

Monk Fryston Parish Council

DRAFT subject to agreement at next meeting

Minutes of Meeting held 20th December 2017 at the Church Hall, Church Lane

Present: Cllrs Bill Holmes (BH), Mark Johnson (MJ) from 8.11pm, Nigel Spofforth (NS),
Susan Scott (SS), Susan Woodhall (SW), Adam Aldred (AA).

Clerk: Philip Scott

The Chairman Cllr Holmes opened the meeting at 7.30pm

Item		Action
1	Apologies for absence: Reasons for absence were accepted for Cllr Croft.	
2	Declarations of interest: None declared	
3	To confirm the minutes of the meeting held on 15th November 2017. Agreed by all present. Chairman to sign.	Cllr BH
4	Planning	Chair
1	To agree consultation responses to the following planning proposals:	
a	Proposed two storey extension, Glenside Cottage, 2 Lumby Lane, Monk Fryston. Agreed no comments or observations	
b	Proposed Ferrybridge D Combined Cycle Gas Turbine (CCGT) Generating Station (email 13 December 2017 refers). Agreed no comments or observations	
2	Decision Notices received.	
a	Proposed single storey side extension at Rose Cottage 54 Lumby Hill, Monk Fryston – approved. Noted	
b	Proposed demolition of existing conservatory and construction of new flat roof orangery with roof lantern at 103 Main Street Monk Fryston – approved. Noted	
c	Proposed change of use of double garage and aviary to gymnasium including part demolition and an extension plus shower/toilet facilities, The Cottage, 53 Main Street, Monk Fryston – approved. Noted	
5	Finances	Clerk
a	Authorised payments since last meeting:	
1.	Clerks SO salary payment	
b	Current Account	
	Current Account as Statement to 1 December 2017	£9583.36
	Previous Balance	£12203.09
	Cash received	£00.00
	Cheques issued and cleared	£2619.73
	Cheques not cleared	£103.00
	Cash available when all cheques cleared	£9480.36
c	Yorkshire Bank Savings Account	
	Savings Account balance after July 2017 interest and transfer	£113,058.12

d	Skipton BS Account	
	Account balance	£70,000.00
e	Future Commitments / Income	
	Liabilities as set out in Balance Sheet schedule	(-) £8150.25
	Creditors	(+) £2999.10
	Total Commitments (-) / Income (+)	(-) £5151.15

f	Cash Book	
	Cash Book Balance at 11 December 2017	£9480.36

g **Current Account / Cash Book Reconciliation**
The 'Cash available when all cheques cleared' (b above) reconciles with the 'Cash Book balance when all cheques cleared' (f above). [Noted](#)

h **Expenditure / Budget comparison**
[The comparative expenditure through to the end of June was £21604.61 against a forecast of £21980.00. The expenditure does not include the committed expenditure on traffic consultancy and planters \(£6585 in total\).](#)

i **Audit Control**
Councillors to confirm that they are satisfied that the above demonstrates that the PC is maintaining an effective system of audit and control including taking account of commitments and liabilities as required by the annual audit. [Confirmed](#)

j **Capital and Non Capital Expenditure**
To comply with regulatory requirements the PC can only spend some of the funds it has acquired on capital projects. An analysis of the PC's financial position has been carried out (Appendix A) showing the current allocation of such funds. Before the end of each financial year the PC will have to have determined from which of the funds its capital expenditure over the year has been drawn. Currently this year, expenditure on planters (£3085) and Highway Consultant services (£3500), has yet to be so allocated and factored into this analysis. [Noted](#)

6 Clerks Update

- a The grit bins have all been filled. [Noted](#)
- b Damage to the electrical box in the centre of the Triangle has been made good using a new metal box. [Noted](#)
- c There is no electrical supply to the lights on Chestnut Green. Attempts are being made to resolve the problem. [Noted](#)
- d The barrel planters have been delivered to the garden centre for planting out. The cost was slightly higher than the expenditure approved because it included delivery charges. However the quotation received for the remainder of the planters is less than the approved expenditure to a greater degree. The overall cost will therefore be contained within the expenditure approved. [Noted](#)
- e A response has not been received yet from NYCC regarding circumstances compromising the original intent for the layout of 'The Square'. [Noted](#)

