

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 16 July 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 11 July 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 Meeting held on 18 June 2024	
4	Residents Issues (15mins allocated to receive residents representations to the Council)	
	a Request to cut back the branches overgrowing the footpath at the southern end of Chestnut Green b The grass fronting 2 Orchard Close (email 10.07.24 refers)	
5	Planning	Chair
	1) To agree consultation responses to the following planning proposals: a None received 2) Decision notices received a Demolition of existing conservatory and construction of single storey rear extension and partial garage conversion, Cherry Garth, Selby Road, Monk Fryston – Granted with Conditions b Outline application for the demolition of existing colliery buildings and the construction of up to 1,460,000 sq ft of employment floorspace comprising Use Classes B2, B8 and E(g) to include access (with all other matters reserved), Gascoigne Wood Interchange, Gascoigne Wood Mine, Lennerton Lane – Granted with Conditions	
6	Finances (documents issued under separate cover)	Clerk
	a To receive the bank statements to 30 June 2024 b To receive the schedule of UTB Receipts and Payments since last meeting c To receive the schedule of Mastercard Receipts and Payments from 1 April 2024	

Monk Fryston Parish Council

Item		Lead
	<ul style="list-style-type: none"> d To receive the bank reconciliation statement to 9 July 2024 e To receive the Capital Reserve Statement f To receive the first quarter Expenditure / Budget report g To receive details of non-budgeted payments and payments from previous years 	
7	Clerks Update	Clerk
	<ul style="list-style-type: none"> a The PC's audit documentation has been deposited with the external auditor and the period for the exercise of public rights has been advertised 27 June 2024 to 7 August 2024 b The replacement Ipad has been handed over to the Preschool 	
8	Motions (<i>in bold italic</i>)	Chair
	<ul style="list-style-type: none"> a <i>To make payments in accordance with payments schedule</i> (payments awaiting authorisation list issued under separate cover refers) b <i>To agree the content of the letter to NYC about the hazardous state of The Mount and to authorise it's issue.</i> Document issued under separate cover c <i>To obtain Winter planting costs for supply and installation for mixed Winter pansies for a spend of up to £1500 (plus vat) including removal of Summer planting.</i> <i>(Note the specification for the clerk to issue will be provided by the planting group after their meeting on the 22nd July).</i> d <i>To approve the risk procedure</i> Document issued under separate cover e <i>To agree Cllr Holmes to write to MP regarding further support for section 56 application on Main Street.</i> f <i>To identify any items requiring repair and / or maintenance and to agree appropriate action.</i> 	
9	Discussion Items	Chair
	<ul style="list-style-type: none"> a Residents issues received under item 4 b Battery Storage facility at MF sub station. 	
10	Updates on actions agreed at previous meetings	
11	Committee and Group updates	Various
	<ul style="list-style-type: none"> a Burial Committee. b Planting Group c Highways and Footpaths Group d Comms Group 	Cllr NS Cllr AS Cllr RG
12	Correspondence	
	<p style="text-align: center;">POST IN</p> <ul style="list-style-type: none"> a NYC Invoice for street light maintenance <p style="text-align: center;">POST OUT</p> <ul style="list-style-type: none"> a The Owner 2 Orchard Close. b The Owner 4 Orchard Close c SBA Littlejohn re Annual Return 	
13	Items For Next Meeting	All
	<ul style="list-style-type: none"> a Items to be with Clerk before 12 August for next meeting on 20 August 	

Voucher Code		Date	Supplier	Net	VAT	Total
18	Internal and External Audits	12/06/2024	Malcolm Walton	-210.00	0.00	-210.00
19	Grass Cutting	12/06/2024	S G Parkin Landscapes	-265.00	0.00	-265.00
20	From previous year	12/06/2024	MF, H & BS Joint Burial Committee	-1,691.26	0.00	-1,691.26
21	JBC Precept	12/06/2024	MF, H & BS Joint Burial Committee	-1,691.26	0.00	-1,691.26
22	Storage Shed (Triangle)	12/06/2024	William Holmes	-7.20	0.00	-7.20
23	Grass Cutting	18/06/2024	S G Parkin Landscapes	-415.00	0.00	-415.00
24	Cleaning of bus shelters and benches	18/06/2024	Clearvision Window Cleaning Services	-60.00	0.00	-60.00
26	Clerks Salary	28/06/2024	Monk Fryston Parish Council	-354.97	0.00	-354.97
27	Clerks Salary	02/07/2024	HMRC	-246.80	0.00	-246.80
28	Banking Costs	30/06/2024	Unity Trust Bank	-18.00	0.00	-18.00

