

Monk Fryston Parish Council

DRAFT subject to agreement at next meeting

Minutes of Meeting held 20th January 2021 held remotely in Microsoft Teams

Present: Cllrs Susan Woodhall (SW), Robert Blowman (RB), Susan Scott (SS), Amanda Shaw (AS)

Clerk: Philip Scott and one resident.

The Vice Chairman Cllr Woodhall opened the meeting at 7.30pm

Item		Action
1	<p>1) To receive apologies for absence given in advance of the meeting. Received from Cllrs Young and Spofforth</p> <p>2) To consider the approval of reasons given for absence. Approved for Cllr Spofforth</p>	
2	Declarations of interest: None declared	
3	Confirmation of Minutes	
	a To confirm the minutes of the extra ordinary meeting held on 16th December 2020. Agreed by all present at that meeting.	
4	Residents Issues (15 mins)	
	<p>To receive a representation from a resident with regard to the planning applications for the erection of pig barns on Lowfield Road (associated information issued under separate cover). The resident considered that the design and access statements for the two applications were sketchy and incomplete on the traffic movements that would result from their operation and, as a member of a farming family who grew up on a pig farm of similar size to the ones proposed, he was confident that it mentions only a small fraction of the true number of heavy traffic movements. The Planning Department has not asked the applicant to produce a complete traffic movement projection and consequently he believed NYCC Highways has made its limited recommendations based on grossly inadequate information. He has therefore obtained two additional independent reports (1) a 'traffic movement projection' from a pig industry expert who can demonstrate the true transport needs for the pig units; and (2) an 'access appraisal report' from a traffic consultant capable of assessing traffic safety issues associated with the projected extra traffic and the findings of the viner station appeal. He would like the Parish Council to consider contributing to the cost of the production of these reports up to a maximum of £2000 and to ask the Council to consider submitting them as further information to be taken into consideration by SDC.</p>	
5	Planning	
	<p>1 To agree consultation responses to the following planning proposals:</p> <p>a Construction of new single storey extension to the front elevation of the existing dwelling, construction of new boundary wall and gate to the front of the dwelling and internal alterations, 15 Selby Road, Monk Fryston, Leeds. Agreed no comments or observations</p>	Chair

