



Proper Officer, Sue Reid
t: 07881 989148
e: clerk@bishopmonkton-pc.gov.uk

Bishop Monkton Parish Council Agenda

To all Councillors:

Members are summoned to attend a Meeting of Bishop Monkton Parish Council to be held Tuesday 21st April 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)

- 2026/049** **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.
- 2026/050** **To receive any apologies.**
- 2026/051** **To consider the apologies and decide whether to approve reasons for absence.**
- 2026/052** **Declaration of Interests**
a) To receive any declarations of interest.
b) To receive, consider and decide upon any applications for dispensation
- 2026/053** **To approve the minutes of the Meeting of Bishop Monkton Parish Council held Tuesday 17th March 2026.**
- 2026/054** **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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- 2026/055** **To receive a report from Cllr Nick Brown of North Yorkshire County Council.**
- 2026/056** **Clerk's report.** To note the clerks report.
- 2026/057** **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.
- 2026/058** **Planning matters.**
a) **To consider and make observations on the following planning applications.**
APPLICATION NO: 26/01230/DVCMAJ
PROPOSAL: Section 73 application for the Variation of Condition 2 (Approved Drawings) of Planning Permissions: HGTZC23/04361/EIAMAJ and 26/01124/AMENDS (Erection of ground mounted solar farm (up to 43MW) and associated infrastructure including access to the A61, internal access tracks, customer substation, DNO building, storage container, power stations, pole mounted CCTV, fencing and landscaping.) to allow for alterations to approved plans.
LOCATION: Land East Of Wormald Green Wormald Green North Yorkshire
GRID REF: E 431850 N 465202
APPLICANT: Harmony WG Solar Limited
PUBLIC ACCESS: [view file](#)
- b) **To note planning decisions.**
TPO No. 15/2026 (HAR)
I write to let you know that the council has made the above Tree Preservation Order. A copy of the schedule and plan of the tree(s) affected are attached for your information.
- The order took effect, on a provisional basis, on 12 March 2026. It will continue in force on this basis for a further six months or until the council confirms the order, whichever occurs first. The consultation period with the affected parties will expire on 16 April 2026.
- We will write to you again when that decision has been made.
- c) **To note planning enforcements.**
There are no planning enforcements to be noted.



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- 2026/059** **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 the Neighbourhood Plan and decide actions moving forwards.
 - c) For members to receive an update from the HGV Working Group in relation to HGV's passing through the village and decide any actions.
 - d) For members to receive an update from the Planning Enforcement Working Group and decide any actions.
- 2026/060** **New matters and correspondence.**
- a) For members to approve the Scheme of Delegation Policy (sent under separate cover).
 - b) For members to approve the amended Financial Regulations. (sent under separate cover).
 - c) For members to approve the amended Standing Orders. (Sent under separate cover).
 - d) For members to note that, as per the terms of contract of employment, the clerk to receive a pay rise of one spinal column point.
 - e) For members to consider quotes from Internal Auditors and appoint an auditor for the 2026/2026 audit. (see attached documents)
 - f) For members to note that they Council has exceeded the £25K income/expenditure threshold and will be subject to an external audit.
 - g) For members to consider the position in relation to the venue in which to host Parish Council Meetings. (see attached document)
 - h) For members to consider membership of YLCA for the forthcoming year as per the invoice received (detailed in payment schedule).
 - i) For members to note that the Wormald Green Community Fund is open for applications (See attached documents).
 - j) For members to consider the clerks request to attend a Public Procurement Training Webinar to be held 05.05.2026 at a cost of £37.60.
 - k) To welcome representatives from Caddick Construction and receive an update on development plans.
- 2026/061** **To agree items to be communicated to residents, and the methods to be employed.**
- 2026/062** **To notify the clerk of matters for inclusion on the agenda at the next meeting.**
- 2026/063** **The next Ordinary meeting of Bishop Monkton Parish Council will be held Tuesday 19th May 2026 in the Methodist Room. *The latest date for members to submit items for consideration on the agenda and reports on tasks is Monday 11th May 2026.***
- 2026/064** **For members to note the resolutions from the meeting.**