Code	Title	Budget	Actual	Forecast	Total	Over / underspend
1	Clerks Salary	5,490.00	1,065.31	4424.69	5490.00	0.00
2	Statutory Insurance	450.00	465.49	0.00	465.49	15.49
3	Burial Committee	0.00	0.00	0.00	0.00	0.00
4	Internal and External Audits	425.00	210.00	215.00	425.00	0.00
5	Grass Cutting	3,500.00	1,045.00	2455.00	3500.00	0.00
6	Electricity for Lighting	1,100.00	999.38	0.00	999.38	-100.62
7	Office Running Expenses	1,000.00	55.46	944.54	1000.00	0.00
8	Banking Costs	108.00	27.00	81.00	108.00	0.00
9	Website Costs	0.00	0.00	0.00	0.00	0.00
10	Room Hire	300.00	75.00	225.00	300.00	0.00
11	Councillor Expenses	210.00	0.00	210.00	210.00	0.00
12	Winter Gritsand	600.00	0.00	600.00	600.00	0.00
13	Grants	1,719.00	0.00	1719.00	1719.00	0.00
14	Professional Memberships	482.00	344.00	138.00	482.00	0.00
15	Training	850.00	0.00	850.00	850.00	0.00
16	Planting	3,500.00	1,525.00	1975.00	3500.00	0.00
17	Christmas Lighting	6,000.00	0.00	7500.00	7500.00	1,500.00
18	Cleaning of bus shelters and benches	350.00	60.00	290.00	350.00	0.00
19	Newsletters x4	700.00	0.00	700.00	700.00	0.00
20	VAS sign maintenance	10.00	0.00	10.00	10.00	0.00
22	Lighting Repairs	200.00	0.00	200.00	200.00	0.00
25	Non budgeted items	0.00	476.04	0.00	476.04	476.04
27	Storage Shed (Triangle)	0.00	154.92	0.00	154.92	154.92
28	Fence painting (Mount)	1,500.00	0.00	1500.00	1500.00	0.00
29	MUGA planning application	500.00	0.00	500.00	500.00	0.00
43	JBC Precept	1,695.00	1,691.26	0.00	1691.26	-3.74
44	Chestnut green tree inspections	1,500.00	0.00	1500.00	1500.00	0.00
45	MUGA seed fund	15,000.00	0.00	15000.00	15000.00	0.00
46	Relocation of CG bench	3,000.00	0.00	3000.00	3000.00	0.00
47	Traffic scheme Water Lane	2,500.00	0.00	0.00	0.00	-2,500.00
48	Gate at Triangle	1,500.00	0.00	1500.00	1500.00	0.00
	TOTAL	54,189.00	8,193.86	45,537.23	53,731.09	-457.91

CAPITAL RESERVE STATEMENT TO 1 JULY 2024

Funds acquired from sale of two plots of land	£182,800
Less reduction for enabling costs (solicitor and estate agent fees)	-£6,750
Less exempted land sale funds for sales under £10K (126 Main Street)	-£9,800
Less expenditure on all capital purchases	-£54,945
Add back allowance for precept funded capital purchases	£21,300
Add back allowance for cil funded purchases	£5,248
Add back allowance for third party funding (NYCC and Community Assoc.)	£10,600
Current status of land sale funds consequentially ring-fenced for capital expenditure	£148,453
Sum of all three bank balances	190254.17
Remaining MFPC balance when capital ringfenced amount stripped out	£41,802
Allowance for working cash in current account carrying forward	-£10,000
Less allowance for 2022 cil reserve	-£713
Less allowance for liabilities	-£5,700
Remaining reserves for non capital expenditure	£25,388

Voucher	Code	Description	Supplier	Net	VAT	Total
3	From previous year	Printing of Newsletter	Tigerprint	142.00	0.00	142.00
9	From previous year	Supply of Notice Board	Parish Notice Board Co	857.50	171.50	1,029.00
12	From previous year	Work associated with hardstanding for Noticeboard	Carthy Contracting Ltd	2,700.00	540.00	3,240.00
20	From previous year	Precept	MF, H & BS Joint Burial Committee	1,691.26	0.00	1,691.26

