

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 20 August 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 15 August 2024

AGENDA

Item		Lead
1	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 16 July 2024	
4	Residents Issues (15mins allocated to receive residents representations to the Council)	
	<ul style="list-style-type: none"> a Parking and tree issues at the entrance to Deer Park Court (emails 27.07.24; 07.08.24; 10.08.24 refer) b Low flying aircraft (email 11.08.24 refers) 	
5	Planning	Chair
	1) To agree consultation responses to the following planning proposals: <ul style="list-style-type: none"> a Reconsultation regarding erection of a solar farm together with ancillary development thereto, Hillam Grange Austfield Lane Hillam b Notification for a barn conversion at Priory Park Farm, Monk Fryston. (NYC email 05.08.24 refers) 2) Decision notices received <ul style="list-style-type: none"> a None 	
6	To receive the Financial Officers Report	Clerk
	<ul style="list-style-type: none"> a Expenditure since last meeting: Expenditure schedule issued under separate cover b UTB Current Account Current Account as Statement to 31 July 2024 £39,612.35 Previous Balance £40,856.37 Cash received £00.00 Cheques issued and cleared £1,244.02 Cheques not cleared £1649.19 	

Monk Fryston Parish Council

Item		Lead
	<p>Cash available when all cheques cleared £37,963.16</p> <p>c Savings Accounts</p> <p>Skipton BS £74,759.50</p> <p>Nationwide BS £74,638.30</p> <p>d Future Commitments / Income</p> <p>Liabilities as set out in Balance Sheet schedule (-) £5010.00</p> <p>Creditors (+) £2283.06</p> <p>Total Commitments (-) / Income (+) (-) £2726.94</p> <p>e Cash Book</p> <p>Cash Book Balance at 1 August 2024 £37,963.16</p> <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)</p> <p>g Expenditure / Budget comparison</p> <p>Detailed Budget Summary refers (issued under separate)</p> <p>h Capital Reserve Statement</p> <p>Amount ring-fenced for capital expenditure is £148,453.</p> <p>Amount ring-fenced for CIL expenditure is £713.</p> <p>Remaining reserve for non-capital expenditure is £24,144.</p> <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.</p>	
7	<p>Clerks Update</p> <p>a Both Cllrs Hollingsworth and Kitching have resigned from the Parish Council and the procedure for filling the vacant seats has been initiated. The closing date for 10 electors to request an election to fill the vacancies is 5 September</p> <p>b The £40 Data Protection Fee is due to the Information Commissioner's Office</p> <p>c Unfortunately it is not possible to install Christmas motifs in the Square as intended due to there being insufficient space for the associated electrical gear within the columns.</p>	Clerk
8	<p>Motions (<i>in bold italic</i>)</p> <p>a <i>To make payments in accordance with payments authorisation schedule</i> (issued under separate cover)</p> <p>b <i>To receive a copy of the amended minutes from the June meeting</i></p> <p>c <i>To select a contractor to carry out the Winter planting</i> (quotations issued under separate cover)</p> <p>d <i>To receive a copy of the letter sent by Cllr Holmes to MP in accordance with minute 8e of the July meeting</i> (letter issued under separate cover)</p> <p>e <i>To agree attendance at this year's Remembrance Service, obtain wreath and make donation of £30 to the supplier The Royal British Legion</i></p> <p>f <i>To receive and agree to proceed with the recommendations of the planting group meeting 30th July 2024.</i> (issued under separate cover)</p> <p>g <i>To agree any action arising from the lack of a response to the PC's letter of 23 May 2024 to NYCC re Section 56 notice</i> (letter issued under separate cover)</p> <p>h <i>To consider the application for funding support received from Monk Fryston Netball Club and to determine any award</i> (submission issued under separate cover)</p> <p>i <i>To agree the storage arrangement for the PC's archive records</i></p>	Chair

