

Monk Fryston Parish Council

DRAFT subject to agreement at next meeting

Minutes of Meeting held 15th May 2019 at the Church Hall, Church Lane

Present: Cllrs Bill Holmes (BH), Susan Woodhall (SW), Susan Scott (SS),

Suzanne Young (SY), Robert Blowman (RB)

Clerk; Philip Scott

The Chairman Cllr Holmes opened the meeting at 8.00pm

Item		Action																		
1	Apologies for absence: Received from Cllr Spofforth																			
2	Declarations of interest: None declared																			
3	To confirm the Minutes of the Meeting held on 17 April 2019. Agreed by those present at the meeting. Chairman to sign.	Cllr BH																		
4	Planning	Chair																		
	<p>1 To agree consultation responses to the following planning proposals:</p> <p>a Proposed demolition of existing single storey rear accommodation and erection of new 2 storey rear extension, 10 Church Lane, Monk Fryston, Leeds. Agreed no comments or observations</p> <p>b Outline application with all matters reserved for the erection of a detached dorma bungalow in the grounds of the existing property 12 Church Lane Monk Fryston. Agreed that the proposal constituted over development of the site</p>																			
5	Finances	Clerk																		
	<p>a Authorised payments since last meeting:</p> <p>1. Clerks SO salary payment</p> <p>b Current Account</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Current Account as Statement to 1 May 2019</td> <td style="text-align: right; width: 30%;">£11401.02</td> </tr> <tr> <td>Previous Balance</td> <td style="text-align: right;">£4632.29</td> </tr> <tr> <td>Cash received</td> <td style="text-align: right;">£9904.50</td> </tr> <tr> <td>Cheques issued and cleared</td> <td style="text-align: right;">N/A due to timing</td> </tr> <tr> <td>Cheques not cleared</td> <td style="text-align: right;">of bank statement</td> </tr> <tr> <td>Cash available when all cheques cleared</td> <td style="text-align: right;">arrival</td> </tr> </table> <p>c Yorkshire Bank Savings Account</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Savings Account balance</td> <td style="text-align: right; width: 30%;">£113,015.30</td> </tr> </table> <p>d Skipton BS Account</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Account balance</td> <td style="text-align: right; width: 30%;">£71044.25</td> </tr> </table> <p>e Cash Book</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Cash Book Balance at 29 April 2019 (£9904 cash subsequently received (Precept)).</td> <td style="text-align: right; width: 30%;">£2893.81</td> </tr> </table> <p>f Current Account / Cash Book Reconciliation</p>	Current Account as Statement to 1 May 2019	£11401.02	Previous Balance	£4632.29	Cash received	£9904.50	Cheques issued and cleared	N/A due to timing	Cheques not cleared	of bank statement	Cash available when all cheques cleared	arrival	Savings Account balance	£113,015.30	Account balance	£71044.25	Cash Book Balance at 29 April 2019 (£9904 cash subsequently received (Precept)).	£2893.81	
Current Account as Statement to 1 May 2019	£11401.02																			
Previous Balance	£4632.29																			
Cash received	£9904.50																			
Cheques issued and cleared	N/A due to timing																			
Cheques not cleared	of bank statement																			
Cash available when all cheques cleared	arrival																			
Savings Account balance	£113,015.30																			
Account balance	£71044.25																			
Cash Book Balance at 29 April 2019 (£9904 cash subsequently received (Precept)).	£2893.81																			

