



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

Bishop Monkton Parish Council Minutes

MINUTES OF THE MEETING OF BISHOP MONKTON PARISH COUNCIL HELD 16TH SEPTEMBER 2026 AT BISHOP MONKTON VILLAGE HALL.

Commenced: 19.07 hours

Concluded: 20.55 hours

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

Also Present: S Reid (Clerk – attending remotely) and 4 members of the public.

Meetings are open to the press and public by virtue of the Public Bodies Admissions to Meetings Act 1960 (s1) unless the presence is prejudicial to the public interest (s2)

- 2026/121 Introduction from the Chairman and a reminder of the Council's expectations for the audio or visual recording of this meeting.**
In accordance with the Openness of Local Government Bodies Regulations 2014, persons attending the meeting may record/film/photograph and make audio recordings or broadcast the proceedings of the formal Council meeting when the public and press are not lawfully excluded. This does not extend to live verbal commentary. Any member of the public who attends a meeting and objects to being filmed should advise the Parish Clerk who will instruct that they are not included in the filming. In addition, the council may record audio from the meeting to aid the accuracy of the minutes. When meeting minutes are formally accepted as a true record of events by the council, the audio recording will be deleted.
The Chairman opened the meeting and welcomed everyone.
- 2026/122 To receive any apologies.**
Apologies were received from Cllr Goodier.
- 2026/123 To consider the apologies and decide whether to approve reasons for absence.**
- 2026/124 Declaration of Interests**
a) To receive any declarations of interest.
No declarations of interest were recorded.

b) To receive, consider and decide upon any applications for dispensation
No applications for dispensation were recorded.
- 2026/125 To approve the minutes of the Meeting of Bishop Monkton Parish Council held Tuesday 21st July 2026.**

Signed_____

Dated_____



RESOLVED That the minutes of the meeting held 21.07.2026 be approved as a true record of proceedings.

2026/126

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.

- The chair introduced all members to new residents of the village.
- It was noted that the PC objection to the Caddick planning application has not yet been put on the planning portal.
- Following discussion the clerk forwarded the email sent to Planning with respect to the Caddick Application.
- It was noted that a member of the public offered support to the council/village in respect of the Caddick planning application. Members thanked him for this.
- Resident reported he has noticed articulated vehicles using the Roecliffe Road into Bishop Monkton.

2026/127

Clerk's report. To note the clerk's report.

The clerk went through her report as she had not submitted it to members. The report was noted.

2026/128

Financial matters. (Documents Attached)

- a) To approve the payments as per the schedule attached.

RESOLVED That the payments be approved.

- b) To note the contracted ongoing payments.
Contracted ongoing payments were noted.
- c) To note the bank reconciliation & YTD Budget.
The bank reconciliation and budget were noted.

2026/129

Planning matters.

- a) **To consider the following new consultations.**

APPLICATION NO: 26/04546/FUL

PROPOSAL: Single storey rear and side extension

LOCATION: GRID REF: E 432622 N 466274 Fernleigh Knaresborough Road Bishop Monkton North Yorkshire HG3 3QQ.

APPLICANT: Sam And Peter Evans

PUBLIC ACCESS: view file

No Observations.

- b) **To note the following planning approvals.**

THE TOWN AND COUNTRY PLANNING ACT 1990

THE NORTH YORKSHIRE COUNCIL TREE PRESERVATION ORDER

TPO NO. 15/2026 (HAR) –

Signed _____

Dated _____



MELROSE HOUSE, ST JOHNS ROAD, BISHOP MONKTON, NORTH YORKSHIRE, HG3 3QU

NOTICE OF CONFIRMATION NOTICE IS HEREBY GIVEN that The North Yorkshire Council in pursuance of its powers as Local Planning Authority under the Town and Country Planning Act 1990 as amended has on 13 August 2026 confirmed without modification the above Tree Preservation Order made by the said Council on 12 March 2026.

Dated 18 August 2026

Signed on behalf of The North Yorkshire Council Martin Grainger Head of Development Management.

The Planning Approval was noted.

c) **To note the following planning enforcements.**

There are no planning enforcements to note this month.

2026/0130

Ongoing matters.

- a) For members to receive an update in relation to the development of the Neighbourhood Plan and decide actions moving forwards.
The report was noted.
- 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.
The last meeting was cancelled. A 4 page letter has been compiled detailing problems experienced which is to be sent to Trading Standards and NYC and asking for their response. A generic email has been set up for residents to notify of any issues they see.
- c) For members to receive an update from the Planning Enforcement Working Group and decide any actions.
Three incidents have been noted of HGV's attending the village outside of allowed hours. All have been reported to developers and planning. Yellow signs stating that site traffic is not to use certain routes are not yet in place.
- 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.
Cllr Holder has attended site with another member. Area is tired and shabby. The flooring is lifting and creating a trip hazard. Old records have been checked but there was nothing to be found. Once RoSPA check has been done it can be used to assess the work needed to be done. It was noted that the sign at the play area is out of date. This needs amending.
- e) For members to receive an update on the works identified following the asset inspection carried out June 2026.
Keys have been obtained for the Parish noticeboard by the school.
RESOLVED That Cllr Culshaw is dealing with the other items as listed.

