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 Wednesday 18th November 2026. This will take place in the Bishop Monkton Village Hall, 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)

2026/166 **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.

2026/167 **To receive any apologies.**

2026/168 **To consider the apologies and decide whether to approve reasons for absence.**

2026/169 **Declaration of Interests**
a) To receive any declarations of interest.
b) To receive, consider and decide upon any applications for dispensation

2026/170 **To approve the minutes of the Meeting of Bishop Monkton Parish Council from Thursday 22nd October and Wednesday 28th October 2026.**

2026/171 **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.

2026/172 **Clerk's report.** To note the clerks report.

2026/173 **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.

2026/174 **Planning matters.**
a) **To consider the following new consultations**.
APPLICATION NO: 26/05562/FUL
PROPOSAL: Installation of solar panels on the roof of the detached garage.
LOCATION: Beck N Bridge Cottage Main Street Bishop Monkton North Yorkshire HG3 3QP
GRID REF: E 432980 N 466233
APPLICANT: Mr Michael Bird
PUBLIC ACCESS: view file

APPLICATION NO: 26/05563/LB
PROPOSAL: Listed Building Consent for the installation of solar panels on the roof of the detached garage.
LOCATION: Beck N Bridge Cottage Main Street Bishop Monkton North Yorkshire HG3 3QP
GRID REF: E 432980 N 466233
APPLICANT: Mr Michael Bird
PUBLIC ACCESS: view file

APPLICATION NO: 26/04875/FUL
PROPOSAL: Application for regrading of land (retrospective)
LOCATION: Land Comprising Field At 432776 465604 Knaresborough Road Bishop Monkton North Yorkshire
GRID REF: E 432776 N 465604
APPLICANT: Kebbell Development Limited
PUBLIC ACCESS: view file

APPLICATION NO: 26/06529/TCON
PROPOSAL: Crown Reduction (by 2 meters) of 3 no Maple (T2-T4) Crown Reduction (by 1.5 meters) of 1 no Prunus (T5) within Bishop Monkton Conservation Area.
LOCATION: GRID REF: : Hutton House Hungate Bishop Monkton North Yorkshire HG3 3QL E 432771 N 466379
APPLICANTGreg McDonald
PUBLIC ACCESS: view file

To note the following planning approvals.
There are no planning approvals.

To note the following planning enforcements.
PLANNING ENFORCEMENT
CASE NO: 26/01065/BRPC15
LOCATION: Land Comprising Field At 433342 466623 Lawnfield Drive Bishop Monkton North Yorkshire
ALLEGED BREACH: Alleged breach of condition 2 (drawings) of application HGTZC23/02684/FUL
I write to notify you of a communication received on 14 September 2026 which reports a possible breach of planning control at the above location.

2026/0175 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) For members to receive an update on the works identified following the asset inspection carried out June 2026.
f) To receive an update from the clerk on the actions raised in the IA report for the Year 2025/2026.
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.
h) For Cllr Culshaw to update on meeting with resident in relation to providing a library stand in the village.

2026/176 New matters and correspondence.

a) To receive quotes and approve the Internal Auditor for the Financial Year 2026/2027.
b) To consider the councils risk registers and health and safety policies.
c) For members to consider the quotes provided in relation to work required on the Willow tree by the ford.
d) To note communication from a resident and decide any action as appropriate.
e) For members to consider a revision to the Financial Regulations to be specific about the monthly budget report format to be provided to the Council.
f) For members to consider the clerks request for payment of the hours she has worked in excess of contracted ones, currently 60 hours owing, to be reimbursed to her.

g) For members to consider the clerks request for her salary to be paid by standing order, with a quarterly adjustment to take account of minor HMRC differences.
h) Avant Planning Application : To agree to nominate two councillors to request to meet Avant to understand their plans for the development, including final consents, drainage decision and target build start date subject to consent.
i) Caddick Development : To agree to nominate two councillors to request to meet Caddick to understand their next steps with the application following the comments in the planning application and specifically the objection by Yorkshire Water.
j) Kebbell Development : To request that the planning enforcement sub-group meet Kebbell to understand their plans for:
    a. Dealing with the multiple consent breaches in the build phase of the project including loss of trees
    b. Dealing with the (unrelated to Kebbell) application for further homes adjacent to the site
k) For members to consider re-imbursing the clerk for the CCTV and Data Protection course she attended at her own expense as her request to the council was denied due to members believing there was no requirement for such a course. Production of the NHP has now proved the knowledge was required.
l) For members to consider the proposal to have a directory of businesses for the village.
m) For members to consider IT provision, including shared storage.
n) For members to consider the purchase of lights and accessories for the purpose of decorating the beck for the festive period.
o) For members to consider the draft budget for the following financial year

2026/177 **To agree items to be communicated to residents, and the methods to be employed.**

2026/178 **To notify the clerk of matters for inclusion on the agenda at the next meeting.**

2026/179 **The next Ordinary meeting of Bishop Monkton Parish Council will be held Wednesday 16th December 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 December*** *2026.*

2026/180 **For members to note the resolutions from the meeting.**

Item 2026/157
Clerk's Report

The clerk reports the following for members to note:-

1. The invoice has been sent to NYC requesting payment of £484.42 for the cutting of the visibility splays. The payment for this was received by BMPC on 15.10.2026.

2. The clerk has purchased a wreath on behalf of the council for Remembrance Sunday at a cost of £27.50

3. The second precept payment has been received from NYC to the sum of £11,757.00

4. The Clerk has transferred £12.000.00 from the current account to the deposit account in order to take advantage of the interest payable on the deposit account. Funds will be transferred back to the current account as and when required for payment purposes.

5. The clerk has received a telephone call from a resident, following up on an email sent to Cllr Culshaw, reporting an unsafe style, which is allegedly very wobbly and rotten and also a metal gate which is loose and only attached by a piece of string. This gate is so heavy that it is only possible for a man to move it according to the resident and needs attention. The clerk advised that it is not the responsibility of the PC as they do not own the items, however she would look into the matter on behalf of the resident. The clerk spoke to Cllr Culshaw who confirmed he had received the email and that he was going to investigate the matter. The only course of action is to determine ownership and then report it to whoever that may be.

6. The clerk has shared the Q2 invoices with Cllrs Culshaw and Oliver to enable the Internal Control Checks to take place.

7. The clerk would like members to note that a cut off date is provided for motions/reports to be submitted to the clerk for inclusion in the agenda. The clerk is not receiving these items in time, and quite frequently after the clerk has published the agenda. As a reminder to members, the agenda is to be published Thursday of the week prior to the meeting to meet lawful requirements. All motions/reports etc should be with the clerk by the Monday of the week of publication. This was agreed previously by members, and it is accepted that the information may not have been passed on to newer ones. This acts as a

reminder. It was agreed that if the clerk had not received all relevant paperwork to include in the agenda pack at the time of publishing, then the agenda item would be dropped for that meeting.

8. The clerk advises that at the end of October her cumulative hours stand at 240, which is 60 hours over her contracted hours at this 7 monthly point. The clerk has brought a motion for these hours to be paid, as it is impossible to pull, what is effectively two months hours back by working less on a monthly basis. It would mean reducing the clerk's hours to 18 a month for the next 5 months, which is not sufficient to meet the workload involved.

9. The clerk reports that she has spoken to the NY Arborist who is reluctant to commit to saying anything specific due to the councils insurance. She did state that at the very least the entire branch should be removed, leaving only the trunk on the one side of the beck. It may be possible that this will then regrow. When getting back to just the trunk, an inspection should take place to see if the trunk is solid. Any sign of rot, then the tree should be removed entirely.

   There is a site where the council can request a consultant to survey the tree and give a report on what they believe is the best course of action, however there will be a cost involved in doing this.

10. The clerk has received communication from Infrastructure Funding at NYC advising that BMPC are to receive a payment of £8,165.44 within the next two weeks. This payment is from the following developments: HGT21/01833/FULMAJ – Land comprising field at 432860 465889 Knaresborough Road Bisho Monkton North Yorkshire AND 25/03184/FUL – Sunningdale, Moor Road Bishop Monkton North Yorkshire HG3 3QF

    The clerk has spoken to Infrastructure Funding to see if there are any further payments expected from these developments, but they are one off payment's only as all funds have been received by NYC, hence why the amount is so large.

11. The clerk has contacted NYC Locality Grants to request they advise the correct process for applying for a grant as Cllr Brown is telling Cllr Culshaw a different process to the one always used. The clerk has not been notified of any change to procedure. The clerk will advise the response once received.

    Update, the clerk spoke to the councillor responsible for the Locality Grants Portfolio when attending the recent JEB meeting. Procedure is to send an email requesting a grant, explaining why and giving as much detail as possible to support the application. Any quotes for the works/goods should be attached. The ward cllr, in this instance Cllr Brown will submit our request to the Member responsible for signing the applications off. Should the request be successful, the clerk will receive communication advising this, along with the relevant documents to be completed and returned, with receipts/invoices once the funds have been spent. There is a 12 month period allowed for this to happen.

12. It is suggested that councils allow a 2.3% increase for their YLCA contribution for the year 2027/2028. This is based on NaLC/JEB finance boards.

13. The dates for the YLCA branch meetings for 2027 are:-
    - 15th February (Remote meeting)
    - 7th June – venue tbc

- 11th October – venue tbc.

14.

