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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 20<sup>th</sup> January 2026. 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)*

**2026/001** **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.*

**2026/002** **To receive any apologies.**

**2026/003** **To consider the apologies and decide whether to approve reasons for absence.**

**2026/004** **Declaration of Interests**  
a) To receive any declarations of interest.  
b) To receive, consider and decide upon any applications for dispensation

**2026/005** **To approve the minutes of the Meeting of Bishop Monkton Parish Council held Tuesday 16<sup>th</sup> December 2025.**

**2026/006** **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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**2026/007** **To receive a report from Cllr Nick Brown of North Yorkshire County Council.**

**2026/008** **Clerk's report.** To note the clerks report.

**2026/009** **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.

**2026/010** **Planning matters.**

- a) **To consider and make observations on the following planning applications.**

APPLICATION NO: 25/04622/OUT

PROPOSAL: Outline consent for the erection of up to 9 dwellings and associated landscaping with all matters reserved except for means of access to, but not within the site

LOCATION: Church Farm Caravan Park Knaresborough Road Bishop Monkton North Yorkshire HG3 3QQ

GRID REF: E 432781 N 465833

APPLICANT: Mr Patrick Cullighan

PUBLIC ACCESS: [view file](#)

APPLICATION NO: 25/03984/FUL

PROPOSAL: Revised scheme for previously approved erection of oak framed garage to form annex for ancillary use with section retained as garage.

LOCATION: Larchtrees Barn Knaresborough Road Bishop Monkton North Yorkshire HG3 3QQ

GRID REF: E 433085 N 465695

APPLICANT: Mr And Mrs Gareth And Victoria Sargeson

PUBLIC ACCESS: [view file](#)

APPLICATION NO: 25/04237/FUL

PROPOSAL: Proposed new boundary wall to front of property, and access gate to side of house. Proposed conversion of existing garage to home gym. Proposed detached car port and store.

LOCATION: Crown Lodge Boroughbridge Road Bishop Monkton North Yorkshire HG3 3QN

GRID REF: E 433088 N 466485

APPLICANT: Mr and Mrs Simon and Annabelle Burgess

PUBLIC ACCESS: [view file](#)



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APPLICATION NO: 25/04325/FUL

PROPOSAL: Proposed front porch (existing porch to be removed).

LOCATION: 18 Renton Close Bishop Monkton North Yorkshire HG3 3UB

GRID REF: E 433199 N 466770

APPLICANT: Mr And Mrs Scott

PUBLIC ACCESS: [view file](#)

**b) To note planning decisions.**

There are no planning decisions to report.

**c) To note planning enforcements.**

There are no planning enforcements to report.

**2026/011**

**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.
- 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 receive an update in relation to the request from highways to place signs at either end of Moor Road.

**2026/012**

**New matters and correspondence.**

- a) For members to consider communication received in relation to HGV's passing through the village. (Document Attached).
- b) For members to consider the necessity and feasibility of forming a group to engage with developers, and monitor the developments taking place in the village to ensure correct planning is being followed.
- c) For members to note the content of communication from a resident and decide any action required.
- d) For members to note the communication from BMAG.
- e) For members to decide on whether to cut the visibility splays on behalf of North Yorkshire Council. The sum payable for 2026 will be £484.42.
- f) For members to consider the opening of a separate bank account to hold the funds for the NHP to enable a clear audit trail.
- g) For members to consider how the NHP admin is going to be managed.
- h) For members to consider provision of relevant equipment to enable the administration to take place for the NHP.
- i) To receive an update from Cllr Culshaw on the recent meeting with the Beck Committee, Ousewem and Yorkshire Water.

**2026/013**

**To agree items to be communicated to residents, and the methods to be employed.**



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**2026/014** **To notify the clerk of matters for inclusion on the agenda at the next meeting.**

**2026/015** **The next Ordinary meeting of Bishop Monkton Parish Council will be held Tuesday 17<sup>th</sup> February 2026 in the Methodist Room. The latest date for members to submit items for consideration on the agenda and reports on tasks is Monday 9<sup>th</sup> February 2026.**

**2026/016** **For members to note the resolutions from the meeting.**



## Item 2026/009 Financial Matters

## A – Financial Matters for Approval

## B – To note the ongoing Contracted Payments



Council name	Bishop Monkton Parish Council
Bank account	Unity Current Account
Balance per bank statement at 31/12/2025	3,015.11
<b>TOTAL NET BANK BALANCES AT 31/12/2025</b>	<b>3,015.11</b>
Opening_balance	0.00
Total receipts	7,389.00
Total payments	-11,191.44
Total transfers	6,817.55
<b>Closing balance per cash book (must equal net bank balances above)</b>	<b>3,015.11</b>

