



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 the Meeting of Bishop Monkton Parish Council to be held Tuesday 16th June 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)

- 2026/091 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.
- 2026/092 To receive any apologies.**
- 2026/093 To consider the apologies and decide whether to approve reasons for absence.**
- 2026/094 Declaration of Interests**
a) To receive any declarations of interest.
b) To receive, consider and decide upon any applications for dispensation
- 2026/095 To approve the minutes of the Meeting of Bishop Monkton Parish Council held Tuesday 19th May 2026.**
- 2026/096 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.



-
- 2026/097** **Clerk's report.** To note the clerks report.
- 2026/098** **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 & YTD.
- 2026/099** **Planning matters.**
a) **To consider the following new consultations.**
APPLICATION NO: 26/01384/FULMAJ
PROPOSAL: Installation of an underground cable to connect the approved solar farm (ref: HGTZC23/04361/EIAMAJ) to Wormald Green Substation.
LOCATION: Land South East Of Wormald Green Station Lane
Wormald Green NorthYorkshire
GRID REF: E 431850 N 465202
APPLICANT: Harmony WG Solar Limited
PUBLIC ACCESS: [view file](#)

b) **There are no planning approvals to note.**

c) **To note the following planning enforcements.**
PLANNING ENFORCEMENT CASE NO: 26/00524/PR15
LOCATION: Larchtrees Barn Knaresborough Road Bishop Monkton North Yorkshire HG3 3QQ
ALLEGED BREACH: Alleged unauthorised change of use to commercial
I write to notify you of a communication received on 5 June 2026 which reports a possible breach of planning control at the above location.
- 2026/0100** **Ongoing matters.**
a) For members to receive an update in relation to the development of the Neighbourhood Plan and decide actions moving forwards.
b) For members to receive an update from the HGV Working Group in relation to HGV's passing through the village and decide any actions.
c) For members to receive an update from the Planning Enforcement Working Group and decide any actions.
- 2026/101** **New matters and correspondence.**
a) For members to note the Annual Internal Audit Report for 2025/2026 included at page 3 of the Annual Governance and Accountability Return 2025/2026.
b) For Members to consider the Annual Governance Statement 2025/2026 included at page 4 of the Annual Governance and Accountability Return 2025/2026.



-
- c) For members to approve the Accounting Statement 2025/2026 included at page 5 of the Annual Governance and Accountability Return 2025/2026
 - d) For members to approve the publication of documents required by Accounts and Audit Regulations 2015 and The Local Audit (Smaller Authorities) Regulations 2015.
 - e) To consider the clerks request for the Council to allow an annual subscription to I Love PDF at a cost of £5 per month, billed annually at £60.
 - f) To consider the requirement to hold a meeting of the Council in August.
 - g) To consider the venue for the October meeting of the council as the village hall has advised there is a booking on that night in the main hall.
 - h) To consider contracting a window cleaner to clean the Council owned bus shelter on the A61. A price has been obtained of £30 to carry this out.
 - i) For members to consider approving the clerks attendance at the YLCA Talking Tables training day on 30th September 2026 at a cost of £105. Document attached.
 - j) For members to note the asset inspection (document attached) and consider any works which need to be carried out.
 - k) For Cllr Holder to update members on her H&S check on the PC Play area located at the village hall.
 - l) To consider approval for the clerk to apply for the Unity Trust Bank Card which carries a monthly fee of £3.00

- 2026/102** **To agree items to be communicated to residents, and the methods to be employed.**
- 2026/103** **To notify the clerk of matters for inclusion on the agenda at the next meeting.**
- 2026/104** **The next Ordinary meeting of Bishop Monkton Parish Council will be held Tuesday 21st July 2026 in the Methodist Room. *The latest date for members to submit items for consideration on the agenda and reports on tasks is Monday 13th July 2026.***
- 2026/105** **For members to note the resolutions from the meeting.**



