

# 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 18 June 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 June 2024

## **AGENDA**

Item		Lead
1	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	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 Annual Meeting held on 21 May 2024 b To confirm as an accurate record the Minutes of the Ordinary Meeting held on 21 May 2024	
4	Residents Issues (15mins allocated to receive residents representations to the Council)	
	a Stability and safety concerns on The Mount (photographs issued under separate cover) b Request for grass cutting fronting 2 Orchard Close	
5	Planning	Chair
	1) To agree consultation responses to the following planning proposals: a None received 2) Decision notices received a Proposed construction of a motorway service area, adjacent A1(M) / A63 roundabout, Lumby, South Milford – granted with conditions 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	
6	Finances	Clerk
	a <b>Authorised payments since last meeting:</b> Schedule issued under separate cover refers. b <b>Current Account</b> Current Account as Statement to 31 May 2024 £47,468.52 Previous Balance £53,925.90 Payments received £00.00	

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Item		Lead
	<p>Payments issued and cleared £6,457.38</p> <p>Payments not cleared £650.00</p> <p>Cash available when all cheques cleared £46,818.52</p> <p><b>c Savings Accounts</b></p> <p>Skipton BS £74,759.50</p> <p>Nationwide BS £74,638.30</p> <p><b>d Future Commitments / Income</b></p> <p>Liabilities as set out in Balance Sheet schedule (-) £8139.00</p> <p>Creditors (+) £283.06</p> <p>Total Commitments (-) / Income (+) (-) £5855.94</p> <p><b>e Cash Book</b></p> <p>Cash Book Balance at 11 June 2024 £46,818.52</p> <p><b>f Current Account / Cash Book Reconciliation</b></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><b>g Capital Reserve Statement</b></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 £24,698.</p> <p><b>h Audit Control</b></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 Insurance cover has been renewed with Clear Affinities Group effective from 1 June</p> <p>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.</p> <p>c An Ipad has been purchased to replace the one that was faulty</p> <p>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</p>	Clerk
8	<p>Motions (<i>in bold italic</i>)</p> <p>a <b><i>To make payments in accordance with payments schedule</i></b> (issued under separate cover)</p> <p>b <b><i>To consider the Internal Auditors report and to agree any action</i></b> (report issued under separate cover)</p> <p>c <b><i>Christmas decorations</i></b> (email 9 June refers)</p> <p style="padding-left: 20px;">a) <b><i>To install and remove 6 off column motifs on Water Lane as per previous - cost £540</i></b></p> <p style="padding-left: 20px;">b) <b><i>To install column infrastructure with time clock on 4 additional columns (tba) - cost £1180</i></b></p> <p style="padding-left: 20px;">c) <b><i>To purchase 2 half snowflake and 2 shooting star motifs cost - £720</i></b></p> <p style="padding-left: 20px;">d) <b><i>To install and remove 4 off column motifs Columns tba cost - £360</i></b> <b><i>Above to have order raised on Acorn Lighting Selby</i></b></p> <p style="padding-left: 20px;">e) <b><i>To request North Yorkshire to retrofit timers on existing columns that were omitted last year est cost £600 to be confirmed by NY</i></b></p> <p style="padding-left: 20px;">f) <b><i>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</i></b></p>	Chair

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Item		Lead
	<ul style="list-style-type: none"> <li>d <b><i>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.</i></b></li> <li>e <b><i>To identify any items requiring repair and / or maintenance and to agree appropriate action</i></b></li> </ul>	
9	Discussion Items	Chair
	<ul style="list-style-type: none"> <li>a Residents issues received under item 4</li> <li>b The status of the recently erected structure at 43 Main Street</li> <li>c Anti-social behaviour responsibilities</li> </ul>	
10	Updates on actions agreed at previous meetings	
11	Committee and Group updates	Various
	<ul style="list-style-type: none"> <li>a Burial Committee.</li> <li>b Planting Group</li> <li>c Highways and Footpaths Group</li> <li>d Comms Group</li> </ul>	Cllr NS Cllr AS Cllr RG
12	Correspondence	
	<p><b>POST IN</b></p> <ul style="list-style-type: none"> <li>a Unity Trust Bank: confirmation Cllr Dent as authorised user</li> <li>b Lloyds Bank: changes to Mastercard T&amp;C's</li> <li>c NYC: Invoice for electricity supplied</li> </ul> <p><b>POST OUT</b></p> <ul style="list-style-type: none"> <li>a NYCC re Section 56 notice to B Khan</li> </ul>	
13	Items For Next Meeting	All
	<ul style="list-style-type: none"> <li>a Items to be with Clerk before 8th July for next meeting on 16th July</li> </ul>	