Council name	Bishop Monkton Parish Council
Bank account	Unity Deposit Account
Balance per bank statement at 31/12/2025	10,042.78
<b>TOTAL NET BANK BALANCES AT 31/12/2025</b>	<b>10,042.78</b>
Opening_balance	0.00
Total receipts	42.78
Total payments	
Total transfers	10,000.00
<b>Closing balance per cash book (must equal net bank balances above)</b>	<b>10,042.78</b>



Item 2026/11 b

## Bishop Monkton Parish Council Agenda Report

**Agenda item Title:** Neighbourhood Plan – Proposal to Agree / Adopt Documents

**Purpose of Report :** To share draft documents prepared by David Gluck, which should be reviewed and considered for approval at the meeting.

### Key Points

The following draft documents are attached:

1. Statement of Community Involvement
2. Terms of Reference for the Steering Group
3. Outline Project Plan

### Recommendations

That the attached documents are reviewed and if acceptable, agreed / adopted. They should then be published on the PC Website.

Additionally, the Clerk should be asked to write to the Local Planning Authority informing them of decision to proceed/requesting approval of the Neighbourhood Area – **which in our case is the area defined by the Parish Boundary.**

Councilor Goodier should arrange meetings with the local residents interested in supporting the process and come forward with a recommendation to our February meeting for a steering committee / subcommittee structure, based on feedback from the above meetings.

P Goodier  
7<sup>th</sup> January 2026

**BISHOP MONKTON NEIGHBOURHOOD DEVELOPMENT PLAN – OUTLINE PROJECT PLAN**

<b>Stage 1 – Getting going</b>		
<b>ACTION</b>	<b>BY WHEN / UNDERTAKEN</b>	<b>BY WHO</b>
1. Parish Council decision to undertake the NDP		BMPC
2. Public meeting to raise awareness and endorse the process		BMPC
3. Funding issues – agreement of budget and funding to cover all costs including retaining external support		BMPC
4. Letter to Local Planning Authority informing them of decision to proceed/requesting approval of the Neighbourhood Area.		BMPC
5. Consultation on proposed Neighbourhood Area		NYC
6. Volunteers recruited to Steering Group		BMPC
7. Statement of Community Involvement drafted and agreed		Consultant /BMPC
8. First meeting of Steering Group – agreement of Terms of Reference, membership, secretariat, chair, working groups		Steering Group / consultant
9. Stakeholders identified and informed		BMPC
10. Project Scope, Project Plan agreed		Steering Group / Consultant
11. Communications plan drafted and agreed – website. Social media, newsletters etc		Steering Group/Clerk
12. Public launch event – data collection from residents through surveys and ideas gathered against key themes. Planning for Real.		Steering group/ Consultant
<b>Stage 2 – Implementation</b>		
1.Key issues defined; draft Vision and Objectives		Steering Group / Consultant
2.Sustainability appraisal of parish and scoping of data requirements.		Consultant
3.Working Groups established to gather data against key themes and site assessments		Steering Group
4. Household survey – housing needs, attitudes to growth, key requirements for a sustainable community		Steering Group / Consultant
5. Develop draft Plan – vision, objectives, options, issues, findings, evidence base, etc		Steering Group / Consultant
6. Draft pre submission Plan		Consultant
7. Parish Council agreement of draft pre submission Plan		BMPC
8. Screening from Local Planning Authority for Strategic Environmental Assessment / Habitats Regulation Assessment = required/not required.		NYC / Consultant
9. Design of Plan for consultation		Designer
10. Regulation 14 consultation – public meeting, household/business/stakeholder survey		Steering Group

ACTION	BY WHEN / UNDERTAKEN	BY WHO
11. Analysis of feedback from Reg 14		Consultant
12. Agreement of modifications to pre sub plan		Steering Group
12. Modifications to pre sub Plan		Consultant
13. Basic Conditions Statement written		Consultant
14. Consultation Statement written		Consultant
15. Approval of Submission draft by Parish Council		BMPC
15. Design/print final submission draft		Designer
16. Website populated with all relevant documentation		BMPC
<b>Stage 3 – approval</b>		
1. Submission to Local Planning Authority		BMPC
2. Regulation 16 consultation		NYC
3. Appointment of Examiner		NYC/BMPC
4. Formal submission of draft Plan for Examination		NYC
5. Modifications and final Plan produced		NYC
6. Local referendum		NYC
7. Adoption		NYC
8. Publication and presentation to the community		BMPC

## **Bishop Monkton Neighbourhood Development Plan Steering Group: Terms of Reference: January 2026**

### **1. Introduction**

Bishop Monkton Parish Council took the decision to produce a Neighbourhood Development Plan in line with the Government's Localism Act 2011. In order to produce this plan the Parish Council has established a Steering Group to oversee a process that will result in the preparation of a draft Plan which will be put to a public referendum. In doing so it is deemed appropriate that the Steering Group are provided with and accept the following terms of reference.