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 2026/173
Financial Matters

A – Financial Matters for Approval

Payee	Reason	Ex VAT	VAT	Total
Miss S Reid	September Expenses	172.61	21.66	194.27
YLCA	Training Cllr Holder and Clerk	210.00	0.00	210.00
Yorkshire Accountants	Quarterly Invoice for Payroll	48.00	9.60	57.60
HMRC	September Liability	53.18	0.00	53.18
Cllr Holder	Expenses for attending training	26.20	0.00	26.20
HMRC	October Liability	37.28	0.00	37.28
Miss S Reid	October Expenses	124.17	2.40	126.57
Methodist Hall	Room Hire	10.00	0.00	10.00
Parish On Line	Annual Web Subscription	315.00	63.00	378.00

B – To note the ongoing Contracted Payments

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

Bishop Monkton Parish Council

Bank account: Unity Current Account
Reconciliation as at: 31/10/2026

Balance per bank statement at 31/10/2026	1,579.28
TOTAL NET BANK BALANCES AT 31/10/2026	1,579.28
Opening balance	3,112.83
Total receipts	26,280.89
Total payments	-11,607.39
Total transfers	-16,207.05
Closing balance per cash book (must equal net bank balances above)	1,579.28

Bishop Monkton Parish Council

Bank account: Unity NHP Account
Reconciliation as at: 31/10/2026

Balance per bank statement at 31/10/2026	8,789.88
TOTAL NET BANK BALANCES AT 31/10/2026	8,789.88
Opening balance	1,911.53
Total receipts	75.65
Total payments	
Total transfers	6,802.70
Closing balance per cash book (must equal net bank balances above)	8,789.88

Bishop Monkton Parish Council

Bank account: Unity Deposit Account
Reconciliation as at: 31/10/2026

Balance per bank statement at 31/10/2026	14,537.00
TOTAL NET BANK BALANCES AT 31/10/2026	14,537.00
Opening balance	5,063.61
Total receipts	69.04
Total payments	
Total transfers	9,404.35
Closing balance per cash book (must equal net bank balances above)	14,537.00

Bishop Monkton Parish Council

Budget report from 1-Oct-2026 to 31-Oct-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	0.00	677.08	4,739.56	4,115.42	624.14
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	110.00	-110
Memberships and Subscriptio	642.00	0.00	0.00	0.00	400.00	422.00	-22
Training	750.00	62.50	0.00	62.50	437.50	211.80	225.7
Audits	768.00	0.00	0.00	0.00	384.00	475.00	-91
Website and IT	720.00	10.00	0.00	10.00	570.00	253.29	316.71
Insurance	800.00	0.00	0.00	0.00	800.00	818.08	-18.08
Stationery	300.00	25.00	0.00	25.00	175.00	102.86	72.14
Expenses	1,320.00	110.00	0.00	110.00	770.00	355.67	414.33
Payroll Costs	180.00	15.00	0.00	15.00	105.00	72.00	33
Legal Fees	500.00	41.67	0.00	41.67	291.69	0.00	291.69
Total Administration	**14,225.00**	**941.25**	**0.00**	**941.25**	**8,672.75**	**6,936.12**	**1,736.63**
Maintenance							
Village Grass Cutting	3,240.00	360.00	0.00	360.00	2,520.00	852.00	1668
Village Maintenance	0.00	0.00	0.00	0.00	0.00	181.46	-181.46
Asset Maintenance	2,100.00	175.00	0.00	175.00	1,225.00	0.00	1225
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	400.00	0.00	400
Total Maintenance	**6,140.00**	**535.00**	**0.00**	**535.00**	**4,145.00**	**1,033.46**	**3,111.54**
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	49.00	49.00	0
Grants Given	0.00	0.00	0.00	0.00	0.00	120.00	-120
Total Miscellaneous Expenses	**384.00**	**7.00**	**7.00**	**0.00**	**49.00**	**169.00**	**-120.00**
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	1,750.00	1,082.00	668
NHP Venue Hire, Public Exhibi	195.00	16.25	0.00	16.25	113.75	84.42	29.33
NHP Website and Communica	195.00	16.25	0.00	16.25	113.75	999.25	-885.5
NHP Survey, Design, Distributi	195.00	16.25	0.00	16.25	113.75	0.00	113.75
NHP Research and Studies Co	195.00	16.25	0.00	16.25	113.75	645.63	-531.88
NHP Planning Consultancy (Pc	1,000.00	83.33	0.00	83.33	583.31	0.00	583.31
NHP Plan Production and Desi	500.00	41.67	0.00	41.67	291.69	0.00	291.69
NHP Other (Bank Charges, Mil	120.00	10.00	0.00	10.00	70.00	37.07	32.93
Total Neighbourhood Plan	**5,400.00**	**450.00**	**0.00**	**450.00**	**3,150.00**	**2,848.37**	**301.63**
Total Payments	**26,149.00**	**1,933.25**	**7.00**	**1,926.25**	**16,016.75**	**10,986.95**	**5,029.80**

Receipts

	Full year		Period			Year to date	
	Budget	Budget	Actual	Variance	Budget	Actual	Variance

Receipts							
VAT Repayments	1,995.00	0.00	0.00	0.00	1,995.00	0.00	-1995
Precept	23,514.00	0.00	0.00	0.00	23,514.00	23,514.00	0
Bank Interest	150.00	12.50	0.00	-12.50	87.50	144.69	57.19
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	484.42	484.42	0.00	484.42	484.42
Total Receipts	**26,149.00**	**12.50**	**484.42**	**471.92**	**25,596.50**	**24,143.11**	**-1,453.39**
Total Receipts	**26,149.00**	**12.50**	**484.42**	**471.92**	**25,596.50**	**24,143.11**	**-1,453.39**

Item 2026/175 a

Bishop Monkton Parish Council Agenda Report

Agenda item Title: Neighbourhood Development Plan Update

Purpose of Report: To update the Council on Progress and secure approval for one recommendation on traffic / road safety hazard reporting.

Key Points

- The housing needs survey has concluded. 119 responses were received – which feels rather disappointing given the amount of effort which went into publicity and distribution. David Gluck does however agree that the number is high enough to be seen as representative by NYC. The results are attached – but the team is yet to produce the summary needed for communication back to the Parish.



Housing Needs Summary for PC.pdf

- We had a Steering Committee meeting on 30th September: draft minutes attached:



260930 Neighbourhood Plan

- Our next three meetings will conduct more detailed reviews of each of the Sub-Group's conclusions in this current "data gathering" phase of the project. The intention is to agree clear next steps and focus areas to include in the draft NDP.

- 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 has been submitted.

- The traffic monitoring system has been approved to go live.

- The team has discussed the consequences of the new NPPF. Avoiding commenting on proposals for development is probably impossible – but we intend to set the "baseline" for Bishop Monkton to be the current housing stock – so Avant will be classed as incremental housing delivery. The attached document outlines our early thinking on the issue:



Bishop Monkton - Housing Growth in Cc

- Communications noticeboards have gone up in the Churches and Village Hall. A further one is planned at the Masons Arms.

- The Transport & Access sub-group are planning to implement a "near miss" road hazard reporting system. The approach and communications for this is to be determined – **at this stage Parish Council approval is request for the concept**, with detailed implementation plans to be delegated to the NDP Steering Group.

Budget

No current concerns. The big uncertainty is the timing of the Adept Consulting report – this depends on when we receive data from YW.

The team is working on a 2027/8 budget request to the PC which will be presented in November.

P Goodier 18th October 2026

Item 2026/146 b

Quote	Details	Cost £
1	Our Quotation includes for: **Removal** • Sectional dismantle 1x Willow tree • Removal of arisings Our Quotation includes for: **Pruning** • Pollard/ heavy reduction removing all growth and end weight. • Removal of arisings.	£1100.00 + VAT £850.00 + VAT
2	**Tree removal** • Removal of damaged willow tree that has a heavy lean over the ford crossing • All waste to be removed and site to be left clean and tidy In my professional opinion I feel that this tree is best removed. It has a very heavy lean with over extended branches (hence why one limb has snapped off already) that are right over a public footpath/highway. I also noticed on my site visit that there is some damaged to main stem/trunk where a vehicle has collided with the tree. I don't feel that pruning the tree will befit any way. Pruning methods such as pollarding or a crown reduction would require cutting into large timber leaving large pruning wounds that the tree would not react well to.	£600.00
3	**An old willow tree that has partially collapsed leaving it in a fairly precarious position straddling the beck, road and pavement. I have inspected the tree and my assessment is to take off the overhang as there is a risk to life and leave in place the immediate trunk up to a point of where there is an existing off shoot branch. This may allow regeneration and maintain some integrity of the tree. Take away remaining tree and chip all brash.** **If the whole tree is taken then the same charge abeit a couple of extra hours labour.** LABOUR £45 per hr x 2 men 8 hrs one day FUEL for chipper £30	Between £720.00 and £900.00 plus £30.00 for fuel.

Item 2026/176 f

As most the village will know there are road works on Knaresborough Road outside Church farm (Yorkshire water by all accounts).

They have placed "Road closed" signs Hungate cross roads both into the village and up Knaresborough Road, and at the top and bottom of St John's Road. This gives the impression for anyone not knowing the village or its lay out that the centre part of the village is inaccessible.

These works are taking place for the next 2 to 3 weeks. Whilst this happens, what support for loss of business is available from the contractor or highways for the Masons Arms!!

Is the parish council consulted or notified about these works and road closures?
Why are local businesses not advised/consulted?
Why does there appear to be no consideration to the location of the signage and its impact?
How is it that a randomly contractor can cause such potential harm to businesses within the village?.

What the road closures should actually read is 'No through road'.