Monk Fryston Parish Council

Item		Lead
	<p>j To agree the cost of retrofitting the timers that were omitted last year from the 6 lamp columns on Water Lane as per the quotation from NYC issued under separate cover (NYC email 13.08.24 refers).</p> <p>k To agree the types of Christmas motif decorations to be purchased for Water Lane along with their locations</p> <p>l To identify any items requiring repair and / or maintenance and to determine appropriate action</p>	
9	Discussion Items	Chair
	a Residents issues received under item 4	
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	
	<p>POST IN</p> <p>a Unity Trust Bank notification of changes to PC Account</p> <p>b Unity Trust Bank notification of changes to JBC Account</p> <p>c Information Commissioners office notification of due fee</p> <p>POST OUT</p> <p>a Letter to B Mason NYC Highways</p>	
13	Items For Next Meeting	All
	a Items to be with Clerk before 9 September for next meeting on 17 September	

Monk Fryston Parish Council

Minutes of Meeting held 18 June 2024 held at the Community Centre, Old Vicarage Lane

Present: Cllrs Nigel Spofforth (NS), Amanda Shaw (AS), Ryan Geldard (RG),
Kelly Kitching (KK) and Ken Dent (KD)

Clerk: Philip Scott

The Chairman Cllr Spofforth opened the meeting at 7.30pm

Item	Action
1	a) To receive apologies for absence given in advance of the meeting. Received from Cllr Holmes b) To record apologies for absence not given in advance of the meeting. None c) To consider the approval of reasons given for absence. Approved for Cllr Holmes
2	a Declarations of interest: None declared b To receive early verbal notice of any Councillor's intention to raise amendments to motions on the agenda as per Standing Order 1g. Received from Cllr Dent in relation to item 8
3	Confirmation of Minutes a To confirm as an accurate record the Minutes of the Annual Meeting held on 21 May 2024 Confirmed b To confirm as an accurate record the Minutes of the Ordinary Meeting held on 21 May 2024. Confirmed
4	Residents Issues (15 mins) a Stability and safety concerns on The Mount (photographs issued under separate cover). Minute 9a refers b Request for grass cutting fronting 2 Orchard Close. Minute 9a refers c Information about the progress of the enforcement action associated with the unlawful encampment next to the A1(M) / A63 roundabout
5	Planning 1 To agree consultation responses to the following planning proposals: Chair a None received. Noted 2 Decision notices received a Proposed construction of a motorway service area, adjacent A1(M) / A63 roundabout, Lumby, South Milford – granted with conditions. Noted b Erection of infill extension to ground and first floor with internal alterations to the existing dwelling, The Cottage, 53 Main Street, Monk Fryston – Granted with Conditions. Noted
6	Finances Clerk

a **Authorised payments since last meeting:**

Schedule issued under separate cover refers. [Noted](#)

b **Current Account**

Current Account as Statement to 31 May 2024	£47,468.52
Previous Balance	£53,925.90
Payments received	£00.00
Payments issued and cleared	£6,457.38
Payments not cleared	£650.00
Cash available when all cheques cleared	£46,818.52

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	(-) £8139.00
Creditors	(+) £283.06
Total Commitments (-) / Income (+)	(-) £5855.94

e **Cash Book**

Cash Book Balance at 11 June 2024	£46,818.52
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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). [Noted](#)

g **Capital Reserve Statement to 1 May**

Amount ring-fenced for capital expenditure is £148,453. [Noted](#)

Amount ring-fenced for CIL expenditure is £713. [Noted](#)

Remaining reserve for non-capital expenditure is £24,698. [Noted](#)

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](#)

7 Clerks Update

- a Insurance cover has been renewed with Clear Affinities Group effective from 1 June. [Noted](#)

- b It has been noted that the agenda for the PC's Annual Meeting did not follow that set out in the PC's Standing Orders. [Noted](#)
- c An Ipad has been purchased to replace the one that was faulty. [Noted](#)
- d Following the recent meeting with Councillors NYC Highways department has agreed to install no parking zones on either side of Water Lane fronting the Foundation Field. [Noted](#)

