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 21st July 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)

2026/106 **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.

2026/107 **To receive any apologies.**

2026/108 **To consider the apologies and decide whether to approve reasons for absence.**

2026/109 **Declaration of Interests**
a) To receive any declarations of interest.
b) To receive, consider and decide upon any applications for dispensation

2026/110 **To approve the minutes of the Meeting of Bishop Monkton Parish Council held Tuesday 16th June 2026.**

2026/111 **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.

2026/112 **Clerk's report.** To note the clerks report.

2026/113 **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 Budget.

2026/114 **Planning matters.**

a) **To consider the following new consultations**.
APPLICATION NO: 26/03306/DVCON
PROPOSAL: Section 73 application for Variation of Condition No 2 (approved drawings) of Planning Permission 25/03184/FUL (Demolition of existing dwellinghouse and replacement with new dwellinghouse.) to allow for alterations to approved plans.
LOCATION: GRID REF: Sunningdale Moor Road Bishop Monkton North Yorkshire HG3 3QF E 432535 N 466317
APPLICANT: Mr T Abel
PUBLIC ACCESS: view file

APPLICATION NO: 26/03220/FUL
PROPOSAL: Demolition of greenhouse. New single storey side and rear extensions providing kitchen and utility accommodation. Demolition of existing chimney and replacement with metal flue. New vellum window. New Roof light to the rear. Alterations to front porch.
LOCATION: GRID REF: Silverdale Boroughbridge Road Bishop Monkton North Yorkshire HG3 3QN E 432940 N 466379
APPLICANT: Mr Mark Davis
PUBLIC ACCESS: view file

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

c) **To note the following planning enforcements.**
LOCATION: Rose Dene Boroughbridge Road Bishop Monkton North Yorkshire HG3 3QN
ALLEGED BREACH: Alleged untidy building
I write to notify you of a communication received on 2 July 2026 which reports a possible breach of planning control at the above location. The nature of the communication has been summarised above

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

Further to a report received advising us of a possible breach of planning control at the above location, I write to inform you that an investigation has been carried out. The outcome of the investigation is as follows:- I have visited the site and viewed the exterior of the buildings concerned in company with a contractor who was installing an entrance gate communication device at the time of my visit. No use, other than the lawful domestic use, was being conducted from the property, there was no evidence of any commercial use, no subdivision of the property into multiple dwellings and no Air BnB type use ongoing. It is noteworthy that in most instances if an Air BnB is being operated from a domestic dwelling this does not routinely result in a breach of planning control requiring planning enforcement action and commercial considerations would not provide a reason for consent to be needed under planning legislation.

In these circumstances no further action is required by the local planning authority.

2026/0115 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.
d) For Cllr Holder to update members on the H&S check and Risk Assessment on the PC Play area located at the village hall.
e) To note the date and venue of the October meeting of Bishop Monkton Parish Council due to the village hall been unavailable on Wednesday 21st October.
f) 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.
g) For members to consider the asset inspection received at the June meeting of the council and consider any works which need to be carried out in view of this.

2026/116 New matters and correspondence.

a) To update the approved list of meeting dates for the year 2026.
b) To approve the Internal Auditor for the Financial Year 2026/2027.
c) To consider the IA report for the Year 2025/2026 and decide on actions arising from the report.
d) To update on discussions with the PCC and consider the grass cutting within St John the Baptist's Church cemetery.
e) To consider the councils risk registers and health and safety policies.
f) For members to consider requesting a donation from Cllr Brown's Locality Budget towards funding signs for the Coronation Walk.

g) For members to note communication from a resident who has replaced two posts which were rotten by the beck. The sum of £19.18 was spent on materials. This is listed in the financial matters for re-imbursement.
h) For members to review the enclosed document and decide how to proceed with the issues raised by residents.
i) For members to note that the group managing the beck have changed their name to The Beck Management Committee and to consider allowing a page on our website for the group to post updates on their activities within the village.
j) To receive an update from Cllr Holder on the Forum A meeting hosted by Cllr Nick Brown.

2026/117 **To agree items to be communicated to residents, and the methods to be employed.**

2026/118 **To notify the clerk of matters for inclusion on the agenda at the next meeting.**

2026/119 **The next Ordinary meeting of Bishop Monkton Parish Council will be held Wednesday 16th September 2026 in the Village Hall.** *The latest date for members to submit items for consideration on the agenda and reports on tasks is* ***Monday 7th September*** *2026.*

2026/120 **For members to note the resolutions from the meeting.**

Item 2026/112
Clerk's Report

The clerk reports the following for members to note:-

1. For members to note that the first quarters interest has been received on the council's deposit account and the NHP account, being £45.97 and £26.49 respectively.

