



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

## Bishop Monkton Parish Council Minutes

### MINUTES OF THE MEETING OF BISHOP MONKTON PARISH COUNCIL HELD 21<sup>ST</sup> APRIL 2026 IN THE METHODIST ROOM.

**Commenced: 19.01 hours**

**Concluded: 20.50 hours**

**Attending: Cllrs Culshaw (Chairman), Oliver, Scales, Hogg, Goodier**

**Also Present: S Reid (Clerk) 11 members of the public and 4 representatives from Caddick Construction.**

*Meetings are open to the press and public by virtue of the Public Bodies Admissions to Meetings Act*

**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.*

The Chairman opened the meeting and welcomed everyone.

**2026/050**

**To receive any apologies.**

Apologies were received from Cllr Holder.

**2026/051**

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

**RESOLVED** That Cllr Holder's apologies be accepted.

**2026/052**

**Declaration of Interests**

a) To receive any declarations of interest.

Cllr Scales declared that he lives next to the Caddick development plot.

b) To receive, consider and decide upon any applications for dispensation

There were no applications for dispensation.

Signed \_\_\_\_\_

Dated \_\_\_\_\_



- 2026/053 To approve the minutes of the Meeting of Bishop Monkton Parish Council held Tuesday 17<sup>th</sup> March 2026.**  
**RESOLVED** That the minutes of the meeting held 17.03.2026 be approved as a true and accurate record of proceedings.

The chair proposed a motion to bring item 2026/060 K forward to this point.

**RESOLVED** All members agreed to the proposal.

A detailed note on the interaction with Caddick Construction can be found in the minutes pack.

**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.*

A detailed note on the interaction with Caddick Construction can be found in the minutes pack.

**2026/055 To receive a report from Cllr Nick Brown of North Yorkshire County Council.**

Cllr Brown was not in attendance at the meeting and had not sent a report.

**2026/056 Clerk's report.** To note the clerks report.  
The clerk's report was noted.

**2026/057 Financial matters. (Documents Attached)**

- a) To approve the payments as per the schedule attached.  
**RESOLVED** That the payments on the attached schedule be approved.
- b) To note the contracted ongoing payments.  
The contracted payments were noted.
- c) To note the bank reconciliation.  
The bank reconciliation was noted.

**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

Signed \_\_\_\_\_

Dated \_\_\_\_\_



---

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](#)

**RESOLVED** Neither support nor object.

**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.

The planning decision was noted.

**c) To note planning enforcements.**

There are no planning enforcements to be noted.

**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.

A questionnaire is being put together to give to parents and children. This should then support any future application as it demonstrates consultation and community involvement.

The Church Farm S106 funds have been allocated to the council play area in the village. Cllr Hogg is investigating this.

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

**RESOLVED**

- Agree the sub groups as per the attached document.
- Agree the Vision and Objectives Statement for the plan with the amendments as submitted.
- Approve the drainage and sewage survey.

Signed \_\_\_\_\_

Dated \_\_\_\_\_



- 
- Cllr Oliver to advertise next meeting on web site. Cllr Goodier to advertise on BMT and Clerk on PC FB.
- 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. Two meetings have been held, both well attended. Had positive results from HGV companies that have been contacted in relation to their vehicles using the village as a through road. Still working on the matter of the tractors.
- d) For members to receive an update from the Planning Enforcement Working Group and decide any actions. A meeting has been held with MD of Keibel. Concerns were discussed about the planning enforcement actions already raised. He is going to investigate.

**2026/060 New matters and correspondence.**

- a) For members to approve the Scheme of Delegation Policy (sent under separate cover).  
**RESOLVED** To approve this policy.
- b) For members to approve the amended Financial Regulations. (sent under separate cover).  
**RESOLVED** To approve this policy
- c) For members to approve the amended Standing Orders. (Sent under separate cover).  
**RESOLVED** To approve this policy
- 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.  
This was noted.
- e) For members to consider quotes from Internal Auditors and appoint an auditor for the 2026/2026 audit. (see attached documents)  
**RESOLVED** That the clerk appoint an Internal Auditor up to the amount of £475.
- f) For members to note that they Council has exceeded the £25K income/expenditure threshold and will be subject to an external audit.  
This was noted.
- g) For members to consider the position in relation to the venue in which to host Parish Council Meetings. (see attached document)  
**RESOLVED** That the meeting still to move to the Village Hall but to be held on the third Wednesday of every month.
- h) For members to consider membership of YLCA for the forthcoming year as per the invoice received (detailed in payment schedule).  
**RESOLVED** To subscribe to YLCA for the forthcoming year 2026/2027.

