

Monk Fryston Parish Council

DRAFT subject to agreement at next meeting

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

Present: Cllrs Bill Holmes (BH), Mark Johnson (MJ), Susan Scott (SS) and Nigel Spofforth (NS) from 8.01pm.

Mr John Mackman (District Councillor). Mr Chris Pearson (County Councillor)

Clerk; Philip Scott and Susan Woodhall

The Chairman Cllr Holmes opened the meeting at 7.30pm

The District and County Councillors left the meeting at 8.05pm.

Item		Action
1	Apologies for absence: Apologies were received from Cllrs Croft and Aldred	
2	To co-opt Susan Woodhall to fill the vacant seat on the Council. Proposed by Cllr BH. Seconded by Cllr MJ. Agreed. Declaration of Acceptance of Office completed accordingly to enable participation in the meeting as a Councillor.	
3	Declarations of interest: None declared	
4	To confirm the minutes of the meeting held on 16th August 2017. Agreed by all present. Cllr BH to sign	Cllr BH
5	Discussion with District and County Councillors regarding footpath and highway issues <ul style="list-style-type: none"> i) the footpath adjacent to the Community Centre. Cllr Mackman to be provided with details of previous correspondence and then to take the basis of responsibility up with the legal department at SDC. ii) safety at Battersby's roundabout. Cllr Pearson to make representations to NYCC about the need for the site meeting requested by the PC iii) Church Lane adoption. The advice given to the PC by Councillor Mackman was that there was no basis for the adoption of Church Lane as it now stands by the Local Authority. Like many other roads it was a private road and for it to be adopted it would have to be brought up to adoptable standards at the expense of the owners before being considered for same. iv) the footpath to South Milford. Councillors were made aware of the initiative for a footpath, which included a cycleway provision, alongside Lumby Lane. The next step in the initiative was to approach the two landowners over which part of the facility would have to run. 	
6	To receive the submission from Fox Red Flowers regarding a strategy for the village planting. Presented by Shona McWhirter (SM). Report issued under separate cover.	
	SM explained the design proposals set out in the report for planting associated with the 4 village signs, 11 barrels and 6 small square wooden boxes and one large green box. Also explained were the aspects that need to be considered should large areas of planting be considered on the Mount. Options for suitable planting types were explained for all the locations together with budget planting and maintenance costs on an annual basis.	

Item		Action																								
7	Planning	Chair																								
	<p>1) To agree consultation responses to the following planning proposals:</p> <p>a Proposed erection of an agricultural building amended plans, Catnaps, Green Lane, Monk Fryston. Agreed no comments or observations</p> <p>2) Approval notices received</p> <p>a Single storey extension to front of property at 17 Chestnut Green, Monk Fryston. Noted</p> <p>b Prior notification for the change of use of agricultural building to 1 No dwelling (Use Class 3) and associated operational development at Siddle Farm Office, Siddle Farm, Selby Road, Monk Fryston. Noted</p> <p>c Proposed erection of second storey built over existing side extension at 11 The Crescent, Monk Fryston. Noted</p>																									
8	Finances	Clerk																								
	<p>a Authorised payments since last meeting:</p> <p>1) Clerks SO salary payment</p> <p>2) MFPC Skipton BS Account - £70000 (cheque 1036)</p> <p>b Current Account</p> <table border="0" style="width: 100%;"> <tr> <td>Current Account as Statement to 1 September 2017</td> <td style="text-align: right;">£14739.70</td> </tr> <tr> <td>Previous Balance</td> <td style="text-align: right;">£187,721.96</td> </tr> <tr> <td>Cash received</td> <td style="text-align: right;">£00.00</td> </tr> <tr> <td>Cheques issued and cleared</td> <td style="text-align: right;">£172,982.26</td> </tr> <tr> <td>Cheques not cleared</td> <td style="text-align: right;">£41.40</td> </tr> <tr> <td>Cash available when all cheques cleared</td> <td style="text-align: right;">£14698.30</td> </tr> </table> <p>c Yorkshire Bank Savings Account</p> <table border="0" style="width: 100%;"> <tr> <td>Savings Account balance after July 2017 interest and transfer</td> <td style="text-align: right;">£113,058.12</td> </tr> </table> <p>d Skipton BS Account</p> <table border="0" style="width: 100%;"> <tr> <td>Account balance</td> <td style="text-align: right;">£70000.00</td> </tr> </table> <p>e Future Commitments / Income</p> <table border="0" style="width: 100%;"> <tr> <td>Liabilities as set out in Balance Sheet schedule</td> <td style="text-align: right;">(-) £10884.75</td> </tr> <tr> <td>Creditors</td> <td style="text-align: right;">(+) £1277.59</td> </tr> <tr> <td>Total Commitments (-) / Income (+)</td> <td style="text-align: right;">(-) £9607.16</td> </tr> </table> <p>f Cash Book</p> <table border="0" style="width: 100%;"> <tr> <td>Cash Book Balance at 12 September 2017</td> <td style="text-align: right;">£14698.30</td> </tr> </table> <p>g 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>h Expenditure / Budget comparison</p> <p>The comparative expenditure through to the end of August was £10,802.70 against a forecast of £14,260.00. The forecast included £4500 for the cost of bus shelters. Noted</p>	Current Account as Statement to 1 September 2017	£14739.70	Previous Balance	£187,721.96	Cash received	£00.00	Cheques issued and cleared	£172,982.26	Cheques not cleared	£41.40	Cash available when all cheques cleared	£14698.30	Savings Account balance after July 2017 interest and transfer	£113,058.12	Account balance	£70000.00	Liabilities as set out in Balance Sheet schedule	(-) £10884.75	Creditors	(+) £1277.59	Total Commitments (-) / Income (+)	(-) £9607.16	Cash Book Balance at 12 September 2017	£14698.30	
Current Account as Statement to 1 September 2017	£14739.70																									
Previous Balance	£187,721.96																									
Cash received	£00.00																									
Cheques issued and cleared	£172,982.26																									
Cheques not cleared	£41.40																									
Cash available when all cheques cleared	£14698.30																									
Savings Account balance after July 2017 interest and transfer	£113,058.12																									
Account balance	£70000.00																									
Liabilities as set out in Balance Sheet schedule	(-) £10884.75																									
Creditors	(+) £1277.59																									
Total Commitments (-) / Income (+)	(-) £9607.16																									
Cash Book Balance at 12 September 2017	£14698.30																									