Item		Action
7	Resolutions	
	a To make payments in accordance with payments schedule (issued under separate cover but including payment for the bus shelter and bench cleaning service). Proposed by Cllr BH. Seconded by Cllr SW. Agreed	
	b To agree the Precept contribution to the Burial Committee (analysis issued under separate cover). Accepting the Burial Committee’s requested contribution of £3 (up from £2.85 in 2017.18) per Band D Equivalent property was proposed by Cllr BH. Seconded by Cllr SW. Agreed.	
	c To agree the budget, the budget phasing and the amount of the Precept for the 2018/19 financial year. (Proposal issued under separate cover) The budget (as Appendix B) with a Precept contribution of £44.27 (up 0.83p from 2017/18) per Band D Equivalent property was proposed by Cllr BH. Seconded by Cllr SW. Agreed. The budget phasing as issued was also agreed.	
	d To agree expenditure of up to £150 for repairs to the fencing around the Christmas tree at Chestnut Green. Deferred pending obtaining a quotation	
	e To invite Hillam and Monk Fryston Community Sports Association to present an update to the next PC meeting. Proposed by Cllr BH Seconded by Cllr SW. Agreed	
	f To allow the new owner of 126 Main Street to dig a drainage trench along the northern boundary of the adjacent PC plot. Email 6.12.17 issued under separate cover refers. Withdrawn pending further discussions with the owner.	
8	Discussion Items	
	a The new owner of 126 Main Street’s aspirations for utilising the PC’s adjacent plot (email 6.12.17 issued under separate cover refers). Clerk to make enquiries about the implications of the requirement for obtaining ‘best value’ on any sale.	
	b The recognition afforded by the Countryside Alliance to the role played by The Village Shop / Post Office in the community. After discussion it was agreed that the Chairman should provide a supporting letter explaining the importance of the role to the local community.	
9	Updates	
	a Burial Committee. Charges are to be introduced for ancestry enquiries from members of the public. The budget for 2018/19 has been agreed. Enquiries are continuing into the presence of any covenants on the central plot in the cemetery.	Cllr SS
	b Community Association. Wise Owl Quiz on 27 January. A meeting has been had with an adjacent neighbour following a complaint with ways of addressing it explored.	Cllr NS
	c A63 Traffic Calming. The Consultant’s report should be ready for presentation to the February meeting.	Cllr BH
	d Planting. Changes instructed and hoped to be in place for Christmas	Cllr SS
	e MFPC/HPC liaison group. Nothing further	Cllr SS
	f Oak Tree Farm. Nothing further	Clerk
	g New bank accounts. Nothing further	Cllr BH
	h Repair and maintenance. Clerk to enquire with SDC about the status of both the four	All

Item		Action
	signs that have appeared alongside the A63 on the approaches to the Lumby turnoff and the one on Battersby's roundabout.	
i	Lumby Lane cycle / footway initiative. Nothing further	Cllr MJ
j	Complaint of alleged damage by PC's contractor at property in Deer Park. The owners of the property have been given the Contractors contact details.	Clerk
k	NYCC meeting re Battersby's roundabout alterations. Nothing further	Clerk
10	Correspondence	
a	Schedule of post received and issued since the last meeting. No aspects raised	
11	Items For Next Meeting	
a	Items to be with Clerk before 9th January for next meeting on 17th January. Noted	All

The meeting closed at 9.20pm

APPENDIX A

CAPITAL AND NON CAPITAL FUNDS ANALYSIS

FUNDS FOR CAPITAL EXPENDITURE ONLY	£
Funds from sale of land after deduction of costs	166247.00
Funds from received CIL money (£5248.11) received*	1621.26
FUNDS FOR CAPITAL AND NON CAPITAL EXPENDITURE	
In Reserve Account / Savings Account	13045.18
In Current Account	11625.04
TOTAL FUNDS IN ALL ACCOUNTS	192538.48

* After deduction for street lighting upgrade costs
(2017/18 budget refers)

APPENDIX B

2018.19

2017.18 (PRECEPT £19350)

Item		Item	
Definite Fixed Costs	9425.00	Definite Fixed Costs	8925.00
Clerks Salary	3550.00	Clerks Salary	3500.00
Clerk Use of Facilities	250.00	Clerk Use of Facilities	250.00
Clerk National Insurance	0.00	Clerk National Insurance	0.00
Statutory Insurance	450.00	Statutory Insurance	450.00
Burial Committee	1350.00	Burial Committee	1300.00
Internal and external Audits	225.00	Internal and external Audits	225.00
Grass Cutting	3000.00	Grass Cutting	2600.00
Electricity for lighting	600.00	Electricity for lighting	600.00
Definite Variable Costs	1210.00	Definite Variable Costs	1210.00
Lighting repairs and test	500.00	Lighting repairs	500.00
Office Running Expenses	250.00	Office Running Expenses	250.00
Room Hire	180.00	Room Hire	180.00
Councillor expenses	180.00	Councillor expenses	180.00
Winter Gritsand	100.00	Winter Gritsand	100.00
Optional Costs	17885.00	Optional Costs	15315.00
Grants	2375.00	Grants	3350.00
Winter plants 2018/19	500.00	Planting Group Winter plants	100.00
Renewal of street lights	3300.00	Renewal of street lights *	4000.00
Summer plants 2018	600.00	Summer plants 2017	300.00

Xmas Trees	240.00
Christmas lighting*	3000.00
Bus Shelter x2**	5500.00
Training and Prof Memberships	400.00
Cleaning of bus shelters and benches	200.00
VAS hire	1000.00
Triangle licence	250.00
Land inspection	520.00

Xmas Trees	240.00
Council News Letter	400.00
Knotweed treatment	175.00
2no. Litter bins	600.00
Training and Prof Memberships	400.00
Bus shelter **	4500.00
VAS hire	1000.00
Triangle licence	250.00

Total	28520.00
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Total	25450.00
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* Funded partly using the balance from the CIL fund with the remainder from the Reserve Account

3000.00

** Funded from the money from the sale of the land

5500.00

Requirement

20020.00

* From Quarry CIL Monies

4000.00

** part funded from quarry knotweed

Contingency

2000.00

Requirement

19450.00

ANALYSIS

Requirement	20020.00
Grant	315.67
Council Tax Precept	19704.33
Band D Equivalents	445.11
Band D Charge	44.27
Increase £	0.83
Increase %	1.91