Signed \_\_\_\_\_

Dated \_\_\_\_\_



- i) For members to note that the Wormald Green Community Fund is open for applications (See attached documents).  
This was noted.
- 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.  
**RESOLVED** That the clerk attend this training course.
- k) To welcome representatives from Caddick Construction and receive an update on development plans.  
By motion this item was heard at the beginning of the meeting.

**2026/061 To agree items to be communicated to residents, and the methods to be employed.**

- Meeting of Caddick.
- Neighbourhood Plan
- Change of location for PC meetings and change of date.

**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 19<sup>th</sup> 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 11<sup>th</sup> May 2026.***

**2026/064 For members to note the resolutions from the meeting.**

<b>Agenda Number</b>	<b>Action</b>	<b>Responsible</b>	<b>By</b>
2026/059 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. A questionnaire is being put together to give to parents and children. This should then support any future application as it demonstrates consultation and community involvement. The Church Farm S106 funds have been allocated to the council play area in the village. Cllr Hogg is investigating this.	Cllr Hogg	Ongoing
2026/059 b	For members to receive an update in relation to the development of the Neighbourhood Plan and decide actions moving forwards. <b><u>RESOLVED</u></b>	Cllr Goodier/Clerk	Ongoing

Signed \_\_\_\_\_

Dated \_\_\_\_\_



	<ul style="list-style-type: none"> <li>• Agree the sub groups as per the attached document.</li> <li>• Agree the Vision and Objectives Statement for the plan with the amendments as submitted.</li> <li>• Approve the drainage and sewage survey.</li> <li>• Cllr Oliver to advertise next meeting on web site. Cllr Goodier to advertise on BMT and Clerk on PC FB.</li> </ul>		
2026/059 e	<p>For members to receive an update from the HGV Working Group in relation to HGV's passing through the village and decide any actions.</p> <p>Two meeting have been held, both well attended. Had positive results from HGV companies that have been contacted in relation to their vehicles using the village as a through road. Stil working on the matter of the tractors.</p>	Cllr Holder/ Cllr Oliver / Clerk	Ongoing
2026/059 f	<p>For members to receive an update from the Planning Enforcement Working Group and decide any actions.</p> <p>Contact has been made with Kebble Homes. A meeting is to be scheduled to pave the way forward.</p> <p>A meeting has been held with MD of Kebbel. Concerns were discussed about the planning enforcement actions already raised. He is going to investigate.</p>	CllrCulshaw/Cllr Scales/ Resident	Ongoing
2026/044 a	<p>For members to consider the renewal of the Council Insurance due June 2026.</p> <p><b>RESOLVED</b> The clerk to seek quotes.</p>	Clerk	19.05.2026
2026/044 g	<p>For members to receive communication from a member of the public in relation to the installation of an extra dog waste bin and decide any action.</p> <p><b>RESOLVED</b> That the clerk obtain costs and bring back to next meeting.</p>	Clerk	19.05.2026
2026/060 e	<p>For members to consider quotes from Internal Auditors and appoint an auditor for the 2026/2026 audit. (see attached documents)</p> <p><b>RESOLVED</b> That the clerk appoint an Internal Auditor up to the amount of £475.</p>	Clerk	19.05.2026

Signed \_\_\_\_\_

Dated \_\_\_\_\_



---

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
<b>Administration</b>			
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
<b>Total Administration</b>	<b>10,970.00</b>	<b>12,343.50</b>	<b>-1,373.50</b>
<b>Maintenance</b>			
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
<b>Total Maintenance</b>	<b>8,550.00</b>	<b>10,512.20</b>	<b>-1,962.20</b>
<b>Miscellaneous Expenses</b>			
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
<b>Total Miscellaneous Expense:</b>	<b>797.00</b>	<b>790.10</b>	<b>6.90</b>
<b>Total Payments</b>	<b>20,317.00</b>	<b>23,645.80</b>	<b>-3,328.80</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	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
<b>Total Receipts</b>	<b>18,629.00</b>	<b>23,274.15</b>	<b>4,645.15</b>