The clerk reports the following for members to note:-

1. The clerk has removed former Cllr Hogg from the banking system.
2. The clerk has written to the resident offering PC support in the application for the change of status to a Bridlepath in part of the village.
3. The clerk has opened an amazon account in the PC name for future purchases and VAT reclaims.
4. The clerk has set up a facebook profile in the name of BMPC and has joined Bishop Monkton FB page. The clerk considers that, for NHP reasons, it may be advisable to add Cllr Goodier on the PC FB page so he can post items solely for the NHP.
5. The clerk suggests that a good way of providing some information relating to the NHP could be by utilising the village magazine. This would help in a small way to include the digitally excluded residents in the village.
6. To note that the clerk has responded under delegated powers to the following planning consultation, saying the PC neither support nor object to the application.
APPLICATION NO: 26/02276/TPO
PROPOSAL: Crown lift (to 5m) of 1 no Sycamore (T11) subject to tree preservation order 04/1970.
LOCATION: 19 Meadowcroft Drive Bishop Monkton North Yorkshire HG3 3QH
GRID REF: E 432796 N 466180
APPLICANT: Mrs Barbara Evans
PUBLIC ACCESS: [view file](#)
7. The clerk has forwarded a copy of the 2025 RoSPA report to Playscape. They have responded saying that according to the report there is nothing that requires any urgent attention. The clerk is going to query this as it is understood some of the ground works are lifting and peeling away.
8. For members to note the change that recent legislative changes mean that from **29 June 2026**, councils **must not publish a councillor's usual residential address** in the public Register of Members' Interests unless the councillor **explicitly requests** publication ('opting in').

A councillor's usual residential address must, however, still be registered confidentially with the Monitoring Officer, even if it is to be withheld from publication in the public Register.

The legal change aims to improve councillor safety, reduce risks of harassment, modernise transparency rules and ensure that personal data is handled proportionately

9. For members to note that the council was not registered with the ICO. The last registration was in 2024. It would appear that this has been missed due to the change over of email address, the ICO having the old gmail one. The clerk has rectified this and subscribed with immediate effect paying via direct debit in order to secure a £5 discount, the annual cost being £47.
10. The clerk has purchased a dog bin which has been passed to Cllr Culshaw to arrange installation.

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

Council name Bishop Monkton Parish Council
Bank account Unity Current Account

Balance per bank statement at 31/05/2026 389.63

TOTAL NET BANK BALANCES AT 31/05/2026 389.63

Opening_balance 3,112.83

Total receipts 14,039.47

Total payments -1,862.67

Total transfers -14,900.00

Closing balance per cash book (must equal net bank balances above) 389.63

Council name Bishop Monkton Parish Council
Bank account Unity Deposit Account

Balance per bank statement at 31/05/2026 14,563.61

TOTAL NET BANK BALANCES AT 31/05/2026 14,563.61

Opening_balance 5,063.61

Total receipts

Total payments

Total transfers 9,500.00

Closing balance per cash book (must equal net bank balances above) 14,563.61

Council name Bishop Monkton Parish Council
Bank account Unity NHP Account

| | |
|---|-----------------|
| Balance per bank statement at 31/05/2026 | 7,311.53 |
| TOTAL NET BANK BALANCES AT 31/05/2026 | 7,311.53 |
| Opening_balance | 1,911.53 |
| Total receipts | |
| Total payments | |
| Total transfers | 5,400.00 |
| Closing balance per cash book (must equal net bank balances above) | 7,311.53 |

Bishop Monkton Parish Council

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

All reserves

Payments

| | Period | | |
|-------------------------------------|-----------------|-----------------|-----------------|
| | Budget | Actual | Variance |
| Administration | | | |
| Salary, HMRC and Pension | 1,354.16 | 1,288.64 | 65.52 |
| Room Hire at Village Hall | 0.00 | 0.00 | 0.00 |
| Room Hire at Methodist Hall | 0.00 | 0.00 | 0.00 |
| Memberships and Subscriptio | 400.00 | 375.00 | 25.00 |
| Training | 125.00 | 0.00 | 125.00 |
| Audits | 0.00 | 0.00 | 0.00 |
| Website and IT | 20.00 | 97.16 | -77.16 |
| Insurance | 0.00 | 0.00 | 0.00 |
| Stationery | 50.00 | 10.82 | 39.18 |
| Expenses | 220.00 | 72.25 | 147.75 |
| Payroll Costs | 30.00 | 0.00 | 30.00 |
| Legal Fees | 83.34 | 0.00 | 83.34 |
| Total Administration | 2,282.50 | 1,843.87 | 438.63 |
| Maintenance | | | |
| Village Grass Cutting | 720.00 | 0.00 | 720.00 |
| Village Maintenance | 0.00 | 0.00 | 0.00 |
| Asset Maintenance | 350.00 | 0.00 | 350.00 |
| Play Area Maintenance | 0.00 | 0.00 | 0.00 |
| Beck Cleaning | 0.00 | 0.00 | 0.00 |
| Total Maintenance | 1,070.00 | 0.00 | 1,070.00 |
| Miscellaneous Expenses | | | |
| Festive Costs | 0.00 | 0.00 | 0.00 |
| S137 | 0.00 | 0.00 | 0.00 |
| Bank Charges | 14.00 | 14.00 | 0.00 |
| Grants Given | 0.00 | 0.00 | 0.00 |
| Total Miscellaneous Expenses | 14.00 | 14.00 | 0.00 |
| Asset Purchases | | | |
| Asset Purchases | 0.00 | 0.00 | 0.00 |
| Total Asset Purchases | 0.00 | 0.00 | 0.00 |
| Neighbourhood Plan | | | |
| NHP Project Consultant Fees & | 500.00 | 0.00 | 500.00 |
| NHP Venue Hire, Public Exhibi | 32.50 | 0.00 | 32.50 |
| NHP Website and Communica | 32.50 | 0.00 | 32.50 |
| NHP Survey, Design, Distributi | 32.50 | 0.00 | 32.50 |
| NHP Research and Studies Co: | 32.50 | 0.00 | 32.50 |
| NHP Planning Consultancy (Pc | 166.66 | 0.00 | 166.66 |
| NHP Plan Production and Desi | 83.34 | 0.00 | 83.34 |
| NHP Other (Bank Charges, Mil | 20.00 | 0.00 | 20.00 |
| Total Neighbourhood Plan | 900.00 | 0.00 | 900.00 |
| Total Payments | 4,266.50 | 1,857.87 | 2,408.63 |

