

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 Community Centre, Old Vicarage Lane on Tuesday 17 September 2024 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 12 September 2024

AGENDA

Item		Lead
1	Apologies	
	a To receive apologies for absence given in advance of the meeting	
	b To record apologies for absence not given in advance of the meeting	
	c To consider the approval of reasons given for absence	
2	Declarations of Interest	
	a To receive declarations of interest	
	b To receive early verbal notice of any Councillor's intention to raise amendments to motions on the agenda as per Standing Order 1g.	
3	Confirmation of Minutes	
	a To confirm as an accurate record the Minutes of the Meeting held on 20 August 2024	
4	Residents Issues (15mins allocated to receive residents representations to the Council)	
	a None received	
5	Planning	Chair
	1) To agree consultation responses to the following planning proposals:	
	a None received	
	2) Decision notices received	
	a None received	
6	To receive the Financial Officers Report	Clerk
	a Payments since last meeting:	
	Appendix A refers	
	b UTB Current Account	
	Current Account as Statement to 31 August 2024	£35,571.59
	Previous Balance	£39,612.35
	Cash received	£1991.19
	Cheques issued and cleared	£2,049.60

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Item		Lead
	Cheques not cleared	£1,174.34
	Cash available when all cheques cleared	£34,397.25
c	Savings Accounts	
	Skipton BS	£74,759.50
	Nationwide BS	£74,638.30
d	Future Commitments / Income	
	Liabilities as set out in Balance Sheet schedule	(-) £4,858.94
	Creditors	(+) £332.62
	Total Commitments (-) / Income (+)	(-) £4,526.32
e	Cash Book	
	Cash Book Balance at 1 August 2024	£34,397.25
f	Current Account / Cash Book Reconciliation	
	The 'Cash available when all cheques cleared' (b above) reconciles with the 'Cash Book balance when all cheques cleared' (e above)	
g	Expenditure / Budget comparison	
	Detailed Budget Summary refers (issued under separate cover)	
h	Capital Reserve Statement	
	Amount ring-fenced for capital expenditure is £148,453.	
	Amount ring-fenced for CIL expenditure is £713.	
	Remaining reserve for non-capital expenditure is £18,929.	
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.	
7	Clerks Update	Clerk
	a	The data protection fee has been paid to the Information Commissioner's Office
	b	The Skipton Building Society fixed rate bond expires on 17 September having accrued interest of £3924.87.
	c	HMRC has refunded the reclaimed VAT in full (£1991.19)
8	Motions <i>(in bold italic)</i>	Chair
	a	<i>To make payments in accordance with payments awaiting authorisation schedule</i> (Appendix B refers)
	b	<i>To decide whether or not to arrange for the village planting to be watered over the Winter period</i>
	c	<i>To agree action following the maturity of the Skipton Building Society 1-year fixed rate bond.</i> Letter 27.08.24 issued under separate cover refers
	d	<i>To nominate Councillor(s) to carry out an inspection of the PC's assets</i>
	e	<i>To determine action with regard to the invoice received from Acorn Festive Lights that includes some work not subject to an instruction from the Parish</i>

Monk Fryston Parish Council

Item		Lead
	Council.	
f	To consider the quotation received for the re-erection of the bench set at Chestnut Green and to agree appropriate action including a location for it. Quotation issued under separate cover	
g	To consider the quotation received for repairs to the footpath alongside the Community Centre and to agree appropriate action. Funding to be taken from the no longer required £2500 Water Lane traffic scheme budget allocation. Quotation issued under separate cover. To be carried out under LGA 1972 S137 powers	
h	To consider the quotation received for repairs to the damaged post and rail adjacent to The Crown and to agree appropriate action. Funding to be taken from the no longer required £2500 Water Lane traffic scheme budget allocation. To be carried out under LGA 1972 S137 powers	
i	To delegate to the clerk the authority to finalise and place the order for the Winter planting through the village	
j	To consider the request for financial support from North Yorkshire Citizens Advice & Law Centre. Email 4 Sept.2024 refers	
k	To identify any items requiring repair and / or maintenance and to determine appropriate action	
9	Discussion Items	Chair
a	Residents issues received under item 4	
b	Intentions following the exchange of correspondence with NYC and local MP re Section 56 Notice.	
c	Progress on the prioritisation of the actions for the 'Updates on actions agreed at previous meetings' as agreed at July's meeting item 10a.	
10	Updates on actions agreed at previous meetings	
11	Committee and Group updates	Various
a	Burial Committee.	Cllr NS
b	Planting Group	Cllr AS
c	Highways and Footpaths Group	Cllr RG
d	Comms Group	
12	Correspondence	
	POST IN	
a	Unity Trust Bank: confirmation of JBC Clerk as authorised user	
b	Unity Trust Bank: notification of changes to account administration	
c	Unity Trust Bank: notification of changes to JBC account administration	
d	Skipton Building Society: Notification of bond maturity	
	POST OUT	
a	None	
13	Items For Next Meeting	All
a	Items to be with Clerk before 7 October for next meeting on 15 October	

Monk Fryston Parish Council

Appendix A

PAYMENTS AND RECEIPTS SINCE LAST MEETING

Description	Supplier	Payment
Grass cutting etc	S G Parkin Landscapes	-365.00
Room Hire	MF and H Community Association	-35.00
Bus Shelter replacement	Shelter Solutions	-4,722.00
Vat refund	HMRC	1,991.19
JBC Clerk's salary	MF, H & BS Joint Burial Committee	-69.68
Clerks salary	Monk Fryston Parish Council	-355.17
Lock for PC shed	Henry Squire & Sons Ltd	-17.99
Monthly service charge	Lloyds Bank plc	-3.00
Footway Lighting Maintenance	North Yorkshire Council Street Lighting	-1174.34