8 Resolutions

- a To make payments in accordance with payments schedule (issued under separate cover). [Agreed to make payments to the sum of £5566.37](#)
- a To consider the Internal Auditors report and to agree any action (report issued under separate cover). [Considered and agreed no action necessary](#)
- c Amended motion: Christmas decorations (email 9 June refers)
 - a) To install and remove 6 off column motifs on Water Lane as per previous - cost £540. [Agreed](#)
 - b) To install column infrastructure with time clock on 4 additional columns (tba) - cost £1180. [Agreed](#)
 - c) To purchase 2 half snowflake and 2 shooting star motifs cost - £720. [Agreed subject to a subsequent review of the type.](#)
 - d) To install and remove 4 off column motifs Columns tba cost - £360. [Agreed](#)
 - e) To request North Yorkshire to retrofit timers on existing columns that were omitted last year est cost £600 to be confirmed by NY. [Agreed](#)
 - f) To request North Yorkshire to comment on missing grommets on lampposts installed with 16a sockets last year and to confirm that the installations comply with the electrical reg BS7671. [Agreed](#)
 - g) To install column infrastructure power and timers to 7 lampposts on Main Street from the Post Office to the Stove Shop (£2065), to purchase 7 motifs (£1260) and to install and remove same (£630) for total of £3955 with the extra over cost of £1355 above budget being taken from the PC's savings account. [Agreed](#)
All the above to have an order raised on Acorn Lighting Selby. [Agreed](#)
- d To reconsider the PC's request for a 20mph zone on Water Lane in the vicinity of the school in the light of recent events and to agree any appropriate action. [Agreed to shelve the request pending an assessment of the impact of the intended no parking proposals.](#)
- e To identify any items requiring repair and / or maintenance and to agree appropriate action. [Agreed to notify Highways about the overhanging trees obstructing the footpath fronting Monk Fryston Hall and to request that the vegetation obstructing the footpath beyond the A63 railway bridge is cut back by the owner](#)

9 Discussion Items

- a Residents issues received under item 4
 - a) Stability and safety concerns on The Mount. [Concluded that a without prejudice draft letter to NYC should be prepared and circulated to members for comment.](#)
 - b) Request for grass cutting fronting 2 Orchard Close. [The land is thought belong to No2. Clerk to correspond with the owner.](#)
 - c) Enforcement issue: [update to be obtained from Cllr Grogan](#)
- b The status of the recently erected structure at 43 Main Street. [Concluded that an enquiry should be made to NYC Planning about its status](#)
- c Anti-social behaviour responsibilities. [Concluded that the situation should be discussed with the Community Constable](#)

Item		Action
10	Updates on actions agreed at previous meetings (PC's Action Tracker refers) a Update deferred	
11	Committee and Group Updates a Burial Committee. A new clerk has been appointed and the audit has been concluded b Planting Group. Position of the planters to be reconsidered and a proposal for Winter planting to be put together c Highways and Footpaths Group. Nothing further d Comms Group. Nothing further	Cllr NS Cllr AS Cllr RG
12	Correspondence a Schedule of post received and issued since the last meeting. No aspects raised	
13	Items For Next Meeting a Items to be with Clerk before 8th July for next meeting on 16th July. Noted	All

The meeting closed at 9.10pm

Parish Council

Planning Services (Selby Area)
North Yorkshire Council
Civic Centre
Doncaster Road
Selby
North Yorkshire
YO8 9FT
Email: ppu.sel@northyorks.gov.uk
Tel: 0300 1312131
Web: www.northyorks.gov.uk

Our Ref ZG2023/1271/FULM
Date 6 August 2024

Dear Sir/Madam,

RECONSULTATION ON PLANNING APPLICATION

PROPOSAL: Erection of a solar farm together with ancillary development thereto

LOCATION: Hillam Grange Austfield Lane Hillam

This is a further consultation in respect of the above application for the following reason(s):

Additional Information

Amended Plans

C984_v1 ALC Hillam Grange, Hillam, North Yorkshire
HIHF 23 Addendum Geophysical report
Hillam Design and Access Statement (rm - 001)
Grange_LEMP_25-07-24
W5355W5355 Ecology Impact Survey July 2024
Appendix 9. Biodiversity Metric

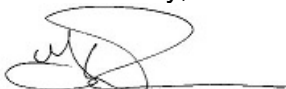
For consultees who do not wish to be consulted electronically, I have enclosed a copy of the amendments for your information and retention.

