

# Monk Fryston Parish Council

## ***NOTICE OF MEETING***

I hereby give notice that a meeting of the Parish Council of the above named Parish will be held at the Church Hall, Church Lane on Wednesday 18 January 2017 at 7.30pm

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting. Dated this 12th January 2017

## **AGENDA**

Item		Lead
1	To receive apologies for absence	
2	To receive declarations of interest	
3	Confirmation of Minutes	
	a To confirm the Minutes of the Meeting held on 21st December 2016	
4	To receive District Councillor's update	-
5	Planning	Chair
	1) To agree a consultation response to the following planning proposal: a Listed Building Consent for minor alterations to divide bedroom 2 into 2 No bedrooms and to include a shower cubicle in the house bathroom, Reapers Cottage, 2 Stone House Mews, Monk Fryston b Proposed erection of agricultural building, Catnips, Green Lane, Monk Fryston Outline application to include access and layout (all other matters reserved) for erection of 1 no. five bedroom detached dwelling, Land at Stables, Fryston Common Lane, Monk Fryston 2) The application for a residential development of 52 dwellings on land to the west of Main Street, Hillam has been amended to include only 33 dwellings with only one property demolished 3) The application to vary condition 03 (plans) regarding a two storey side extension Woodville, Austfield Lane, has been withdrawn	
6	Finances	Clerk
	a <b>Authorised payments since last meeting:</b>	

## Monk Fryston Parish Council

Item	Lead
1 Clerks SO salary payment	
2 HMRC paye payment of (£180.80 - cheque 1012)	
3 Susan Woodhall reimbursement for purchase of wreath (£20 – cheque 1013)	
<b>b Current Account</b>	
Current Account as Statement to 30 December 2016	£181,049.87
Previous Balance	£181,415.38
Cash received	£249.49
Cheques issued and cleared	£615.00
Cheques not cleared	£438.53
Cash available when all cheques cleared	£180,611.34
<b>c Savings Account</b>	
Savings Account balance at 9 January (bank book figure - recent transfer of funds to current account yet to be recorded therein)	£14,778.18
<b>d Future Commitments / Income</b>	
Liabilities as set out in Balance Sheet schedule	(-) £2659.19
Creditors	(+) £812.28
Total Commitments (-) / Income (+)	(-) £1846.91
<b>e Cash Book</b>	
Cash Book Balance at 9 January 2017	£180,611.34
<b>f Current Account / Cash Book Reconciliation</b>	
The 'Cash available when all cheques cleared' (b above) reconciles with the 'Cash Book balance when all cheques cleared' (e above)	
<b>g Expenditure / Budget comparison</b>	
The comparative expenditure through to the end of December was £16,456.71 against a forecast of £17,889.00.	
<b>h Audit Control</b>	
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.	
<b>i Mill Close Bench</b>	
SDC have stated that they will reimburse the PC for £682.30 which is the amount Carillion has paid to cover the cost and fitting of the bench they were arranging. This compares with the £761 paid by the PC	