Life is hard enough at the moment without further disruption.

Item 2026/176 h

Bishop Monkton Parish Council Agenda Report

Agenda item Title: Amendment to Financial Regulations

Purpose of Report: To clarify monthly Budget Reporting.
Currently the financial Regulations in section 1. General say that the RFO "produces financial management information as required by the council"
The purpose of the amendment is to be more specific about what the Monthly Budget report should say.

Key Points
The report should be consistent so that Cllrs get used to reading a specific format.
The report should show expenditure against all budget items plus income from all sources (including VAT returns)
Columns should include Annual Budget, YTD Budget , Monthly Budget, Current Month Expenditure, YTD expenditure. Variances against each period and a column for comments.
The accountancy software does not do forecasts.
The report should be easy to produce.

Recommendation
Approve the amendment to the Financial Regulations to be specific about the monthly report. Wording to be "Monthly budget report- as a minimum the report shall show expenditure against all budget items plus income from all sources (including VAT returns)
Columns should include Annual Budget, YTD Budget , Monthly Budget, Current Month Expenditure, YTD expenditure. Variances against each period and a column for comments."

Bishop Monkton Parish Council Agenda Report

Agenda item Title: For Action: Shared File and Data Storage

Purpose of Report

To secure agreement to implement an enhanced IT service and shared file storage platform.

Key Points

Current Arrangements

- The council currently uses Microsoft 365 Family, which supports up to six users.
- While shared folders are available, the system is cumbersome to manage and remains largely under the control of a single account holder.
- Permissions for files and folders are limited and difficult to administer effectively.
- Microsoft has announced changes to storage allocations, reducing capacity from 1TB per user to a pooled total of 2TB across all six users.
- As a result, the current arrangement is not considered a sustainable long-term solution.

Requirements for a Future Solution

Any replacement system should provide:

- Robust security and protection of council data.
- A user-friendly interface that is easy for councillors to adopt.
- Centralised cloud-based document storage.
- Multiple administrators to reduce reliance on a single individual and mitigate business continuity risks.
- Granular access controls, allowing permissions to be managed at folder and file level.
- The ability to securely share links to large files with authorised users.

Review of Available Options

- A high-level review of cloud storage and collaboration platforms was undertaken using both Microsoft Copilot and Claude AI.
- The assessment compared the council's current Microsoft 365 arrangement with alternative cloud-based solutions.
- In both cases, the models identified Parish Online Cloud Office as the most suitable option when considering cost, functionality, and ease of implementation.
- Parish Online is already an established supplier to the council, reducing procurement complexity and minimising implementation risks.
- Information on the service can be found at Parish Online Cloud Office.

Side by side for 7 users, ex VAT

	Annual cost	Storage	Extra complexity
Parish Online Cloud Office	£294 (possibly just £42 if only the clerk needs a licence)	10GB each for first 3 users, then 100GB	Lowest: same login and support as your mail
Microsoft 365 Business Basic	about £454	1 TB per user	Highest: SharePoint and permissions admin
Google Workspace Business Starter	about £480-£495	30GB pooled per user	Medium: simple to use, but it duplicates your mail

Recommendation

It is recommended that the council:

- Approves the adoption of Parish Online Cloud Office as the council's central document storage and collaboration platform.
- Authorises the migration of council documents from the current Microsoft 365 Family storage arrangement to the new platform.
- Establishes a structured folder hierarchy and access permissions in line with GDPR and good information governance practices.
- Appoints at least two system administrators to ensure resilience and continuity of access.

This approach would provide a secure, scalable, and sustainable solution for council document management while addressing the limitations of the current system.

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

NHP Finances Update to 11.11.2026

FUNDS RECEIVED 2026 / 2027

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

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
8 x Memory Cards	£ 223.92
5 x packs Post Mounts	£ 54.95
6 x Cameras	£ 329.94
Housing Survey Printing	£ 551.10
St Johns Room Hire x 4(01/04, 20/06, 22/07, 19/08)	£ 40.00
Notice Boards x 2	£ 46.70
Methodist Hall Meeting Room 03.11.2026	£ 10.00
	£3,065.79

KNOWN FUTURE EXPENDITURE

Consultant re Yorks Water	£1,500.00
NHP Consultant to year end 31.03.2027	£2,678.00
Miscellaneous (room hire/printing/stationery etc)	£ 500.00
	£4,678.00

Opening Bank Balance at 01.04.2026	£11,932.14
Less Current Expenditure	£ 3,065.79
Less Known Future Expenditure	£ 4,678.00
Balance	**£ 4,188.35 cfwd**

2027/2028 Budget

Consultant	£5,800.00
Design to Reg 14	£1,700.00
Adept Study	£4,050.00
Comms	£ 550.00

Transport Consultant Report	£ 500.00
Miscellaneous (room hire/printing/stationery etc)	£1,000.00
	£13,600.00

Bfwd from 26/27	£4,188.35
Precept as per 26/27	£5,400.00
LESS Budgeted Costs	£13,600.00
SHORTFALL	**£4,011.65**

VAT – As at 11.11.2026 VAT reclaimable stands at £351.55. This is assuming that the cameras are not going to be 'let out' to other parties as a way of recovering some costs. If this is the case then the amount reclaimable is £114.43.

Item 2026/176 o

Bishop Monkton Parish Council Agenda Report

Agenda item Title: Proposal to investigate setting up a Village Directory of Businesses

Purpose of Report: As above

Key Points

For our village to thrive, economic sustainability is important. At present there is currently no way for villagers with businesses in the village to advertise locally in a simple no-cost way. Similarly residents find it difficult to connect with local businesses when they have a need.

The BMT Facebook page understandably does not allow adverts as this would "pollute" the content – but the recent innovation of allowing businesses to advertise on the first day of each month is commendable and was well used. It however is not searchable and will become harder to access as time goes on.

Any new facility would need to be:

- Low cost
- Simple to administrate
- Designed for villagers to use (as sellers and buyers)
- Restricted to businesses who are owned by BM residents and people who live in the village and are employees of businesses with a HG3 / HG4 postcode
- Searchable and indexed (probably means it needs to be a website)
- Free of the ability to comment or recommend, to avoid conflict and misrepresentation (so no Amazon-style reviews!)

Recommendation

- That a working group be set up to look at what could be achieved – hopefully on the PC website – which would have the benefit of driving traffic to our website
- That a budget of £250 is allowed for web-design and setup – but with this not to be spent until the working group proposals are approved at a future meeting

P Goodier
5th November 2026

Bishop Monkton Parish Council – Open Space and Play Area Risk Assessment

Subject	**Risk**	**High (H) Medium (M) Low (L) risk**	**Control Measures**	**Comments**
Precept	Adequacy of precept. Requirements not submitted to the HBC in time. Amount not received	M	Budget for next financial year presented at November Council meeting. Clerk to ensure precept information submitted to HBC before deadline. The Council will be informed when the precept is received.	Adequate control measures in place.
Financial records	Inadequate records. Financial irregularities	M	Financial Regulations reviewed regularly and updated when required. Systems of internal control in place. Review of financial systems as part of Annual Governance and Accountability Return (AGAR). Internal Audit report presented to Parish Council meeting. All accounts available for public inspection. The RFO maintains proper records, overseen by Councillors who undertake regular checks in accordance with the Council's audit plan. (Audit spot checks) Payments are authorised by the Council at each ordinary meeting and recorded in the minutes of that meeting. **ACTION: The new clerk is unable find previous transaction spot checks and therefore will action this in June 2019.**	Further measures required.

Banking	Inadequate checks Misappropriation of funds	M	The Financial Regulations set out the requirements for banking, cheques, online banking and reconciliation of accounts. The bank accounts are reconciled monthly and presented to the Council quarterly. Two signatories are required. Each Councillor who signs the cheque also checks each invoice against the cheque book and associated paperwork and initials the chq stub as evidence of this. For online payments the Parish Clerk raises a request at a meeting and then two councillors sign the invoice. The Clerk makes the payment. Printed record kept of transfers made between the Council's accounts and of internet banking transactions **ACTION: Clerk to amend the payment procedure as the Clerk should not have sole access to the bank account.**	Further measures required.
Invoice payments	Incorrect payment. Payment made of goods/services not received or authorised	L	All invoices only paid after the service or goods have been received. The Clerk checks all invoices received for accuracy and ensures all information is entered in the cashbook. All invoices are approved at meetings before payments are made unless as stated in the Standing orders, payments under £50 have been approved by all councillors via email.	Adequate control measures in place.
Cash	Loss/misappropriation of cash.	L	Any cash received is input in a receipt book and countersigned. Cash is given to the Clerk and	Adequate control measures in place.

			input in the cash book. Any amount over £50 is banked. Any cash used as a payment for goods is input in the cash book and information provided to the council as a schedule of payments and invoice signed by two signatories.	
Grants	Failure to manage and account for grant income.	L	Grant income is accounted for separately and in line with the requirements of the grant provider. All associated paperwork is in finance file under income.	Adequate control measures in place.
Salaries	Salary paid incorrectly. Wrong deductions of NI or Tax. Unpaid Tax and NI contributions to IR.	M	Parish Council authorises the employment of all employees. Salary rates are reviewed annually following annual appraisals. – and authorised by the Parish Council. Yorkshire Accounts provide a managed payroll service and deal with all NI and Taxation matters. Salaries are paid monthly in arrears. This salary is based on an agreed number of hours per week at a rate agreed from time to time. The Clerk / RFO makes the salary payment after the 28th of the month. Each payment is included in the schedule of payments given at each meeting The Internal Auditor conducts a full check of expenses payment at the end of each financial year. The RFO makes an electronic/cheque payment to HMRC at the same time as a salary payment,	Adequate control measures in place.