Signed_____

Dated_____



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- f) To receive an update from the clerk on the actions raised in the IA report for the Year 2025/2026.

RESOLVED That this item be deferred.

- g) To receive an update on the application to Cllr Brown for a grant from his Locality Budget of £500 towards signs for the Coronation Walk. Cllr Culshaw has put a request in for a Locality Grant from Cllr Brown. A response has not yet been received.

2026/131 New matters and correspondence.

- a) To approve the meeting dates for the year 2027.

RESOLVED That the dates are approved and meetings will continue to be held at the village hall.

- b) To approve the Internal Auditor for the Financial Year 2026/2027. The clerk reported that the IA used this year was not willing to lower her costs. The clerk has not yet had time to seek alternative auditors and costs.

RESOLVED That this item be deferred.

- c) To consider the councils risk registers and health and safety policies.

RESOLVED That this item be deferred

- d) For members to review the enclosed document and decide how to proceed with the issues raised by residents.

RESOLVED That, with the exception of the hedge at St John's, all other items had been addressed.

- e) For members to consider the Terms of Reference for the Neighbourhood Plan and note the content which has to be adhered to. This item was noted.

- f) For members to note the updated cost analysis in respect of the NHP. This item was noted.

- g) For members to note the Annual Cost of Living Pay Awards have been agreed and are back dated to 1st April 2026. This item was noted.

- h) For members to consider adopting the new mileage allowance of £0.55p per mile, as per HMRC, with effect from 1st April 2026.

RESOLVED That this is approved.

- i) For members to consider the clerk's attendance at the NHP Steering Group Meetings moving forwards.

RESOLVED That members decided that there was no requirement for the clerk to attend the NHP Steering group meetings.

- j) For members to consider quotes received for the removal of the willow tree by the ford.

Signed _____

Dated _____



The clerk reported that Officers from NYC have attended site. It has been confirmed that the tree is on land that it not registered at HM Land Registry. As BMPC has carried out work on this tree in the past the local authority are of the opinion that this has set a precedent and it is therefore down to BMPC to carry out works on the tree at their own expense. Pictures of the tree have been supplied and advice is that the tree should be removed completely. The clerk intends putting in a 5 day planning application to authorise the removal of the tree as it is subject to a TPO.
RESOLVED That three quotes to be sought.

- k) For members to consider the purchase of a Christmas tree for the Beck area.

RESOLVED Members requested the clerk source a 12 foot tree.

- l) For members to consider approving the annual RoSPA Inspection of the play area at the village hall at a cost of £70.50 + VAT.

RESOLVED That members approve the inspection.

- m) For members to note that the clerk is currently 49 hours over her contracted ones to the end of August 2026.
This item was noted.

- n) For members to consider communication received from resident in relation to providing a library stand in the village.

RESOLVED That Cllr Culshaw will speak to the resident and report back to the next meeting.

- o) To consider the draft policy for the NHP Traffic Monitoring Project.

RESOLVED That the name of the policy be changed to Bishop Monkton CCTV Policy. Other than that the policy was adopted. The NHP Traffic Group to send the Implementation Plan to Cllr Goodier who will circulate to members. Feedback is awaited from residents in relation to the traffic survey. Once Cllr Goodier is satisfied everything is in order he will advise the sub group that they can go live.

2026/132 To agree items to be communicated to residents, and the methods to be employed.

- Christmas Tree
- PC objection to Caddick Planning Application.
- BMPC CCTV Policy is approved and feedback welcomed.
- Update on willow tree.
- Safety inspection of the playground at the village hall is imminent.

2026/133 To notify the clerk of matters for inclusion on the agenda at the next meeting.

- An update on the Caddick planning objection.
- For an update on the Avant planning application.
- First draft of Budget.

Signed_____

Dated_____



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- 2026/134** **The next Ordinary meeting of Bishop Monkton Parish Council will be held Thursday 22nd October 2026 in the Village Hall. The latest date for members to submit items for consideration on the agenda and reports on tasks is Monday 12th October 2026.**
- 2026/135** **For members to note the resolutions from the meeting.**

Signed_____

Dated_____



The clerk reports the following for members to note:-

1. The clerk attended all three AI training sessions. This has been a very useful and informative course. The clerk is looking forward of using this knowledge to assist her role within the council.
2. The clerk has returned the councils application for a debit card attached to the Unity Trust Bank Account. As yet there has been no response to this.
3. The clerk advised that the Caddick planning application response had been submitted to the local planning authority, utilising two email addresses for double security of ensuring it was received. A generic acknowledgement of receipt had been received which had been forwarded to all councillors at the request of Cllr Scales.
4. The clerk referred members to the ongoing matter of Cllr Brown and his refusal to accept that Bishop Monkton had utilised the £500 Locality Budget Grant correctly. Despite the clerk providing all receipts and evidence twice to the Locality Budgets Team Cllr Brown insists it is incorrect. The clerk had written a detailed, chronological, narrative setting out the sequence of events, which she had submitted to the Locality Grants Team. A further follow up telephone call to enquire as to how the matter was progressing confirmed that Locality Grants are satisfied the grant has been used as intended and nothing has been done incorrectly. The matter had been checked by the Monitoring Officer and Head of Legal who are also satisfied that there have been NO improprieties by Bishop Monkton Parish Council. The clerk advised that she is upset by the situation as Locality Grants had advised her that the problem is Cllr Brown will not accept that everything has been carried out correctly and he was going to report the clerk to the police for fraud. The clerk advised the council that they have a duty of care to protect her as their employee.
5. The clerk reminded members that both Cllr Holder and the clerk are booked on the Talking Tables Training on 30th September.