2. The clerk reports that all documents were posted on line and sent to the External Auditor, PKF Littlejohn, within the required timescales.

3. The clerk attended the first of the AI training sessions and found it very useful and informative. She is looking forward to putting the training into practice. The further two sessions will involve how to 'deep dive'further into AI and how it can help with the role of the clerk in particular.

4. The clerk has returned Cllr Holders documents to Unity Trust to add Cllr Holder as a bank signatory and allow online access.

5. The clerk has written a letter of support on behalf of the PC for the application from the British Horse Society for the re-designation of a footpath to a bridleway.

6. As part of the clerks role at the YLCA Harrogate Branch she attended the Parish Charter Working Group Meeting recently. The aim of these meetings are to review the document, and ensure it is fit for purpose. It is a constantly evolving document. At the meeting the clerk raised the issue of lack of response to emails sent to NYC.
   The Parish Charter states *'Respond to enquiries and reported issues from the Parish Sector within prescribed timescales. Unless otherwise stated, this is to* ***acknowledge communications within five working days of receipt and provide a full response (if required) as soon as reasonably practicable and in any event within 20 working days.*** *If this is not possible an explanation will be given as to why, along with an indication of when a full reply will be provided.'* The clerk highlighted the fact that this does not happen, and frequently you are left chasing for answers still with no reply. She also brought up the subject of not being able to contact anyone via telephone as all direct dial numbers for NYC staff have been removed from their email signature.
   The person attending the meeting was bemused by the fact that there are no contact numbers available and stated this was not company policy. She was going to look into this. All other representatives present supported the clerk in her observation about the lack of response from staff at NYC. The advice given was to email Parish Liaison with the query (if you don't get a response) and ask

them to chase this up for you as this email address is constantly monitored. It was recognised that this is not ideal, but is a solution in the first instance whilst investigated. The clerk advises members that she has used the Parish Liaison email address herself on a couple of occasions when she wasn't getting a response, and they had contacted the persons concerned and given them a reminder to which she did then receive the information she was looking for. The address you need to use if you are experiencing difficulties is parishliaison@northyorks.gov.uk. The clerk would be obliged if you could advise how you find this service, should you have cause to use it, in order that it can be reported back at the next Parish Charter Meeting.

7. The clerk reports that for the first quarter of the year to the end of June 2026 she has currently worked 122.5 hours. As she is contracted for 360 hours per year, or 30 hours per month, she is currently 32.5 hours over what she should be at this time.

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

Item 2026/113
Financial Matters

A – Financial Matters for Approval

Payee	Reason	Ex VAT	VAT	Total
Miss S Reid	June Expenses	54.19	2.40	56.59
Internal Audit Yorkshire	Internal Audit	475.00	0.00	475.00
UK Window Clean	Bus Shelter Cleaning	30.00	0.00	30.00
Cllr Goodier	NHP Expenses for Refreshments	27.86	2.32	30.18
HMRC	June NI Contributions			
ICO	Annual Registration Subscription	47.00	0.00	47.00
Gallagher Insurance	Annual Insurance Premium	818.08	0.00	818.08
Yorkshire Accountants	Quarterly Fee	36.00	7.20	43.20
Mr A Garnett	Replacement posts by the beck	15.98	3.20	19.18
Mr J Smith	Beck Water Testing Grant	120.00	0.00	120.00
YLCA	AI Training Sue Reid	99.00	0.00	99.00

B – To note the ongoing Contracted Payments

Payee	Reason	Ex VAT	VAT	Total
Miss S Reid	June 2026 Salary			
Unity Trust	Monthly Bank Fee	7.00	0.00	7.00

Bishop Monkton Parish Council

Bank account: Unity Current Account

Reconciliation as at: 30/06/2026

Balance per bank statement at 30/06/2026	1,764.83
TOTAL NET BANK BALANCES AT 30/06/2026	1,764.83
Opening balance	3,112.83
Total receipts	14,039.47
Total payments	-5,487.47
Total transfers	-9,900.00
Closing balance per cash book (must equal net bank balances above)	1,764.83