The clerk reports the following for members to note:-

1. The clerk has received the deed of easement signed by Kebbell, concluding this matter.
2. The clerk has given notice to the St Johns Methodist Church, with the last meeting to be held July 2026 in this location.
3. The clerk has booked the village hall for meetings from September to the end of 2026 with the request to pencil the third Tuesday of the month into the diary for the 2027 meetings.
UPDATE – The village hall is not available on Tuesday Evenings. There is a longstanding booking for every Tuesday evening for Ripon Orchestra which would make it impossible to even use the smaller side room due to noise impact.
4. The clerk has confirmed the appointment of David Gluck as the consultant for preparation of the Neighbourhood Plan.
5. The VAT126 Claim has been made the amount claimed being £2,282.47
6. The council has exceeded the threshold of £25,000 which makes it subject to an automatic external review.
7. The clerk is still reviewing the position with regards to dog waste bins. An update will be provided at the next meeting of the council.
8. The clerk is still reviewing the Council's insurance policy. Full proposals will be presented at the May meeting.
9. Following the end of the first full year of using the Easy PC Accounts package the clerk reports that she is happy with how the system works in relation to the needs of the council. There have been one or two errors that have become apparent throughout the year, but this is due to ignorance when setting the system up for the first time. Amendments are going to be made prior to the start of the forthcoming financial year, 2026/2027, which should then rectify the errors experienced.
10. There are outstanding payments to be made to North Yorkshire council for the installation of the poles for the VAS units as we have not yet been invoiced for them by NYC. This is for note as an expense to be carried over to the forthcoming 26/27 financial year.

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

Bishop Monkton Parish Council

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

All reserves

Payments

	Period		
	Budget	Actual	Variance
Administration			
Salary, HMRC and Pension	6,600.00	8,650.21	-2,050.21
Room Hire at Village Hall	80.00	0.00	80.00
Room Hire at Methodist Hall	120.00	120.00	0.00
Memberships and Subscriptio	750.00	720.78	29.22
Training	1,500.00	248.20	1,251.80
Audits	600.00	208.33	391.67
Website and IT	250.00	534.62	-284.62
Insurance	550.00	698.81	-148.81
Stationery	200.00	19.99	180.01
Expenses	200.00	762.56	-562.56
Payroll Costs	120.00	230.00	-110.00
Legal Fees	0.00	150.00	-150.00
Total Administration	10,970.00	12,343.50	-1,373.50
Maintenance			
Village Grass Cutting	6,000.00	1,995.00	4,005.00
Village Maintenance	150.00	35.54	114.46
Asset Maintenance	1,500.00	7,901.66	-6,401.66
Play Area Maintenance	500.00	0.00	500.00
Beck Cleaning	400.00	580.00	-180.00
Total Maintenance	8,550.00	10,512.20	-1,962.20
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	72.00	91.65	-19.65
Grants Given	500.00	0.00	500.00
Total Miscellaneous Expense:	797.00	790.10	6.90
Total Payments	20,317.00	23,645.80	-3,328.80

Receipts

	Period		
	Budget	Actual	Variance
Receipts			
VAT Repayments	1,000.00	1,470.49	470.49
Precept	14,000.00	14,000.00	0.00
Bank Interest	150.00	117.42	-32.58
S106	0.00	3,035.00	3,035.00
CIL	2,000.00	0.00	-2,000.00
Grants	1,000.00	3,793.75	2,793.75
Other Receipts	0.00	389.00	389.00
NYC Grass Cutting Award	479.00	468.49	-10.51
Total Receipts	18,629.00	23,274.15	4,645.15

Total Receipts

18,629.00 23,274.15 4,645.15



ITEM 2026/059 b

Bishop Monkton Parish Council Agenda Report

Agenda item Title: Neighbourhood Plan

Purpose of Report Update and Request for Approval

Key Points & Recommendations

The minutes of the most recent Working Group meeting for the Neighbourhood Plan are attached. These provide a summary of progress and actions recommended for approval to the PC.

There is also a recommendation for the sub-group structures and their scope of activity. It is hoped this can be agreed at our April meeting as we cannot progress to detailed work without this.