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 2026/128
Financial Matters

A – Financial Matters for Approval

[illegible]

B – To note the ongoing Contracted Payments

[illegible]

Bishop Monkton Parish Council

Details of bank reconciliation dated 2026-08-31 for Unity Deposit Account

Report produced on 10/09/2026

Opening statement balance	5013.93
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Reconciled transactions

Voucher	Date	Type	Reference	Supplier / customer	Description	Amount
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Reconciled balance						5,013.93
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Cash book balance						5,013.93
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Bishop Monkton Parish Council

Details of bank reconciliation dated 2026-08-31 for Unity Current Account

Report produced on 10/09/2026

Opening statement balance

714.05

Reconciled transactions

Voucher	Date	Type	Reference	Supplier / customer	Description	Amount
201	03/08/2026	Payment	P30	Yorkshire Accountants (Ripon)	Quarterly Invoice	-43.20
203	04/08/2026	Payment	P32	CIlr P Goodier	Printing of Flyers for NHP	-49.00
					Re P Goodier NHP Meeting	
206	04/08/2026	Transfer			Expense	30.18
					Re NHP meeting at Methodist	
208	04/08/2026	Transfer			Chur	10.00
210	04/08/2026	Transfer			Re P Goodier Printing Expenses f	49.00
				Bishop Monkton Methodist		
				Church		
213	06/08/2026	Payment	P33		Invoice for use Jan 26 to August	-110.00
				NHP Survey	Cameras and Memory Cards NHP	
230	20/08/2026	Transfer		costs	Tra	997.70
				NHP Survey		
232	20/08/2026	Transfer		costs	NHP Survey Costs	648.00
221	25/08/2026	Payment	P38a	Go Displays	2 x Display Stands for NHP	-648.00
					Cameras and Memory Cards NHP	
225	25/08/2026	Payment	P38e	Amazon	Tra	-55.98
					Cameras and Memory Cards NHP	
224	25/08/2026	Payment	P38d	Amazon	Tra	-276.93
					Cameras and Memory Cards NHP	
223	25/08/2026	Payment	P38c	Amazon	Tra	-54.95
					Cameras and Memory Cards NHP	
222	25/08/2026	Payment	P38b	Amazon	Tra	-220.95
					Cameras and Memory Cards NHP	
219	25/08/2026	Payment	P43	Amazon	Tra	-165.96
214	28/08/2026	Payment	P35	Sue Reid	S Reid August Salary	-644.32
226	28/08/2026	Payment	P37	Sue Reid	S Reid August Expenses	-34.10
227	28/08/2026	Payment	P37a	HP Instant Ink UK Ltd	August Monthly Ink Charge	-6.49
228	28/08/2026	Payment	P37b	Lebara Mobile Phone	August Mobile Phone Charge	-7.90
215	28/08/2026	Payment	P36	HMRC	HMRC August Salary	-34.10
204	31/08/2026	Payment	P33	Unity Trust Bank (Charges)	July Bank Charges	-7.00

Reconciled balance	90.05
Cash book balance	90.05

Bishop Monkton Parish Council

Details of bank reconciliation dated 2026-08-31 for Unity NHP Account

Report produced on 10/09/2026

Opening statement balance

10851.67

Reconciled transactions

Voucher	Date	Type	Reference	Supplier / customer	Description	Amount
205	04/08/2026	Transfer			Re P Goodier NHP Meeting Expense	-30.18
207	04/08/2026	Transfer			Re NHP meeting at Methodist Chur	-10.00
209	04/08/2026	Transfer			Re P Goodier Printing Expenses f	-49.00
229	20/08/2026	Transfer	NHP Survey costs		Cameras and Memory Cards NHP Tra	-997.70
231	20/08/2026	Transfer	NHP Survey costs		NHP Survey Costs	-648.00
Reconciled balance						9,116.79
Cash book balance						9,116.79

Bishop Monkton Parish Council

Budget report from 1-

Apr-2026 to 30-Sep-2026

(figures include VAT)