The plan will seek to:

- Identify all the important aspects of life in the parish for which plans for the future are needed, with particular regard to land use; and
- Bring forward planning policies and community action proposals which will enhance the quality of life in the parish in the years to come.

### **2. Membership of the Steering Group**

- i. The Steering Group will be formed primarily from local volunteers who reside or work in the Neighbourhood Area and elected members or officers of the Parish Council.
- ii. The Steering Group will aim for a maximum membership of 10 persons.
- iii. The Steering Group may form Working Groups or sub-committees to undertake various aspects of the work involved in producing the Neighbourhood Development Plan.
- iv. The Steering Group will be supported by officers of North Yorkshire Council. The Local Planning Authority are obliged to provide assistance under the statutory provisions of the Localism Act 2011.

### **3. Roles and Responsibilities of the Steering Group**

**The local representatives who are members of the Steering Group will:**

- Promote the process of preparing the Neighbourhood Development Plan and be encouraged to participate and provide their views and opinions on the specific topics which are covered during the preparation of the Plan.
- Arrange meetings and appoint sub-groups to gather views and consult on emerging policies which are considered appropriate for incorporation in the draft Plan.
- Assess existing evidence about the needs and aspirations of the neighbourhood area.
- Liaise with relevant organisations and stakeholders to secure their input in the process.
- Analyse the results of questionnaires or other evidence received during the planning process and use them to prepare a robust draft Plan.

- Inform the Parish Council of progress on a regular basis in order that Steering or Working Group Minutes can be noted.
- Support the Local Planning Authority and Parish Council during the referendum process.

**The Parish Council will:**

- Support the Steering Group throughout the process providing sufficient assistance and financial resources to ensure the plan is prepared expeditiously providing that overall expenditure falls within the budget allocated by the Parish Council.
- Support the Steering Group to ensure the Plan conforms to national and local policy, and is sound and robust enough to withstand independent examination. Outside professional expertise and aid may be sought to ensure this objective is met.
- Work with the Steering Group and the local community to establish the future infrastructure needs of the parish forthcoming as a result of the adopted Harrogate District Local Plan 2014-2035 and emerging North Yorkshire Local Plan.
- Work with the Steering Group to develop policies to guide the future development and use of land in the area.
- Support the Steering Group in developing sustainability appraisal or other assessments requested by the Local Planning Authority prior to the Plan being submitted.
- Support the Steering Group in efforts of engagement and consultation with the local community throughout the plan making process.
- Facilitate any required contact with the relevant statutory bodies or parties who must be consulted during the plan making process.
- Carry out all statutory duties contained in the Neighbourhood Planning (General) regulations 2012 and engage with North Yorkshire Council during the referendum process of the plan for which the principal authority are responsible.
- Following the preparation of the draft Plan (including formal statutory public consultation) and with the agreement from the Group, submit the plan to the Local Planning Authority for inspection and independent examination.
- Provide appropriate budgetary support, not outlined above, for the production and local promotion of the Plan within the budget allocated by the Council.

**All Members of the Steering Group will:**

- Declare any personal interest that may be perceived as being relevant to any decisions or recommendations made by the group. This may include membership of an organisation, ownership of interest in land (directly or indirectly) or a business or indeed any other matter likely to be relevant to the work undertaken by the Steering Group.
- Ensure that there is no discrimination in the plan making process and that it is a wholly inclusive, open and transparent process to all groups in the neighbourhood area, to anyone wishing to undertake development in the neighbourhood area, or to anyone wanting to be involved in the plan making process.
- Work together for the benefit of the communities within the neighbourhood area.
- Treat other Members of the Group with respect and dignity, allowing Members to express their views without prejudice and interruption.

- The group will be deemed to be quorate if a minimum of 2 lay members and 3 Parish council members are in attendance. If inquorate, meetings may proceed but any decisions taken may be advisory only and require future ratification by the group when a quorum can gather.
- Any decisions taken by the Steering Group, other than those delegated to appointed officers, will be carried forward if the majority (more than 50%) are in favour. For voting purposes, the Group must be quorate. The Chair will have the casting vote in instances where there is no majority.
- All decisions taken by the Steering Group are subject to ratification by the full Parish Council.