Voucher Code	Description	Supplier	Net	VAT	Total	
7	Banking Costs	Payment - Monthly service charge	Lloyds Bank plc	-3.00	0.00	-3.00
25	Office Running Expenses	Payment - Printer ink	Cartridge Ink	-3.99	-0.80	-4.79
30	Office Running Expenses	Payment - Domain registration	UK2	-17.09	-3.42	-20.51
31	Non budgeted items	Payment - Hazard Tape	Priceguard Hardware Stores	-1.66	-0.33	-1.99
32	Office Running Expenses	Payment - Box for accounts posting	Wilsden Post Office	-2.07	-0.42	-2.49
33	Office Running Expenses	Payment - First class stamps	Wilsden Post Office	-2.70	0.00	-2.70
34	Office Running Expenses	Payment - Internet security licence	Norton	-16.66	-3.33	-19.99
35	Office Running Expenses	Payment - Postage of accounts	Wilsden Post Office	-12.95	0.00	-12.95
36	Non budgeted items	Payment - Magnets for Noticeboard	Shop Inc Ltd	-8.32	-1.67	-9.99
37	Storage Shed (Triangle)	Payment - Timber decking for PC shed	Websters (Burn) Ltd	-147.72	-29.54	-177.26
38	Non budgeted items	Payment - Refurbished Ipad	Express Gadgets Ltd	-165.00	0.00	-165.00
39	Banking Costs	Payment - Monthly service charge	Lloyds Bank plc	-3.00	0.00	-3.00
40	Banking Costs	Payment - Monthly service charge	Lloyds Bank plc	-3.00	0.00	-3.00
41	Banking Costs	Payment - Monthly service charge	Lloyds Bank plc	-3.00	0.00	-3.00
42	Office Running Expenses	Payment - Printer ink	Cartridge Ink	-37.02	-7.41	-44.43
45	Non budgeted items	Receipt - Refund for faulty Ipad	One Click Crazy Deals	338.00	0.00	338.00

Voucher	Code	Description	Supplier	Net	VAT	Total
11	Non budgeted items	Supply and delivery of planters	Amberol Ltd	639.06	127.81	766.87
31	Non budgeted items	Hazard Tape	Priceguard Hardware Stores	1.66	0.33	1.99
36	Non budgeted items	Magnets for Noticeboard	Shop Inc Ltd	8.32	1.67	9.99

Voucher	Code	Description	Supplier	Net	VAT	Total
43	Non budgeted items	Footway lighting maintenance 2023/24	North Yorkshire Council	978.62	195.72	1,174.34
44	Planting	Watering of plants	White Rose Plants	490.00	0.00	490.00
47	Room Hire	Room Hire	MF and H Community Association	20.00	0.00	20.00
Total	14,578.44					

DRAFT

Request for Action – Repair and Resurfacing footpath and Access Road- The Mount – Main Street Monk Fryston LS25 5DU

The Parish Council at their meeting on 18th June 2024 considered complaints from residents about the hazardous footpath and access road at The Mount on Main Street Monk Fryston, LS25 5DU

The photographs below show the magnitude of the uneven impaired surface and potholes which have become an unsafe hazard to both pedestrians and vehicles (including NYCC Refuse collection vehicles) that use the footpath and access road to Church Lane. This is particularly treacherous in inclement weather given the slope of the footpath and the pothole surface with loose stones, for both the elderly and young children attending the St Wilfred’s Church Hall





The Parish Council acknowledge that they have recently made an application to NYCC for this part of the Highway to be maintained at public expense under Section 56 of the Highway Act 1980 which has been refused by yourselves

As this application has the prospective to be an ongoing protracted discussion for both parties this should not forestall our request for immediate repair action to avoid an inevitable injury to our residents

The pressing priority for the Parish Council is to start speedy repairs to the damaged surface

The final photo shows where repairs have been previously undertaken by Highways

We would therefore request if work can be undertaken to avoid physical injury to our residents. This request for action will be regarded as “without prejudice “in any further discussions about responsibility for maintaining this area of Highway.

Yours faithfully

Monk Fryston Parish Council	Page 1 of 9
Risk Management and Strategy	Rev: 0.1
Prepared and issued by:	Issued:
Approved at Parish Council Meeting Dated:	

Document Distribution	
Copy	Distribution
1	
2	
3	
4	
5	

Document Change History					
Revision	Date	Author	Verified	Section	Change Description

Table of Contents

1) Introduction.....	3
Part 1 Policy and strategy	3
2) Risk Management Policy	3
3) Risk Management Strategy	3
1) Operational risk	3
2) Financial	3
3) Governance risk	4
4) External risk.....	4
5) Compliance risk	4
Part 2 Risk Assessment Process	5
6) Risk Assessments.....	5
a) Risk Factors	5
i) Likelihood	5
ii) Impact.....	5
iii) Mitigation	6
b) How to calculate the risk level after mitigation	6
c) Risk rating.....	6
4) Risk Recording	6
5) Risk Monitoring.....	6
Part 3 Risk Governance	7
6) Responsibilities.....	7
a) Office of the Clerk	7
b) Councillors.....	7
c) Risk Owner	7
d) Risk Stakeholder.....	7

1) Introduction

This document details the risk management policy and Strategy for Monk Fryston Parish Council.