All reserves

Payments

	Full year Budget	Period Actual
Administration		
Salary, HMRC and Pension	8,125.00	3,471.10
Room Hire at Village Hall	0.00	0.00
Room Hire at Methodist Hall	120.00	110.00
Memberships and Subscriptions	642.00	422.00
Training	750.00	421.80
Audits	768.00	475.00
Website and IT	720.00	287.15
Insurance	800.00	818.08
Stationery	300.00	123.43
Expenses	1,320.00	360.95
Payroll Costs	180.00	730.72
Legal Fees	500.00	0.00
Total Administration	14,225.00	7,220.23
Maintenance		
Village Grass Cutting	3,240.00	1,022.40
Village Maintenance	0.00	211.76
Asset Maintenance	2,100.00	0.00
Play Area Maintenance	0.00	0.00
Beck Cleaning	800.00	0.00
Total Maintenance	6,140.00	1,234.16
Miscellaneous Expenses		
Festive Costs	300.00	0.00
S137	0.00	0.00
Bank Charges	84.00	42.00
Grants Given	0.00	120.00
Total Miscellaneous Expenses	384.00	162.00
Asset Purchases		
Asset Purchases	0.00	0.00
Total Asset Purchases	0.00	0.00
Neighbourhood Plan		
NHP Project Consultant Fees and Admin Su	3,000.00	0.00
NHP Venue Hire, Public Exhibitions, Work	195.00	96.90
NHP Website and Communications	195.00	1,199.10

NHP Survey, Design, Distribution and Ana	195.00	0.00
NHP Research and Studies Costs	195.00	774.77
NHP Planning Consultancy (Policy Draftin	1,000.00	1,082.00
NHP Plan Production and Design	500.00	0.00
NHP Other (Bank Charges, Mileage etc)	120.00	41.23

Total Neighbourhood Plan	5,400.00	3,194.00
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Total Payments	26,149.00	11,810.39
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Receipts

	Full year Budget	Period Actual
Receipts		
VAT Repayments	1,995.00	2,282.47
Precept	23,514.00	11,757.00
Bank Interest	150.00	72.46
S106	0.00	0.00
CIL	0.00	0.00
Grants	0.00	0.00
Other Receipts	0.00	0.00
NYC Grass Cutting Award	490.00	0.00

Total Receipts	26,149.00	14,111.93
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Total Receipts	26,149.00	14,111.93
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Bishop Monkton Parish Council

Budget report from 1-Apr-2026 to 31-Mar-2027 (figures include VAT)

All reserves

Payments

	Period		
	Budget	Actual	Variance
Administration			
Salary, HMRC and Pension	8,125.00	2,646.40	5,478.60
Room Hire at Village Hall	0.00	0.00	0.00
Room Hire at Methodist Hall	120.00	110.00	10.00
Memberships and Subscriptio	642.00	422.00	220.00
Training	750.00	211.80	538.20
Audits	768.00	475.00	293.00
Website and IT	720.00	268.66	451.34
Insurance	800.00	818.08	-18.08
Stationery	300.00	78.80	221.20
Expenses	1,320.00	288.75	1,031.25
Payroll Costs	180.00	730.72	-550.72
Legal Fees	500.00	0.00	500.00
Total Administration	14,225.00	6,050.21	8,174.79
Maintenance			
Village Grass Cutting	3,240.00	1,022.40	2,217.60
Village Maintenance	0.00	211.76	-211.76
Asset Maintenance	2,100.00	0.00	2,100.00
Play Area Maintenance	0.00	0.00	0.00
Beck Cleaning	800.00	0.00	800.00
Total Maintenance	6,140.00	1,234.16	4,905.84
Miscellaneous Expenses			
Festive Costs	300.00	0.00	300.00
S137	0.00	0.00	0.00
Bank Charges	84.00	42.00	42.00
Grants Given	0.00	120.00	-120.00
Total Miscellaneous Expense:	384.00	162.00	222.00
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 &	3,000.00	0.00	3,000.00
NHP Venue Hire, Public Exh	195.00	49.00	146.00
NHP Website and Communica	195.00	1,199.10	-1,004.10
NHP Survey, Design, Distribut	195.00	0.00	195.00
NHP Research and Studies Co:	195.00	774.77	-579.77
NHP Planning Consultancy (Pc	1,000.00	1,082.00	-82.00
NHP Plan Production and Desi	500.00	0.00	500.00
NHP Other (Bank Charges, Mil	120.00	30.18	89.82
Total Neighbourhood Plan	5,400.00	3,135.05	2,264.95
Total Payments	26,149.00	10,581.42	15,567.58

Receipts

	Period		
	Budget	Actual	Variance
Receipts			
VAT Repayments	1,995.00	2,282.47	287.47
Precept	23,514.00	11,757.00	-11,757.00
Bank Interest	150.00	72.46	-77.54
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	490.00	0.00	-490.00
Total Receipts	26,149.00	14,111.93	-12,037.07
Total Receipts	26,149.00	14,111.93	-12,037.07



Item 2026/130 a

Bishop Monkton Parish Council Agenda Report

Agenda item Title: Neighbourhood Development Plan Update

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

Key Points

- The housing needs survey is now live. At the time of writing 55 online responses had been received – plus at least six paper copies.
- We had a Steering Committee meeting in early August: minutes attached

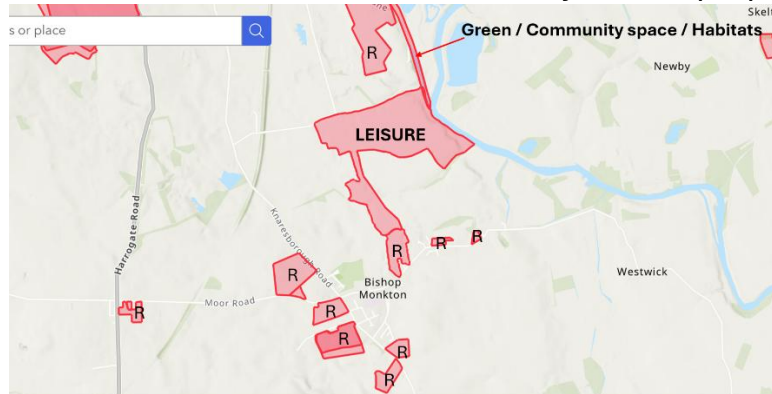


Microsoft Word 97 -
2003 Document

Our next meeting is on September 30th.