Item		Action
	<p>To be the subject of the report to next meeting</p> <p>g Expenditure / Budget comparison The comparative expenditure through to the end of May was £1131.93 against a forecast of £1060.00.</p> <p>h 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 subject to reconsideration at the next meeting when a comprehensive report will be to hand.</p>	
6	Clerks Update	
	<p>a The audit documentation has been audited by the internal auditor and his report issued. Noted</p> <p>b The advice received from YLCA states that, in law, VAS equipment is not a traffic calming measure under the Highways Act 1980 and consequently it cannot be purchased by the PC other than as a 'S137' item. Research into the validity of this statement is ongoing and the Department for Transport has been contacted with a response awaited. Noted</p> <p>c The provision of dedicated PC email addresses for councillors is being advanced. Noted</p>	
7	Resolutions	
	<p>a To make payments in accordance with amended payments schedule. Proposed by Cllr BH. Seconded by Cllr SS. Agreed</p> <p>b To consider the Internal Auditors report and agree any action arising from it (issued under separate cover). Proposed by Cllr BH to note that no aspects raised and consequently no action needed. Agreed</p> <p>c To approve the Annual Return Governance Statement (issued under separate cover). Considered that Statements 1 to 8 are to be answered 'yes'. Proposed by Cllr BH. Agreed</p> <p>d To consider and approve the Bank Reconciliation Statement, the Annual Return Accounting Statement and the commensurate Explanation of Variances (all issued under separate cover). Proposed to approve all by Cllr BH. Agreed</p> <p>e To agree the insurance provider renewal quotation for the forthcoming year (issued under separate cover). Proposed by Cllr BH to accept the renewal quotation from BHIB in the sum of £425.52. Agreed</p> <p>f To co-opt Amanda Shaw to fill the vacant seat on the Parish Council. Proposed by Cllr BH. Seconded by Cllr SW. Agreed</p> <p>g To form a Capital Projects Working Group, to agree its Terms of Reference (issued under separate cover) and to nominate members. Proposed by Cllr BH, seconded by Cllr SY. Agreed with Cllrs BH, SW, SY and RB as members.</p> <p>h To appoint a GDPR Data Controller lead Councillor. A proposal was made by Cllr BH for him to hold the post for the time being as other councillors would like to consider further any implications. Seconded by Cllr SY. Agreed.</p> <p>i Following the annual appraisal, the personnel committee recommend increasing clerk's</p>	Clerk

Item		Action
	<p>salary from point 17 (£12.39/hr) to point 19 (£12.89/hr) on the NALC pay scale. Increase to be effective from 1st April 2019. Proposed by Cllr BH. Seconded by Cllr RB. Agreed. Note: Cllr SS declared a pecuniary interest in this motion and withdrew whilst it was resolved.</p> <p>j To identify any items requiring repair and / or maintenance. Agreed to arrange 1) grass to be cut in front of the village signs 2) attention to the exposed cables on the lamp post adjacent to 102 Main Street, the hazard of the missing bollard at the bottom of Lumby Lane 3) the vegetation on the A63 railway bridge footpath 4) the overgrowing vegetation on the wall at the bottom of Lumby Lane.</p>	Clerk
8	Discussion Items	
	<p>a Follow up to Education Foundation request tabled at March meeting, Suggestions such as a cycle training area and car park were voiced. Cllr BH to report back to EF accordingly</p> <p>b Facebook and Twitter. Support for the use of the social media sites to expand the publicity of the PC's activities was forthcoming. Cllr RB to table a motion for the next meeting</p> <p>c Monk Fryston Road Safety Partnership survey results. Having sent the report to all the relevant authorities (Highways, NYCC, SDC, MP, Crime Commissioner etc.) an attempt to convene a joint meeting was now being progressed.</p>	Cllr RB
9	Updates	
	<p>a Burial Committee. Nothing further</p> <p>b Community Association (CA). Cllr BH gave an update on the status of the CA as an incorporated Charity (CIO). An update on the membership requirements was also given. Councillors raised concerns that not all residents may have been made aware. Chairman to write to Chair of CA.</p> <p>c A63 Traffic Calming. Nothing further</p> <p>d Village Decoration. The Summer planting is now in place. Christmas decoration is the next project on the agenda.</p> <p>e MFPC/HPC liaison group. Nothing further</p> <p>f New bank accounts. To be furthered now that the new members of the Council have taken office</p> <p>g Lumby Lane cycle / footway initiative. Awaiting a discussion with Cllr Mackman once available.</p> <p>h Footpath adjacent to Community Centre. Solicitors have been instructed to assess the merit of the PC's case for path being maintainable at public expense.</p> <p>i NYCC meeting re Battersby's roundabout alterations. Nothing further heard since the recent meeting. Clerk to follow up.</p> <p>j Footpath working party. Continues as work in progress</p>	<p>Cllr BH</p> <p>Clerk</p> <p>Cllr BH</p> <p>Clerk</p> <p>Cllr SW</p>
10	Correspondence	
	a Schedule of post received and issued since the last meeting. No aspects raised	
11	Items For Next Meeting	

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

a	Items to be with Clerk before 11th June for next meeting on 19th June. Noted	All
---	--	-----

The meeting closed at 9.29pm