**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  
8<sup>th</sup> April 2026.



---

## Neighbourhood Plan Working Group

### Minutes of First Meeting, 30<sup>th</sup> 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.



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



### Decisions to be Requested for Approval from the Parish Council (April 23<sup>rd</sup>)

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 <sup>th</sup>	
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 <sup>th</sup>	In hand
1.4	Provide a communications update to the Village on the NP at the Village Meeting on May 28 <sup>th</sup>	All	May 28 <sup>th</sup>	
1.5	Provide a list of consultants to approach about a Flood Risk and Sewerage Capacity Assessment	JH	April 10 <sup>th</sup>	
1.6	Draft a Request for Quotation / Project Scope for the above work	PG	April 17 <sup>th</sup>	
1.7	Approve 1.5 / 1.6 and go out to tender	Parish Council	April 23 <sup>rd</sup>	
1.8	Provide a blueprint / visual representation for our journey to complete the NP	DG	April 17 <sup>th</sup>	
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 <sup>rd</sup>	
1.11	<b>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.</b>	All	April 14 <sup>th</sup>	
		DG	April 17 <sup>th</sup>	
1.12	A paper communications route will be set up for the digitally excluded	PG / Comms Lead	TBC	

P Goodier

31<sup>st</sup> March 2026. Updated 8<sup>th</sup> 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.**



---

From the last HGVWatch meeting:

**Farm Traffic:**

Agreed to observe and gather information to identify local (legitimate) traffic and non local traffic - ongoing.

Try and organise a meeting of Steve and I with Paynes Dairies. Elliot Payne has replied to my email and we are waiting for confirmation of 27th April.

**Liaison with NY Police:**

No success as yet. It was agreed that I go to Ripon Police Station personally.

**NY Area 6 Highways:**

No success as yet. When I return from holiday, the email response period will have expired. I will then attempt to contact Chris Blackburn by phone.

Steve has emailed Heather Yendall (initially about signage on Moor Lane) and has also raised the issue about having advance warning signs at the Hungate/Knaresborough Road cross roads relating to the HGV weight limit at Boroughbridge Road/St Johns Road so that HGVs can take a more appropriate route prior to reaching the sign itself.

We agreed to ask for a review of the positioning and number of 7.5t weight limit signs in the village when we have a route to do so.

**NY Trading Standards:**

Information from Farnham is that their Lorry Watch sign was privately purchased and installed on a landowners wall. They were not members of the LorryWatch scheme.

Me to formally write to Trading Standards at North Allerton address to seek whatever support we can (To be actioned on my return)

**Community Support & Involvement:**

Steve managing. Partly dependant on the Clerks Action re Facebook.

**Contacting identified Companies:**

Steve and I to continue to contact companies of HGVs coming in from the Roelcliffe direction (there is no 'access only' condition at that end so nothing should be coming from that direction) to make Transport Managers aware.

**Identifying Potential 'Repeat Offenders':**

A database has been created and will be populated and managed by me.

**Other Suggestions:**

Carol is researching whether we can/need to lobby SatNav companies if incorrect info on them relating to 7.5t weight restriction through Roelcliffe and BM

Contacting our MP for support if struggling to gain co-operation from authorities a possibility.

Kind Regards  
Jackie Holder



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

Sent via Email: [clerk@bishopmonkton-pc.gov.uk](mailto:clerk@bishopmonkton-pc.gov.uk)

29<sup>th</sup> 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

<b>Agenda item Title:</b>	Holding of Parish Council Meetings.
<b>Purpose of Report</b>	To give members the required information to make an informed decision.
<b>Key Points</b>	<p>At the meeting of the Parish Council held 17<sup>th</sup> 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.</p> <p>It has become apparent that the village hall is not available on Tuesday evenings, thus making the holding of the PC meetings there impossible.</p> <p>The only time the village hall would be available for the PC to hold their meetings would be the 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> Wednesday of the month.</p>
<b>Recommendation</b>	<ol style="list-style-type: none"><li>1. Resolve to move the PC meetings to one of the days as detailed above.</li><li>2. Resolve to overturn the previous decision made 17.02.2026 and to carry on holding the PC meetings at the Methodist Church.</li><li>3. Find another location to hold the PC meetings.</li></ol>



---

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!



