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Bishop Monkton Parish Council Minutes

MINUTES OF THE MEETING OF BISHOP MONKTON PARISH COUNCIL HELD 17TH FEBRUARY 2026 IN THE METHODIST ROOM.

Commenced: 19.08 hours

Concluded: 21.07 hours

Attending: Cllrs Culshaw (Chairman), Oliver, Hogg, Holder, Scales

Also Present: S Reid (Clerk) and 1 member 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)

2026/017

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.

2026/018

To receive any apologies.

Apologies were received from Cllr Goodier and Ward Cllr Brown.

2026/019

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

RESOLVED That Cllr Goodier's apologies be accepted.

2026/020

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 _____



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- 2026/021** **To approve the minutes of the Meeting of Bishop Monkton Parish Council held Tuesday 20th January 2026.**
RESOLVED That the minutes of the meeting of Bishop Monkton Parish Council held Tuesday 20.01.2026 be approved as a true record of proceedings.
- 2026/022** **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.
- 2026/023** **To receive a report from Cllr Nick Brown of North Yorkshire County Council.**
Cllr Brown was not at the meeting and had not sent a report.
- 2026/024** **Clerk's report.** To note the clerks report.
The clerk's report was noted. The clerk gave a verbal report of further actions she had taken and advised these will be included in the clerk's report for the March meeting.
- 2026/025** **Financial matters. (Documents Attached)**
a) To approve the payments as per the schedule attached.
RESOLVED That the payments be approved.
b) To note the contracted ongoing payments.
The contracted ongoing payments were noted.
c) To note the bank reconciliation.
The bank reconciliation and budget comparison were noted.
- 2026/026** **Planning matters.**
a) **To consider and make observations on the following planning applications.**
APPLICATION NO: 26/00314/LB
PROPOSAL: Removal of exterior second front doorway and porch. Interior ground floor alterations including creation of an en-suite bathroom. Interior first floor alterations including creation of an en-suite bathroom, reconfigured house bathroom, and removal of second house bathroom to form new hallway connecting 2 no. previously inaccessible bedrooms.
LOCATION: Beck N Bridge Cottage Main Street Bishop Monkton North Yorkshire HG3 3QP
GRID REF: E 432980 N 466233
APPLICANT: Mr M Bird
PUBLIC ACCESS: [view file](#)
RESOLVED That the Parish Council have no objections.

Signed _____

Dated _____



b) **To note planning decisions.**

There are no planning decisions to report.

c) **To note planning enforcements.**

PLANNING ENFORCEMENT

CASE NO: 26/00077/BRPC15

LOCATION: Land Comprising Field At 432860 465889

Knaresborough Road Bishop Monkton North Yorkshire

ALLEGED BREACH: Alleged non-compliance with Condition 27 (Trees) of HGT21/01833/FULMAJ

I write to notify you of a communication received on 15 January 2026 which reports a possible breach of planning control at the above location

The Planning Enforcement was noted.

2026/027

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.

Feedback from the Lottery Grant application was that there was not enough consultation and inclusion of residents.

The request to move the S106 funds from the Knaresborough Road playground to the one at the village hall has been refused.

RESOLVED That Cllr Hogg is to revisit the Lottery Grant application to see where we need to improve. He is also going to ask if the Knaresborough Road play area should have S106 funds allocated to it as this is a Local Authority owned play area.

- b) For members to receive an update in relation to the development of the Neighbourhood Plan and decide actions moving forwards.

The clerk has circulated to draft application to members for their approval. She is going to send this now.

RESOLVED That to allow the working groups function efficiently the clerk's devolved powers are to be amended to allow her to make payments when required in relation to the NHP. Financial Regulations and Standing Orders to be amended accordingly. Payments made in this way will be listed at the next available meeting for members to note.

- c) For members to receive an update on the request to NYC to provide a 'one off' road sweeping service in the village.