			after authorisation is received from Councillors.	
Employees	Loss or absence of Clerk/RFO. Fraud by Clerk Actions undertaken by Clerk	M	Recruitment would take place as soon as Clerk gives notice. Financial systems for authorising expenditure, reducing cash transactions and control of the bank account all contribute to a system which minimises the risk of fraud. Monthly bank reconciliations provide further assurance and protection. Fidelity insurance in place. The Clerk is employed under the terms of a version of the Model Contract agreed by NALC and SLCC. These organisations will offer assistance with employment issues. **ACTION: Further procedures required with bank system for further assurance.**	Further controls required.
Councillors	Unauthorised use of funds. Use of funds without declaring an interest.	L	No expenditure can take place without authorisation of the full Parish Council. Declaration of interest is a standing item on all agendas and all Councillors complete and sign a Register of Interests. Two signatures are required for payments.	Adequate control measures in place.
Election costs	Additional costs of election not being budgeted	L	The Parish Council retains a separate Savings account with funds sufficient to cover election costs if incurred.	Adequate control measures in place.
VAT	Failure to account for or claim correctly	L	VAT is accounted for in the cashbook. Internal Audit includes a check on VAT accounting. VAT is reclaimed at least annually. **ACTION: To claim VAT for last three years.**	Adequate control measures in place.

Insurance	Inadequate cover	M	An annual review is undertaken prior to the renewal of the insurance policy to ensure the cover meets the Parish Council's needs. Public Liability, Employers Liability and Fidelity guarantee are all included. All Council members, employees and volunteers of the Parish Council are covered under the Personal Accident section. The cost of the Council's insurance policy is included in its annual budget.	Adequate control measures in place.
Policies	Ensuring that the Council's policies and standard documents are up to date and meet best practice guidelines.	L	The Council uses an appropriate insurance provider, who specialises in providing cover to Local Councils. The Council responds to issues raised through Internal Audit. The Council is a member of YLCA and uses their templates as a basis for its documents. The Clerk ensures that relevant policies are drafted and put to Council for adoption. The Council reviews all policies and documents at each Annual Meeting of the Council. The Clerk advises the Council as to whether proposed actions are within adopted policies. Documents are displayed on the Council's website.	Adequate control measures in place.
Records	Loss through theft, fire, damage or electronic corruption / Loss of access to Council's records.	L	Clerk backs up electronic documents to OneDrive Documents are kept in a secure place (Clerk's home and Village Church). The Council has agreed a retention of	Adequate control measures in place.

			documents and information policy which is reviewed annually. Documents are shared regularly with Councillors.	
Minutes	Destroyed or lost / mismanagement by Clerk	L	Signed copies are kept in a secure place (Clerk's home). Electronic copies are stored on the Council's website and back- ups are made of the Council's data. Minutes are numbered and dated. Minutes are approved by the Council at the following meeting, signed by the Chairman of that meeting who also initials each page.	Adequate control measures in place.
Meetings management	Potential for illegal activity or	L	Clerk has received appropriate training or is due to: re. agenda, roles, procedures minutes etc. The Chairman and Councillors are advised of, and encouraged to take advantage of training opportunities provided by YLCA and other institutions. The Council is kept updated of new procedural legislation by the Clerk. Standing Orders exist and are regularly reviewed to ensure all items are managed correctly. Council has access to support and information via YLCA. Ensuring that all activity and payments within the powers of the Parish Council are resolved and minuted at Full Parish Council meetings. It is only the Clerk who has emergency powers	Adequate control measures in place.

			to take decisions or incur expenditure between meetings of the Council.	
Meeting location	Satisfactory health and safety of meetings / availability of venue.	L	Parish Council meetings are held in the Church and village hall across the parish. The premises and facilities are kept in good order and are considered more than adequate for this purpose from a Health & Safety and comfort perspective. Annual timetables for meetings are agreed and published at the end of each calendar year. The schedule is confirmed with the booking's secretary of each venue.	Adequate control measures in place.
Data Protection	Potential non-compliance with GDPR - 2018.	L	Clerk uses 'bcc' facility when sending e-mails, The Council considers sensitive or confidential issues 'in camera'. The Clerk has attended GDPR training in previous employment. **ACTION: - Finish implementation of GDPR Compliant policies and audit.**	Further controls required.
Information publication	Not responding to requests for information in a timely manner, or failing to meet the requirements of the Freedom of Information Act & Failure to meet the requirements of the Transparency Code for Smaller Authorities.	L	The Council is able to request a fee for any information requested to cover the cost of consumables or the Clerk's time. The Clerk is experienced in dealing with requests made under the Freedom of Information Act. Information (e.g. re. audit) is published in accordance with statutory guidance. The Clerk shall post relevant information on the Council's web site in a timely manner.	Adequate control measures in place.

Website	Disruption to site & Lack of information on site.	L	The website is hosted by a professional company (BT Community Web kit). Clerk keeps copies of all information posted on site. The Clerk undertakes to post relevant information on the Council's website in a timely manner.	Adequate control measures in place.
Members interests	Complaints about decisions because of members' interests. Sanctions against members who fail to declare, or incorrectly declare interests. Conflicts of interest.	L	Members complete a register of interests and are encouraged to ensure that this remains up to date. Registers are displayed on the Council's website. Each meeting contains an item re. 'Declarations of Interest and Requests for Dispensations" and the Chairman asks all members present to declare an interest if appropriate. If an interest is declared this is recorded in the minutes of the relevant meeting. A process for dealing with dispensations exists within the Council's Standing Orders. Advice on this subject is available from Harrogate Borough Council's Monitoring Officer.	Adequate control measures in place.
Maintenance	Poor performance of assets or amenities. Risk to health and safety to the general public.	M	All assets owned by the Parish Council are regularly inspected, reviewed and maintained. All repairs and relevant expenditure relating to repairs are actioned/authorised in accordance with the correct procedures of the Parish Council. An annual inspection of play equipment takes place by Harrogate Borough	Adequate control measures in place.

			Council. Regular checks are made a councillor each month. Existing procedures meet requirements be carried out by a qualified third party to comply with RoSPA requirements. Reported faults/damage are dealt with promptly under the Clerk's delegated responsibilities.	
Assets	Loss or damage Risk/damage to third party property	M	An annual review of assets is undertaken for insurance provision.	Adequate control measures in place.
Notice Board	Risk of damage	L	The council has 4 noticeboards. All locations have approval by relevant parties, insurance cover, inspected regularly by the Clerk - any repairs/maintenance requirements brought to the attention of the Parish Council. Keys held by the Clerk and one councillor.	Adequate control measures in place.
Street furniture	Risk of damage	M	The Parish Council is responsible for 4 village signs, 5 saltboxes and 1 sand bag store, 1 bus shelter, playground equipment, 2 defibrillators, benches, 1 dog bin and litter bins around the village and covered by insurance. No formalised programme of inspections is carried out, all reports of damage or faults are reported to Council and/or dealt with. The district council empties the dog and litter bins and replenishes the salt bins. The Council does not spread salt from the bins in order to avoid any liability from doing so.	Adequate control measures in place.

Playing fields		M	There is an informal programme of inspections carried out, all reports of damage or faults are reported to Council and/or dealt with. The condition of the playing field and the equipment thereon is reported at each main council meeting and appropriate action taken. ROSPA annual inspections are carried out and acted upon. Appropriate insurance cover is obtained. A volunteer grounds man reports any issues with the playing field. The grass is regularly cut by contractors	Adequate control measures in place.
Playground equipment	Damage to equipment and injury	M	Equipment complied with regulations at time of installation, equipment is inspected annually Any faults that the council are aware of are dealt with immediately. Playground equipment is included on insurance policy	Adequate control measures in place.
Volunteers (Grass cutting, general maintenance, etc)	Injury	M	Individual Risk Assessments are completed when required. Correct equipment and suitable clothing/safety protection is used No lone working Avoid working close proximity to the highway. If working near the highway, high visibility clothing and warning signs are used. Equipment checked regularly NO heavy objects to be moved unless necessary	Adequate control measures in place.

Bishop Monkton Parish Council – Risk Assessment

Subject	Risk	High (H) Medium (M) Low (L) risk	Control Measures	Comments
Precept	Adequacy of precept. Requirements not submitted to the HBC in time. Amount not received	M	Budget for next financial year presented at November Council meeting. Clerk to ensure precept information submitted to HBC before deadline. The Council will be informed when the precept is received.	Adequate control measures in place.
Financial records	Inadequate records. Financial irregularities	M	Financial Regulations reviewed regularly and updated when required. Systems of internal control in place. Review of financial systems as part of Annual Governance and Accountability Return (AGAR). Internal Audit report presented to Parish Council meeting. All accounts available for public inspection. The RFO maintains proper records, overseen by Councillors who undertake regular checks in accordance with the Council's audit plan. (Audit spot checks) Payments are authorised by the Council at each ordinary meeting and recorded in the minutes of that meeting.	Further measures required.
Banking	Inadequate checks Misappropriation of funds	M	The Financial Regulations set out the requirements for banking, cheques, online banking and reconciliation of accounts.	Further measures required.