Bishop Monkton Parish Council

Bank account: Unity Deposit Account

Reconciliation as at: 30/06/2026

Balance per bank statement at 30/06/2026					7,013.93
Uncleared Transfers					
Voucher	Date	Customer/Supplier	Reference	Amount	
155	11/06/2026	--		-2,000.00	
TOTAL					-2,000.00
TOTAL NET BANK BALANCES AT 30/06/2026					5,013.93
Opening balance					5,063.61
Total receipts					45.97
Total payments					
Total transfers					-95.65
Closing balance per cash book (must equal net bank balances above)					5,013.93

Bishop Monkton Parish Council

Bank account: Unity NHP Account

Reconciliation as at: 30/06/2026

Balance per bank statement at 30/06/2026	11,933.67
TOTAL NET BANK BALANCES AT 30/06/2026	11,933.67
Opening balance	1,911.53
Total receipts	26.49
Total payments	
Total transfers	9,995.65
Closing balance per cash book (must equal net bank balances above)	11,933.67

Bishop Monkton Parish Council

Budget report from 1-Jun-2026 to 30-Jun-2026 (figures exclude VAT)

All reserves

Payments

	Period			Year to date		
	Budget	Actual	Variance	Budget	Actual	Variance
Administration						
Salary, HMRC and Pension	677.08	646.25	30.83	2,031.24	1,934.89	96.35
Room Hire at Village Hall	0.00	0.00	0.00	0.00	0.00	0
Room Hire at Methodist Hall	0.00	0.00	0.00	0.00	0.00	0
Memberships and Subscriptio	0.00	47.00	-47.00	400.00	422.00	-22
Training	62.50	0.00	62.50	187.50	75.20	112.3
Audits	384.00	475.00	-91.00	384.00	475.00	-91
Website and IT	10.00	5.41	4.59	30.00	195.47	-165.47
Insurance	800.00	818.08	-18.08	800.00	818.08	-18.08
Stationery	25.00	0.00	25.00	75.00	60.26	14.74
Expenses	110.00	48.78	61.22	330.00	210.01	119.99
Payroll Costs	15.00	0.00	15.00	45.00	0.00	45
Legal Fees	41.67	0.00	41.67	125.01	0.00	125.01
Total Administration	**2,125.25**	**2,040.52**	**84.73**	**4,407.75**	**4,190.91**	**216.84**
Maintenance						
Village Grass Cutting	360.00	852.00	-492.00	1,080.00	852.00	228
Village Maintenance	0.00	30.00	-30.00	0.00	159.99	-159.99
Asset Maintenance	175.00	0.00	175.00	525.00	0.00	525
Play Area Maintenance	0.00	0.00	0.00	0.00	0.00	0
Beck Cleaning	0.00	0.00	0.00	0.00	0.00	0
Total Maintenance	**535.00**	**882.00**	**-347.00**	**1,605.00**	**1,011.99**	**593.01**
Miscellaneous Expenses						
Festive Costs	0.00	0.00	0.00	0.00	0.00	0
S137	0.00	0.00	0.00	0.00	0.00	0
Bank Charges	7.00	7.00	0.00	21.00	21.00	0
Grants Given	0.00	0.00	0.00	0.00	0.00	0
Total Miscellaneous Expense	**7.00**	**7.00**	**0.00**	**21.00**	**21.00**	**0.00**

Asset Purchases						
Asset Purchases	0.00	0.00	0.00	0.00	0.00	0
Total Asset Purchases	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Neighbourhood Plan						
NHP Project Consultant Fees a	250.00	0.00	250.00	750.00	0.00	750
NHP Venue Hire, Public Exhibi	16.25	0.00	16.25	48.75	0.00	48.75
NHP Website and Communica	16.25	0.00	16.25	48.75	0.00	48.75
NHP Survey, Design, Distributi	16.25	0.00	16.25	48.75	0.00	48.75
NHP Research and Studies Co	16.25	0.00	16.25	48.75	0.00	48.75
NHP Planning Consultancy (Pc	83.33	0.00	83.33	249.99	0.00	249.99
NHP Plan Production and Desi	41.67	0.00	41.67	125.01	0.00	125.01
NHP Other (Bank Charges, Mil	10.00	27.86	-17.86	30.00	27.86	2.14
Total Neighbourhood Plan	**450.00**	**27.86**	**422.14**	**1,350.00**	**27.86**	**1,322.14**
Total Payments	**3,117.25**	**2,957.38**	**159.87**	**7,383.75**	**5,251.76**	**2,131.99**