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	<p>b Erection of single storey rear extension to garage, 10 The Meadows, Monk Fryston, Leeds. Agreed no comments or observations</p> <p>c Erection of farm store for machinery and produce on land adjoining Garden Best Buys Ltd, Oak Tree Farm, Fryston Common Lane. Concerns about lack of specific detail on the number of intended vehicle movements and the type of vehicles that will use it, the impact on Fryston Common Lane carriageway and the additional hazards created for walkers because of the lack of a footpaths.</p> <p>2 Decision notices received</p> <p>a Erection of 2 storey rear extension, Lillia House, 28 Old Vicarage Lane, Monk Fryston – granted. Noted</p> <p>b Part-retrospective application for engineering operations to allow the installation of a tennis court with associated boundary treatments and landscaping (resubmission application), 118 Main Street, Monk Fryston, Leeds – refused. Noted</p>																											
6	Finances	Clerk																										
	<p>a Authorised payments since last meeting:</p> <p>1 Clerks SO salary payment (£290) x2</p> <p>2 PKF Littlejohn LLP (cheque 1220 - £240.00)</p> <p>3 Lumby Garden Centre (cheque 1221 - £95.00)</p> <p>4 HMRC (cheque 1222 - £206.20)</p> <p>b Current Account</p> <table data-bbox="263 1149 1334 1411"> <tr> <td>Current Account as Statement to 31 December 2020</td> <td style="text-align: right;">£17356.76</td> </tr> <tr> <td>Previous Balance</td> <td style="text-align: right;">£14293.01</td> </tr> <tr> <td>Cash received</td> <td style="text-align: right;">£6291.07</td> </tr> <tr> <td>Cheques issued and cleared</td> <td style="text-align: right;">£3227.32</td> </tr> <tr> <td>Cheques not cleared</td> <td style="text-align: right;">£683.34</td> </tr> <tr> <td>Cash available when all cheques cleared</td> <td style="text-align: right;">£16673.42</td> </tr> </table> <p>c Savings Accounts</p> <table data-bbox="263 1469 1334 1603"> <tr> <td>Yorkshire Bank</td> <td style="text-align: right;">£43,134.50</td> </tr> <tr> <td>Skipton BS</td> <td style="text-align: right;">£73191.56</td> </tr> <tr> <td>Nationwide BS</td> <td style="text-align: right;">£70,322.32</td> </tr> </table> <p>d Future Commitments / Income</p> <table data-bbox="263 1664 1334 1798"> <tr> <td>Liabilities as set out in Balance Sheet schedule</td> <td style="text-align: right;">(-) £8408.34</td> </tr> <tr> <td>Creditors</td> <td style="text-align: right;">(+) £1369.44</td> </tr> <tr> <td>Total Commitments (-) / Income (+)</td> <td style="text-align: right;">(-) £7038.90</td> </tr> </table> <p>e Cash Book</p> <table data-bbox="263 1850 1334 1883"> <tr> <td>Cash Book Balance at 13 January 2021</td> <td style="text-align: right;">£16673.42</td> </tr> </table> <p>f Current Account / Cash Book Reconciliation</p> <p>The 'Cash available when all cheques cleared' (b above) reconciles with the 'Cash Book balance when all cheques cleared' (e above). Noted</p> <p>g Expenditure / Budget comparison</p> <p>The comparative expenditure through to the end of January was £19,109.58 against a</p>	Current Account as Statement to 31 December 2020	£17356.76	Previous Balance	£14293.01	Cash received	£6291.07	Cheques issued and cleared	£3227.32	Cheques not cleared	£683.34	Cash available when all cheques cleared	£16673.42	Yorkshire Bank	£43,134.50	Skipton BS	£73191.56	Nationwide BS	£70,322.32	Liabilities as set out in Balance Sheet schedule	(-) £8408.34	Creditors	(+) £1369.44	Total Commitments (-) / Income (+)	(-) £7038.90	Cash Book Balance at 13 January 2021	£16673.42	
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	<p>forecast of £19220. Noted</p> <p>h Audit Control</p> <p>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</p>	
7	Clerks Update	
	<p>a The Chairman has resigned from the Council. Item 8b has been included to address the resultant Officer vacancy. SDC has been notified of the casual vacancy which is being advertised according to protocol. Noted</p> <p>b Assistance has been provided to the Solicitor acting for the PC's insurer on the matter of reclaiming the loss resulting from the damage to the bus shelter. This includes reclaiming the PC's excess. Noted</p> <p>c The deeds for Chestnut Green have been received from the Land Registry and there is a covenant restricting it's use to an 'open space amenity'. Whether this restricts the formation of parking would have to be the subject of a consideration by legal counsel. The alternative would be to seek a removal of the restriction. There may be other restrictions affecting the amount of parking that can be provided and this is being looked into further with the assistance of YLCA. Noted</p> <p>d SDC have informed the PC that replacement street signs will be NYCC standard and not the heritage style currently deployed in the conservation area (details issued under separate cover). Noted</p> <p>e Concern about the slow progress being made with regard to the opening of a the new JBC bank account in the PC's name has been alleviated following the JBC meeting yesterday when a timetable for finalising the mandate was agreed. Noted</p> <p>f The AJ1 grant money from NYCC has been deposited in the PC's bank account. Noted</p> <p>g Specialist advice is being sought in connection with the lawful procedure for and implications of repairing associated with the Church Lane footpath. Noted</p> <p>h The Precept application for 2021/22 has been issued to SDC. Noted</p> <p>i The Clerks performance and salary review is three months overdue. Noted</p>	
8	Resolutions	
	<p>a To make payments in accordance with payments schedule (issued under separate cover). Proposed by Cllr SW, seconded by Cllr AS. Agreed with the addition of payment to D&R for grit bin replenishment.</p> <p>b To elect Officers. Cllr SW elected unopposed as Chairman. An election for the consequential vacant office of Vice Chair was deferred to the next meeting</p> <p>c To elect a replacement member to the mandates for a) the two Yorkshire Bank accounts, b) the Skipton Building Society account, c) the Nationwide account. Proposed by Cllr SW, seconded by Cllr SS that Cllr SW elected to a) and Cllrs RB and AS elected to b). Agreed with no nomination for c).</p> <p>d To elect a replacement member to a) the JBC, b) the Capital Projects Group, c) the role of GDPR Data Controller lead Councillor and d) the Monk Fryston South Milford Lumby Lane footpath Liaison Group. Proposed by Cllr SW, seconded by Cllr SS that Cllr SW elected to a) Cllr AS elected to b) Cllr SW elected to c). Agreed with no nomination for d).</p> <p>e To determine action pertinent to the offer from Npower for settlement of the account re Chestnut Green (Clerks Note and Npower emails issued under separate cover refer). Proposed by Cllr SW, seconded by Cllr AS that the offer is accepted. Agreed</p> <p>f To agree action pertinent to the outcome of the tree specialist report received relating to Chestnut Green (reports issued under separate cover). Proposed by Cllr SW, seconded by Cllr AS that the matter is referred to a Projects Team meeting with the outcome delegated to the Clerk to to enable quotations for the work to be considered at the February meeting.</p>	