A separate draft Vision 2040 statement, which is needed for the NP, will be circulated for approval at a later date.

Finally, there is a recommendation to go out to tender for a professional third-party drainage, flooding and sewerage report which could be used to assess planning applications made well before the NP is complete. The recommended consultant and costs will be presented at a later meeting for approval.



Microsoft Word 97 -
2003 Document

P Goodier
8th April 2026.



Neighbourhood Plan Working Group

Minutes of First Meeting, 30th March 2026

Present:

Phil Goodier (PG) Group Chair
David Gluck (DG) Consultant
Dean Culshaw (DC) BMPC Chair
Rupert Scales (RS) BMPC Councillor
James Hobson (JH) Resident

Declarations of Interest

JH informed the group that he is a director of a housebuilding company, but that they do not undertake projects in the local area.

Discussion Points of Note & Recommendations

- The budget for the NP process for 2026/2027 is £4,500 raised via the precept, plus £1,910 kindly donated by BMAG – the £4,500 will (approximately) recur if the precept remains at the current level and other PC spending is controlled.
- A further £4,500 should be available if needed from CIL monies.
- The community are not averse to supporting fundraising, but this is not needed at present.
- Further money may be available from Cllr. Brown's local fund – we should request this when we have a specific funding requirement (for example, the drainage / flooding survey referred to later).
- The group discussed the sub-groups which will be formed to work on specific areas of the plan – see below.
- We need to populate the sub-groups with volunteers and appoint leaders – the primary route will be to contact previous individuals who have said they will volunteer but we will also use the Parish Meeting in May to identify new volunteers.
- An alignment session will be run for volunteers which David will facilitate – the idea is to get the groups up and running and forming their own way of working / priorities. We will aim to hold this shortly after the May Parish meeting.
- We would like to commission a flood risk and sewerage capacity assessment to try to get “ahead of the game” even for planning applications which may come shortly. The group believe that this is fundamental information for the NP and we should go out for tender for this work ASAP – and start it before the above meetings, subject to approval.
- We have agreed that the boundary of the NP is the same as the Parish boundary.



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- The Clerk has notified NYCC of our intention to prepare a NP and (informally) we are aware that James Campbell has been appointed to support us as a Council Planner.
 - **Our next meeting will be Thursday 30th April in the Village Hall.**



Sub-Groups Proposal to be put to the PC for Approval

	Name	Focus Area
	Working (Steering) Group	<ul style="list-style-type: none"> • Project steering / management • Coordination and Prioritisation • Budget Management
1.	Communications	<ul style="list-style-type: none"> • Resident Communications & Engagement • Resident Surveys
2.	Housing Provision & Affordability	<ul style="list-style-type: none"> • What housing development will we tolerate? • What types of housing do we want to see built? • How much of the required NYCC growth need can we accommodate and why? • Affordability • Infill / edge of settlement development • Protecting the Village shape, structure and boundaries
3.	Heritage & Local Character	<ul style="list-style-type: none"> • Listed buildings • Conservation Area • Building design and appearance • Non-designated Heritage Assets • Farmsteads, barns, historic plot patterns
4.	Flooding and Utilities Capacity	<ul style="list-style-type: none"> • Flood risk / mitigation • Sewerage and drainage capacity • Overtopping into the River Ure • Broadband
5.	Transport and access	<ul style="list-style-type: none"> • Roads, traffic, capacity • Transport – public and private • Walking and cycling • Public rights of way / footpaths • Safety
6.	Environment, Landscape & Water	<ul style="list-style-type: none"> • Parks • Footpaths • Agriculture • Natural Environment / biodiversity / buffer • Village Beck • Views
7.	Community Facilities & Local Economy	<ul style="list-style-type: none"> • Schools • Tourism • Shops • Pub • Village Hall • Churches



Decisions to be Requested for Approval from the Parish Council (April 23rd)

1. Approve Sub-Group structure
2. Approve the recommendation to go out to tender for a drainage / sewerage survey
3. Approve the Vision 2040 document
4. Note the plan to communicate at the Parish Meeting (approval not required)
5. Approve the plan to populate the sub-groups