Receipts

	Period			Year to date		
	Budget	Actual	Variance	Budget	Actual	Variance
Receipts						
VAT Repayments	1,995.00	0.00	-1,995.00	1,995.00	0.00	-1995
Precept	0.00	0.00	0.00	11,757.00	11,757.00	0
Bank Interest	12.50	72.46	59.96	37.50	72.46	34.96
S106	0.00	0.00	0.00	0.00	0.00	0
CIL	0.00	0.00	0.00	0.00	0.00	0
Grants	0.00	0.00	0.00	0.00	0.00	0
Other Receipts	0.00	0.00	0.00	0.00	0.00	0
NYC Grass Cutting Award	0.00	0.00	0.00	0.00	0.00	0
Total Receipts	**2,007.50**	**72.46**	**-1,935.04**	**13,789.50**	**11,829.46**	**-1,960.04**
Total Receipts	**2,007.50**	**72.46**	**-1,935.04**	**13,789.50**	**11,829.46**	**-1,960.04**

Bishop Monkton Parish Council

Budget report from 1-Jun-2026 to 30-Jun-2026 (figures exclude VAT)

All reserves

Payments

	Full year		Period			Year to date	
	Budget	Budget	Actual	Variance	Budget	Actual	Variance
Administration							
Salary, HMRC and Pension	8,125.00	677.08	646.25	30.83	2,031.24	1,934.89	96.35
Room Hire at Village Hall	0.00	0.00	0.00	0.00	0.00	0.00	0
Room Hire at Methodist Hall	120.00	0.00	0.00	0.00	0.00	0.00	0
Memberships and Subscriptio	642.00	0.00	47.00	-47.00	400.00	422.00	-22
Training	750.00	62.50	0.00	62.50	187.50	75.20	112.3
Audits	768.00	384.00	475.00	-91.00	384.00	475.00	-91
Website and IT	720.00	10.00	5.41	4.59	30.00	195.47	-165.47
Insurance	800.00	800.00	818.08	-18.08	800.00	818.08	-18.08
Stationery	300.00	25.00	0.00	25.00	75.00	60.26	14.74
Expenses	1,320.00	110.00	48.78	61.22	330.00	210.01	119.99
Payroll Costs	180.00	15.00	0.00	15.00	45.00	0.00	45
Legal Fees	500.00	41.67	0.00	41.67	125.01	0.00	125.01
Total Administration	**14,225.00**	**2,125.25**	**2,040.52**	**84.73**	**4,407.75**	**4,190.91**	**216.84**
Maintenance							
Village Grass Cutting	3,240.00	360.00	852.00	-492.00	1,080.00	852.00	228
Village Maintenance	0.00	0.00	30.00	-30.00	0.00	159.99	-159.99
Asset Maintenance	2,100.00	175.00	0.00	175.00	525.00	0.00	525
Play Area Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0
Beck Cleaning	800.00	0.00	0.00	0.00	0.00	0.00	0
Total Maintenance	**6,140.00**	**535.00**	**882.00**	**-347.00**	**1,605.00**	**1,011.99**	**593.01**
Miscellaneous Expenses							
Festive Costs	300.00	0.00	0.00	0.00	0.00	0.00	0
S137	0.00	0.00	0.00	0.00	0.00	0.00	0
Bank Charges	84.00	7.00	7.00	0.00	21.00	21.00	0
Grants Given	0.00	0.00	0.00	0.00	0.00	0.00	0
Total Miscellaneous Expenses	**384.00**	**7.00**	**7.00**	**0.00**	**21.00**	**21.00**	**0.00**

Asset Purchases							
Asset Purchases	0.00	0.00	0.00	0.00	0.00	0.00	0
Total Asset Purchases	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Neighbourhood Plan							
NHP Project Consultant Fees a	3,000.00	250.00	0.00	250.00	750.00	0.00	750
NHP Venue Hire, Public Exhibi	195.00	16.25	0.00	16.25	48.75	0.00	48.75
NHP Website and Communica	195.00	16.25	0.00	16.25	48.75	0.00	48.75
NHP Survey, Design, Distributi	195.00	16.25	0.00	16.25	48.75	0.00	48.75
NHP Research and Studies Co	195.00	16.25	0.00	16.25	48.75	0.00	48.75
NHP Planning Consultancy (Pc	1,000.00	83.33	0.00	83.33	249.99	0.00	249.99
NHP Plan Production and Desi	500.00	41.67	0.00	41.67	125.01	0.00	125.01
NHP Other (Bank Charges, Mil	120.00	10.00	27.86	-17.86	30.00	27.86	2.14
Total Neighbourhood Plan	**5,400.00**	**450.00**	**27.86**	**422.14**	**1,350.00**	**27.86**	**1,322.14**
Total Payments	**26,149.00**	**3,117.25**	**2,957.38**	**159.87**	**7,383.75**	**5,251.76**	**2,131.99**