			The bank accounts are reconciled monthly and presented to the Council quarterly. Two signatories are required. Each Councillor who signs the cheque also checks each invoice against the cheque book and associated paperwork and initials the chq stub as evidence of this. For online payments the Parish Clerk raises a request at a meeting and then two councillors sign the invoice. The Clerk makes the payment. Printed record kept of transfers made between the Council's accounts and of internet banking transactions **ACTION: Clerk to amend the payment procedure as the Clerk should not have sole access to the bank account.**	
Invoice payments	Incorrect payment. Payment made of goods/services not received or authorised	L	All invoices only paid after the service or goods have been received. The Clerk checks all invoices received for accuracy and ensures all information is entered in the cashbook. All invoices are approved at meetings before payments are made unless as stated in the Standing orders, payments under £50 have been approved by all councillors via email.	Adequate control measures in place.
Cash	Loss/misappropriation of cash.	L	Any cash received is input in a receipt book and countersigned. Cash is given to the Clerk and input in the cash book. Any amount over £50 is banked.	Adequate control measures in place.

			Any cash used as a payment for goods is input in the cash book and information provided to the council as a schedule of payments and invoice signed by two signatories.	
Grants	Failure to manage and account for grant income.	L	Grant income is accounted for separately and in line with the requirements of the grant provider. All associated paperwork is in finance file under income.	Adequate control measures in place.
Salaries	Salary paid incorrectly. Wrong deductions of NI or Tax. Unpaid Tax and NI contributions to IR.	M	Parish Council authorises the employment of all employees. Salary rates are reviewed annually following annual appraisals. – and authorised by the Parish Council. Yorkshire Accounts provide a managed payroll service and deal with all NI and Taxation matters. Salaries are paid monthly in arrears. This salary is based on an agreed number of hours per week at a rate agreed from time to time. The Clerk / RFO makes the salary payment after the 28th of the month. Each payment is included in the schedule of payments given at each meeting The Internal Auditor conducts a full check of expenses payment at the end of each financial year. The RFO makes an electronic/cheque payment to HMRC at the same time as a salary payment, after authorisation is received from Councillors.	Adequate control measures in place.

Employees	Loss or absence of Clerk/RFO. Fraud by Clerk Actions undertaken by Clerk	M	Recruitment would take place as soon as Clerk gives notice. Financial systems for authorising expenditure, reducing cash transactions and control of the bank account all contribute to a system which minimises the risk of fraud. Monthly bank reconciliations provide further assurance and protection. Fidelity insurance in place. The Clerk is employed under the terms of a version of the Model Contract agreed by NALC and SLCC. These organisations will offer assistance with employment issues. **ACTION: Further procedures required with bank system for further assurance.**	Further controls required.
Councillors	Unauthorised use of funds. Use of funds without declaring an interest.	L	No expenditure can take place without authorisation of the full Parish Council. Declaration of interest is a standing item on all agendas and all Councillors complete and sign a Register of Interests. Two signatures are required for payments.	Adequate control measures in place.
Election costs	Additional costs of election not being budgeted	L	The Parish Council retains a separate Savings account with funds sufficient to cover election costs if incurred.	Adequate control measures in place.
VAT	Failure to account for or claim correctly	L	VAT is accounted for in the cashbook. Internal Audit includes a check on VAT accounting. VAT is reclaimed at least annually.	Adequate control measures in place.
Insurance	Inadequate cover	M	An annual review is undertaken prior to the renewal of the insurance policy to ensure the cover meets the Parish Council's needs.	Adequate control measures in place.

			Public Liability, Employers Liability and Fidelity guarantee are all included. All Council members, employees and volunteers of the Parish Council are covered under the Personal Accident section. The cost of the Council's insurance policy is included in its annual budget.	
Policies	Ensuring that the Council's policies and standard documents are up to date and meet best practice guidelines.	L	The Council uses an appropriate insurance provider, who specialises in providing cover to Local Councils. The Council responds to issues raised through Internal Audit. The Council is a member of YLCA and uses their templates as a basis for its documents. The Clerk ensures that relevant policies are drafted and put to Council for adoption. The Council reviews all policies and documents at each Annual Meeting of the Council. The Clerk advises the Council as to whether proposed actions are within adopted policies. Documents are displayed on the Council's website.	Adequate control measures in place.
Records	Loss through theft, fire, damage or electronic corruption / Loss of access to Council's records.	L	Clerk backs up electronic documents to OneDrive Documents are kept in a secure place (Clerk's home and Village Church). The Council has agreed a retention of documents and information policy which is reviewed annually. Documents are shared regularly with	Adequate control measures in place.

			Councillors.	
Minutes	Destroyed or lost / mismanagement by Clerk	L	Signed copies are kept in a secure place (Clerk's home). Electronic copies are stored on the Council's website and back- ups are made of the Council's data. Minutes are numbered and dated. Minutes are approved by the Council at the following meeting, signed by the Chairman of that meeting who also initials each page.	Adequate control measures in place.
Meetings management	Potential for illegal activity or	L	Clerk has received appropriate training or is due to: re. agenda, roles, procedures minutes etc. The Chairman and Councillors are advised of, and encouraged to take advantage of training opportunities provided by YLCA and other institutions. The Council is kept updated of new procedural legislation by the Clerk. Standing Orders exist and are regularly reviewed to ensure all items are managed correctly. Council has access to support and information via YLCA. Ensuring that all activity and payments within the powers of the Parish Council are resolved and minuted at Full Parish Council meetings. It is only the Clerk who has emergency powers to take decisions or incur expenditure between meetings of the Council.	Adequate control measures in place.

Meeting location	Satisfactory health and safety of meetings / availability of venue.	L	Parish Council meetings are held in the Church and village hall across the parish. The premises and facilities are kept in good order and are considered more than adequate for this purpose from a Health & Safety and comfort perspective. Annual timetables for meetings are agreed and published at the end of each calendar year. The schedule is confirmed with the booking's secretary of each venue.	Adequate control measures in place.
Data Protection	Potential non-compliance with GDPR - 2018.	L	Clerk uses 'bcc' facility when sending e-mails, The Council considers sensitive or confidential issues 'in camera'. The Clerk has attended GDPR training in previous employment. **ACTION: - Finish implementation of GDPR Compliant policies and audit.**	Further controls required.
Information publication	Not responding to requests for information in a timely manner, or failing to meet the requirements of the Freedom of Information Act & Failure to meet the requirements of the Transparency Code for Smaller Authorities.	L	The Council is able to request a fee for any information requested to cover the cost of consumables or the Clerk's time. The Clerk is experienced in dealing with requests made under the Freedom of Information Act. Information (e.g. re. audit) is published in accordance with statutory guidance. The Clerk shall post relevant information on the Council's web site in a timely manner.	Adequate control measures in place.
Website	Disruption to site & Lack of information on site.	L	The website is hosted by a professional company (BT Community Web kit). Clerk keeps copies of all information posted on	Adequate control measures in place.

			site. The Clerk undertakes to post relevant information on the Council's website in a timely manner.	
Members interests	Complaints about decisions because of members' interests. Sanctions against members who fail to declare, or incorrectly declare interests. Conflicts of interest.	L	Members complete a register of interests and are encouraged to ensure that this remains up to date. Registers are displayed on the Council's website. Each meeting contains an item re. 'Declarations of Interest and Requests for Dispensations" and the Chairman asks all members present to declare an interest if appropriate. If an interest is declared this is recorded in the minutes of the relevant meeting. A process for dealing with dispensations exists within the Council's Standing Orders. Advice on this subject is available from Harrogate Borough Council's Monitoring Officer.	Adequate control measures in place.
Maintenance	Poor performance of assets or amenities. Risk to health and safety to the general public.	M	All assets owned by the Parish Council are regularly inspected, reviewed and maintained. All repairs and relevant expenditure relating to repairs are actioned/authorised in accordance with the correct procedures of the Parish Council. An annual inspection of play equipment takes place by Harrogate Borough Council. Regular checks are made a councillor each month. Existing procedures meet requirements	

			be carried out by a qualified third party to comply with RoSPA requirements. Reported faults/damage are dealt with promptly under the Clerk's delegated responsibilities.	
Assets	Loss or damage Risk/damage to third party property	M	An annual review of assets is undertaken for insurance provision.	
Notice Board	Risk of damage	L	The council has 4 noticeboards. All locations have approval by relevant parties, insurance cover, inspected regularly by the Clerk - any repairs/maintenance requirements brought to the attention of the Parish Council. Keys held by the Clerk and one councillor.	
Street furniture	Risk of damage	M	The Parish Council is responsible for 4 village signs, 5 saltboxes and 1 sand bag store, 1 bus shelter, playground equipment, 2 defibrillators, benches, 1 dog bin and litter bins around the village and covered by insurance. No formalised programme of inspections is carried out, all reports of damage or faults are reported to Council and/or dealt with. The district council empties the dog and litter bins and replenishes the salt bins. The Council does not spread salt from the bins in order to avoid any liability from doing so.	
Playing fields		M	There is an informal programme of inspections carried out, all reports of damage or faults are reported to Council and/or dealt with. The condition of the playing field and the equipment thereon is reported at each main	

			council meeting and appropriate action taken. ROSPA annual inspections are carried out and acted upon. Appropriate insurance cover is obtained. A volunteer grounds man reports any issues with the playing field. The grass is regularly cut by contractors	
Playground equipment	Damage to equipment and injury	M	Equipment complied with regulations at time of installation, equipment is inspected annually Any faults that the council are aware of are dealt with immediately. Playground equipment is included on insurance policy	
Volunteers (Grass cutting, general maintenance, etc)	Injury	M	Individual Risk Assessments are completed when required. Correct equipment and suitable clothing/safety protection is used Avoid working close proximity to the highway. If working near the highway, high visibility clothing and warning signs are used. Equipment checked regularly NO heavy objects to be moved unless necessary	

Approved: August 2019

Review date: 8th October 2020

Next Review date: October 2021



Bishop Monkton Parish Council

Risk Assessment Management Policy

Reviewed: May 2026

This document has been produced to enable Bishop Monkton Council to assess the risks inherent to its activities and satisfy itself that it has taken all reasonable steps to minimise them.