Item 2026/060 k – Caddick Construction  
Item 2026/054 – Public Participation with Caddick Construction.

---

- The chair highlighted that the meeting tonight only allowed a limited time for the Caddick Construction presentation so a lot of time could not be spent on any one item. Given the limited amount of time and the number of people in the room the Chairman suggested to Caddick that they can do a full meeting to the Parish which the Parish Council would be happy to help co-ordinate for them.
- The chair then provided Caddick the floor. Caddick indicated that they weren't here to present anything. They were here to field any questions and to discuss the leaflet that had been sent around the village. There were 4 people representing the proposed development 3 representatives from Caddick Construction and one from Lichfields Planning and Development Consultancy.
- The plan presented via the leaflet drop is the current emerging, illustrative masterplan.
- They are going to be submitting an outline planning application for up to 80-83 new homes following the work Caddick have done.
- Since their last meeting with the Parish Council, the plan has evolved following surveys and consultations with parties including North Yorkshire Council and their consultees.
- Key change is that they are happy that the point of access to the site works in their opinion. A new junction will be proposed into the site. Mains Lane junction would be closed for safety reasons and for visibility issues but would remain open for pedestrian access. Emergency access onto Mains Lane would be achieved by the installation of retractable bollards.
- A traffic calming measure will also be proposed on Knaresborough Road to the north of the site junction in the form of a chicane.
- When asked about how vehicles such as a long HGVs and emergency vehicles such as fire engines can access Mains Lane as they currently do, the planner from Lichfield indicated that the

junction design work is still being finalised and that a highways consultant is currently modelling the junction.

- The flooding engineer then discussed the topic of flood alleviation. He started by saying that the amount of storage water that is required to make an appreciable difference to the downstream flooding within the village can't be provided within the basin that could be covered on the proposed site. Caddick also considered options of retaining water at a higher level than the proposed site but concluded that it did not give an appreciable improvement in the flood risk situation downstream as well as considered the fact that if a water retaining structure were to give way it would be catastrophic for the village. This has been discussed with the Lead Local Flood Authority Officer at North Yorkshire Council and Caddick indicate that this officer agrees that the proposed development will not provide a downstream benefit, based on flood risk and reward considerations.
- The flooding engineer stated that the proposed development site will not have any negative effect in flood risk terms off the site. The development platform will be taken away from the flood zones and consequently the site situation will not have an issue in terms of the pluvial flood risk or surface water flood risk. The site has taken into account One in a Hundred Year Events, an urban creep of 10% plus a 45% increase in climate change impact in its drainage design. The re-levelling of the site by "cut and fill" will ensure that gravity will take all water on the site towards the beck. Greenfield run-off rates have been discussed with North Yorkshire Council's flood authority and that while Caddick will try to reduce the rates currently experienced, the plans are that the rates will be consistent with today's rates.
- Caddick confirmed that rain water and storm water drainage is 100% isolated from anything that enters the public sewer.
- Caddick confirmed that they have spoken to Yorkshire Water about the capacity of the sewage works and that Yorkshire Water would address what are serious problems with the sewage system after any application is approved.
- Caddick confirmed that the owner of the triangular plot of the land to the east of the development has no financial interest in the proposed site and whilst having been approached by Caddick, that landowner does not want to provide land to the development site. Caddick are aware that the boundary of that plot of land is also within the Conservation Area.