#### **4. Officers of the Steering Group**

- The Group shall elect a Chairman from their number.
- If the Chairman is not present, members shall elect a Chairman for the meeting from amongst their number.
- The group will also appoint a secretary to be responsible for co-ordinating the work of the steering group and any sub groups established.

#### **5. Frequency, Timing and Procedure of Meetings**

- The Steering Group will usually meet monthly, although sub groups may meet more or less frequently as necessary.
- All meetings shall be open and may be attended by residents or those who work in the area identified for the plan to observe or participate in the proceedings, within the context of the procedures laid out for the conduct of meetings by the steering group, as agreed by the Parish Council.
- The Steering Group shall keep Minutes of meetings which will be open to public scrutiny. These will be publicised on the Parish Council web site and displayed in the notice boards, or such other prominent places as may be requested.
- Notices, Agenda, Minutes and associated papers shall normally be dispatched to Steering Group members by email unless otherwise specified or agreed.
- Meetings shall be conducted in accordance with set procedure to be determined and agreed by the Steering Group.
- The Steering Group will regularly update and report its progress to the Clerk of the Parish Council ensuring that s/he is aware of the on-going budgetary implications associated with the project.
- The Steering Group will report back to the full Parish Council at each Council meeting where Neighbourhood Planning will be a standing agenda item.
- The Terms of Reference will be reviewed throughout the project and amended as required. Any changes to Steering Group Terms of Reference shall require Parish Council agreement.

## **Bishop Monkton Parish Council**

### **Statement of Community Involvement: Bishop Monkton Neighbourhood Development Plan**

Bishop Monkton Parish Council has legal authority, established under the Local Government Act 1972 and other legislation, to administer affairs within its parish. Following the enactment of the *Localism Act 2011* the Parish Council determined to prepare a *Neighbourhood Development Plan* (NDP) and to include a *Statement of Community Involvement* (SCI) which is an enabling statutory document. This SCI is prepared specifically with the NDP in mind and is not designed to cover other aspects of the Parish Council's operations

The Parish Council consists of "Elected Members" who are guided by the *Clerk to the Council* on financial and legal matters. While in law the Parish Council is responsible for all decisions unless otherwise delegated, the decision to seek advice and commit or restrict certain avenues of engagement due to circumstances, which is believed to be in the interests of the community, shall be at their discretion.

#### **OBJECTIVES AND PRINCIPLES OF THE SCI**

- To enhance and promote an inclusive society by engaging and consulting with residents, businesses and groups prior to and when making decisions concerning the Neighbourhood Development Plan which affect the economy, environment and social well-being of the Neighbourhood Area.
- To ensure that the views and concerns of residents are given due consideration throughout the process of producing a NDP and to engage and represent residents in communicating with our Member of Parliament and North Yorkshire Council through elected ward members and officers.
- To engage with all other stakeholders including statutory and other service providers with a view to encouraging investment and to ensure best practice is afforded to those living and working in the Neighbourhood Area.
- To use every means available to ensure all residents are given the opportunity to comment on all issues and to demonstrate a commitment to consult with the community at large.

Third parties are encouraged to seek to engage with the Parish Council where matters are deemed to be in the interest of or affecting the Neighbourhood Area of Bishop Monkton.

#### **PARISH COUNCIL ENGAGEMENT WITH PARISHIONERS AND OTHER STAKEHOLDERS**

- The Parish Council comprises members elected under the Representation of the People Act 1983 and Local Government Act 1972. The Clerk or the Chairman to the Parish Council are the primary contacts, however individual Councillors may be contacted directly during reasonable times of the day. This can be done by appointment, email or telephone and contact details are listed on the Parish Council website.

The Parish Council normally holds monthly meetings, at the Methodist Hall. Other extraordinary meetings may take place and such meetings are advertised on parish noticeboards and on the Parish Council website. All meetings can be attended by the public and only when confidential matters are included on the agenda is exclusion of the press and public permitted under standing orders.

- All Parish Council meetings are open for members of the public to attend and have a formal 'open forum' for parishioners to raise matters of concern.
- During the lifetime of the Neighbourhood Development Plan production process, the NDP will be a standing agenda item so that the full Parish Council may receive updates on progress from the representatives of the NDP Steering Group and input to the future strategic direction of the work in hand.
- The Parish Council provides up to date information and agendas of meetings on the notice boards located in the parish and on the website. Minutes are published on the website.
- The Council displays comprehensive information on the website.
- When significant issues arise, the Council may distribute notices to every property and in the case of a public meeting notification of the date, time and venue.