- We are still awaiting full data from Yorkshire Water to support the Adept drainage study - interactions appear positive and YW seem keen to cooperate, albeit slowly so far. A FOI request is being considered – but this would be a last resort.
- The traffic monitoring system has been designed and cameras purchased. The GDPR issues have been discussed between the team and the Clerk – as a result new / revised policies have been proposed for approval by the PC – these have been circulated separately by the Clerk, and their approval is covered by a separate agenda item. The system will only go live once we have reviewed, and if necessary acted on, feedback from village communications.

- NYC has published the updated call for sites outcome – we have a copy of their site assessment criteria. Our response to this process is not really a NDP task, but we will be influenced by what is proposed.



- The government has agreed the new National Planning Policy Framework. This is a significant document which will have a material impact on our NDP work and scope – the ramifications of the new framework will be discussed at our September meeting. It appears that the NDP can no longer be agnostic on our views of potential development sites – this is a major change and the discussion / agreement on preferred site allocation (if this is necessary) clearly risks community cohesion. David Gluck's interim briefing note is below:

- The new NPPF published in August 2026 has potentially significant implications for our NDP. DG is awaiting advice from NYC planners on how they consider progressing this. However, the key takeaways from the NPPF are:

1. Section H02: Setting requirement figures for homes

This section indicates that for Local Plans (North Yorkshire in our case) a housing requirement figure should be set for designated neighbourhood plan areas, unless it is impractical to do so. This figure should be informed by the latest housing needs survey. Local Planning Authorities should avoid setting nil targets except in exceptional circumstances, e.g., where the Local Plan already meets or exceeds the housing need figure. So, our Housing Survey is potentially even more important than it was.

DG has asked NYC if this indicative figure for new homes in BM can be provided.



2. Section PM5: Neighbourhood Plans

NDPs should plan positively for their areas, including allocating land to meet the development needs of their areas, where it is appropriate to do so.

Again, DG has asked NYC for clarification. Are we expected to assess sites before allocation? Will NYC provide their site assessments for us to consider against the indicative housing figure?

The implications of these changes to the NPPF are that the NDP Working Group MAY need to allocate land for housing and may even have to undertake full assessments of sites already submitted to NYC. However, it is too early to speculate. The priority now is to ensure a good response to our Housing Need Survey to inform future policies, whether these are generic or site allocation.

All this will not delay the good work being undertaken by subgroups but the housing section may be delayed whilst we await national and NYC guidance. HMG have also indicated they understand the potential additional resource implications for neighbourhood plans and will work to resolve that.

Budget

The team has an online budget / expenditure tracker which predicts the FY26/27 forecast expenditure. When VAT is charged it is included in the figures – although it will be reclaimed later. David Gluck is not VAT registered. The Adept (drainage survey) invoices will attract VAT.

In summary, our known (certain) expenditure is £2,900 below our income of £11,900 assuming 100% use of CIL money. Our “known + likely” expenditure (including some contingency) is £250 above our income – before a c.£730 VAT reclaim which is not included. We do not have the funds to undertake the CCTV sewer survey – but at present this is not expected to be needed.

The budget is therefore tight, but manageable.