- Caddick accepted it was a good point that the questions raised in the leaflet were designed more for marketing purposes, that they could be interpreted as asking residents if they opposed discrimination and that at no point is anyone asked if they actually agree with the proposed development.
- Concern was raised that a number of people did not receive the Caddick leaflet, including 50% members of the parish council councillors. Caddick stated that while 529 residential properties and 9 businesses were targeted for a leaflet drop, they are aware that some properties have not received leaflets. They engaged the services of DBS who say that the properties they have not dropped leaflets to will be sent subsequently by Royal Mail.
- Caddick were asked what the visibility splay measurements are at the point of access and what the 85<sup>th</sup> percentile vehicle speeds that have been used for the calculations. Caddick responded by saying that they don't have the highway consultant here today but that person confirms the junction will provide visibility splay using 2.5m depth and 43m width. Caddick will report back on the 85<sup>th</sup> percentile question.
- Caddick confirmed they have modelled the increased traffic levels based on the cumulative impact of the different developments in the village and have worked in liaison with the local highways authority. Their site junction has been modelled from the north and the south.
- Caddick confirmed they would revert back to the Parish Council on the consideration they have given to the area around the site access junction along with Mains Lane for pedestrians and equine use as well as the Melrose Road junction.

## 2026/054 Public Participation

- Caddick confirmed they would address the point about the number of HGV journeys that would be required as part of the housing development. They also confirmed the impact of the Avant homes development would also be considered in their application.
- A member of the public also raised the point that Caddick's modelling worked on the basis of regular traffic movements and not the cluster movements that normally occur.
- A member of the public was concerned about local infrastructure and pointed out that as the Caddick representatives had entered the village via Moor Road they had not entered the village via the other routes which are all in a poor state of repair and in places are unfit for additional vehicles and large vehicles.
- Caddick confirmed they would look into the safety aspect of highways in terms of road calming measures and pavements after a member of the public had expressed complete dissatisfaction that previous developments had said they would improve things but the Council failed to ensure the improvements were undertaken.
- Drainage – surface water; there will be some means of controlling the water flow into the beck via open water features (not tanks). The capacity of the ponds will be sufficient for a one in a hundred year storm event, as well as a 45% impact resulting from climate change as well as the impact of urban creep as well as a 2 foot increase above that. Caddick are aware of the solar farm that is upstream of this site and all they can confirm is that the flows from the Caddick site will not be any greater than they are now.
- Caddick confirmed; that Yorkshire Water have not given the site a connection point at the moment for the sewage waste; that Yorkshire Water have a statutory obligation to provide a connection point and that Yorkshire Water have to give consideration to and work through the plans from the other developments in the village.
- A member of the public said that the emerging illustrative masterplan paints a picture of an open greenfield and not one showing what it would look like with houses on it. Caddick stated that this is an outline application and that the submitted plan will give an illustrated masterplan of where indicative housing could go. More will be seen at the point of submitting the plan but at the moment they do not have that illustration as there is more work

and consultation being undertaken which will feed into the illustrative masterplan.

- A member of the public raised the points that traffic monitoring was done when it was a quiet day on 20<sup>th</sup> February and only for for 18 hours. No account is taken when the A61 is closed and all traffic has to come through the village and it comes through like the M6. This member of the public also pointed out that there are times when vehicles are approaching the proposed junction area on the wrong side of the road and that there are real safety issues. Caddick noted the point and made additional reference to a possible safety feature such as a chicane between Meadowcroft Drive and the Avant development site entrance.
- A member of the public raised the concern regarding the approach to the site entrance from the south of the village and the danger of the approach to the site given the topography of the road in the form of a significant rise in the road.
- A member of the public asked if Caddick were aware of 3 tributaries for the beck. He pointed out that a landowner has already created an attenuation pond for one of the tributaries and suggested Caddick visit it. He knows there is a problem with the quantity of the water and said that instead of a potential community food growing area on the emerging plan, there should be a further attenuation pond. He raised concern about the numerous flashflooding events in recent years demonstrated they are not one in a hundred year events and felt that additional attenuation ponds will help. He raised concern about the sewerage overflow at areas such as outstanding the school.

The chair indicated that Caddick could come back, have a village meeting and a proper question and answer session as this was not the proper place to have a long meeting. A member of the public asked that Caddick ensure that everyone knows this is happening as opposed to a leaflet drop. Caddick stated that their preferred plan would be to deal with individuals' concerns via the parish council in a meeting with the parish council, rather than in the form of a public consultation exhibition in a room full of people which wouldn't be very constructive.

The chair thanked the Caddick representatives for their attendance this evening.

**After meeting note:** Communication has subsequently been sent inviting Caddick to a Village Meeting.