Receipts

	Full year		Period			Year to date	
	Budget	Budget	Actual	Variance	Budget	Actual	Variance
Receipts							
VAT Repayments	1,995.00	1,995.00	0.00	-1,995.00	1,995.00	0.00	-1995
Precept	23,514.00	0.00	0.00	0.00	11,757.00	11,757.00	0
Bank Interest	150.00	12.50	72.46	59.96	37.50	72.46	34.96
S106	0.00	0.00	0.00	0.00	0.00	0.00	0
CIL	0.00	0.00	0.00	0.00	0.00	0.00	0
Grants	0.00	0.00	0.00	0.00	0.00	0.00	0
Other Receipts	0.00	0.00	0.00	0.00	0.00	0.00	0
NYC Grass Cutting Award	490.00	0.00	0.00	0.00	0.00	0.00	0
Total Receipts	**26,149.00**	**2,007.50**	**72.46**	**-1,935.04**	**13,789.50**	**11,829.46**	**-1,960.04**
Total Receipts	**26,149.00**	**2,007.50**	**72.46**	**-1,935.04**	**13,789.50**	**11,829.46**	**-1,960.04**

Item 2026/115 a

Bishop Monkton Parish Council Agenda Report

Agenda item Title: Neighbourhood Development Plan Update

Purpose of Repor: Update only – No decisions / actions at this time

Key Points

- The kick off meeting for volunteers took place on June 20th. It was well attended with some new faces, which is encouraging.
- The six sub-groups all have leads and are up and running.
- Jane Fowler is doing a great job on Communications.
- We had a brief Steering Committee meeting in early July, but it was simply to check that the sub-groups were focused. Our next meeting is on August 4th.
- NYC has appointed a Planning Office as our primary contact: Joan Jackson. David Gluck and I met Joan with her boss James Campbell on 10th July. We have requested mapping data for the Village. Notes on this meeting are at the end of this document.
- The team has provided a list of stakeholders (statutory and non-statutory) for the NDP and the Clerk has been requested to contact them all using a standard letter which we have provided.

P Goodier
16th July 2026.

BISHOP MONKTON PARISH COUNCIL

NYC Meeting Notes:

- I gave an introduction to our village, community, demographic, community concerns etc.
- James Campbell:
    - NYC is still developing its approach to NDP's
    - Loss of funding from Locality has created issues for NDP's which are in the process of being prepared, where that funding had been relied upon (not an issue for us)
    - NYC very resource constrained – so when they get involved, they want it to be on "high impact" items. They will be light touch otherwise
    - They do want discussions with us on "big ideas" before they get baked into the draft plan
    - David asked for mapping (base maps) – they will provide
    - Very keen to point out that Habitat Regulations Assessments will be important
    - When new NPPF is issued (delayed due to change of PM?), they will contact us to talk about implications
    - Please copy Joan on important comms

- (Separate) discussion on Call for Sites:
    - Opportunity for site submission was re-opened recently
    - NYC will publish updated version soon (2 months?) : 300 more sites were added!!
    - Nothing more for us to do for a while
    - Long time for NYC to assess sites vs local plan
    - They are only interested in "big hitters" – won't put in the work to allocate sites with <10 homes.

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

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 **Planning Reform: Changes to the National Planning Policy Framework (NPPF) – Andrew Towlerton, Planning Consultant**
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.
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.

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.

Scribe worknest unity trust bank
For Businesses. For Communities. For Good.

eibe play and sport
Council HR and Governance Support
Excellence in all we do
Yorkshire Wildlife Trust

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Bishop Monkton Parish Council

ASSET INSPECTION FORM

(Routine Visual Inspection)