RESOLVED That Cllr Oliver continues to chase this as he has not had a response from previous communications.

- d) For members to receive an update on the Crown raising of trees along the beck and agree any actions required.

Arborist has been and carried out some work on these trees to stop them overhanging the beck. The work carried out is inadequate.

RESOLVED That Cllr Culshaw make a further request to NYC to have the trees cut correctly.

Signed _____

Dated _____



- e) For members to receive an update in relation to the request from highways to place signs at either end of Moor Road.
It was noted that these are being installed this week.
- f) For members to receive an update in relation to HGV's passing through the village.
See attached report for update.
RESOLVED Cllr Oliver and Holder are to represent the Council on the working group. Notification will be placed in village media outlets asking for residents to volunteer to help.
The clerk will make contact with local clerk's to see if anyone is experiencing the same issues or has any contacts to help in this area. The Terms of Reference to be deferred to the next meeting.
- g) For members to decide on the personnel, structure, and terms of engagement of the group to engage with developers and monitor the developments taking place in the village to ensure correct planning is being followed
RESOLVED The Terms of Reference were approved.
Cllrs Culshaw and Scales are to represent the council on the working group. A member of the public present at the meeting agreed to be part of the group.

2026/028

New matters and correspondence.

- a) For members to consider the structure of the groups who are to develop the Neighbourhood Plan on behalf of the PC.
RESOLVED That the PC will be the lead authority with Cllr Goodier being the main representative of the council and hold responsibility for overseeing the organisation of the working groups to carry out the tasks required to bring the NHP to fruition.
A monthly report to be presented to members at the Council Meeting.
- b) For members to consider how the NHP admin is going to be managed.
RESOLVED To defer this item until Cllr Goodier has held his first working group meetings and reports back. A clearer understanding will then allow the structure to be decided.
- c) For members to consider provision of relevant equipment to enable the administration to take place for the NHP.
RESOLVED To defer this item until Cllr Goodier has held his first working group meetings and reports back. A clearer understanding will then allow the structure to be decided.
- d) For members to review the Terms of Reference for the group developing the Neighbourhood Plan.
RESOLVED To defer this to the March meeting.
- e) For members to consider the location in which to host Parish Council Meetings.

Signed _____

Dated _____



RESOLVED That meetings are to be moved to the village hall with effect from September 2026 meeting.

The clerk to write to the management of St Johns Methodist Church giving notice.

f) For members to note a communication received from a resident with regards to HGV traffic through the village.
The communication was noted and will be looked at in more details by the working party.

g) For members to note a communication received from a resident in relation to road lighting and decide any further action.
It was noted that the council had installed a temporary light to see if this had any effect however the light was removed by a resident within 24 hours.

Having explored the possibility of a new light being installed NYC advise that the area does not meet the criteria for new lighting erecting because there are no recorded accidents and low risk of crime.

The existing street light has now been repaired and has made some difference.

RESOLVED That the clerk respond to the resident advising her of the actions taken.

2026/029 To agree items to be communicated to residents, and the methods to be employed.

- HGV's
- Enforcement Group
- Signs on Moor Road
- NHP Letter to NYC.

2026/030 To notify the clerk of matters for inclusion on the agenda at the next meeting.

2026/031 The next Ordinary meeting of Bishop Monkton Parish Council will be held Tuesday 17th March 2026 in the Methodist Room. The latest date for members to submit items for consideration on the agenda and reports on tasks is Monday 9th March 2026.

2026/032 For members to note the resolutions from the meeting.