AREA	IDENTIFIED RISK	LEVEL OF RISK	CONTROLS	ACTION REQUIRED
Finance				
Budget/ Precept	• Adequacy of precept in order for Council to carry out Statutory duties. • Ensures the Council has enough funds for expenses and projects. • Ensures the Council does not go over budget.	L	• An annual budget is produced before the precept is considered. • The Full Council receives a monthly budget report and budget monitoring allows the Council to estimate standing costs and costs of projects for the subsequent years. • The Council shall consider and agree the Precept demand annually at a Full Council meeting no later than January. • The RFO shall issue the precept to the unitary authority before the deadline and shall supply each member with a copy of the approved annual budget. • The Full Council is informed when the precept is received.	Adequate control measures in place.
Financial Records	• Inadequate records leading to financial irregularities	L	• The Financial Regulations are reviewed annually. • There are systems of internal control in place. • The Full Council reviews the financial systems as part of the Annual Governance and Accountability Return (AGAR). • The Internal Audit report is presented to a Full Council meeting. • All accounts are available for public inspection. • The RFO maintains proper records, overseen by Councillors who undertake regular checks in accordance with the Council's Statement of Internal Control including a Risk Management review, Internal Audit Review and Internal Control Check. • Payments are authorised by the Full Council and recorded in the minutes of that meeting. • The Council has a prudent approach to its financial management and ensures it has sufficient reserves to meet any known risk.	Adequate control measures in place.
Grants/Donations	• Failure to manage and account for grant income.	L	• The Council applies for grants when required and receives donations. Any payments received are recorded and reported to Full Council. • Payments received are allocated to the budget and monitored.	Adequate control measures in place.

			• Payments are received directly to the bank via transfer. • Grant income is accounted for separately and in line with the requirements of the grant provider. All associated paperwork is in the finance file.	
Invoice payments	• Incorrect payment. Payment made of goods/services not received or authorised	M	• All invoices are paid after the service or goods have been received unless terms state otherwise on the invoice. • The Clerk verifies all invoices received for accuracy and ensures all information is entered in the cashbook. • Invoices are allocated to purchase orders where necessary. • Regular payments are submitted at the Annual Meeting of the Parish Council held in May for approval. (These include direct debit payments) • A schedule of all payments is prepared by the RFO and presented to the Full Council for approval. • The approved schedule is signed by the Chairman. • Wherever possible, payments will be made using online banking. • 2 signatories are required to approve a payment. • Where a payment is to be made by cheque, the cheque will be signed by two authorised Councillors who shall also initial the counterfoil and invoice. • Where payments are required in between meetings, the Clerk will use delegated powers in line with the financial regulations or delegated powers approved at a Full Council.	Adequate control measures in place.
Annual return (to external auditors)	• Submission within time limits to avoid financial penalties	L	• The AGAR is prepared by the Clerk and then sent to the internal auditor for completion and signing. • Figures for the Annual return is presented to Council for approval and signing by the stated deadline. • The Clerk follows the guidelines for preparing the AGAR and submits and published all paperwork by the stated deadline.	**Clerk and Council to follow new procedures for 2024-2025 AGAR to ensure paperwork is submitted on time.**
Bank and banking	• Inadequate checks/ bank mistakes	L	• The Financial Regulations set out the requirements for banking, cheques, online banking and reconciliation of accounts. • The bank accounts are reconciled monthly and presented to the Council quarterly.	**The PC is currently opening a new bank account**

				and funds will be transferred.
Cash	• Loss/misappropriation of cash.	L	• The Council does not handle cash on a daily basis. The only regular income is precept, bank interest and annual VAT return. All of these are paid directly into the Council's bank account.	Adequate control measures in place.
Election costs	• Financial risk to the council of an election	L	• An earmarked financial reserve is held in the budget to cater for an election if necessary	Adequate control measures in place
Reporting and Auditing	• Communication of information	L	• Financial matters are a standing item on the Agenda of the Full Council meeting. • Appointed Cllrs carry out a check of all financial paperwork.	Adequate control measures in place.
Best Value Accountability	• Work awarded incorrectly. • Overspend on services	L	• The Parish Councils procedure (as per Financial Regulations) is to seek 3 quotes for all work where possible. • For major projects, competitive tendering process would be initiated (as per Financial Regulations) • The Parish Council has a standing order in place for contract, which is mandatory. (See Council's Standing Orders on business).	Adequate control measures in place.
VAT	• Unclaimed VAT refunds • Compliance with HMRC regulations Unclaimed VAT refunds	L	• A VAT claim is completed annually after year end. If the VAT amount increases, the Clerk will submit a claim more frequently. • The refund from HMRC for reclaimed VAT is noted when received. • VAT incurred is displayed in separate column in cash book.	Adequate control measures in place.
Insurance provision				

Insurance	• Inadequate cover	L	• An annual review is undertaken prior to the renewal of the insurance policy to ensure the cover meets the Council's needs. • Public Liability, Employers Liability and Fidelity guarantee are all included. • All Council members, employees and volunteers of the Council are covered under the Personal Accident section. • The cost of the Council's insurance policy is included in its annual budget. • Risk Management Review carried out by two councillors annually.	Adequate control measures in place.

Council Management				
Records	• Loss through theft, fire, damage or electronic corruption	L	• Electronic documents are automatically backed up to OneDrive/memory stick and the Clerk backs up monthly on an external hard drive. • Paper documents are kept in a secure place at Clerks home. • The Council has agreed a retention of document and information policy which is reviewed annually.	Adequate control measures in place.
Policies	• Ensuring that the Council's policies and standard documents are up to date and meet best practice guidelines.	L	• The Council uses an appropriate insurance provider, who specialises in providing cover to Local Councils. • The Council responds to issues raised through the Internal Audit. • The Council is a member of YLCA, SLCC and uses their templates as a basis for its documents. • The Clerk ensures that relevant policies are drafted and put to Council for adoption. • The Council reviews all policies and documents annually or when required. • The Clerk advises the Council as to whether proposed actions are within adopted policies. • Documents are displayed on the Council's website.	Adequate control measures in place.

Agendas/ Minutes	• Destroyed or lost / mismanagement by Clerk	L	• Signed copies are kept in a secure place. • Electronic copies are stored on the Council's website and OneDrive. • Minutes are numbered and dated. • Minutes are approved by the Council at the following meeting, signed by the Chairman of that meeting who also initials each page. • Draft minutes are published on the website no later than 4 weeks. • Agendas and notices are produced and displayed in the prescribed manner and adhere to legal requirements.	Adequate control measures in place.
Meetings management	• Potential for illegal activity	L	• The Clerk has completed relevant training. • The Chairman and Councillors are advised of and encouraged to take advantage of training opportunities provided by YLCA and other institutions. • The Council is kept updated on new procedural legislation by the Clerk. • Standing Orders exist and are regularly reviewed to ensure all items are managed correctly. • Council has access to support and information via YLCA. • The PC ensures that all activity and payments are within the powers of the Council and resolved and minuted at Full Council meetings.	Adequate control measures in place.

			• It is only the Clerk who has emergency powers to take decisions or incur expenditure between meetings of the Council.	
Meeting location	• Satisfactory health and safety of meetings / availability of venue.	L	• Parish Council meetings are held in the Church and village hall across the parish. • The premises and facilities are kept in good order and are considered more than adequate for this purpose from a Health C Safety and comfort perspective. • Annual timetables for meetings are agreed and published at the end of each calendar year. The schedule is confirmed with the booking's secretary of each venue.	Adequate control measures in place.
Social Media	• Disruption/negativity	L	• The Clerk has full responsibility of the social media account, and a policy has been adopted.	Adequate control measures in place.

Website	• Disruption to site C Lack of information on site.	L	• The website is hosted by a professional company. • Clerk keeps copies of all information posted on site. • The Clerk undertakes to post relevant information on the Council's website in a timely manner.	Adequate control measures in place.
Computer security	• Unauthorised access	L	• All computers are password protected and copy of password is in safe place.	Adequate control measures in place.
Asset Management				
Assets including benches, electrical equipment, troughs, clock	• Poor performance of assets	L	• All assets owned by Parish Council are regularly checked. • All repairs and relevant expenditure authorised in accordance with correct procedures. • All assets are insured and reviewed annually. • Public Liability insurance is in place. • Inspections/services and tests are carried out when required including PAT testing, the Clock annual service. • The Clerk has delegated powers for specific expenditure including emergency repairs as stated in the Financial Regulations.	Adequate control measures in place.
Asset register	• Loss or damage. • Risk damage to third party	L	• An annual review of assets is undertaken for both insurance provision and external audit requirements.	Adequate control measures in place

Legal Liability				
Legal powers	• Illegal activity and/or payments	L	• All actions of the Parish Council are noted in Minutes presented to all members. • All resolutions for payment are resolved at meetings. • The Powers of the Council for actions/projects are noted by the Clerk.	Adequate control measures in place.