Receipts

| | Period | | |
|-------------------------|-------------------------|-------------------------|----------------------|
| | Budget | Actual | Variance |
| Receipts | | | |
| VAT Repayments | 0.00 | 0.00 | 0.00 |
| Precept | 11,757.00 | 11,757.00 | 0.00 |
| Bank Interest | 25.00 | 0.00 | -25.00 |
| S106 | 0.00 | 0.00 | 0.00 |
| CIL | 0.00 | 0.00 | 0.00 |
| Grants | 0.00 | 0.00 | 0.00 |
| Other Receipts | 0.00 | 0.00 | 0.00 |
| NYC Grass Cutting Award | 0.00 | 0.00 | 0.00 |
| Total Receipts | <u>11,782.00</u> | <u>11,757.00</u> | <u>-25.00</u> |
| Total Receipts | <u>11,782.00</u> | <u>11,757.00</u> | <u>-25.00</u> |



Item 2026/100 a

Bishop Monkton Parish Council Agenda Report

Agenda item Title:

Update – Neighbourhood Development Plan Steering Committee (Working Group)

Purpose of Report

To update the PC on progress on the Neighbourhood Development Plan since our last meeting and request approval to spend up to £1,500 (plus VAT) on Adept Consulting to engage with Yorkshire Water on Sewerage System capacity, subject to further commercial and scope discussions.

Key Points

General

The Steering Committee met on 10th June and discussed / agreed the following points (subject to agreement by the PC at our meeting on 16th June):

- The volunteers meeting for sub-groups is on 20th June – by the end of this meeting we aim to have the sub-groups populated with volunteers and an outline scope of activities agreed for each.
- A list of Stakeholders will be prepared by David Gluck – the Clerk will be requested to contact each with a standard letter which will be drafted by David.
- We still don't have a NYC planning contact for the NP – the Clerk is requested to chase this again with NYC.
- We need to find leaders (ideally in advance of 20th June) for the sub-groups on Community Facilities & Local Economy and Transport and access.
- For communications we will set up a NDP Facebook Group (to post on BMT) and a YouTube channel – two brief promotional videos for the 20th June event have been filmed.
- Communications will also reach out to village clubs and societies, plus the churches. We will write updates for the Parish Magazine too.
- A logo has been agreed.



- PG will speak to the Clerk about the amount of CIL funds we can access in this financial year.

Drainage & Sewerage Survey

- An RFQ was sent out to 4 consultants recommended by James Hobson.
- Two did not respond.
- One declined citing concerns over the benefits of the approach.
- Adept Consulting replied with the proposal in the email at the end of this document. This was after a positive and impressive Teams call with them. As a result of this discussion, we agreed to remove surface water from new developments from the scope as this will always be attenuated by developers – the focus will be on sewage (plus surface water in common drains).
- In summary they propose the following stages – all costs are plus VAT:
 1. Engage with YW to request their capacity and engineering data on the current system: £1,500
 2. If the above fails, CCTV survey of the system: £7,500 for the survey and £1,000 for a review
 3. Hydraulic assessment: £1,500
 4. Report and recommendations: £2,250

We are seeking clarification on whether the capacity of the sewage treatment plant is included in (1).

The need for CCTV depends upon the outcome of (1) – if YW engage and are open, it won't be needed.

Therefore, costs will be c. £5,250 if YW engages and £13,750 if not.

Spending £13,750 is beyond any reasonably practical budget scenario and would need some sort of fundraising – but we may not need it.