SCHEDULE OF PAYMENTS		Meeting	Tuesday, 21 May 2024	
Pay Ref	Amount	Item	Payee	Invoice No
12	£3,240.00	Work associated with hardstanding Carthy Contracting Ltd for Noticeboard		1071
13	£35.00	Room Hire	MF and H Community Association	24074
14	£160.00	Payment for grass cutting S G Parkin Landscapes		3275
11	£766.87	Supply and delivery of planters	Amberol Ltd	Pro forma 23840
9	£1,029.00	supply of noticeboard	Parish Notice Board Company	11259
<b>Total</b>	<b>£5,230.87</b>			

**SCHEDULE OF PAYMENTS SINCE LAST MEETING (May 2024)**

<b>Pay Ref</b>	<b>Amount</b>	<b>Item</b>	<b>Payee</b>	<b>Invoice No</b>
15	£650.00	Supply and delivery of plants	White Rose Plants	N/A
14	£160.00	Payment for grass cutting	S G Parkin Landscapes	3275
13	£35.00	Room Hire	MF and H Community Association	24074
12	£3,240.00	Work associated with hardstanding for Noticeboard	Carthy Contracting Ltd	1071
11	£766.87	Supply and delivery of planters	Amberol Ltd	Pro forma 23840
10	£355.17	Clerks salary	Philip Scott (Monk Fryston Parish Council)	May salary
9	£1,029.00	Supply of Notice Board	Parish Notice Board Co	11259
8	£465.49	Insurance	Clear Councils Insurance Management Ltd	LC000179
	£50.68	Bank transfer	Lloyds Bank plc	May Statement
6	£355.17	Clerks salary	Philip Scott (Monk Fryston Parish Council)	April salary
<b>TOTAL</b>	<b>£7,107.38</b>			

## INTERNAL AUDIT REPORT

### PARISH COUNCIL – MONK FRYSTON

#### YEAR ENDED 31 MARCH 2024

The Receipts and Payments account of Monk Fryston Parish Council was examined for audit together with other relevant financial statements and records.

1. The Cash Book opening and closing balances in respect of the Current and the three savings accounts are in accordance with the closing bank/building society account balances as at 31 March 2024 confirmed with documentary evidence.
2. The accounting entries were accurately recorded, and all transactions provided a clear and transparent audit trail. A number of minor issues were identified during the course of the audit which are noted below. The matters identified do not, however, materially affect the financial integrity of the financial statements for the year ended 31 March 2024.
  - A payment, reference number 1022 dated 17/07/2023 in respect of a Direct Debit payment to Lloyds Bank for the sum of £18.99 was not identified in the cash book. Reference no. 1022 was identified for the 17/07/2023 but for the sum of £3.00.
  - It was noted that the Parish Council now use a credit card for some payments. It is recommended a separate record be maintained for such payments under the heading of **Credit Card Payments Account** and not included in the cash book which currently shows the various payments made using the card which in total makes up the total credit card debt for the month. This will avoid using a reference number in the cash book to cover a number of purchases/charges. Only one reference number will need to be recorded to cover the direct debit paid to cover the transactions incurred using the credit card.
  - The payment to Tiger Print reference number 2112 dated 23/11/2023 included VAT input tax of £2.00 was not reclaimed.
  - Paid invoices held in the invoice file do not run consecutively. It is recommended that the invoices are filed in payment reference order, thereby making cross referencing easier to the cash book. Conversely, reference numbers recorded in the cash book should also run consecutively and dates of payment should also run in month/payment order for ease of checking. It is appreciated this request cannot be undertaken for this current financial year 2024/2025 but can be implemented for the year 2025/2026.
  - It was noted, the Minutes for the 20<sup>th</sup> February 2024 and 19<sup>th</sup> March 2024 had not been signed at the following monthly parish council meeting. The minutes should always be signed at the following months meeting.

3. The audit did not identify any issues which may materially have an adverse effect on the adequacy or accuracy of the financial controls of the parish council.

The Receipts and Payments Account provided for audit shows a true and fair view of the financial position of the Parish Council as at 31 March 2024. The financial records presented for audit were found to be well maintained and reflected the financial transactions of the Parish Council accurately. The minor issues brought to the attention of the Parish Council does not undermine the financial accuracy of the financial statements. The standard of record keeping over the years I have been undertaking the audit further demonstrated a professionalism and diligence undertaken by the Clerk, Mr P Scott.

4. There are no matters that I consider appropriate to draw to the attention of the external auditor, P K F Littlejohn LLP.

Signed:.....

**M H WALTON**

Dated: **5 June 2024**

**Malcolm H Walton**

***Email:***

Mr P Scott  
Clerk to Monk Fryston Parish Council  
24 Moss Row  
Wilsden  
Bradford  
West Yorkshire  
BD15 0EP

5 June 2024

Dear Philip

**Audit of the accounts for the year ended 31 March 2024**

I have completed the audit of the financial records presented to me and I am satisfied with the high standard of record keeping which accurately reflects the financial transactions for the year under audit review.

Kind regards

**Malcolm**