Item		Action
	<p>i 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>	
9	Clerks Update	
	<p>a The transfer of £100K to the savings account has been completed</p> <p>b The £70K bond 3 year fixed rate (1.5%) bond with Skipton Building Society is now effective.</p> <p>c The clerks standing order salary payment has been updated</p> <p>d The replacement boundary sign has been replaced</p> <p>e Further to minute 8a of the meeting on 16 August an inspection took place on 13 September on the PC's plot next to 126 Main Street in conjunction with the PC's specialist knotweed contractor and the PC's landscape contractor to arrange how to address (if any) overgrowth affecting 126 Main Street. The owner of 126 Main Street was invited to attend (meeting notes issued under separate cover). Subsequently the PC's contractor was instructed under emergency powers delegated to the Clerk to clear the strip adjacent to 126 Main Street in the manner agreed at the inspection at a cost of £100. This has already been done in part The question was asked by the current owner if the PC would be willing to sell its plot to the prospective purchaser of 126 Main Street. The purchaser had asked if this was a possibility.</p> <p>f The transfer of £100K to the savings account has been completed</p> <p>g The order for the bus shelters has been placed</p> <p>h A complaint of damage to property by the PC's grass cutting contractor is being investigated (email 4 September issued under separate cover refers)</p> <p>i The overgrowing bushes from the west side of the Triangle have been cut back.</p>	
10	Resolutions	
	<p>a to make payments in accordance with payments schedule (issued under separate cover). Proposed by Cllr BH. Seconded by Cllr SS. Agreed</p> <p>b To appoint a Council representative to the Community Association. Cllr BH proposed that Cllr Spofforth be appointed. Seconded by Cllr MJ. Agreed</p> <p>c To agree attendance at this year's Remembrance Service, obtain wreath and make donation of £25 to the supplier Royal British Legion. Proposed by Cllr BH. Seconded by Cllr SW. Agreed</p> <p>d To accept the tender received from Sanderson Associates for highway consultancy advice (received tenders issued under separate cover). Proposed by Cllr MJ. Seconded by Cllr BH. Agreed</p> <p>e Following the outcome of the inspection of the PC's plot next to 126 Main Street on 13 September:- 1) To agree to continue to treat any recurrence of Japanese Knotweed on the plot for the</p>	

Item		Action
	<p>foreseeable future.</p> <p>2) To make Network Rail aware of the Japanese Knotweed seen on its land on both sides of the railway line adjacent to the railway bridge.</p> <p>3) To make the Highway Authority aware of the Japanese Knotweed seen on what is thought to be its land adjacent to the railway bridge.</p> <p>Proposed by Cllr BH. Seconded by Cllr NS. All Agreed</p>	
11	Discussion Items	
	<p>a The initiative by Monk Fryston Time Team to include 4 local walks around the villages of Hillam and Monk Fryston (email 1 September issued under separate cover refers). The discussion was generally along the lines of being supportive of the initiative providing there was evidence of a connection with heritage</p> <p>b Enhancing the extent of the Christmas lighting in the village. The discussion was generally supportive. To be subject to a presentation including costs at the next meeting</p> <p>c The query received from the PCC regarding their canvassing as wide as possible, on the recruitment of the new incumbent for St Wilfrid's and St Mary's (email 8 September issued under separate cover refers). It was generally thought that the completion of the questionnaire was an individual rather than a corporate matter for the PC.</p> <p>d The attitude to the question asked if the PC would be willing to sell its plot to the prospective purchaser of 126 Main Street. It was thought that a sale was a possibility for part of the plot, utilising part of the site for a building housing the PC's belongings was also worthy of consideration.</p>	
12	Updates	
	<p>a Burial Committee. Apart from routine matters the Burial Committee Clerk has been requested to review documents to see if there are any covenants on the central plot in the cemetery. Fees are being reviewed and stonemasons are being informed about the need to obtain permission and pay a fee before making alterations to plots.</p> <p>b Community Association. Robin Parkin has been appointed as the new Chairman</p> <p>c A63 Traffic Calming. Nothing further</p> <p>d Planting. Cllrs BH and SS to liaise on formulating specific proposals following the earlier presentation</p> <p>e MFPC/HPC liaison group. Nothing further</p> <p>f Oak Tree Farm. Nothing further</p> <p>g Bus shelters. Awaiting commencement of erection</p> <p>h New bank accounts. Opening a third account is now to be addressed</p> <p>i Repair and maintenance. The small plot on Chestnut Green is in need of pruning</p> <p>j Lumby Lane cycle / footway initiative. Nothing further</p>	<p>Cllr SS</p> <p>Cllr BH</p> <p>Cllr BH</p> <p>Cllr SS</p> <p>Cllr SS</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr BH</p> <p>All</p> <p>Cllr MJ</p>
13	Correspondence	
	a Schedule of post received and issued since the last meeting. No aspects raised	
14	Items For Next Meeting	

Item		Action
------	--	--------

a	Items to be with Clerk before 10 th October for next meeting on 18th October. Noted	All
---	--	-----

The meeting closed at 9.40pm