At this stage we recommend proceeding with (1) subject to commercial and scope negotiations – with a reduced rate to apply if YW quickly declines.



Recommendations

1. The PC supports the general progress update and way forward.
2. The PC approves the expenditure of up to £1,500 + VAT on engaging the consultants to approach YW for their infrastructure data – subject to a satisfactory negotiation on scope and a reduction in costs if YW quickly refuses our request.
3. That further budget discussions on the consultant report only take place once the outcome to (2) is known.

Adept Email 28th May

Dear Phil,

Thank you for the opportunity to quote for this work, and for taking the time to meet with us to talk through the background in more detail. We have a good understanding of the issues facing Bishop Monkton and are confident we can help the Parish Council build a credible, evidence-based case to put in front of planners and developers.

As discussed on the meeting this project will be led by myself and Tommy, between us bringing over 20 years of experience in survey management and drainage design. We are well placed to deliver exactly what Bishop Monkton Parish Council needs, both in terms of the technical work and in translating the findings into something meaningful for a planning context. Tommy recently managed a whole-network CCTV survey for a client ahead of network adoption, commissioning the survey to identify construction defects and capacity issues across a system larger than the size of the Bishop Monkton network. That experience gives us a strong foundation to deliver this project efficiently and to a standard that will stand up to scrutiny.

Based on our discussions, we are proposing to approach the work in five stages.

1. **Yorkshire Water Engagement £1,500+VAT**

We will engage with Yorkshire Water and request information on any capacity assessments they hold for the Bishop Monkton catchment, along with details of any planned improvements to the network. We understand YW have upgrade



works in the pipeline, and if we can obtain details of their knowledge of the existing network we can avoid paying for work that has already been done by them.

We would suggest a timescale of 8 weeks from initial contact, whereupon we will continue to chase YW to respond as necessary, however if no information is forthcoming by the end of the 8 week deadline we would proceed with Stage 2.

If information is received we will review this and use it to form the basis of the final report, however we may still need to commission some survey works to get manhole cards confirming pipe sizes and inverts etc as this is not always available on records or information provided by YW.

2. CCTV Survey £7,500+VAT (Estimated based on £1,500 per day, assumed 5 days work)

If the Yorkshire Water engagement is not forthcoming, the next step will be to commission a CCTV survey of the main sewer runs only through the village leading to the treatment works. This will give us a clear picture of the condition of the network, and help identify any blockages, defects, or restrictions that are contributing to the capacity issues you are experiencing. We would appoint a third party to undertake these works (a contractor approved by Yorkshire Water to undertake surveys on their network) and manage this process. Adept would apply a 15% management fee to the subcontractor cost.

There may be a lead in time for the CCTV works, but I do not expect this will exceed 2 weeks, with a report following 2 weeks after site work is completed. I'm awaiting costs for this from a surveyor so will update the cost estimate once I've received this.

3. CCTV Review £1,000+VAT

Following completion of the CCTV survey, we will carry out a thorough review of all footage captured. This will allow us to identify any defects, root intrusion, siltation or structural issues within the network that may be contributing to reduced capacity or restricted flow. Where we find contributing factors to the flooding issues experienced in the village, these will be clearly documented and referenced in our report, giving you a clear picture of the condition of the network



and a solid basis for challenging claims that the existing infrastructure has adequate capacity.

4. **High Level Hydraulic Assessment £1,500+VAT**

Alongside the condition assessment, we will undertake a high level hydraulic assessment of the surveyed sewer network. This will involve building a hydraulic model of the system using the survey outputs, assessing the contributing catchment areas and evaluating the capacity and hydraulic performance of the network under normal and storm conditions. The output of this assessment will give you a quantified, defensible view of how the network is performing relative to its design capacity, and will form a key part of our report when making the case to planners and developers that the existing infrastructure cannot allow further loading without investment.

5. **Report and Recommendations £2,250+VAT**

Once we have the data, we will pull everything together into a written report covering our findings, our assessment of current capacity and our recommendations for any further survey works or actions. The report will be written so that you can use it directly in planning representations and in any dealings with Yorkshire Water or developers, without needing further input from us. We will also review local standards and the approach requested of designers by the Lead Local Flood Authority to ensure it's adequate and in line with national guidance.

From receipt of pertinent information, we expect the report should take no more than 2 weeks to complete, where it will be issued to you as a draft for comments and amended once for the final issue.

Please note item 2 is using third party services that if instructed via Adept will incur a 15% surcharge for admin (this equates to £1,125+VAT).

