yorkshire Highways to install 2 signs on Moor Road (1 at the top and 1 at the bottom), saying, “NO FOOTPATHS FOR 1 MILE,” similar to the signs in Addingham.