Appendix B

PAYMENTS AWAITING AUTHORISATION

Description	Supplier	Payment
Watering of plants	White Rose Plants	420.00
Grass cutting etc	S G Parkin Landscapes	365.00
Room Hire	MF and H Community Association	20.00
Annual fee	Scribe: Starboard Systems Ltd	489.60
Watering of plants	White Rose Plants	280.00

Acorn Festive Lights
 Selby Business Park
 Oakney Wood Drive
 Selby
 North Yorkshire
 YO8 8LZ
 Tel: 01423 525677



VAT Reg No: 303082843

INVOICE

Page 1

Monk Fyston Parish Council
 24 Moss Row
 Wilsden
 Bradford
 BD15 0EP

Invoice No	504
Invoice Date	09/09/2024
Order No	
Account Ref	MON001

Quantity	Description	Unit Price	Net Amt	VAT %	VAT
1.00	Install festive units with time clocks to the 6 existing columns used last. 6 at £230.00 each	1,380.00	1,380.00	20.00	276.00
1.00	New columns for 2024 - install column infrastructure with time clocks locations below:	0.00	0.00	20.00	0.00
1.00	Vicarage Lane column 23	295.00	295.00	20.00	59.00
1.00	Vicarage Lane - footpath S/O house 18	295.00	295.00	20.00	59.00
1.00	Chestnut Green column 2	295.00	295.00	20.00	59.00
1.00	Water Lane - Mid hinge column S/O house No 27 and O/S Sub Station	295.00	295.00	20.00	59.00
1.00	Water Lane - Column No 13 Mid hinge column S/O house No 1 Kingston Grange	295.00	295.00	20.00	59.00

Bank: Natwest
 Bank Account Name: Acorn Festive Lights
 Bank Account: 58318445
 Sort Code: 53-50-21

Total Net Amount	£	2,855.00
Carriage Net	£	0.00
Total Tax Amount	£	571.00
Invoice Total	£	3,426.00

Monk Fryston Parish Council

11 September 2024 (2024-2025)

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2024 and 11/09/2024)

Last Year 2023 - 2024

Current Year 2024-2025

Next Year

01 Receipts

Code	Title	Receipts		Payments		Receipts				Payments				Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
23	Precept	20,600.00	20,604.00			20,600.00	11,079.00		11,079.00						
32	JBC staff salary refunc		1,331.06												
34	Credit Notes		130.00												
35	Insurance payout		4,801.79												
36	HMRC Vat refund		893.18				1,991.19		1,991.19						
37	Reimbursement														
38	Bank transfer														
40	Accrued interest		3,074.04												
SUB TOTAL		20,600.00	30,834.07			20,600.00	13,070.19		13,070.19						

Last Year 2023 - 2024

Current Year 2024-2025

Next Year

10 Payments

Code	Title	Receipts		Payments		Receipts				Payments				Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
1	Clerks Salary			4,979.00	5,392.84					5,490.00	2,022.45		2,022.45		
2	Statutory Insurance			416.00	415.81					450.00	465.49		465.49		
3	Burial Committee			1,584.00	3,328.03										
4	Internal and External /			410.00	409.69					425.00	210.00		210.00		
5	Grass Cutting		311.85	3,441.00	3,260.00					3,500.00	2,210.00		2,210.00		
6	Electricity for Lighting			993.00	993.38					1,100.00	999.38		999.38		
7	Office Running Expen:			202.00	592.94					1,000.00	99.23		99.23		
8	Banking Costs				105.00					108.00	36.00		36.00		
9	Website Costs				211.39										
10	Room Hire			378.00	235.00					300.00	150.00		150.00		
11	Councillor Expenses			50.00						210.00					
12	Winter Gritsand			219.00						600.00					

Monk Fryston Parish Council

11 September 2024 (2024-2025)

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2024 and 11/09/2024)

13	Grants		971.28		1,719.00		
14	Professional Members	441.00	441.00		482.00	344.00	344.00
15	Training	259.00	246.80		850.00		
16	Planting	2,500.00	1,124.48		3,500.00	2,715.00	2,715.00
17	Christmas Lighting	10,000.00	3,929.75		6,000.00	978.62	978.62
18	Cleaning of bus shelte	350.00	340.00		350.00	60.00	60.00
19	Newsletters x4	465.00	309.00		700.00		
20	VAS sign maintenance	10.00			10.00		
22	Lighting Repairs	100.00			200.00		
24	JBC staff costs		657.22			-612.26	-612.26
25	Non budgeted items	125.00	3,260.59			4,411.04	4,411.04
26	From previous year		428.72			5,390.76	5,390.76
27	Storage Shed (Triangl	1,500.00				169.91	169.91
28	Fence painting (Mount	1,500.00			1,500.00		
29	MUGA planning applic	500.00			500.00		
30	Accounting software	500.00				408.00	408.00
31	Footpath repair	800.00					
33	VAT Refund						
39	Lease of Triangle land		60.00				
41	Accrued interest	3,057.75					
43	JBC Precept				1,695.00	1,691.26	1,691.26
44	Chestnut green tree in				1,500.00		
45	MUGA seed fund				15,000.00		
46	Relocation of CG benc				3,000.00		
47	Traffic scheme Water I				2,500.00		
48	Gate at Triangle				1,500.00		
SUB TOTAL		3,369.60	31,722.00	26,712.92	54,189.00	21,748.88	21,748.88

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2024 and 11/09/2024)

Summary

TOTAL	20,600.00	34,203.67	31,722.00	26,712.92	20,600.00	13,070.19	13,070.19	54,189.00	21,748.88	21,748.88
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