Agenda Number	Action	Responsible	By
2026/027 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. Feedback from the Lottery Grant application was that there was not	Cllr Hogg	Ongoing

Signed _____

Dated _____



	<p>enough consultation and inclusion of residents.</p> <p>The request to move the S106 funds from the Knaresborough Road playground to the one at the village hall has been refused.</p> <p>RESOLVED That Cllr Hogg is to revisit the Lottery Grant application to see where we need to improve. He is also going to ask if the Knaresborough Road play area should have S106 funds allocated to it as this is a Local Authority owned play area</p>		
2026/027 b	<p>Neighbourhood Plan</p> <p>The clerk has circulated to draft application to members for their approval. She is going to send this now.</p> <p>RESOLVED That to allow the working groups function efficiently the clerk's devolved powers are to be amended to allow her to make payments when required in relation to the NHP. Financial Regulations and Standing Orders to be amended accordingly. Payments made in this way will be listed at the next available meeting for members to note.</p>	Cllr Goodier/Clerk	Ongoing
2026/027 c	<p>For members to receive an update on the request to NYC to provide a 'one off' road sweeping service in the village. It was noted that no reply has been received yet from NYC Highways in relation to the request.</p>	Cllr Oliver	17.03.2026
2026/027 d	<p>For members to receive an update on the Crown raising of trees along the beck and agree any actions required.</p>	Cllr Culshaw	17.03.2026
2026/027 f	<p>For members to consider communication received in relation to HGV's passing through the village.</p> <p>RESOLVED Cllr Oliver and Holder are to represent the Council on the working group. Notification will be placed in village media outlets asking for residents to volunteer to help.</p> <p>The clerk will make contact with local clerk's to see if anyone is experiencing the same issues or has any contacts to help in this area. The Terms of Reference to be deferred to the next meeting.</p>	Cllr Holder/ Cllr Oliver / Clerk	17.03.2026

Signed _____

Dated _____



2026/027 g	<p>For members to decide on the personnel, structure, and terms of engagement of the group to engage with developers and monitor the developments taking place in the village to ensure correct planning is being followed</p> <p>RESOLVED The Terms of Reference were approved.</p> <p>Cllrs Culshaw and Scales are to represent the council on the working group. A member of the public present at the meeting agreed to be part of the group.</p>	CllrCulshaw/Cllr Scales/ Resident	17.03.2026
2026/028 e	<p>For members to consider the location in which to host Parish Council Meetings.</p> <p>RESOLVED That meetings are to be moved to the village hall with effect from September 2026 meeting.</p> <p>The clerk to write to the management of St Johns Methodist Church giving notice.</p>		
2026/028 g	<p>For members to note a communication received from a resident in relation to road lighting and decide any further action.</p> <p>It was noted that the council had installed a temporary light to see if this had any effect however the light was removed by a resident within 24 hours. Having explored the possibility of a new light being installed NYC advise that the area does not meet the criteria for new lighting erecting because there are no recorded accidents and low risk of crime.</p> <p>The existing street light has now been repaired and has made some difference.</p> <p>RESOLVED That the clerk respond to the resident advising her of the actions taken.</p>		

Signed _____

Dated _____



The clerk reports the following for members to note:-

1. The monies for the cutting of the visibility splays have been received for the year 2025/2026.
2. The clerk has written to NYC confirming that the council will continue to cut the visibility splays for the forthcoming year, 2026/2027 at the rate of £484.42.
3. The clerk advises that as a committee has to follow the Standing Orders of the Parish Council it is not allowed to hold its meetings remotely.
4. The S106 monies for the History Lectern have been received from North Yorkshire Council.
5. The clerk has been in communication with the Council's Solicitors with regards the Deed of Easement. He has not heard anything back from Fields in Trust, despite the fees they requested for the work being paid. The Solicitor is chasing this up.
12.02.2026 – update, the certificate has now been received from Fields in Trust and the clerk has instructed the Solicitor to finalise the Deed of Easement with Kebbell's Solicitors.
6. The clerk ceased to chase up the Church Farm Management Plan as Cllr Scales had located this document.
7. The clerk has written to BMAG to thank them for their support and the donation of funds towards the production of the Neighbourhood Plan.
8. The clerk has written to the Village Hall Management Committee to thank them for the financial gift they have given to the Parish Council.