## Monk Fryston Parish Council

Item		Lead
7	Clerks Update	Clerk
	<ul style="list-style-type: none"> <li>a The request for the £19,450 precept has been submitted to SDC.</li> <li>b The Triangle - NYCC has informed the PC that its Highways Department does not want to sell the site as it wishes to retain ownership.</li> <li>c NYCC has been informed about the damage to the grass verges fronting the cemetery and provided with photographic evidence of the vehicle that caused it.</li> <li>d Responsibility for the maintenance of the footpath at the end of Church Lane is being denied by both NYCC and SDC.</li> <li>e Lumby Lane parking restrictions - NYCC has stated that, weather permitting, the lines will be down within the next 30 days.</li> </ul>	
8	Motions <i>(In bold italic)</i>	Various
	<ul style="list-style-type: none"> <li>a <b><i>To consider the application for a grant received from the Community Association for grass cutting and to determine an appropriate award</i></b> (application issued under separate cover).</li> <li>b <b><i>To consider the application for a grant received from the Community Association to cover operation and maintenance costs and to determine an appropriate award</i></b> (application issued under separate cover).</li> <li>c <b><i>To employ SG Parkin Landscapes to inspect the PC's land at Chestnut Green and at the side of the A63 to satisfy the insurance requirement.</i></b></li> <li>d <b><i>To provide a grit bin at the far end of Mill Close.</i></b> A request for one has been made to SDC by a resident. The last one purchased cost £50 excluding recoverable vat</li> <li>e <b><i>To agree the licence wording for the location of the information kiosk at the Post Office and The Crown Inn</i></b> (draft licence issued under separate cover)</li> </ul>	<p>Cllr BH</p> <p>Cllr BH</p> <p>Cllr BH</p> <p>Cllr BH</p> <p>Cllr BH</p>
9	Discussion Items	
	<p>Item a is confidential item and non-councillors to leave the room whilst the matter is being discussed</p> <ul style="list-style-type: none"> <li>a Budget costs received for supply and erection of bus shelters (information issued under separate cover)</li> <li>b Potential usage of the proceeds from the sale of the quarry land.</li> <li>c Improving the quality of the mobile phone reception in the village</li> </ul>	<p>Cllr RC</p> <p>Cllr BH</p> <p>Cllr BH</p>
10	Updates	Various
	<ul style="list-style-type: none"> <li>a Burial Committee</li> </ul>	Cllr MJ

## Monk Fryston Parish Council

Item		Lead
	b Community Association.	Cllr NS
	c A63 Traffic Calming.	Cllr BH
	d Planting	Cllr BH
	e MFPC/HPC liaison group.	Cllr SS
	f Oak Tree Farm	Clerk
	g Bus shelters	Cllr RC
	h New bank accounts	Cllr BH
	i Heritage boards working party	Cllr BH
	j Streetlight replacement	Clerk
	k Lumby Lane parking restrictions	Clerk
11	Correspondence	
	<p style="text-align: center;"><b>POST IN</b></p> <p>a SDC notification of submission of amended plans re development at Main Street Hillam</p> <p>b SDC Planning Consultation re Reapers Cottage, 2 Stone House Mews, MF</p> <p>c NYCC Remittance advice note</p> <p>d SDC Planning Consultation re Catnips, Green Lane, Monk Fryston</p> <p>e Yorkshire Bank Statement</p> <p>f SDC Planning Consultation re Land at Stables, Fryston Common Lane, MF</p> <p style="text-align: center;"><b>POST OUT</b></p> <p>a S G Parkin Landscapes</p> <p>b Highways re safety issues at Battersbys Roundabout</p> <p>c SDC Planning re safety issues at Battersbys Roundabout</p>	
12	Items For Next Meeting	All
	a Items to be with Clerk before 7th February for next meeting on 15th February	

<b>Monk Fryston Parish Council Document 004</b>	Page 1 of 2
<b>Policy and Procedure for Grants</b>	Rev: 1.0
<b>Prepared and Issued by: Bill Holmes</b>	<b>Issued:</b> February 2012
<b>Approved at Council Meeting Dated: 7<sup>th</sup> February 2012</b> Minute reference 6d	

**Document Distribution**

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1	All Councillors
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**Document Change History**

Revision	Date	Author	Verified	Section	Change Description
1	7/2/12	BH	PC	new	None

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## 1.0 Summary

This document covers the Policy and Procedure applicable to grants allocated by Monk Fryston Parish Council. There are a number of Grants that the Parish council is empowered to give and/or manage. The parish council will review the requirement for grant provision during the compilation of the budget and setting of the annual precept. Subject to operating conditions the funding will be made available in line with the appropriate legislation.