Freedom of information provision	• Non-compliance with Freedom of Information Act statutory requirements • Not responding to requests for information in a timely manner or failing to meet the requirements of the Freedom of Information Act C Failure to meet the requirements of the Transparency Code for Smaller Authorities.	L	• The Council has a Publication scheme available on the website and a hard copy from the Clerk. • There is a Freedom of Information Request Policy • The Council can request a fee for any information requested to cover the cost of consumables or the Clerk's time. • The Clerk is experienced in dealing with requests made under the Freedom of Information Act. • Information (e.g., re. audit) is published in accordance with statutory guidance. • The Clerk shall post relevant information on the Council's web site in a timely manner.	Adequate control measures in place.
Data protection	• Non-compliance with Data Protection Act and GDPR statutory requirements for registration as data controller	L	• Clerk/RFO and members undertaken training. • Council registered with ICO as a Data Controller • Data/information audit complete and reviewed regularly. • Privacy notices available on website • Retention and disposal policy adopted. • Security Incident Procedure/policy in place • The Council follows the relevant adopted policies on this matter. • Staff and Councillors attend training on the subject to ensure the correct procedures are being followed.	Adequate control measures in place.
Health and Safety	• Injury to staff in the working environment • Injury to councillors	M	• There is provision of regular reviews of staff working procedures, risks involved and adequate direction on the safe use of any equipment required to undertake roles. • Risk assessments are carried out including lone working, fire, relevant equipment and events. • PC to prepare a Health and Safety Policy.	**Prepare Health and Safety Policy**

Council members/ Volunteers

Councillors	• Unauthorised use of funds. • Use of funds without declaring an interest.	L	• No expenditure can take place without authorisation of the full Council. • Declaration of interest is a standing item on all agendas and all Councillors complete and sign a Register of Interests. • Two signatures are required for payments. • Councillors follow the Code of Conduct.	Adequate control measures in place.
Members interests	• Complaints about decisions because of members' interests. Sanctions against members who fail to declare, or incorrectly declare interests. • Conflicts of interest.	L	• Members complete a register of interests and are encouraged to ensure that this remains up to date. Registers are displayed on the Council's website. • Each meeting contains an item re. 'Declarations of Interest and Requests for Dispensations" and the Chairman asks all members present to declare an interest if appropriate • If an interest is declared this is recorded in the minutes of the relevant meeting.	Adequate control measures in place
Volunteers (Grass cutting, general maintenance, etc)	• Injury	M	• Individual Risk Assessments are completed when required. • Correct equipment and suitable clothing/safety protection is used • Avoid working close proximity to the highway. If working near the highway, high visibility clothing and warning signs are used. • Equipment checked regularly • No heavy objects to be moved unless necessary	Adequate control measures in place.
Employment issues				
Employees	• Loss or absence of Clerk/RFO. • Fraud by Clerk • Actions undertaken by Clerk	M	• Recruitment would take place as soon as the member of staff gives notice. • Financial systems for authorising expenditure, reducing cash transactions and control of the bank account all contribute to a system which minimises the risk of fraud. • Monthly bank reconciliations provide further assurance and protection. • There is Fidelity insurance in place. • Regular checks and internal controls on financial activity.	Adequate control measures in place.

			• Staff are employed under the terms of a version of the Model Contract agreed by NALC and YLCA. These organisations will offer assistance with employment issues.	
Employee insurance	• Potential claims/Fraud		• Fidelity Guarantee and Employee Liability insurance in place	Adequate control measures in place.
Working conditions	• Council non-compliant with contractual obligations; leading to discontented workforce.		• There are regular reviews of staff performance and working relationship with the Council	Adequate control measures in place.
Working hours	• Correct payment of wages	L	• Line manager is responsible for monitoring of hours worked • Time sheets are used	Adequate control measures in place.
Wages and associated costs	• Salaries paid incorrectly • Incorrect HMRC NI and PAYE payments • Non-compliance with HMRC regulations leading to financial penalties • Over payment of wages for hours worked	L	• The Council authorises the employment of all employees. • Salary rates are reviewed annually following annual appraisals and authorised by the Council. • A bookkeeper provides a managed payroll service and deals with all NI, Taxation and pension matters. • Salaries are paid monthly in arrears. • This salary is based on an agreed number of hours per week. • The Internal Auditor conducts a full check of expenses at the end of each financial year • Salary payments included in monthly invoices listed for payment checked by designated Councillor. • HMRC payments are made quarterly and included in schedule of payments. • The Employers Annual Return to HMRC is completed and submitted online by the bookkeeper within the required HMRC time limits. • Council/Line Manager has responsibility for monitoring of hours worked for all employees. • Time sheets submitted by all staff. • Bookkeeper prepares the amount that should be paid into the pension	Adequate control measures in place.

			and the Clerk prepares the payment and submits the monthly report to	

			WYPF.	
Staff performance	• Staff not carrying our duties	L	• Regular reviews/appraisals carried out as per the Appraisal policy • Good working relationship with the council	Adequate control measures in place.

Adopted by Bishop Monkton Parish Council on: 23rd October 2024

Next Review Date: May 2026

Christmas Tree Installation on the Green

Description:

Each year a cut naturally grown Christmas Tree is to be installed into an existing ground socket and lights installed

Location:

In centre of Bishop Monkton

Timings

End of November/beginning of December each year

Risk Assessment methodology:

Step 1. Identify the Hazard.

Step 2. Identify "Who may be harmed?
- Children
- General public
- Volunteers

Step 3. Determine the Risk.
- Likelihood (LHD)
  - Very low - Definitely will not happen
  - Low - Unlikely to happen
  - Medium - Moderate chance of accident happening
  - High - Quite likely to happen
  - Very high - Likelihood is it will happen
- Consequence (CON)
  - Very low - Injury very insignificant i.e. splinters
  - Low - Injury fairly minor i.e. minor cut, graze, bruising
  - Medium - Injury would stop casualty continuing with task.
  - High - Serious injury requiring medical assistance i.e. broken bones, deep cut
  - Very high - Very serious injury or possible fatality

Step 4. Implement Control Measures.
- Residual Risk (RR) - the level of risk that remains after implementing control measures.
  - Very low - Minimal risk, control measure more then necessary
  - Low - Control measures satisfactory
  - Medium Control - measures adequate
  - High Control - measure requires constant supervision. Re-assess situation
  - Very high - Control measures inadequate. Stop activity

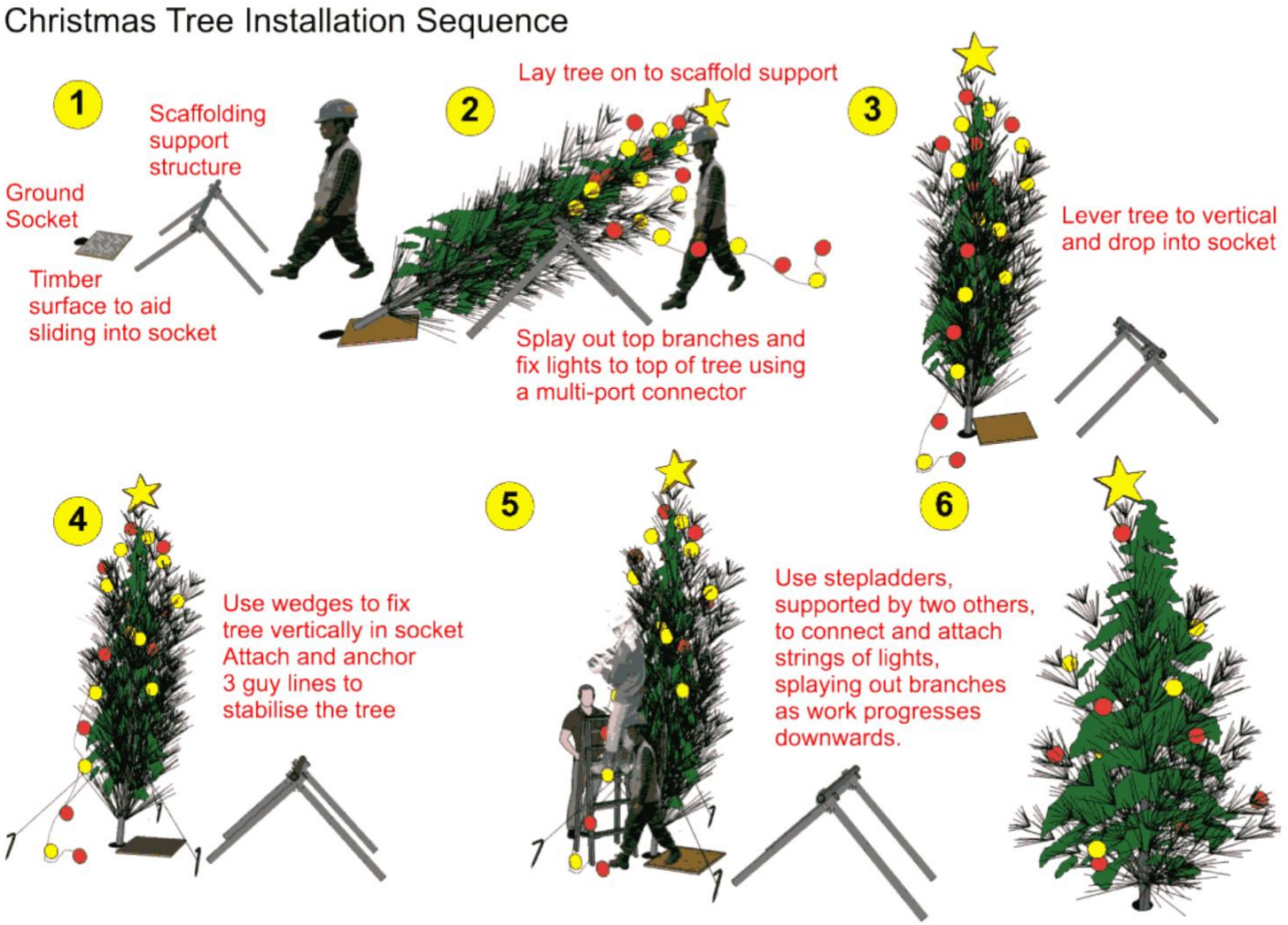
Step 5. Review Process.
- Risk assessments will be reviewed when it is suspected that the assessment is no longer valid or there has been a significant change. As a minimum, they will be reviewed during September each year.