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	<p>g To agree the revised Joint Statement regarding the Long Heads Lane public footpath 35.59/14/1 (statement issued under separate cover). Motion deferred in the absence of agreed wording from SMPC.</p> <p>h To expend up to £200 providing and installing Covid-19 related signs, to agree the type of sign, the locations and the arrangement for placement (details issued under separate cover) Proposed by Cllr SW, seconded by Cllr AS that the blue coloured signs are placed on lamposts on Fryston Common Lane, Water Lane and Lumby Lane, at the four bus stops on Main Street and adjacent to The Meadows. Cllr SW to affix. Agreed</p> <p>i Chestnut Green and Covid 19: to temporarily close it by padlocking the two gates and to provide notices to that effect. To remove the remaining table unit and store it elsewhere Proposed by Cllr SW, seconded by Cllr RB. Agreed</p> <p>j To agree the type of VAS signs to be purchased, to agree the protocol for their deployment and to arrange purchase and installation accordingly (details issued under separate cover). Proposed by Cllr SW, seconded by Cllr RB that signs with data collection capability are purchased, deployed and connected to the lamp posts recommended by NYCC on a 13 week cycle. Clerk to be delegated with authority to order based on recommendation from Cllr RB after finalisation of details. Delegated expenditure of up to £8K authorised. Agreed.</p> <p>k To request SDC to carry out a litter pick along the A63 Westwards from the railway bridge. Proposed by Cllr SW, seconded by Cllr SW. Agreed</p> <p>l To identify any items requiring repair and / or maintenance. Agreed to make NYCC aware of the state of the trees overhanging the eastbound carriageway of the A63 opposite The Crescent.</p>	
9	Discussion Items	
	<p>a Residents issues received under item 4 (this item was brought forward on the Agenda to address the matter raised under the item). After discussion it was unanimously agreed that the information contained in the reports was of sufficient concern to warrant the PC purchasing licences to use the new reports for inclusion in an additional PC consultation response. Clerk to prepare, circulate and submit an agreed text. Purchase of licences to be at procurement cost excluding vat up to a maximum of £2K.</p> <p>b Future administration and utilisation of Sharepoint and Teams. The consensus view was that the facility provided by the platforms was advantageous and should be continued.</p> <p>c Future administration of the website. Cllr RB to familiarise himself with the implications with a view to advising on a decision on an appropriate way forward.</p> <p>d Processing planning application consultations. Cllr AS to provide assessment of consultations in advance of meetings.</p> <p>e Becoming a Council with the status of general Power of Competence (NALC document, para 21- 26, issued under separate cover refers). The consensus view was that a pathway should be set for achieving such a status. To be considered at next meeting.</p> <p>f The next edition of the Newsletter. A request from Cllr SW for content suggestions to be emailed to Cllr SW as soon as possible.</p>	
10	Updates	
	<p>a Burial Committee. There was a meeting yesterday. There is to be no change to the charges. The finances are in good shape. The new Clerk is settling in well.</p> <p>b Safer Roads Partnership. The covid restrictions are restricting further activities</p> <p>c Village Decoration. There has been a disappointingly slow start to the flowering over the Winter. A meeting is scheduled for the beginning of February.</p> <p>d Projects Working Party. A meeting is to be called to consider the Chestnut Green tree report. Chairman to arrange.</p> <p>e Registered Footpaths. Amendments to the Joint Statement are being discussed with SMPC</p>	

Item		Action
11	Correspondence	
	a Schedule of post received and issued since the last meeting. No aspects raised	
12	Items For Next Meeting	
	a Items to be with Clerk before 9th February for next meeting on 17 th February. Noted	All

The meeting closed at 9.57pm