Actions

#	Action	Who	When	Status
1.1	Prepare agenda paper for the Parish Council meeting requesting approval of the decision points above	PG	April 16 th	
1.2	Future meetings to be held in a public venue (village hall) and agenda to be published on website in advance. Public attendance is welcome.	PG / Steve Oliver		
1.3	Approach Colin Philpott about leading the Communications Sub-Group	PG	March 25 th	In hand
1.4	Provide a communications update to the Village on the NP at the Village Meeting on May 28 th	All	May 28 th	
1.5	Provide a list of consultants to approach about a Flood Risk and Sewerage Capacity Assessment	JH	April 10 th	
1.6	Draft a Request for Quotation / Project Scope for the above work	PG	April 17 th	
1.7	Approve 1.5 / 1.6 and go out to tender	Parish Council	April 23 rd	
1.8	Provide a blueprint / visual representation for our journey to complete the NP	DG	April 17 th	
1.9	Use the Parish Council Website as our primary communications channel, supported by Facebook	Steve Oliver	In hand	
1.10	Invite James Campbell to meet us and to the Parish Meeting	Sue Reid	April 23 rd	
1.11	Team members to draft a "Vision 2040 for Bishop Monkton" statement and send individually (no cc!) to DG who will draft a consolidate version for consideration by the PC.	All	April 14 th	
		DG	April 17 th	
1.12	A paper communications route will be set up for the digitally excluded	PG / Comms Lead	TBC	

P Goodier

31st March 2026. Updated 8th April 2026 following feedback.



BISHOP MONKTON NEIGHBOURHOOD DEVELOPMENT PLAN DRAFT VISION AND OBJECTIVES 2040

OUR VISION STATEMENT

“By 2040, Bishop Monkton will be a thriving rural parish, welcoming to all residents, old and new, providing for their essential needs and supporting varied livelihoods. At the heart of the parish will be our village. Shaped by its heritage and rooted in its surrounding landscapes, Bishop Monkton will provide essential community facilities, supporting and responding to local needs as befits a village of its size:

Our village shop, school, hall, church, chapel and greenspaces will be well used and much valued community assets.

New housing developments will have grown the village from its current size and form but will be well integrated, provided well designed and low impact homes, informed by the current built form, with a mix of homes in terms of size and tenure, including those which are affordable to residents.

New development has brought new life to the parish and has been designed to blend into the village; as well as recognising and investing in critical infrastructure restraints, in particular relating to flooding, sewerage, drainage and roads.”

Commented [PG1]: This was in as the document is forward looking - i.e. we will have a shop!

OUR OBJECTIVES

Objective 1: Managing growth

To ensure new housing development is at an appropriate scale to the existing village and does not overwhelm the community or its infrastructure and provides for improvements to critical infrastructure.

Objective 2: Housing mix

To support growth that contributes to a balanced and sustainable community by encouraging a mix of homes that meet local needs, including those of young people, families and older residents.

Objective 3: Rural character

To conserve the village's heritage and rural character and respects its setting in the landscape, maintaining clear separation from nearby settlements.

Objective 4: Design and heritage

To ensure new development reflects local distinctiveness and design, including its history and heritage, conserving its heritage assets, whether listed or non-designated.

Objective 5: Community cohesion

To maintain and improve community facilities and opportunities so that our community is cohesive, welcoming to all and providing a strong sense of place, enabling social well-being.

Objective 6: Ecological responsiveness

Commented [PG2]: A bit of a potential repetition but added as it's such a key concern



To ensure growth respects local ecology, enhances biodiversity and mitigates the impacts of climate change.

Objective 7: Our local economy

To support our farming industry and small-scale economic activity, including tourism, that sustains local facilities and contributes to village vitality.

Objective 8: Access to greenspace

To improve the quality of and accessibility to greenspaces and the countryside surrounding the village for well-being purposes.