Bishop Monkton NDP				
Budget Estimate for 2026 / 27				
Notes for completing this form:				
1. This estimate is for cash expenditure (incurred not just committed) to the end of March 2027				
2. Cashflow which falls into 2027 / 28 (i.e. April 2027 or after) should not be included				
3. Include either your best estimate of cost or if you don't know, enter "don't know" and we will seek to estimate / agree as a team				
4. Separate into three possible columns: "Certain", "Likely", "Possible"				
5. Please enter data onto the version of the file in the cloud to maintain version control				
7. Don't aim for precision - we're looking for good estimates! '£800' is just as good as '£783.23' here!				
Income				
	Certain	Likely	Possible	
Precept	£5,400			
BMAG	£1,910			
CIL Monies	£4,596			
Community Fundraising			Don't know	
Loan?			Don't know	
Total	£11,906	£0	£0	
Total Certain + Likely		£11,906		
Expenditure				
	Certain	Likely	Possible	
Project Management				
Consultancy - David (not VAT registered)	£5,360		£1,500	£1500 designer costs for pre-submission moved to next year ; £5,360 from David's estimate
Meeting rooms	£70	£90		
Printing	£552	£200	£0	Likely is just a contingency
Survey Monkey Subscription		£0		MS Forms is free
General expenses		£250		General contingency
Comms (JF)				
	Certain	Likely	Possible	
Display boards for churches	£648			Includes 20% VAT
Display boards for VH / Pub		£120		
Printing of survey / flyers	£552			
Parish Magazine	£8			
Housing (JH)				
	Certain	Likely	Possible	
Heritage (PC)				
	Certain	Likely	Possible	
Flooding & Utilities (CE)				
	Certain	Likely	Possible	
Adept Study - Phase 1 - YW Data	£1,200	£600		Split in two as £1,500 is a max
Adept Study - Phase 2 CCTV & Review			£13,936	CCTV survey (+VAT) - very unlikely
Adept Study - Phase 3 - Hydraulic Assessment		£1,800		Adept Includes : £720.00 reclaimable
Adept Study - Phase 4 - Report / Conclusions			£2,250	Almost certain to be FY 27/8
Transport & Access (RHW)				
	Certain	Likely	Possible	
Purchase of cameras	£609	£100		VAT to understand
Consultant Report		Don't know		
Green Spaces (PC)				
	Certain	Likely	Possible	
Group meeting with David G.				
Community Facilities (RH)				
	Certain	Likely	Possible	
Grand Total				
	£8,999	£3,160	£17,686	
Total Certain + Likely				
	£12,159			
Surplus / (deficit) against certain expenditure				
	£2,907			
Surplus / (deficit) against certain + likely expenditure				
	-£253			
Surplus / (deficit) against certain + likely + possible expenditure				
	-£17,939	Includes CCTV survey!		



Proper Officer, Sue Reid
Chapel Villas
Dishforth
YO7 3LW
T: 07881 989148
E: clerk@bishopmonkton-pc.gov.uk

Bishop Monkton Parish Council Meeting Dates 2027

Please find below schedule of meeting dates for the year 2027. 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 meetings of Bishop Monkton Parish Council are now held on Wednesday evenings in Bishop Monkton Village Hall, commencing 19.00 hours.

- Wednesday 20th January 2027
- Wednesday 17th February 2027
- Wednesday 17th March 2027
- Wednesday 21st April 2027
- Wednesday 19th May 2027
- Wednesday 16th June 2027
- Wednesday 21st July 2027
- AUGUST TBC
- Wednesday 15th September 2027
- Wednesday 20th October 2027
- Wednesday 17th November 2027
- Wednesday 15th December 2027

Sue Reid
Proper Officer
Bishop Monkton Parish Council



-
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...



Bishop Monkton Neighbourhood Development Plan

Steering Group: Terms of Reference: January 2026

1. Introduction

Bishop Monkton Parish Council took the decision to produce a Neighbourhood Development Plan in line with the Government's Localism Act 2011. In order to produce this plan the Parish Council has established a Steering Group to oversee a process that will result in the preparation of a draft Plan which will be put to a public referendum. In doing so it is deemed appropriate that the Steering Group are provided with and accept the following terms of reference.

The plan will seek to:

- Identify all the important aspects of life in the parish for which plans for the future are needed, with particular regard to land use; and
- Bring forward planning policies and community action proposals which will enhance the quality of life in the parish in the years to come.

2. Membership of the Steering Group

- i. The Steering Group will be formed primarily from local volunteers who reside or work in the Neighbourhood Area and elected members or officers of the Parish Council.
- ii. The Steering Group will aim for a maximum membership of 10 persons.
- iii. The Steering Group may form Working Groups or sub-committees to undertake various aspects of the work involved in producing the Neighbourhood Development Plan.
- iv. The Steering Group will be supported by officers of North Yorkshire Council. The Local Planning Authority are obliged to provide assistance under the statutory provisions of the Localism Act 2011.

3. Roles and Responsibilities of the Steering Group

The local representatives who are members of the Steering Group will:

- Promote the process of preparing the Neighbourhood Development Plan and be encouraged to participate and provide their views and opinions on the specific topics which are covered during the preparation of the Plan.
- Arrange meetings and appoint sub-groups to gather views and consult on emerging policies which are considered appropriate for incorporation in the draft Plan.
- Assess existing evidence about the needs and aspirations of the neighbourhood area.
- Liaise with relevant organisations and stakeholders to secure their input in the process.
- Analyse the results of questionnaires or other evidence received during the planning process and use them to prepare a robust draft Plan.

- Inform the Parish Council of progress on a regular basis in order that Steering or Working Group Minutes can be noted.
- Support the Local Planning Authority and Parish Council during the referendum process.