PLEASE NOTE – work is still ongoing and there may be further updates between the issuing of this report and the date of the meeting.

1. The signed legal agreement was submitted to Darren Griffiths at North Yorkshire Council on 5th January 2026.



Bank reconciliation (Bishop Monkton Parish Council 2025-2026) -

registered on 01/04/2025

Bishop Monkton Parish Council

Bank account: Unity Current Account Reconciliation as at: 31/01/2026

Balance per bank statement at 31/01/2026	6638.63
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TOTAL NET BANK BALANCES at 31/01/2026	6638.63
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The total net balances reconcile to the Cash Book (receipts and payments) as follows

Opening balance at 01/04/2025	-
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Total receipts	11651.24
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Total payments	-21830.16
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Total transfers	16817.55
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Closing balance per cash book as at 31/01/2026 (must equal net bank balances above)	6638.63
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Bank reconciliation (Bishop Monkton Parish Council 2025-2026) -

registered on 01/04/2025

Bishop Monkton Parish Council

Bank account: Unity Deposit Account Reconciliation as at: 31/01/2026

Balance per bank statement at 31/01/2026	42.78
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TOTAL NET BANK BALANCES at 31/01/2026	42.78
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The total net balances reconcile to the Cash Book (receipts and payments) as follows

Opening balance at 01/04/2025	-
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Total receipts	42.78
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Total payments	-
----------------	---

Total transfers	-
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Closing balance per cash book as at 31/01/2026 (must equal net bank balances above)	42.78
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Bishop Monkton Parish Council

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

All reserves

Payments

	Period		
	Budget	Actual	Variance
Administration			
Salary, HMRC and Pension	5,500.00	7,385.02	-1,885.02
Room Hire at Village Hall	0.00	0.00	0.00
Room Hire at Methodist Hall	100.00	120.00	-20.00
Memberships and Subscriptio	750.00	626.50	123.50
Training	1,250.00	248.20	1,001.80
Audits	600.00	208.33	391.67
Website and IT	208.30	447.64	-239.34
Insurance	550.00	698.81	-148.81
Stationery	166.70	19.99	146.71
Expenses	166.70	678.61	-511.91
Payroll Costs	90.00	230.00	-140.00
Legal Fees	0.00	150.00	-150.00
Total Administration	9,381.70	10,813.10	-1,431.40
Maintenance			
Village Grass Cutting	5,000.00	1,995.00	3,005.00
Village Maintenance	125.00	35.54	89.46
Asset Maintenance	1,250.00	7,901.66	-6,651.66
Play Area Maintenance	416.70	0.00	416.70
Beck Cleaning	0.00	580.00	-580.00
Total Maintenance	6,791.70	10,512.20	-3,720.50
Miscellaneous Expenses			
Festive Costs	200.00	698.45	-498.45
Biodiversity	0.00	0.00	0.00
S137	25.00	0.00	25.00
Bank Charges	60.00	78.65	-18.65
Grants Given	416.70	0.00	416.70
Total Miscellaneous Expense:	701.70	777.10	-75.40
Total Payments	16,875.10	22,102.40	-5,227.30

Receipts

	Period		
	Budget	Actual	Variance
Receipts			
VAT Repayments	0.00	1,470.49	1,470.49
Precept	14,000.00	14,000.00	0.00
Bank Interest	125.00	95.06	-29.94
S106	0.00	0.00	0.00
CIL	1,000.00	0.00	-1,000.00
Grants	833.30	3,793.75	2,960.45
Other Receipts	0.00	389.00	389.00
NYC Grass Cutting Award	479.00	468.49	-10.51
Total Receipts	16,437.30	20,216.79	3,779.49

Total Receipts

16,437.30 20,216.79 3,779.49

Update on HGV's Passing Through the Village

I started by ringing NYP 101. The Call Handler helped me find a query form on the internet. I submitted that two weeks ago and heard nothing.