To view the planning application files electronically, please use the authority's 'PublicAccess' website at <https://public.selby.gov.uk/online-applications/> and follow the instructions given. The information will be available within 24 hours on receipt of this e mail.

You can also submit your comments via Public Access or email planningcomments.sel@northyorks.gov.uk . If I have not received your written observations by 27 August 2024 it will be assumed you do not have any to make.

I look forward to receiving your comments in due course.

Yours faithfully,



Trevor Watson
Assistant Director - Planning

Detailed Budget Summary

All Cost Centres and Codes (Between 01/08/2024 and 31/03/2025)

Last Year 2023 - 2024

Current Year 2024-2025

Next Year

01 Receipts		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												
37	Reimbursement														
38	Bank transfer														
40	Accrued interest		3,074.04												
SUB TOTAL		20,600.00	30,834.07			20,600.00	11,079.00		11,079.00						

Last Year 2023 - 2024

Current Year 2024-2025

Next Year

10 Payments		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	1,312.11		1,312.11		
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	1,480.00		1,480.00		
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	30.00		30.00		
9	Website Costs				211.39										
10	Room Hire			378.00	235.00					300.00	95.00		95.00		
11	Councillor Expenses			50.00						210.00					
12	Winter Gritsand			219.00						600.00					

Monk Fryston Parish Council

11 August 2024 (2024-2025)

Detailed Budget Summary

All Cost Centres and Codes (Between 01/08/2024 and 31/03/2025)

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	2,015.00	2,015.00
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			-801.62	-801.62
25	Non budgeted items	125.00	3,260.59			476.04	476.04
26	From previous year		428.72			5,390.76	5,390.76
27	Storage Shed (Triangl	1,500.00				154.92	154.92
28	Fence painting (Mount	1,500.00			1,500.00		
29	MUGA planning applic	500.00			500.00		
30	Accounting software	500.00					
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	15,000.19	15,000.19

Detailed Budget Summary

All Cost Centres and Codes (Between 01/08/2024 and 31/03/2025)

Summary

TOTAL	20,600.00	34,203.67	31,722.00	26,712.92	20,600.00	11,079.00	11,079.00	54,189.00	15,000.19	15,000.19
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EXPENDITURE AND RECEIPTS SINCE LAST MEETING (€)

Description	Supplier	Total
PAYE tax	HMRC	246.80
Room Hire	MF and H Community Association	20.00
Monthly service charge	Lloyds Bank plc	3.00
Watering of plants	White Rose Plants	490.00
Grass cutting etc	S G Parkin Landscapes	435.00
Paper for printer	Asda Stores Ltd	3.00
second class stamps	Wilsden Post Office	4.25
Bank Service charge	Lloyds Bank plc	3.00
Clerks salary	Monk Fryston Parish Council	355.17
JBC Clerk's salary	MF, H & BS Joint Burial Committee	119.68

PAYMENTS AWAITING AUTHORISATION

Description	Supplier	Total
Grass cutting etc	S G Parkin Landscapes	365.00
Room Hire	MF and H Community Association	35.00



MONK FRYSTON PARISH COUNCIL

Mr Barry Khan
Assistant Chief Executive
Executive and Legal Democratic Services
North Yorkshire Council
County Hall
Northallerton
DL7 8AD

23 May 2024

Dear Mr Khan

Notice to repair a highway maintainable at public expense under section 56 of the Highways Act 1980

Dear Mr Khan,

Monk Fyston Parish Council would like to acknowledge the response to its section 56 Notice by North Yorkshire Council Director of Environment dated 17th May 2024.

Although the Authority does not admit that the highway in question is maintainable at public expense, the Parish Council is pleased to note that it's next course of action would be to make an application to the magistrate's court. Although there was no obligation to do so, the authority hasn't contested the fact that the highway was in existence prior to the 1835 Act.