Sue Reid – Parish Clerk
Bishop Monkton Parish Council
C/O Chapel Villas
Dishforth
YO7 3LW

Sent via Email: clerk@bishopmonkton-pc.gov.uk

29th March 2026

Dear Sue,

RE: INTERNAL AUDIT QUOTATION FOR BISHOP MONKTON PARISH COUNCIL

Thank you for your enquiry for the provision of an internal audit service for Bishop Monkton Parish Council. We are pleased to provide you with an internal audit quote of **£475.00** for the 2025/2026 financial year which would cover one annual remote audit at the year-end. This will include the audit to confirm compliance with the Local Government Data Transparency Code due to the councils turnover less than £25,000.

Internal Audit Plan [Terms of Reference]

We have developed our in-house internal audit checklist that is underpinned by our internal audit plan which covers the scope and terms of reference of our audit. The internal audit plan is in accordance with the proper practice guidelines as referenced within the Governance and Accountability Practitioners Guide and in accordance with the Accounts and Audit Regulations 2015. We enclose a copy of the plan for your information.

Competency of the Internal Auditor

The internal audit function must be independent from the management of the financial controls and procedures of the authority which are the subject of review. The person or persons carrying out internal audit must be competent to carry out the role in a way that meets the business needs of the authority. It is for each authority to decide, given its circumstances, what level of competency is appropriate, and to keep this issue under review. There are two key principles an authority should follow in sourcing an internal audit provider: independence and competence.

Independence

Independence requires the absence of any actual or perceived conflict of interest. It means that whoever carries out the internal audit role does not have any involvement in or responsibility for the financial decision making, management or control of the authority, or with the authority's financial controls and procedures. Internal Audit Yorkshire meets this requirement.

Qualifications

There is no requirement for a person providing the internal audit role to be professionally qualified, but essential competencies to be sought from any internal audit service include:

- Understanding basic book-keeping and accounting processes;
- Understanding the role of internal audit in reviewing systems rather than undertaking detailed checks that are more appropriately the responsibility of management;
- Awareness of relevant risk management issues; and
- Understanding proper practices in relation to governance and accounting requirements within the legal framework and powers of smaller authorities.



Internal Audit Yorkshire meets this requirement as the auditor is a CILCA qualified Clerk and RFO with over 15 years' experience in Local Government. The appointed auditor has AAT accountancy qualifications [although this is not a requirement] that assist in the delivery of the internal audit service and is a current internal auditor for several Councils across the Yorkshire and Lincolnshire region. We are insured to provide professional services and have appropriate cover for professional indemnity.

The fees quoted above are inclusive of the time carried out to prepare the report. Travel costs at the HMRC rate of 45p per mile shall apply for conducting the audit on site.

Should the Council wish to accept our quotation, then we will issue a letter of engagement that will set out our terms and scope of work including clauses for confidentiality, access to information and professional indemnity insurance cover. If you require any further information then by all means, please contact us and we look forward to working with Bishop Monkton Parish Council.

Yours Sincerely

S. Kauser

Ms Safia Kauser
Internal Auditor



Item 2026/060 g

Bishop Monkton Parish Council Agenda Report

Agenda item Title: Holding of Parish Council Meetings.

Purpose of Report To give members the required information to make an informed decision.

Key Points At the meeting of the Parish Council held 17th February 2026, Agenda Item 2026/028 e members resolved to move the venue for holding the PC meetings to the village hall with effect from the September 2026 meeting.

It has become apparent that the village hall is not available on Tuesday evenings, thus making the holding of the PC meetings there impossible.

The only time the village hall would be available for the PC to hold their meetings would be the 2nd, 3rd, or 4th Wednesday of the month.

Recommendation

1. Resolve to move the PC meetings to one of the days as detailed above.
2. Resolve to overturn the previous decision made 17.02.2026 and to carry on holding the PC meetings at the Methodist Church.
3. Find another location to hold the PC meetings.



I hope you're well and are enjoying Spring!

I wanted to let you know that the Wormald Green Community Fund has just re-opened for 2026. Applications are open until 1st June and follow the same process as last year. You can access the fund and apply using the link below:

<https://www.bizgive.app/public/wormald-green-battery-community-fund>

Please let me know if you have any questions!