The Parish Council will:

- Support the Steering Group throughout the process providing sufficient assistance and financial resources to ensure the plan is prepared expeditiously providing that overall expenditure falls within the budget allocated by the Parish Council.
- Support the Steering Group to ensure the Plan conforms to national and local policy, and is sound and robust enough to withstand independent examination. Outside professional expertise and aid may be sought to ensure this objective is met.
- Work with the Steering Group and the local community to establish the future infrastructure needs of the parish forthcoming as a result of the adopted Harrogate District Local Plan 2014-2035 and emerging North Yorkshire Local Plan.
- Work with the Steering Group to develop policies to guide the future development and use of land in the area.
- Support the Steering Group in developing sustainability appraisal or other assessments requested by the Local Planning Authority prior to the Plan being submitted.
- Support the Steering Group in efforts of engagement and consultation with the local community throughout the plan making process.
- Facilitate any required contact with the relevant statutory bodies or parties who must be consulted during the plan making process.
- Carry out all statutory duties contained in the Neighbourhood Planning (General) regulations 2012 and engage with North Yorkshire Council during the referendum process of the plan for which the principal authority are responsible.
- Following the preparation of the draft Plan (including formal statutory public consultation) and with the agreement from the Group, submit the plan to the Local Planning Authority for inspection and independent examination.
- Provide appropriate budgetary support, not outlined above, for the production and local promotion of the Plan within the budget allocated by the Council.

All Members of the Steering Group will:

- Declare any personal interest that may be perceived as being relevant to any decisions or recommendations made by the group. This may include membership of an organisation, ownership of interest in land (directly or indirectly) or a business or indeed any other matter likely to be relevant to the work undertaken by the Steering Group.
- Ensure that there is no discrimination in the plan making process and that it is a wholly inclusive, open and transparent process to all groups in the neighbourhood area, to anyone wishing to undertake development in the neighbourhood area, or to

anyone wanting to be involved in the plan making process.

- Work together for the benefit of the communities within the neighbourhood area.
- Treat other Members of the Group with respect and dignity, allowing Members to express their views without prejudice and interruption.

- The group will be deemed to be quorate if a minimum of 2 lay members and 3 Parish council members are in attendance. If inquorate, meetings may proceed but any decisions taken may be advisory only and require future ratification by the group when a quorum can gather.
- Any decisions taken by the Steering Group, other than those delegated to appointed officers, will be carried forward if the majority (more than 50%) are in favour. For voting purposes, the Group must be quorate. The Chair will have the casting vote in instances where there is no majority.
- All decisions taken by the Steering Group are subject to ratification by the full Parish Council.

4. Officers of the Steering Group

- The Group shall elect a Chairman from their number.
- If the Chairman is not present, members shall elect a Chairman for the meeting from amongst their number.
- The group will also appoint a secretary to be responsible for co-ordinating the work of the steering group and any sub groups established.

5. Frequency, Timing and Procedure of Meetings

- The Steering Group will usually meet monthly, although sub groups may meet more or less frequently as necessary.
- All meetings shall be open and may be attended by residents or those who work in the area identified for the plan to observe or participate in the proceedings, within the context of the procedures laid out for the conduct of meetings by the steering group, as agreed by the Parish Council.
- The Steering Group shall keep Minutes of meetings which will be open to public scrutiny. These will be publicised on the Parish Council web site and displayed in the notice boards, or such other prominent places as may be requested.
- Notices, Agenda, Minutes and associated papers shall normally be dispatched to Steering Group members by email unless otherwise specified or agreed.
- Meetings shall be conducted in accordance with set procedure to be determined and agreed by the Steering Group.
- The Steering Group will regularly update and report its progress to the Clerk of the Parish Council ensuring that s/he is aware of the on-going budgetary implications associated with the project.
- The Steering Group will report back to the full Parish Council at each Council meeting where Neighbourhood Planning will be a standing agenda item.
- The Terms of Reference will be reviewed throughout the project and amended as required. Any changes to Steering Group Terms of Reference shall require Parish Council agreement.



Proper Officer, Sue Reid
Chapel Villas
Dishforth
YO7 3LW
T: 07881 989148
E: clerk@bishopmonkton-pc.gov.uk

Item 2026/131 f

NHP Finances Update to 31st August 2026

FUNDS RECEIVED 2026 / 2027

Precept	£5,400.00
BMAG	£1,910.00
CiL Monies	£4,595.65
Bank Interest	£ 26.49
	<u>£11,932.14</u>

EXPENDITURE TO 31.08.2026

Meeting Expenses	£ 30.18
Consultant Fees	£1,082.00
P Goodier Printing	£ 49.00
2 x Display Panels	£ 648.00
10 x Memory Cards	£ 279.90
5 x packs Post Mounts	£ 54.95
8 x Cameras	£ 439.92
Housing Survey Printing	£ 551.10
St Johns Room Hire x 4(01/04, 20/06, 22/07, 19/08)	£ 40.00
	<u>£3,175.05</u>

KNOWN FUTURE EXPENDITURE

Consultant re Yorks Water	£1,500.00
NHP Consultant to year end 31.03.2027	£5,778.00
	<u>£7,278.00</u>

Opening Bank Balance at 01.04.2026	£11,932.14
Less Current Expenditure	£ 3,175.05
Less Known Future Expenditure	<u>£ 7,278.00</u>
Balance	<u>£ 1,479.09</u>

The balance remaining is better than previously stated as the expenditure on the recording items has reduced by just shy of £400 compared to what was originally requested to be ordered.



There was a boost in income with the utilising of the CiL monies, however, there has been unforeseen expenditure of some £2400 for the Drainage Consultant / Yorkshire Water and the Cameras for the traffic survey.