## 2.0 Guidelines

- Applications must be submitted using the form in appendix A
- Applications for must be submitted by the cut off dates - 31<sup>st</sup> March (Tranche 1) and 30<sup>th</sup> September (Tranche 2)
- Applications up to £250 will be considered.
- Where no applications have been received by the cut-off date then applications above £250 will be considered.
- Where the request for grant is for the full amount then the Parish Council will consider fulfilling the requirements of the application as a Parish Council 'Project'
- The Parish Council will review the application on its merits and award all or part of the grant in line with the appropriate legislation.
- The Parish Council will release the grant on the production of an invoice or provide the equipment / service as detailed in the grant application where the Parish Council agrees to undertake the grant application as a Parish Council Project.
- No grant will be given above the value of the Grant budget set by the Parish Council
- Only one grant application per tranche period will be considered from any organisation or group.
- The Parish Councils decision on the allocation of grants is final
- The Parish Council reserve the right to withdraw part or the entire grant budget depending on current Parish Council Priorities.
- Where a grant has been allocated as S106 monies then this will be issued to the Parish Council by the appropriate authority.
- The monies shall be released by the Parish Council on the production of an invoice.
- Where the S106 grant is for the full project requirement then the Parish Council may consider taking this on as a project before the application to the appropriate authority is made.

## 3.0 Role of the Parish Council

- The Parish Council will consider all applications in accordance with the appropriate legislation.
- The Parish Council will convene a committee meeting of at least 3 members to consider all applications.
- This meeting will occur as soon as possible after the last submission date for each tranche.
- Where the application is outside the tranche period then the application will be considered at the next Full Parish Council meeting.
- The parish council will decide whether to award :-
  - The full value of grant applied for as detailed on the request
  - Part of the value of the grant applied for as detailed on the request
  - To undertake the full request as a Parish Council 'Project'

### Appendix A grant Application form

Monk Fryston Parish Council Grant Application			
Name of Organisation	Monk Fryston and Hillam Community Association ( CA)		
Purpose of Organisation	1. To provide and maintain a Meeting Hall (the Community Centre) and Children’s Playground for the use of the residents of the two villages. 2. To develop the CA facilities for the benefit of Village residents ie Recycling facilities, Car park, outside recreational area. 3. To develop socially inclusive recreational activities in the form of social events and social groups for the village community.		
Grant Applied for {enter details of what Grant is needed for	We wish to apply for a grant of £387.50 to cover 50% of the cost of cutting grass at the Community Centre for this year. Until and including 2013 the Parish Councils of Monk Fryston and Hillam had arranged and paid for this service as part of the village wide grass maintenance service. We were requested to organised the grass cutting service ourselves on the basis that this cost would be reimbursed. During a financial planning review we realised we had failed to request the reimbursement since the change for various reasons, however, having recognised our error we are now requesting the reimbursement as agreed of 50% of our expenditure this year.		
Total Value of Project	£775	Total Value of Grant Applied for	£387.50

Quote received {attach copy}	Work completed	Approx. no of Residents who will benefit	All	Are You VAT Registered {Y/N}	no
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Declaration	I confirm that the grant applied for is for the benefit of residents in Monk Fryston.				
Name of Person making application	Ray Newton				
Position in Organisation	Chairman				
Signed		Date	15th December 2016		

For Parish Council Use Only			
Date Received		Discussed at meeting held on	

Grant Agreed		Full/Part {F/P}		PC Project {Y/N}	
Value of Grant Awarded					
Councillors Present					
Invoice Received		Invoice Date			

On Completion please send form to  
 Mr P. Scott, Clerk to Monk Fryston Parish Council, 2 Malvern Mews, Monk Fryston Leeds, West Yorkshire, LS25 5DX