6. **Ongoing Involvement (Hourly Rates)**

Any further work instructed beyond the above, including variations instructed by the client be required, will be charged at the following hourly rates (for services carried out by Adept):

| Leeds | |
|--------------------|-------------|
| Role | 2026 |
| Managing Director | £175 |
| Director | £150 |
| Associate | £115 |
| Principal Engineer | £100 |
| Senior Engineer | £85 |
| Engineer | £80 |
| Senior Technician | £95 |
| Technician | £75 |
| Graduate | £70 |
| Apprentice | £65 |
| Mileage | £0.50 |

We are mindful that this is publicly funded work and will keep the scope tightly focused on what you actually need. Please give me a call or drop me an email if you would like to talk through any of the above.



Yorkshire Local Councils Associations

TRAINING DAY – TALKING TABLES

**Wednesday 30 September 2026, Fairfield Manor Hotel,
Shipton Road, YORK YO30 1XW**

Cost: £105.00 (£55.00 for smaller councils)

Please note – no price increase from 1 April 2026

Email admin@yorkshirelca.gov.uk to request a booking form

Kindly sponsored by [Kompan](#), [CloudyIT](#) and [CCLA](#)



GOOD INVESTMENT

DRAFT PROGRAMME

(YLCA reserves the right to alter this programme at any time)

| Details | Time | End time |
|--|-------------|----------|
| Registration with refreshments | 9:00 | |
| Welcome and Introductions | 9:30 | |
| Session 1 | 9:45 | 10:35 |
| Session 2 | 10:45 | 11:35 |
| Refreshments and visit to Exhibitors and Sponsors | 11:35 | 12:00 |
| Session 3 | 12:00 | 12:50 |
| Lunch and visit to Exhibitors and Sponsors | 12:50 | 14:00 |
| Session 4 | 14:00 | 14:50 |
| Session 5 | 15:00 | 15:50 |
| Close of Training Day | 16:00 | |

There will be **nine tables** of different topics with presenters who will provide an interactive session using discussion, scenarios, case studies, quizzes, demonstrations and shared problem-solving.

Delegates will have the opportunity to attend the sessions at **five of the tables** during the day, selecting the topics of interest. Each session will be strictly controlled to **50 minutes** to manage movement between tables.

When you arrive, please sit at the table with the topic that you have chosen first.

The Training Day will be opened by YLCA Chairman at 9.30am.

| | |
|---------|--|
| Table 1 | <p>Planning Reform: Changes to the National Planning Policy Framework (NPPF) – Andrew Towlerton, Planning Consultant</p> <p>The planning system is evolving, and councils need to understand what the latest reforms mean for their communities. Changes to the National Planning Policy Framework (NPPF) are shaping how development is planned, assessed and delivered across the country, with implications for local councils, neighbourhood planning and community engagement.</p> <p>This informative session will provide an overview of the key changes to the NPPF, explaining what has changed, why it matters, and how these reforms may affect planning decisions at the local level.</p> |
|---------|--|

Participants will explore the impact of planning reform on housing delivery, local plan making, decision-taking, neighbourhood planning and the ability of local councils to influence development in their area. The session will also consider the opportunities and challenges arising from the changes and provide practical guidance on engaging effectively with the planning process.

Whether you regularly comment on planning applications or simply want to understand the direction of travel for planning policy, this session will help you navigate the changing planning landscape with confidence.

Table 2

Common HR Mistakes Councils Make and How to Avoid Them – James Corrigan, Managing Director, Council HR and Governance Support

Employment issues can be time-consuming, costly and, if handled incorrectly, expose councils to significant legal and reputational risks. Many workplace disputes arise not from deliberate wrongdoing, but from a lack of understanding of employment procedures, roles and responsibilities.

This practical session will explore some of the most common HR mistakes made by councils, including issues relating to recruitment, contracts of employment, performance management, grievances, disciplinary matters, absence management and confidentiality. Participants will gain a clearer understanding of the council's responsibilities as an employer, the respective roles of councillors and staff, and the importance of following policies and procedures consistently and fairly. Through real-world examples and case studies, we will identify common pitfalls and provide practical steps to help councils minimise risk, improve workplace relationships and manage employment matters with confidence.

Whether your council employs one member of staff or a larger team, this session will help ensure you have the knowledge and awareness needed to avoid costly HR mistakes before they occur.

Table 3

Highways: From Policy to Pavement - Sharon Fox, Highways Customer Communications Officer

Potholes, parking, speeding, footpaths, road safety, maintenance and public rights of way are among the issues residents raise most frequently with their councillors. But who is responsible for what, and how can councils effectively influence decisions on local highways matters? This practical and engaging session will demystify the highways system, helping council understand how highways authorities operate, where decisions are made, and how local councils can work effectively with county and unitary authorities to achieve positive outcomes for their communities.