	Village	Frequency: Monthly

Asset name	QTY	Pass	Fail	Fail - Reported to Clerk	Fail - Action taken to make safe before leaving site	Additional Action Required	Approx Year of Install
Notice Board (entrance to school)	1	☒				OK but we need a key	2008
Notice Board (Knaresborough Road)	1	☒				OK	13.12.2016
Notice Board (Boroughbridge Road)	1	☒				Near Mechanics OK but dirty glass	04.04.2017
Notice Board (Boroughbridge Road)	1	☒				OK but dirty glass	02.01.2018
Defib outside Masons Arms	1	☒				OK	10.09.2018
Public SeatsBeckshide/near park	1	☒				*# 1 opposite school good*	25.04.2016
Public SeatsBeckshide/near park	1	☒				#2 Millenium Y2000 opposite school Just about OK	2011
Public SeatsBeckshide/near park	1	☒				# 3 Silver Jubilee OK	2011
Public SeatsBeckshide/near park	1	☒				# 4 Millenium Y 2000opposite little Garth needs repair	2011
Public SeatsBeckshide/near park	1	☒				# 5 Jean Burney memorial needs fixing to slab	2011
Public SeatsBeckshide/near park	1	☒				# 6 Barbara Short Memorial opposite chestnuts OK	2011
Public SeatsBeckshide/near park	1	☒				#7 Opposite Masons David Snowdon Memorial OK	2011
Public SeatsBeckshide/near park	1	☒				# 8 Bottom of Mains lane Good	2011
Public SeatsBeckshide/near park	1	☒				# 9 Chloe Memorial Hungaqte Good	2011
Public SeatsBeckshide/near park	1	☒				# 10 round tree at bus stop Good	2011
Platinum Jubilee Benches	1	☒				Ings Lane Good	Summer 2022
Platinum Jubilee Benches	1	☒				Anchor House Good	Summer 2022
Salt Boxes (Beckside)	1	☒				Meadowcroft	2011
Salt Boxes (Beckside)	1	☒				Lawnfield	2011
Salt Boxes (Beckside)	1	☒				Elm tree rise	2011
Bin (Beckside)	1	☒				On Bridge OK	
Dog Poo Bin (Beckside)	1	☒				Ings Lane Good	27.06.2016
Waste Bin (Beckside)	1	☒				Near Bust stop Good	15.02.2018
Bus Shelter (A61)	1	☒			Done 30.06.2026	Good but needs a clean	17.01.2019
Stone BM Sign	1	☒				Anchor House Good	2012
Stone BM Sign	1	☒				VH side of Knaresborough RD Good	2012
Stone BM Sign	1	☒				Moor Lane Good Photo missing	2012
Stone BM Sign	1	☒				Knaresborough Road Good	2012
Strimmer (Church Cellar)	1						19.09.2019
Safety Equipment for Strimmer							19.09.2019
Sand Bag Store (The Ford)	1					ok	11.09.2018
Old Laptop (Cllr Oliver)	1						22.04.2016
Laptop (Clerk)	1						13.09.2024
Mouse (Clerk)	1						13.09.2024
Laptop Bag (Clerk)	1						13.09.2024
Mobile Telephone (Clerk)	1						13.09.2024
Telephone Cover & Screen Protect	1						13.09.2024
Laptop Sleeve (Clerk)	1						13.09.2024
Printer	1						
Lenova Tablet	1						
Lenova Tablet	1						
VAS Unit	1						
VAS Unit	1					?	
Other Observations							
Signature:	D Culshaw			**Date & Time: 01.06.2026**			

Proper Officer, Sue Reid
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Bishop Monkton Parish Council Meeting Dates 2026

Please find below updated list of meeting dates for the remainder of 2026, September to December inclusive. These may be subject to change at short notice, however, every effort will be made to notify residents by all available channels.

IMPORTANT – **Please note that with effect from September 2026 meetings of Bishop Monkton Parish Council have moved to Wednesday evenings and will be held in the Village Hall, commencing 19.00 hours**.

- Wednesday 16th September 2026
- THURSDAY 22nd October 2026
- Wednesday 18th November 2026
- Wednesday 16th December 2026

PLEASE NOTE there is no meeting in August and the October meeting will be held on the third Thursday of the month.

Sue Reid
Proper Officer
Bishop Monkton Parish Council

Item 2026/116 c

Matters arising from the Internal Auditors Report

For consideration by members.

1. Has the council complied with the quotations procedures for obtaining quotations and formal tender requirements? See findings

   The Council has a contract in place for grass-cutting services which is due to for review in the 2026/2027 financial year.

   During the year, the Council purchased two VAS units at a total cost of £7,587.50 plus VAT (£9,105.00). The minutes of 18 February 2025 record that the Council considered highways matters, including traffic-calming options, and resolved to purchase two VAS units from Swarco at a cost of £3,600 each (exc. VAT). Supporting papers noted that Highways were supportive of VAS installation and that the Village Hall Committee had agreed in principle to contribute up to £5,000 towards the cost. A review of the accounting records and supporting documentation found: • no evidence of quotations being obtained or considered • no purchase order confirming the agreed specification or price • no income received from the Village Hall contribution referenced in the supporting papers • an additional cost of £387.50, which appears to relate to removal of a supply connection as noted on the invoice Based on the documentation evidenced and publicly available within the Council's minutes and supporting papers, the Council has not demonstrated compliance with its quotations procedures for this procurement. RECOMMENDATION 3: That the Council requests the agreed £5,000 contribution from the Village Hall Committee and ensures that future purchases are supported by documented quotations and purchase orders in accordance with Financial Regulations.