Risk Assessment:

Task:	Hazard(s):	Who's at risk:	Risk Level: (LHD)	Risk Level: (CON)	Precautions and Control Measures required: (State existing measures if adequate)	Further Action Necessary:	Risk Level: (RR)
Volunteer/ Workforce Selection	Injury from overstraining	Volunteers/ Workforce	Low	Low	Ensure that all involved are fit and healthy and aware of the demands of the task. *(e.g. people who have heart, back or neck problems or are pregnant should not take part)*.	None	Very Low
	Over enthusiastic participants	Volunteers/ Workforce	Low	Low	Advise of need to work together and follow set procedure	None	Very Low
Tree selection	Tree too heavy	Volunteers/ Workforce	Low	Low	Instruct supplier to provide a tree approx. 5/6m tall and no larger than 7m	Check on delivery	Very Low
Weather	Adverse Weather conditions	Volunteers/ Workforce	Low	Low	Task will NOT proceed if weather causes dangerous conditions *(e.g. strong wind, rain or ice)*	None other than monitoring by the Supervisor	Very Low
Lifting tree into ground socket	Slips, Trips & Falls	Volunteers/ Workforce	Low	Low	Ensure all involved are wearing suitable footwear	Check on site	Very Low
	Straining	Volunteers/ Workforce	Low	Low	2-stage lift: first to scaffold support then to vertical	None other than general supervision	Very Low
	Crushing/ Trapping	Volunteers/ Workforce	Low	Low	As above plus wear gloves and ensure hands are not placed near ground socket	None other than general supervision	Very Low
		Public	Low	Low	Position warning signs and ensure public stay clear of the Green	None other than monitoring by the Supervisor	Very Low
Attaching Lights	Working at height	Volunteers/ Workforce	Low	Medium	Fix top lights to tree whilst resting it on scaffold support in first lift position. Connect and attach subsequent strings of lights when vertical on steps held by two others.	None other than general supervision	Low
Connecting Lights	Electric shock	Volunteers/ Workforce	Low	High	Ensure all tree connections are made when dry and with mains lead not plugged in. Make final mains connection with socket switched off and via an RCD. Set timer and switch on with dry hands.	None other than general supervision	Low
Tree in position on Village green	Trips	Public	Low	Low	Ensure guy lines are positioned within the general perimeter of the tree. (If needed)	None	Very Low

Method statement:

A nominated Responsible Adult will be responsible for authorising personnel and assigning tasks as described below. He/She will also be the contact in case of accident and will be carrying a mobile phone with access to local medical help if required.



Bishop Monkton Parish Council - Budget 1st Draft 2027/2028

Expenditure	2025-2026 Actual	2026-2027 Budget	2026-2027 Current	2026-2027 projected	2026-2027 Projected Underspend / Overspend	2027-2028 BUDGET
Salary & HMRC	£ 8,650.21	£8,125.00	£4,067.42	£7,800.00	£325.00	£ 8,400.00
Payroll Costs	£ 230.00	£180.00	£120.00	£240.00	£60.00	£ 200.00
Expenses	£ 762.56	£1,320.00	£355.67	£750.00	£570.00	£ 800.00
Stationery	£ 19.99	£300.00	£102.86	£200.00	£100.00	£ 200.00
Room Hire Village Hall	£ -	£0.00	£0.00	£0.00	£0.00	£ -
Room Hire Methodist Hall	£ 120.00	£120.00	£110.00	£110.00	£10.00	£ -
Web Site and IT	£ 534.62	£720.00	£253.29	£700.00	£20.00	£ 750.00
Insurance	£ 698.81	£800.00	£818.08	£818.08	£18.08	£ 850.00
Elections	£ -	£500.00	£0.00	£0.00	£500.00	£ 1,000.00
Audits	£ 208.33	£768.00	£475.00	£755.00	£13.00	£ 600.00
Training	£ 248.20	£750.00	£421.80	£750.00	£0.00	£ 750.00
Legal Fees	£ 150.00	£0.00	£0.00	£0.00	£0.00	£ -
Membership and Subscriptions	£ 720.78	£642.00	£422.00	£560.00	£82.00	£ 650.00
Grass Cutting	£ 1,995.00	£3,240.00	£852.00	£2,500.00	£740.00	£ 3,240.00
Village Maintenance	£ 35.54	£0.00	£181.46	£0.00	£181.46	£ 200.00
Asset Maintenance	£ 7,901.66	£2,100.00	£0.00	£500.00	£1,600.00	£ 2,100.00
Play Area	£ -	£0.00	£0.00	£1,000.00	£1,000.00	£ 3,000.00
Beck cleaning	£ 580.00	£800.00	£0.00	£800.00	£0.00	£ 900.00
Festive costs	£ 698.45	£300.00	£0.00	£300.00	£300.00	£ 300.00
Grants	£ -	£0.00	£120.00	£120.00	£120.00	£ 500.00
S137	£ -	£0.00	£0.00	£27.50	£27.50	£ 30.00
NHP Consultant Fees	£ -	£3,000.00	£1,082.00	£2,678.00	£322.00	£ 4,250.00

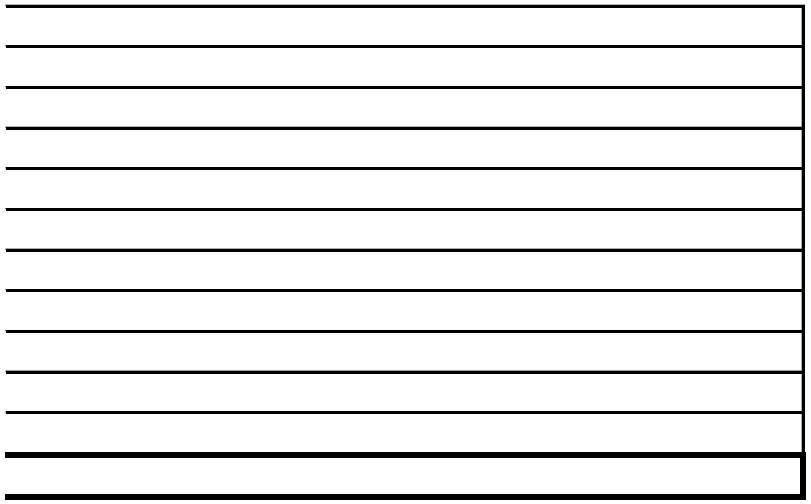
NHP Venue Hire, Exhibitions		£195.00	£84.42	£195.00	£0.00	£ 500.00
NHP Web and Comms		£195.00	£999.25	£999.25	£804.25	£ 1,000.00
NHP Survey, Design, Distribution		£195.00	£0.00	£195.00	£0.00	£ 1,000.00
NHP research, studies, conults		£195.00	£645.63	£645.63	£450.63	£ 1,000.00
NHP Planning & Consultancy		£1,000.00	£0.00	£1,500.00	£500.00	£ 1,000.00
NHP Production & Design		£500.00	£0.00	£500.00	£0.00	£ 1,000.00
NHP Misc(Mileage, refreshments)		£120.00	£37.07	£120.00	£0.00	£ 250.00
Bank Charges	£ 91.65	£84.00	£42.00	£84.00	£0.00	£ 84.00
Total ** CALCULATION **	**£ 23,645.80**	£26,149.00	**£11,189.95**	**£24,847.46**	**£2,761.92**	£ 34,554.00

Income	**2025-2026 Ac**	**2026-2027 Budget**	**2026-2027 Current**	**2026-2027 Projected**	**2026-2027 Projected Excess / Deficit**	**2027/2028 Budget**
Precept	£ 14,000.00	£23,514.00	£23,514.00	£23,514.00	£0.00	£29,392.50
HBC / NYCC (Grass Cutting)	£ 468.49	£490.00	£0.00	£479.00	£11.00	£490.00
Interest	£ 117.42	£150.00	£72.46	£260.00	£110.00	£280.00
Commuted sums / CIL Monies	£ 3,035.00	0	£0.00	£8,165.44	£8,165.44	£3,341.50
VAT	£ 1,470.49	£1,995.00	£2,282.47	£2,282.47	£287.47	£1,050.00
Other	£ 4,182.75	£0.00	£99.00	£99.00	£99.00	£0.00
Total ** CALCULATION **	**£ 23,274.15**	**£26,149.00**	**£25,967.93**	**£34,799.91**	**£8,672.91**	£34,554.00

RESERVES						

General reserves		£5,500.00				
Earmarked reserves						

COMMENTS.
Allowing 3.5% increase. U/S due to HMRC Credit balance.
WFH, mileage
Printer ink and miscellaneous
Inc Mobile phone monthly Pmt.
Inc 2.3% increase on YLCA subscription as recommended.
25/26 included purchase of VAS Units.
Tree, batteries and ancillaries
Wreath for Remembrance Sunday.



General Running Costs