From policy and funding to maintenance and infrastructure projects, we will explore the processes behind highways management and provide practical advice on responding to residents' concerns, advocating for local priorities and navigating the highways landscape with confidence.

Whether you are dealing with a persistent pothole problem, road safety concerns or plans for future development, this session will help bridge the gap between policy and pavement.

Table 4

Event Management and Martyn's Law – Helen Thackeray, Events and Sports Ground Safety Manager, Hull City Council

From community celebrations and remembrance events to markets, festivals and public gatherings, councils play a key role in organising safe and successful events. But are you confident that your event planning processes meet current expectations and emerging legal requirements?

This informative session will provide practical guidance on effective event management, including risk assessments, safety planning, roles and responsibilities, and working with partners and contractors.

We will also provide an update on Martyn's Law (the Terrorism (Protection of Premises) Act), exploring what the legislation means for councils, event organisers and community venues. Participants will gain an understanding of the requirements, timescales for implementation, and the practical steps councils can take now to prepare.

Whether your council hosts large-scale community events or smaller local gatherings, this session will help ensure you are planning with confidence, managing risks effectively and keeping your communities safe.

Table 5

The Effective Councillor: Confidence, Clarity and Impact - Lewis Anderson, Director - Lewis Anderson Enterprises Ltd

This session is focused on supporting councillors to build confidence and effectiveness in their role. It would cover understanding what the councillor role looks like in practice, contributing effectively in meetings, making informed decisions, and working constructively with officers and fellow members. The emphasis is on helping councillors feel clearer in their role and more confident in how they contribute to council outcomes.

Table 6

Digitisation of the Annual Governance and Accountability Return (AGAR) - Lance Allan, Project Manager, Smaller Authorities Audit Appointments (SAAA)

The Annual Governance and Accountability Return (AGAR) process is changing. As the sector moves towards greater digitalisation, councils need to understand what these developments mean in practice and how to prepare for new ways of completing, submitting and managing annual accountability requirements.

This timely session will provide an overview of the digitisation of the AGAR process, exploring the benefits, challenges and practical implications for councils and clerks. We will examine what is changing, how digital systems may affect existing processes, and the steps councils can take now to ensure they are ready for future implementation. Participants will gain a clearer understanding of digital record keeping, governance considerations, internal controls and the importance of maintaining accurate financial and administrative records in an increasingly digital environment.

Whether you are responsible for preparing the AGAR or overseeing the council's governance arrangements, this session will help you understand the direction of travel and prepare confidently for the future of local council accountability.

Table 7

How your area can help contribute to nature's recovery across Yorkshire – Jon Parkes-Withers, Yorkshire Wildlife Trust

Nature recovery is one of the most important challenges facing our communities, but local councils are uniquely placed to make a positive impact. From creating wildlife-friendly spaces and protecting habitats to influencing local decision-making and engaging residents, every council can play a role in supporting nature's recovery. This inspiring and practical session will explore how local councils can contribute to nature recovery across Yorkshire and support wider environmental ambitions within their communities. Participants will learn about current initiatives, opportunities for partnership working, and simple, achievable actions that can enhance biodiversity and create greener, healthier places for people and wildlife.

We will examine the role of councils in supporting Local Nature Recovery Strategies, managing green spaces, influencing development, and encouraging community involvement in environmental projects.

The session will also showcase examples of successful local initiatives and provide ideas that can be adapted to councils of all sizes.

Whether your council is already leading environmental projects or looking for ways to get started, this session will provide practical inspiration and guidance on how your area can contribute to a more nature-rich Yorkshire.

Table 8

Measuring Council Success and Communicating its Role to Residents – , CEO at Civic.ly

How do you know if your council is succeeding? Unlike businesses, which are judged by sales figures, profits, customer reviews and public reputation, councils often find it more difficult to measure and communicate their impact.

This engaging and interactive session will explore the fundamental question: **What is a council here to achieve?** From there, we will identify meaningful ways to measure success, demonstrate value for money, and show residents the difference their council is making to the community. Through facilitated discussion and practical examples, participants will consider how to define clear outcomes, develop effective measures of success, and communicate achievements in a way that builds public understanding, trust and engagement.

Table 9

The Modern Council: Digital Working for Clerks and Councillors – Steve Walker, Head of Local Government Services

This informal talking table explores how councils can get more from the tools and technology they already have without big budgets or technical expertise.