#### **OPERATION OF THE NDP STEERING GROUP**

- The Steering Group established to drive forward the NDP have produced Terms of Reference which have been approved by the Parish Council. The Steering Group will meet in public, normally on a monthly basis, through the production process of the NDP with all meetings advertised on websites and open to the public to attend. The public will be allowed to contribute to meetings in an open session at the end of each meeting.
- Minutes, agendas and background papers will be published on the Parish Council's Neighbourhood Plan webpage.
- Members of the Steering Group will be guided by the agreed Terms of Reference.
- Throughout the process of producing the NDP, every effort will be made to ensure that consultation, communication and engagement with parishioners and other interested parties is as open and accessible as is practicable. In particular:
  - Newsletters produced will be distributed to every property in the Neighbourhood Area.
  - Questionnaires and surveys will be developed which enable every interested party to have their say over issues of concern to them with regard to the NDP and the sustainable future of the Neighbourhood Area.
  - All information produced by the Group, including minutes and surveys, will be written in plain English and proofed for 'readability' so as to be as accessible as is practicable.

- Wherever requested to do so, the Group will produce information to respond to the particular needs of parishioners; for example, translated, large print, braille.

The work of the Group in this regard may be guided by a Communications sub group which will act to ensure that all efforts in relation to communication, consultation and engagement follow best practice, are monitored and reviewed to ensure the process is successful in its ambitions to be as inclusive and open as possible.

#### **FUTURE REVIEWS OF THE SCI**

The SCI will become a formal document adopted by the Parish Council and will be reviewed periodically throughout the period of producing the NDP.

#### **COMPLAINTS PROCEDURE**

To follow the Parish Council's complaints procedure contact in the first instance should be made with the Clerk to the Council.



## Bishop Monkton Parish Council Agenda Report

### **Agenda item Title:**

For Action, Large Development Planning Enforcement Process

### **Purpose of Report**

To initiate a discussion around planning enforcement for major developments in the village and decide if the PC should be proactive in monitoring the developers and perhaps become a conduit for village notifications to NYC Planning.

### **Key Points**

- We have two approved sites which will cause serious disruption
- Developers probably will look to cut corners
- Good Village/Developer relationship is a key to minimise disruption
- Early notice that we are watching will be beneficial
- May allows us to establish focused access to the planning enforcement team
- Could be a rod for our own back
- May lead to villagers just leaving it the PC

### **Recommendation**

Working group to take it offline to think it through and test.



Having followed in detail several planning applications in the last few years and been present at the decision meeting regarding Avant Homes (in December) and the one covering Kebbell Homes (Church Farm) two years ago, it is very evident that much is wrong with many parts of the process. The lack of consideration on local infrastructure is paramount and it appears that there is little that Residents (affected by changes) or Planning Decision Committee members can do, even when it's very clearly already inadequate. Indications from the 'government' suggest that it might get even worse, if that is possible!

About the worst offender with regard to this is Yorkshire Water (and similarly throughout GB). This once again was demonstrated in December when the Planning Committee had their 'hands tied' from the response by YW to the Avant planning application when they stated they had no objections to the development going ahead with regard to the capacity of the village sewage system. It appears they do not have to produce factual evidence to support their claim (of some spare capacity in the system) when there is much, visual and numerical, to indicate otherwise. With the site being included in the Harrogate Local Plan (2018), YW appear to be accountable to nobody.

The last paragraph in particular prompted me last month to write to our MP (Sir Alec Shelbrooke), once again highlighting the absurdity of the situation. A copy is attached. In the past he has taken considerable interest in our problems (and in others similar within his constituency) and raised discussions regarding Bishop Monkton on the 'Floor of the House'. Any publicity can only help our cause.

What also I feel is important is that we establish, via the Parish Council, a thorough Neighbourhood Plan, since North Yorkshire Council will be formulating their Local Plan for 2018/19. At least 6 more sites in the village have already been identified and are thus possibilities for inclusion.

Thank you





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We had announced the intention to

1. Close BMAG
2. Transfer the funds from BMAG to BMPC for the Neighbourhood plan.

This was announced in the BMAG facebook and also over the email subscription list, inviting individuals on their views about using the residual funds for other purposes.

Almost a week now and there have been positive responses regarding the usage of funds for the neighbourhood plan. There was not a single response that was opposed.

We can confirm that BMAG will now be able to provide all the residual funds towards the Neighbourhood plan.