I then went trawling on the internet and found something called the York & North Yorkshire Road Safety Partnership. They have a 'Partnership Speed Management Protocol'. Whilst primarily about speed problems, the Protocol does say *'Not all problems brought to our attention are speed related. With that in mind, we look at all information at our disposal to find out whether speed is the main issue or not. For instance, the problem may be the type of vehicles using the road e.g. heavy goods vehicles'*.

This was the best fit I could find, with a way of reporting the issue via a complaints form within the Protocol. I completed the form, raising extra concerns about the bridge at the Ings and the culvert in the village and drew attention to the Lorry Watch sign in Farnham as having potential for our village. I posted the form 'signed for' on 9th Feb and received an email acknowledgement 10th Feb stating that 'The form has been forwarded to the relevant department who will get back to you as soon as possible.' I attach a copy of the form submitted. I await a response.

Someone did raise the issue at the end of a NHP meeting showing his frustration on the HGV issue. I advised him to feed back some of the problems he was experienced. We have received a letter from a member of the public but I don't know whether it's the same person.

I would like to get the Community involved and NYC (bridge, culvert, damage to pavements and roads etc) but feel until NYP have responded, the PC would be better to wait before planning the way forward.

Now I have a contact email at the Traffic Bureau I can chase the matter.



Office Use Only

York & North Yorkshire Road Safety Partnership

Speed Concern Form

Please Complete All Fields – Only ONE form is required to launch a review of a location

Name: (Dr / Mr / Mrs / Ms / Miss / Other) COUNCILLOR JACKIE HOLDER

Address: 3 RENTON CLOSE, BISHOP MONKTON Postcode: H93 3UB

Tel: 07825 210458 Email: jackie.holder@bishopmonkton-pc.gov.uk

Location of concern (road name):
BOROUGHBRIDGE RD, BISHOP MONKTON

At/ near to (house number / junction with): STARTS @ JUNCTION WITH ST. JOHNS RD RIGHT THROUGH TO ROECIFFE

Are there any days or times you feel are worse: WORKING HOURS
MON | TUE | WED | THUR | FRI | SAT | SUN | ALL DAYS
Times of day (please specify):

Types of vehicle: Car | Motorcycle | Van | Lorry | Bus | All Vehicles

Driven by: Local Residents / General Traffic / Commuters from / Employees of (delete as appropriate)
1. 2. 3.
HGV's taking short cut through Roeciffe and Bishop Monkton

Additional Information: After receiving complaints from residents the Parish Council wish to try and alleviate the problem in conjunction with NYPA and NYE

I would be willing to participate in any Community Action initiatives regarding the issue I have raised:
YES / NO Signature: J. Holder

This form should be returned to –
North Yorkshire Police Traffic Bureau, PO Box 809, York, YO31 6DG
Email: speedconcerns@northyorkshire.police.uk Tel: 01904 933151

FURTHER INFO

I live in a first floor flat at the junction of Renton close and Boroughbridge Road. I have a clear view of the road and traffic using it.

Several times on most days we get a variety of the biggest HGV's using the Boroughbridge Rd in both directions.

I automatically exclude farm traffic from the village farm and related HGV's.

What is gaining is the fact that the 7.5 tonne limit ~~at~~ at the Roecliffe end doesn't even allow 'access only' so where is the justification in using the road from the Roecliffe direction?

We have a bridge to the east of the village and a culvert under the Rd a new to daymont lane in the village. The council fears damage to both of these structures, verges are washed and the vehicles have to navigate a village road with parked cars, cyclists, walkers etc etc. We noticed that Farnham have a large 'Lorry watch' sign and wonder if that scheme is appropriate for us?