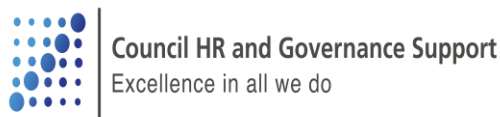
Steve Walker and Tina Cunnell will share practical insights on modern digital working practices for clerks and councillors, covering topics such as:

- Managing meetings, agendas, and minutes more efficiently
- Communicating effectively with residents and members
- Getting the most from Microsoft 365 and everyday digital tools
- Staying organised and reducing administrative burden

The session is conversation-led and jargon-free. Whether your council is just starting its digital journey or looking to sharpen existing practices, come along to share ideas, ask questions, and pick up tips you can use straight away.

The day is planned to finish at approximately 4.00pm. All delegates will be provided with any handouts from the speakers on the day or emailed after the training day.

As well as the Sponsors we have additional Exhibitors at the event in attendance, that you will be able to speak to throughout the day - these are: Scribe, Unity Trust Bank, Council HR & Governance Support, Eibe Play Ltd, Worknest and Yorkshire Wildlife Trust.



Bishop Monkton Parish Council

ASSET INSPECTION FORM

(Routine Visual Inspection)

| | | |
|--|----------------|----------------------|
| | Village | Frequency: Mo |
|--|----------------|----------------------|

| Asset name | QTY | Pass | Fail | Fail - Reported to Clerk | Fail - Action taken to make safe before leaving site |
|--------------------------------------|-----|-------------------------------------|------|--------------------------|--|
| Notice Board (entrance to school) | 1 | <input checked="" type="checkbox"/> | | | |
| Notice Board (Knaresborough Road) | 1 | <input checked="" type="checkbox"/> | | | |
| Notice Board (Boroughbridge Road) | 1 | <input checked="" type="checkbox"/> | | | |
| Notice Board (Boroughbridge Road) | 1 | <input checked="" type="checkbox"/> | | | |

| | | | | | |
|---------------------------------------|---|-------------------------------------|--|--|--|
| Public SeatsBeckshide/near park | 1 | | | | |
| Bench (Beckside) | 1 | | | | |
| Platinum Jubilee Benches | 1 | <input checked="" type="checkbox"/> | | | |
| Platinum Jubilee Benches | 1 | <input checked="" type="checkbox"/> | | | |
| Salt Boxes (Beckside) | 1 | <input checked="" type="checkbox"/> | | | |
| Salt Boxes (Beckside) | 1 | <input checked="" type="checkbox"/> | | | |
| Salt Boxes (Beckside) | 1 | <input checked="" type="checkbox"/> | | | |
| Salt Boxes (Beckside) | 1 | | | | |
| Salt Boxes (Beckside) | 1 | | | | |
| Grit Bin (Beckside) | 1 | <input checked="" type="checkbox"/> | | | |

| | | | | | |
|-------------------------------|---|-------------------------------------|--|--|--|
| Bin (Beckside) | 1 | <input checked="" type="checkbox"/> | | | |
| Dog Poo Bin (Beckside) | 1 | <input checked="" type="checkbox"/> | | | |
| Wast Bin (Beckside) | 1 | <input checked="" type="checkbox"/> | | | |
| Bus Shelter (A61) | 1 | <input checked="" type="checkbox"/> | | | |
| Stone BM Sign | 1 | <input checked="" type="checkbox"/> | | | |
| Stone BM Sign | 1 | <input checked="" type="checkbox"/> | | | |
| Stone BM Sign | 1 | <input checked="" type="checkbox"/> | | | |
| Stone BM Sign | 1 | <input checked="" type="checkbox"/> | | | |
| Strimmer (Church Cellar) | 1 | | | | |
| Safety Equipment for Strimmer | | | | | |
| Sand Bag Store (The Ford) | 1 | | | | |
| Old Laptop (Cllr Oliver) | 1 | | | | |
| Laptop (Clerk) | 1 | | | | |
| Mouse (Clerk) | 1 | | | | |

| | | | | | |
|----------------------------------|---|--|--|--|--|
| Laptop Bag (Clerk) | 1 | | | | |
| Mobile Telephone (Clerk) | 1 | | | | |
| Telephone Cover & Screen Protect | 1 | | | | |
| Laptop Sleeve (Clerk) | 1 | | | | |
| Printer | 1 | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Gates/Fencing | | | | | |
| Litter Picked | | | | | |
| Glass Cleared | | | | | |
| | | | | | |
| | | | | | |
| Other Observations | | | | | |

| | | |
|-------------------|--|-------------------------|
| Signature: | | Date & Time: |
| | | |