As the said highway was in existence before the 1835 Act the only way it can pursue this through the magistrates' court is if:-

- a) It was discontinued as a highway in accordance with the Highways and Locomotives Act of 1878 section 24 or
- b) It was discontinued as a highway in accordance with the Highways Act 1959 section 50 or
- c) It was discontinued as a highway in accordance with the Highways Act 1980 section 47

The Parish Council would appreciate it if North Yorkshire Council could provide evidence to demonstrate that the maintenance of the said highway was discontinued through one of the above Acts.

The Parish Council will then be able to make an application to the magistrates' court under section 48 of the Highways Act 1980.

If the Authority is unable to provide such evidence then no discontinuation can be deemed to have taken place and the PC will be unable to pursue this through the magistrates' court.

Yours sincerely

Philip Scott

Clerk to the Council

On behalf of Monk Fryston Parish Council

CC Mr Keir Mather MP Selby and Ainsty
Mr David Skaith Mayor York and North Yorkshire

Notes from planting meeting 30th July 2024

Present Bill Holmes, Mandy Shaw

1. Spec has been issued to clerk to obtain quotes for winter planting.
2. Current planter location was discussed the following will be recommended to council for approval.
 - a. Relocate 1 Amberol half barrel from the end of Lumby lane to in front of the village information sign at the square.
 - b. Relocate the two barrels at Malvern Mews to:-
 - i. One outside the cemetery
 - ii. One next to the bench before the railway bridge to the west of the village.
3. Additional bulbs were discussed for planting this autumn. This will be deferred until next year. We will need to take photographs in the spring of where the bulbs are now.
4. Copy of existing planter licence to be sought from clerk for next planting group meeting.
5. The terms of reference for the working group are out of date and need reviewing. advice will be required from the clerk in relation to the financial/contractual elements.
6. All councillors to be asked their views if more planters or planting (bulbs) are required.

Monk Fryston Parish Council Document 004	Page 1 of 2
Policy and Procedure for Funding Support	Rev: 4.0
Prepared by: Bill Holmes Agreed by Policies and Procedures Committee	Issued: 21/3/2023
Approved at Policies and Procedures Committee Meeting Dated: 21st March 2023 Minute reference 3b	

Copy	Distribution
1	All Councillors
2	Clerk
3	
4	
5	

Document Distribution

Document Change History

Rev	Date	Author	Verified	Section	Change Description
1	7/2/12	BH	PC	new	None
2	2/9/14	BH			
3	26/10/2019	BH	PC	2	Finance data
4	21/3/21	BH	Policies and Procedures Committee		Updated to funding policy from grants policy using NALC template as guide

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2.2	Powers	and	Duties
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		Parish Council Document				
2.3	Budget 4					Provision
2.4	Funding 4					
2.5	Procurement 4					
2.6	Application 4					Deadlines
3.0	Funding 5	Support	Monitoring	and	Control	
4.0	Appendix 6	A	Funding	Support	Application	form
4.1	Application 6					Guidelines
4.2	Application 6					submission
4.3	Application 8		form		Part	A
4.4	Application 11		form		Part	B

1.0 Summary

This document covers the Policy and Procedure applicable to Funding Support allocated by Monk Fryston Parish Council. This Policy has been compiled using the YALC template. There are several Funding Support areas that the Parish council has duties or powers to give and/or manage. The Parish Council will review the requirement for Funding Support 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 Grants or Loan

The parish council is empowered to make either a grant or a loan following a request for funding. The parish has a finite amount of funds available, and we need to maximise the benefits of these funds as much as possible.

In cases where funding will give a long-term reduction in costs to the applicant the Parish Council will only consider requests for loans. These loans will need to be repaid to the parish council so that other members of our community can benefit from funding. This procedure applies equally to Grants and Loans.

3.0 Guidelines

3.1 Funding Support Applications

- a. Groups within the parish can apply to the fund. Those outside the parish who can demonstrate direct benefit to the inhabitants will also be eligible to apply. Funding Support awarded will be on a pro-rata basis according to the number of members from Monk Fryston.
- b. Groups will apply to the fund using the agreed application forms. A and B.