2. Is there appropriate arrangements in place for the monitoring of play areas, open spaces and sports pitches. See findings

   A review of the arrangements in place confirms that the Council has appropriate inspection processes for its play area, with inspections undertaken by North Yorkshire Council, as referenced in the risk assessment. A council member is appointed to undertake regular inspections and copies of inspection records are retained by the Clerk for insurance purposes. These controls provide assurance over the condition and safety of the equipment.

3. Is there a contract of employment for the Clerk/RFO and all employed staff? Has the Council approved the salaries paid? Do the salary records correspond with the pay points agreed by the Council? Is the Tax and NI contributions paid within the expected parameters to HMRC? See Findings

   The Council has one employee, and a contract of employment is in place. However, the salary arrangements set out in the contract do not correspond with the hourly rate shown on the payslip. It appears that the employee may have moved to a higher SCP point, but this change has not been confirmed in writing. The hours paid each month also differ from those stated in the contract of employment. We understand that changes have been made to the original contractual hours, but these have not been documented in a confirmatory letter approved by the Council. Monthly salary payments are approved by members at Council meetings, providing an appropriate level of oversight.

   RECOMMENDATION 9: That the Council issues a confirmatory letter to the employee setting out the updated SCP pay point and revised hours. This letter should be approved by the Council, signed by the Chairman, appended to the original contract of employment, and a copy provided to the employee.

   It is noted that the council does not pay its Chairman an Allowance.

4. Does the council keep a register of all material assets owned? Is asset register up to date?

   No An asset register is the starting point for any system of financial control over tangible assets as it:
   • facilitates the effective physical control over assets
   • provides the information that enables the authority to make the most cost-effective use of its capital resources
   • supports the AGAR entry for fixed assets by collecting the information on the cost or value of assets held
   • forms a record of assets held for insurance purposes.

   The Council maintains an asset register; however, the version provided for the internal audit did not include a reconciliation of changes between 31 March 2025 and 31 March 2026. The asset register value at 31 March 2025 was £35,689, while the draft AGAR accounting statement for 31 March 2026 records a value of £44,689. A copy of the previous year's register was provided in Word format. It records the date of purchase, quantity, description, cost, location, and includes a column for disposal dates, although no disposals were recorded as no assets had been disposed of. The Clerk confirmed that two VAS units were purchased during the year, and this accounts for the increase in asset value. A review of invoices confirmed the cost of these units as £7,587.50 (net). A review of the ledger also identified the purchase of two Lenovo tablets costing £48.33 (net) each, which had not been added to the asset register. Based on the information reviewed, the draft asset value of £44,689 does not reconcile with the prior year

figure when the three purchases made during the year are taken into account. The asset register therefore requires updating to ensure completeness and accuracy.

RECOMMENDATION 10: That the asset register for 31 March 2026 is updated to include the purchases during the year and that the value recorded in 9 is updated accordingly.

5. Do arrangements for public inspection of council's records exist?

   The inspection window must include a 30 working day period including the first 10 working days of July following the end of the financial year to which the accounts relate. Evidence of public inspection notice seen? And website address. See finding The Accounts and Audit Regulations require the Council to publish a 30-working-day inspection period, which must include the first 10 working days of July following the end of the financial year. The Public Rights Notice for 2024/25 set the inspection window as Monday 23 June 2025 to Monday 4 August 2025. As the dates stated in the notice are inclusive, this resulted in a 31-working-day period, rather than the required 30 working days. For this reason, the internal control objective must be assessed as 'No'. See link to notice: 16-Making-provision-for-the-exercise-of-public-rights-2024-25-1.pdf

6. Has the council prepared and formally adopted a Data protection policy that is reviewed at least once annually? When did the council last complete a data audit? See findings

   Data Protection Policy To ensure compliance with data protection regulations, smaller authorities should:
   • Appoint a Data Protection officer to oversee data protection and ensure compliance with GDPR (Under Section 7 of the DPA 2018, Parish Councils and Parish Meetings are exempt from this requirement).
   • Conduct regular data audits to identify what personal data is held, how it is used and make sure it is processed lawfully.
   • Implement a Data Protection policy on data handling, storage and sharing.
   • Provide regular training to ensure all staff and members are trained on data protection principles and practices.
   • Secure data using appropriate technical and organisational measures to protect personal data from breaches. The Council has adopted a Data Protection Policy; however, the policy applies only to HR related personal data and explicitly excludes personal data processed for council business or relating to members of the public. Proper Practices require a council wide Data Protection Policy covering all categories of personal data processed by the authority. The current policy is therefore not fully compliant.