It has to be noted that the PC only agreed for a percentage of the CiL monies to be allocated to the NHP, the rest remaining for the purpose of the Coronation Walk, which it had originally been identified for. At present, the NHP has received ALL the CiL pot, leaving nothing for other works.



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BISHOP MONKTON NEIGHBOURHOOD DEVELOPMENT PLAN

QUOTE– STAGE 1 – To Regulation 14 consultation **2026/27**

David Gluck

ITEM	DAYS	COST¹ (£)
Consultant support to BMPC– establish Steering Group, liaison with Clerk	1	400
Production of promotional/information materials	1	400
Consultation and engagement events/activities – Launch and Policy Intentions	2	800
Policy Intentions Document production	2	800
Review of Evidence Base documents from working groups/NYC	2	800
Steering Group meetings x6	1	400
Draft Regulation 14 pre submission consultation document/survey	4	1600
Policies mapping	NYC	0
Screening for EA/HRA	NYC	0
Design of Reg 14 document/summary/survey	Flat rate	1500
Travel costs 8x 40miles @50p/mile		160
TOTAL		£6,860.00

FUTURE STAGES – in brief	Lead
Consultation analysis and Modifications to Pre submission Plan	Consultant
Production of Submission Version Plan	Designer
Basic Conditions Statement & Consultation Statement	Consultant
Submission to North Yorkshire Council	BMPC
Regulation 16 consultation (NYC)	NYC
Appointment of Examiner/Examination	NYC/BMPC
Referendum	NYC

¹ Consultant time charged at £400/day. Mileage charged at 40p/mile

David Gluck
4 Bridge Cottages, Main Street, Aberford LS25 3AB
07905 766831 / david@yorplan.co.uk



Proper Officer, Sue Reid

Chapel Villas

Dishforth

YO7 3LW

T: 07881 989148

E: clerk@bishopmonkton-pc.gov.uk

PURCHASE ORDER

Supplier Details:

Supplier Name: Adept Civil and Structural Consulting Engineers

Address:

Postcode:

Telephone:

Email:

Contact:

Purchase Order Information:

PO Number: BMPC2627 PO001

Date Issued: 4th August 2026

Requested By: Sue Reid / Chris Edmonson / BMPC NHP Group

Delivery Location: chris.s.edmondson@gmail.com

Order Details:

Project: Yorkshire Water Engagement – Bishop Monkton Catchment

Supplier's Quotation: Dated **28 May 2026**

Scope of Services

This Purchase Order is placed with **Adept Civil and Structural Consulting Engineers** ("the Supplier") by **Bishop Monkton Parish Council** ("the Purchaser") in accordance with the Supplier's quotation dated **28 May 2026** and the subsequent email correspondence dated **10 July 2026** clarifying the commercial basis of the quotation.

The Supplier shall:

- Engage with Yorkshire Water to request available information relating to the Bishop Monkton catchment, including any existing capacity assessments and details of planned or proposed network improvements.
- Make reasonable endeavours to obtain the requested information, including initial contact and such follow-up correspondence and telephone calls as are reasonably necessary.
- Review any information received from Yorkshire Water and provide the Purchaser with a summary of the findings together with copies of any information received.

Commercial Terms

The quoted fee for this work is **up to £1,500 plus VAT**.



As confirmed by the Supplier in the email correspondence dated **10 July 2026**, the fee shall be based upon the actual time reasonably spent undertaking the above services compared with the time originally allowed within the quotation.

Accordingly:

- If Yorkshire Water provides a prompt and comprehensive response requiring materially less effort than originally anticipated, the Supplier shall invoice only for the reduced time incurred.
- If Yorkshire Water provides no response or only limited information despite the Supplier making reasonable endeavours to obtain it, the Supplier shall invoice only for the time reasonably incurred and shall not charge the full quoted amount.
- The maximum amount payable under this Purchase Order shall not exceed **£1,500 plus VAT** without the Purchaser's prior written approval.

The Supplier shall, upon request, provide a brief summary of the work undertaken in support of any invoice submitted.

Timescale

The Supplier shall make initial contact with Yorkshire Water promptly and provide the Purchaser with a progress update within approximately **eight (8) weeks**, together with any information received from Yorkshire Water.



and id really love to install a free library box just outside the property but understand I may need your permission to do this.

I've included a picture of the cabinet I plan to use below.

- I will be adding additional protections such as wood varnish / roof felt etc to ensure its protected, long lasting and as safe as possible.
- The cabinet would also be fixed to the wall of my property, to ensure it stands stable and there is no risk of it tipping or being knocked over.
- It would also be placed within 1 meter or so of the garden gate so not in the way of traffic or parked cars.



If there is any other information you would like, or processes etc you would like me to follow - if i were given approval, please do just let me know.



Item 2026/131 r

Sent: 09 September 2026 14:57

To: Bishop Monkton <clerk@bishopmonkton-pc.gov.uk>

Subject: Locality Budgets

Dear Sue

As per our telephone conversation as far as North Yorkshire Council is concerned no wrongdoing has occurred and consider it closed.

Hope this will reassure you.

Best wishes

Louise

Member Support Officer and PA to Cllr Carl Les, Leader North Yorkshire Council and Cllr David Chance, Chairman North Yorkshire Council