Parish Council Document

- c. The Parish Council will consider all applications in accordance with the appropriate legislation.
- d. The Parish Council will consider the application at the next available ordinary council meeting.
- e. The Maximum value of any award shall normally be £500
- f. Where the Funding Support request is above £500 then the Parish council may apply further due diligence to provide further assurances that its monies are used to the best possible advantage of its residents.
- g. All applications will be considered with regard to financial stability of the groups and judged on their own merits; particular attention will be given to the group clearly demonstrating the need for the project.as detailed in form A of the application.
- h. Groups must supply the following accompanying documentation:
 - i. A copy of the most recent audited accounts, including an up-to-date balance sheet
 - ii. A copy of the constitution or rules of the group
 - iii. Provide proof that the group has a bank account with two signatories.
 - iv. Provide a 12-month forward plan (activities and finance) and where larger Funding Support are requested a business plan will be required. A larger Funding Support shall be a Funding Support in excess of £5000.
 - v. Groups based outside the parish to indicate total number of members and number of members that reside in Monk Fryston.
- i. The parish council will decide whether to award:-
 - i. The full extent of goods and services applied for as detailed on the request.
 - ii. Part of the goods and services applied for as detailed on the request
 - iii. To undertake the full request as a Parish Council 'Project'
- j. In consideration of any award the parish council will consider the numbers of members that are residents of the parish. If a Funding Support is awarded it will then be given on a % commensurate with the number of parish residents normally up to a maximum of £500.
- k. Within any financial year retrospective applications (ie for projects already completed) will be allowed on the following conditions: -
 - i. Council will adjudge at the time of application whether the project was urgent.
 - ii. Council will consider the financial situation of the group at the time.
 - iii. Applications for retrospective Funding Support outside the current financial year will not be considered.

3.2 Powers and Duties

- a. The Parish council will only make awards in accordance with the appropriate duty or power.
- b. Any Funding Support awarded outside its duties and powers will be limited by the S137 allowance. This must be a direct benefit to the area or any part of it or to all or some of the inhabitants of the area.
- c. Funding Support awarded in line with its duties and powers are subject to limits as set in the annual budget.

3.3 Budget Provision

- b. No Funding Support will be given above the value of the Funding Support budget set by the Parish Council.
- c. The Parish Council may need to withdraw all or part of the Funding Support budget depending on current Parish Council Priorities.
- d. The scheme will support both capital and revenue projects. Projects with total cost of £500 and below will be eligible to apply for funding.
- e. If a Funding Support award exceeds the annual budget allocation, then a motion for virement shall be made prior to the awarding of any Funding Support.
- f. The RFO shall confirm that sufficient funds are available prior to confirmation of award.

3.4 Funding

a. S106

- i. Where a Funding Support has been allocated as S106 monies then this will be issued to the Parish Council by the appropriate authority.
- ii. S106 monies shall be released by the Parish Council on the production of an invoice.
- iii. Where the S106 Funding Support 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.

b. Other Funding matters

- i. Groups will be expected to contribute some of their own funds to the project although a set percentage has not been agreed. However, where possible a group will be expected to make some contribution from its own funds.
- ii. Where partnership funding is being sourced outside the parish, the council must see that such funding has been secured prior to awarding a Funding Support.

3.5 Loans

Where funding provided is via a loan this will be subject to a separate legal agreement between the applicant and the council. Any agreement will be approved at a full council meeting. The agreement must include:-

1. Purpose of the loan
2. Loan value
3. Interest rate applicable
4. Repayment term
5. Default conditions
6. Loan Guarantors

3.6 Procurement

- c. Where the goods and services are procured by the applicant the Parish Council will release the funding on the production of an invoice.

3.7 Application Deadlines

- d. There will be two deadlines for application – 30 September and 28 February. Council will normally advertise availability of the scheme two months in advance via the council's website and (any other medium).
- e. For each deadline the council will make available 50% of its annual Funding Support budget.

4.0 Funding Support Monitoring and Control

The following information will be recorded by the Clerk and RFO in the management of any Funding Support received and awarded.