   RECOMMENDATION 12: That the Council adopts a full Data Protection Policy which covers all personal data processed for council business, including data relating to members of the public to meet Proper Practices and demonstrate

compliance with UK GDPR and the Data Protection Act 2018. Data Audit A data audit is a key component of effective data governance and is necessary to identify what personal data the council holds, the purposes for which it is used, how it is stored, and the lawful basis for processing. Regular data audits help ensure compliance with the UK GDPR and the Data Protection Act 2018. The Council has completed a Data Audit that identifies the categories of personal data held, the purpose for which each category is processed, the lawful basis, how the data is stored, and the security measures in place. The audit also records any actions required. See link to data audit: https://bishopmonkton-pc.gov.uk/wp-content/uploads/2026/05/Data-Audit.pdf

7. Does the local authority has up to date IT policy in place? See findings

   The Governance and Accountability Practitioners Guide requires each authority to maintain an IT Policy that sets out how councillors, the clerk, and other staff must conduct council business in a secure and lawful manner when using IT equipment and software. This requirement applies to both authority-owned and personal devices used for council purposes. The Council has an IT Policy that sets out expectations for the secure and lawful use of council-owned IT equipment, email and software by councillors, the Clerk and staff. However, the policy does not address the use of personal devices for council business, which is required by the Governance and Accountability Practitioners' Guide. As this requirement applies to both authority-owned and personal devices, the current policy does not fully meet Proper Practices.

   RECOMMENDATION 13: That the Council reviews its IT Policy to include requirements for the use of personal devices and bring-your-own-device (BYOD) arrangements when conducting council business. A model IT Policy included within the Governance and Accountability Practitioners' Guide.

Item 2026/116 d

Many thanks to you, Dean and Phil for meeting with me today. To confirm, we agreed to propose that the PCC will take over Alasdair's contract for the entirety of the rear churchyard (the entirety of the area marked in purple below). The area nearer the church (closer to the junction between St John's Road and Knaresborough Road) will be paid for by the PCC and cut on the current infrequent schedule. Meanwhile, the area further from the church will be cut monthly, and the Parish Council will transfer funds to the PCC to cover this latter cost. I look forward to hearing from you after your upcoming meeting at which this proposal can be discussed.

The clerk notes that the agreement with Farm and Land Services for the current year is that the rear 'field' at St John's Church is to be cut upto 5 times per year at a cost of £50.00 plus VAT per cut. At the time of writing this the PC have received invoices for 1 cut which took place 13.04.2026. There should be more cuts to be invoiced to date. A discussion needs to take place with the contractor as to when he will start invoicing the PCC rather than the Parish Council.

The other point to consider is whether the Parish Council are going to make a contribution towards the cost of the grass cutting of the cemetery. Historically, the maintenance of this area was undertaken by volunteers and the PC some financial support to assist them. Do members wish to support the PCC financially now they have taken responsibility for this area?

Item 2026/116 g

I have replaced two of the posts at the side of the beck overflow on Boroughbridge Road which were rotten and one had fallen over. They were the original posts and therefore over 15 years old. A copy of the invoice for the timber is attached for £ 19.18.
Think there will be another one to do shortly.

Item 2026/116 h

1. Hedges on Moor Road need cutting back as they've banged mirrors a couple of times trying to avoid hedges and cars at the same time - I had a look but couldn't work out exactly where she meant.
2. St John's Way, the grass/weeds on the approach (right hand side) needs cutting badly - I did go down and check - it's up to the road name sign height.
3. St John's Way - the trees and hedging on the left as you go in badly needs cutting back. It seems taller vehicles are hitting the branches if they park up there.
4. PC meeting agendas no longer being placed on the notice boards...

Separately, I had a complaint the other night about the tall commemorative tree by the beck in that it's too tall, crown is too low, shouldn't be there in the first place etc etc. That though, isn't the first time I've heard complaints about that tree. I understand it's owned by us rather than N Yorks...