Monthly

| Additional Action Required | Approx Year of Install |
|-----------------------------------|-------------------------------|
| OK but we need a key | 2008 |
| OK | 13.12.2016 |
| Near Mechanics OK but dirty glass | 04.04.2017 |
| OK but dirty glass | 02.01.2018 |

| | |
|---|------------|
| OK | 10.09.2018 |
| <i># 1 opposite school good</i> | 25.04.2016 |
| #2 Millenium Y2000 opposite school Just about OK | 2011 |
| # 3 Silver Jubilee OK | 2011 |
| # 4 Millenium Y 2000opposite little Garth needs repair | 2011 |
| # 5 Jean Burney memorial needs fixing to slab | 2011 |

| | |
|--|------|
| # 6 Barbara Short Memorial opposite chestnuts OK | 2011 |
| #7 Opposite Masons David Snowdon Memorial OK | 2011 |
| # 8 Bottom of Mains lane Good | 2011 |
| # 9 Chloe Memorial Hungaqte Good | 2011 |
| # 10 round tree at bus stop Good | 2011 |
| N/A | 2011 |

| | |
|-------------------|-------------|
| N/A | 2011 |
| N/A | |
| Ings Lane Good | Summer 2022 |
| Anchor House Good | Summer 2022 |
| Meadowcroft | 2011 |
| Lawnfield | 2011 |
| Elm tree rise | 2011 |
| N/A | 2011 |
| N/A | 2011 |
| N/A | 17.01.2019 |

| | |
|----------------------------------|------------|
| On Bridge OK | |
| Ings Lane Good | 27.06.2016 |
| Near Bust stop Good | 15.02.2018 |
| Good but needs a clean | 17.01.2019 |
| Anchor House Good | 2012 |
| VH side of Knaresborough RD Good | 2012 |
| Moor Lane Good Photo missing | 2012 |
| Knaresborough Road Good | 2012 |
| | 19.09.2019 |
| | 19.09.2019 |
| ok | 11.09.2018 |
| | 22.04.2016 |
| | 13.09.2024 |
| | 13.09.2024 |





I met with XXX at the VH this morning and we had a good look at the Rospa Report and inspected all the areas highlighted.

XXX also took me on a familiarisation tour of all the grounds, for which I am grateful.

Our Findings;

All six of the actions identified on the Finding Summary (page 2) of the report are classified as 'low'.

The first four actions relate to the playground itself;

The foot rests on the Motorbike Rocker (the report does not say what is wrong with them and it is not obvious to Bob or I what the problem is)

The rest relate to the condition of the additional safety surfaces retro-installed around and under the play equipment. The ROSPA report is referring to these additional surface problems as 'Wetpour edges shrinking and lifting' in various locations and 'surface wearing' under one of the junior swings.

Having compared the photos within the report (Oct 2025) I believe the shrinking and lifting issue could have worsened and requires attention. (see later)

The fifth action relates to the MUGA area;

This relates to the concrete buffer edge laid between the brick edging that surrounds one of the courts and the tarmacked path. The concrete has started to deteriorate leaving a shallow hole approx 3 inches in diameter which the report highlights 'needs repair' (note no trip/fall risk specifically recorded). Bob and I noticed a similar hole at the entrance to the second court which may well have appeared over the winter and needs the same treatment as the first.

The sixth action relates to the outdoor tennis table facility;

This relates to the rubber matting embedded into the ground at either end of the concrete table. One end in particular has lifted at one corner creating a trip hazard. The matting in general is undulating due to ground settlement underneath causing an uneven surface. Given that table tennis can be a quick moving sport this provides further risk of losing balance and falling.

Suggested Actions;

- Playground Motorbike Rocker Foot Rests; The author of the report is contacted to find out the exact problem with the foot rests and take it from there.

- Playground Wetpour Edges Shrinkage and Lifting; I do believe this aspect needs attention. I suggest efforts are made to find records of when the additional safety surface was installed around each piece of equipment, by whom and if any guarantee exists. Once we have this information we can make an informed decision on the way forward.
- Concrete Buffer Edges to Tennis and Pickle Ball Courts; Consult with the VH Committee to form a plan to repair or replace the concrete buffer zones at the entrances to the courts.
- The British Standards Guide covering UK Playgrounds is BS EN 1176 Playground Equipment Standard. I suggest we obtain a copy to refer to (published by ROSPA approx £12)

More General Observations;

The Play area is looking a bit shabby and unloved. The swing seats themselves are very dirty and starting to crack. The frames are old and paint is faded. Following the resignation of Councillor Hogg, The Parish Council has decided to temporarily shelve the development of the play area until a suitable volunteer steps forward to take on the project.

With this in mind I'm floating the idea of a 'refurbishment weekend' where volunteers (including some of the men whose children use the play area?) might volunteer to give the area a spruce up. The purchase and fitting of new seats, painting swing frames etc. Maybe early spring 2027. One to be explored.

Jackie Holder
Councillor
Bishop Monkton Parish Council