For Parish Council Use Only					
Date Received		Discussed at meeting held on			
Funding Support type		Grant		Loan	
Funding Support Agreed		Full/Part {F/P}		PC Project {Y/N}	
Value of Funding Support Awarded					
Councillors Present	See meeting minutes.				
Invoice Received		Invoice Date			

5.0 Appendix A Funding Support Application form

5.1 Application Guidelines

- Applications must be submitted using the forms A and B
- Applications will not be considered if there is missing, or incomplete information submitted.
- Applications submitted are limited to those specific goods and services detailed by the applicant on the application form A.
- Applicants must complete the application form Appendix A and B and send to the Clerk
- Costs submitted in form A will be inclusive of VAT.
- Subject to available budget the Parish Council may decide to procure goods and services directly as a Parish Council Project. In this case the Parish Council will procure these goods and services and donate them to the applicants' organisation.
- The Parish Council will review the application on its merits and award all or part of the Funding Support in line with the appropriate legislation.
- Where the goods and services are procured by the applicant the Parish Council will release the funding on the production of an invoice.
- Groups can apply once per year but may bid for several elements of a project in the application. There is no cash alternative.
- The Parish Councils decision on the allocation of Funding Support is final.
- Where funding support is over £1000 the parish council will request a benefit realisation statement 12 months after the materials or services were procured.
- To assess the value of any award the Parish Council will consider the current financial status of the applicant.
 - Groups will be expected to supply the following accompanying documentation:
 - A copy of the most recent audited accounts, including an up-to-date balance sheet
 - A copy of the constitution or rules of the group
 - Provide proof that the group has a bank account with two signatories.
 - Provide a 12-month forward plan (activities and finance) and where larger Funding Support are requested a business plan will be required. A larger Funding Support shall be a Funding Support in excess of £5000
 - Groups based outside the parish to indicate total number of members and number of members that reside in Monk Fryston.
- Form B must be completed to provide evidence of your organisations current financial position.
- The Parish Council may ask your organisation for further supporting documentation as required.
- Information supplied in the application falls under the data protection regulations details of which can be found on the Parish council web site.
- Where funding support is by a loan this will be subject to a separate legal agreement

5.2 Application submission

Please complete form A **and** B and send to

Mr P. Scott, Clerk to Monk Fryston Parish Council, 24 Moss Row
Wilsden BD15 0EP
Or e-mail

clerk@monkfrystonparishcouncil.net

5.3 Application form Part A

Monk Fryston Parish Council Funding Support Application			
Name of Group	Monk Fryston Netball Club		
Purpose of Organisation	Provision of netball coaching for all ages in Monk Fryston and surrounding villages		
Type of Funding Support	Loan		Grant £500
Provide a detailed description of the project and who will benefit from it	<p>We are a Monk Fryston village run netball club, lead by Chairperson Sarah Fawcett, who is a qualified netball coach. We have a committee made up of volunteers from the village.</p> <p>We offer an inclusive sports club for the whole community of all ages and background.</p> <p>Our club's vision is: <i>"to provide a social, fun and inclusive setting for all ages to be involved in netball and support the ambition of all abilities through playing, coaching or umpiring"</i>.</p> <p>Sarah runs coaching for school age juniors using the outdoor netball court at Monk Fryston school. There is a small charge if we use the indoor court.</p> <p>Sarah is paid for her time spent coaching and pupils attending the sessions pay subs to cover the coaching costs. The club provides the equipment for the sessions which includes bibs and balls etc</p> <p>To meet junior demand for coaching, the club has this year supported the cost of Sara Hopkins obtaining Level 2 England netball coaching qualification and Sara now coaches the under 8s at the school. Again, subs from players cover invoices for her time coaching.</p> <p>The club has also supported the Level 2 coaching qualification costs of a third coach, Abbie, who assists Sarah with coaching the juniors. The costs of these coaching courses have been met by club funds but have left our funds very depleted.</p> <p>Both of these coaching qualification costs have been necessary to meet the increasing demand on junior numbers at the club. We would like to offer coaching to under 11s and under 10s for whom we do not currently have capacity.</p> <p>The under 12 juniors attend a residential once a year in Conover paid for by the parents, and we have obtained grants from other organisations for part payment towards transport costs.</p> <p>We also offer free spaces to 3 juniors whose parents cannot afford the subs to attend – this cost is covered by club funds and is part of the ethos of netball for all.</p> <p>Sarah also runs weekly 'Back to netball' coaching for adults at Lock Lane sports centre in Castleford. Sarah offers her time for free and the adults pay subs which pay for the court hire and go towards the benefit of the club.</p>		