I look forward to hearing from you

J. C. H. Oliver



I am contacting you and the Parish Council regarding the increasing concern about very large HGVs passing through the village. As our house - XXXXXXX - is at the narrowest part of Boroughbridge Road we notice how recently the volume has changed. Three bollards have been knocked down in the last 6 months. Two on the becks side which I have replaced but the one fixed to the concrete upstand at the end of the footpath flood overflow has disappeared including the metal socket it was fixed to. The grass verge to the stream has also been pushed over into the stream. I have had to replace it by cutting off grass from the stream side and then putting it back over to cover the damaged area overrun by tractors and HGVs.

The size of the vehicles delivering feed and cattle to Ivy House Farm and Potters Eggs Farms is one of the problems. Two weeks ago a vast 12 double wheel HGV delivering cattle to the Ivy House Farm got stuck outside our house for 30 minutes due to a car parking on the road. The HGV was too wide to get past. In the end the car effected had to be manhandled onto the footpath because the owner could not be found.

The 7.5 ton limit, clearly signposted in Roecliffe and off the Ripon Road, is continually ignored. An increase in construction traffic is also noticeable. Can the PC please check that the Kebble Homes Church Farm development has incorporated delivery traffic routes that do not include coming from the A1/Boroughbridge through Roecliffe, Boroughbridge Road and to village. A sign at the Roecliffe roundabout saying no Bishop Monkton construction traffic through Roecliffe should be installed. I notice that signs are now up at Staveley saying no construction traffic through their village to their new development site.

Thanks for any help the Parish Council can give.



A year or so ago I raised the issue of the poor street lighting on the Boroughbridge Road between Renton Close and Ashbrook Farm. I was told that the PC would look into the matter and that there were one or two options which might improve things. Nothing appears to have been done. Please can you tell me the current state of the matter?

Terms of Reference for Parish Council Planning Enforcement Working Group (PEWG)

Purpose

The Parish Council has established a dedicated working group to oversee activities conducted by major developers within the village. This group is tasked with liaising directly with developers, fostering a cooperative atmosphere, and ensuring compliance with all established construction management plans and planning approvals. The group aims to strike a balance between constructive engagement and enforcing the standards set out in planning agreements.

1. Membership

Members of the Planning Enforcement Working Group will be appointed by the Parish Council. The group must include at least one nominated member of the Council unless otherwise specified. With the approval of the Full Council, the working group may also co-opt members of the public who possess relevant knowledge or expertise to support the group in its activities.

Membership will be granted for a period of one year.

2. Leader

The Parish Council will appoint a leader for the working group. The leader will act as the primary point of contact for the Clerk, Council members, and members of the public. The leader must be an elected member of the Council unless the Full Council agrees otherwise.

3. Powers

The PEWG does not have authority to make decisions on behalf of the Parish Council. All recommendations made by the group must be approved by the Full Council. Nevertheless, the working group is authorised to engage with the NYC Planning Department and Developers, gather information, and organise informal meetings in accordance with its stated purpose.

4. Responsibilities and Areas of Operation

The group's general remit covers all matters related to planning enforcement and developer liaison. Its specific responsibilities include:

- Addressing issues as directed by the Council.
- Investigating matters in detail, reviewing reports and related materials, exploring various options, and obtaining advice for the Council.
- Acting as experts or collaborating with external experts.
- Making recommendations to the Council.

- Ensuring that no funds are spent or committed without delegated authority from the Full Council.

5. Meetings of the Working Group

The PEWG will organise its own meetings and set its own schedule of work. Meetings may be held online or in person. As the group does not meet in public, Standing Orders do not apply; however, Councillors serving on the working group must adhere to the Code of Conduct. The group is not required to produce formal agendas or minutes. A quorum of three members is required for meetings, which must include at least one nominated member of the Parish Council. The group will provide formal reports to each Council meeting and may offer informal updates to Council members as necessary. The working group will also present formal reports to the Full Council at its Annual Meeting if required. The frequency of meetings will be determined by the needs of the group. The group is expected to operate on a time-limited basis, with its ongoing necessity to be reviewed by the Full Council every twelve months unless specified otherwise.