Approved



<b>Monk Fryston Parish Council Document 004</b>	Page 1 of 2
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Grant Applied for {enter details of what Grant is needed for	<p>We wish to apply for a grant of £1500 as a contribution towards essential and unavoidable CA operating expenses for the current financial year, April 2016 to March 2017</p> <p>Despite the past year being a very successful financial and operational period during which we have continued to meet our debt repayment on time and invest in the development of the facilities we have had to rely upon the goodwill of others to make a significant contribution towards the village community centre facilities. In that period, the committee have raised around £13,000 through fund raising socially inclusive activities, all of which is destined to be spent on prioritised development projects.</p> <p>In addition, we were fortunate to receive help from a group of Scottish and Southern Energy Employees at Easter who helped us clear and bring back into use a large section of CA land in the north west corner of the Community Centre which is now being used by children as an enlarged, safe, play area. More recently we applied for and were awarded a substantial grant of over £9,000 from Awards for All to reduce noise levels in the Community Centre. Also on occasions through the year we have benefited from the goodwill of residents who have allowed us to use their equipment (eg PA and Projector systems) at events to improve attendee’s enjoyment and encourage them to spend more money to help us to generate more funds for further investment.</p> <p>During the year, all the activities have continued to use the Community Centre, with the exception of a Ballroom dancing group, and currently a Zumba exercise class has just started and there are plans for a Cub Pack to be launched initially with taster sessions, to provide a follow on activity for youngsters currently attending the Beaver club which was successfully launched with CA support in April.</p> <p>Last year, Monk Fryston Parish Council kindly supported our request for a grant by funding some unavoidable costs which we have to incur to be able to operate the Facilities, such as Insurance, annual fire equipment inspection, annual play equipment inspection, gas boiler inspection and Portable Equipment Testing. We have recently been informed that the cost of insurance has increased by 6% which, in part will cover the increased value of the insured premises and general inflation in that industry. We would again request that consider providing us with a grant to cover these costs and will supply you with a detailed breakdown on request.</p>

Parish Council Document

Total Value of Project	1500	Total Value of Grant Applied for	1500
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Quote received {attach copy}	Yes	Approx. no of Residents who will benefit	All	Are You VAT Registered {Y/N}	no
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Declaration	I confirm that the grant applied for is for the benefit of residents in Monk Fryston.				
Name of Person making application	Ray Newton				
Position in Organisation	Chairman				
Signed		Date	10th January 2017		

For Parish Council Use Only			
Date Received		Discussed at meeting held on	

Grant Agreed		Full/Part {F/P}		PC Project {Y/N}	
Value of Grant Awarded					
Councillors Present					
Invoice Received		Invoice Date			

On Completion please send form to  
 Mr P. Scott, Clerk to Monk Fryston Parish Council, 2 Malvern Mews, Monk Fryston Leeds, West Yorkshire, LS25 5DX

**Proposed Draft agreement**

**An agreement between**

**Mr. and Mrs. Kevin Coles of Monk Fryston Village Stores and Monk Fryston Parish Council**

**Purpose of the agreement**

The agreement is to allow Monk Fryston Parish Council to erect a Heritage Information Kiosk (in the form of an Interpretation Board) on the land owned by Mr. and Mrs. Kevin Coles of Monk Fryston Post Office. The kiosk will remain the property of the Council.

**Description and location of the Interpretation Board**

It will be an upright structure, with 2 legs supporting an A1 size Interpretation Board. It will be located to the right of the entrance to the Post Office adjacent to the Post Box, behind the stone boundary wall with the information being read from the Public Footpath.

**Erection of the structure**

The structure will be erected by a suitably qualified company, to the satisfaction of both the Property Owners and Monk Fryston Parish Council, on behalf of the project managers, Monk Fryston Time Team.

**Maintenance of the structure**

Monk Fryston Parish Council will maintain the structure in good repair and condition to the satisfaction of the Property Owners.

If the structure becomes in the opinion of the Property Owner to be in a dilapidated, unsafe or unsatisfactory condition the site owners may repair the structure and recover the cost of doing so from the Parish Council.

**Duration of the Agreement**

Monk Fryston Parish Council would like to thank Mr and Mrs Coles for recognising the wide public interest in the history of our village and for permitting the erection of the Heritage Interpretation Board on their property. Both parties agree that the agreement is made on the basis of it being in perpetuity, but recognise that as things change, it will be for a minimum of 10 years.

**Removal of the Structure**

Monk Fryston Parish Council will remove the structure at its expense within three months of being required to do so by written notice from the Property Owners.

If Monk Fryston Parish Council has not removed the structure within three months from the receipt of a notice the property owners may remove the structure and the cost of doing so shall be borne by the Parish Council.

If at any time Monk Fryston Parish Council wishes to remove the structure it may do so following consultation with the Property Owner.

We agree to and accept the above terms.

Signed: ..... Date

on behalf of: .....

Signed: ..... Date

On behalf of : .....