Parish Council Document

	<p>We also have a walking netball group for those who want a slower pace, which is run for free by Jane Kitchen who is a member of the committee. These sessions are also run at Lock Lane sports centre. The finances for this part of the club are kept separate.</p> <p>The approximate numbers using the club are: 40 Under 12s-under 16s 20 Under 8s 15 seniors (16+)</p> <p>We wish to apply for the funding to go towards the following costs which have been or are due to be incurred by the club:</p> <ul style="list-style-type: none"> • DBS checks per coach: £55 x 3 every 3 years • Safeguarding course per coach: £15x3 every 3 years • Lead safeguarding course £32 (due this year) • First aid courses for each coach: £210 x3 every 3 years • England Netball affiliation £40 per year per coach x3 • Coaching courses £360 x2 (for Sara and Abbie) <p>DBS checks, safeguarding and first aid are all required by England Netball – see supporting document. The England Netball affiliation is required as insurance for the coaches. All club members benefit from the coaches having the correct qualifications and checks.</p> <p>The costs of Sara's and Abby's coaching qualification have been taken from club funds and finances are now very low. A grant to help with funding towards the above necessary costs would be gratefully received.</p>
<p>Say how you know there is a need for your project</p>	<p>As explained above, there is a need to ensure our coaches have the requirements set by England netball.</p>
<p>Where is other funding from the project to come from? (Tell us the funder and the amount you expect from them)</p>	<p>No other formal funding, the club collects subs from players which cover invoices from our coaches for their time, but not the additional costs.</p> <p>Funder £..... Funder £..... Funder £..... Funder £.....</p>
<p>Please tell us the stage at which your other applications are at, ie just applied, awaiting outcome of application or funding confirmed.</p>	
<p>Full Cost of Project incl VAT</p>	<p>Over £500 (see breakdown above)</p>
<p>What contribution to these costs would you like from the parish council?</p>	<p>£500</p>

Parish Council Document

Is this contribution for only a specific element of the project? If so specify the element	Costs of coaching courses, DBS, first aid courses and safeguarding courses				
What is the structure of your organisation?	Informal group <input checked="" type="checkbox"/> Registered charity <input type="checkbox"/> Other <input type="checkbox"/> Please give details below				
Quote received {Y/N}	Y/N	No of Residents who will benefit	Approx 75	Are You VAT Registered {Y/N}	N
Declaration	I confirm that the Funding Support applied for is for the benefit of residents in Monk Fryston.				
Main group contact: (full name and title)	Mrs Rachel Tookey				
Position in Group	Club secretary				
Address	Dower House, Chapel St, Hillam, LS25 5HP				
Telephone	07793457634			E-Mail	racheljtookey@gmail.com
Signed				Date	7/8/2024

5.4 Application form Part B

In order to assess the applicants 'need' for a Funding Support please complete the financial statement below.

Monk Fryston Parish Council Funding Support Application	
Name of Organisation	Monk Fryston Netball club
Actual Current value of Cash Assets (Bank accounts and cash in hand)	£23.60.
Estimated Current Value of non-cash assets. (Buildings and equipment)	Our assets have little value: netball balls bibs, coaching equipment and flood lights.
Total value of assets	

Supporting information checklist

Where relevant please ensure that the following documents are submitted with your application (accounts and bank statements must always be submitted).

	Tick to confirm enclosure
Group constitution or set of rules	N/A
A copy of the most recent audited accounts, including an up-to-date balance sheet	Balance included
Evidence of planning permission (if necessary)	N/A
Quotes for capital items and works over £500	N/A
Three most recent bank account statements	Statement attached
Provide proof that the group has a bank account with two signatories.	Attached
Twelve-month forward plan: activities and finance (applications £5,000 and under)	N/A
Business plan for the next three years (applications over £5,000)	N/A