Part 1 Policy and strategy

2) Risk Management Policy

We will manage our risk with a risk register. Identifying, monitoring, and managing risks are a key part of our governance.

We will ensure that any persons or companies working for us have risk assessments in place appropriate to the tasks they are doing.

For works and tasks undertaken in house we develop and maintain a risk register, including putting in place appropriate mitigations.

We will use the risk register at our Parish Council meetings to review and monitor the risks identified.

The risk register will be directly linked to a task register to ensure that all tasks and work undertaken have an associated risk assessment.

3) Risk Management Strategy

We will consider five main risk areas: -

- Operational
- Financial
- Governance
- External
- Compliance

1) Operational risk

Operational risks are associated with running day to day activities and may include:-

- Failure to deliver services effectively.
- Malfunctioning equipment
- Hazards to service users, the public or staff
- Damage to property.
- Risk of insurance claims
- Higher insurance premiums

2) Financial

Financial risks are associated with managing money, reserves, funding, and investments and will include:-

- Compliance with legislation and guidance
- Cashflow and reliance on income or grants.

- Ability to cover unbudgeted or unforeseen costs.
- Ability to manage finances and create reports for accountability.
- Ability to meet financial auditing requirements.
- Ability to comply with funding restrictions or rules.
- Fraud and corruption,
- Waste,
- Excess demand for services,
- Bad debts.
- Additional audit investigation,
- Objection to accounts,
- Reduced service delivery,
- Dramatically increased Council Tax levels
- Impact on Council reserves.

3) Governance risk

Governance risks are associated with managing the council and will include:-

- Compliance with legislation and guidance
- Officers and Councillors experience, knowledge, and availability.
- Ability to provide Councillors with the appropriate level of information at the right time.
- Working in accordance with legislation and council processes
- Conflict of interest.

4) External risk

External risks are associated with factors from outside Council and will include:-

- Extreme weather events,
- Vandalism and antisocial behaviour
- Turbulent economic or political environment.
- Complaints
- Criminal prosecution
- Impact of (positive and negative) press,
- Community perception and relationships.
- Changes to government policy.

5) Compliance risk

Compliance risks are associated with change or non-compliance with laws, regulations, and the Council policies, rules, and processes and may include:-

- failing to comply with the statutory legislation
- failing to comply with health and safety regulations.
- Data breaches.

Part 2 Risk Assessment Process

6) Risk Assessments

Risk assessments allow a structured process in order to measure risk. Assessments will be created for all risks that may arise for the Parish Council to be able to discharge it's responsibilities effectively. Risk assessments will be created using recognised risk matrices of likelihood and impact.

For some risks, more information may be needed before scoring on the risk matrix.

a) Risk Factors

Risk Assessments are based on three factors

- Likelihood
- Impact
- Mitigation

i) Likelihood

Likelihood is the assessment given on how likely that risk is to occur. We will use a 1 to 5 rating system, where 1 is not likely and 5 is highly likely.

Score	Likelihood	Description
1	Unlikely	Not expected to occur
2	Possible	May occur
3	Likely	Could occur within 12 months
4	Highly Likely	Expected to occur within 12 months
5	Will Happen	This risk will definitely become an issue.

ii) Impact

Impact is the effect or consequence should the risk identified be realised. We will use a 1 to 5 rating system as follows:-

Score	Severity	Description
1	Minor	No impact on activities or reputation.
2	Important	Some activity disruption.
3	Significant	Activities disrupted.
4	Major	Activities interrupted for significant time.
5	Catastrophic	Loss of Life or property

iii) Mitigation

Mitigation is the control measures that need to be put in place to achieve a risk rating score as near to 2 as possible.

Some examples are:

- limiting the exposure to the risk,
- getting insurance against the risk,
- improving control measures.
- Not carrying out the activity or task

b) How to calculate the risk level after mitigation

Once mitigation has been identified reassess the likelihood and impact score. Re calculate the overall risk rating to check that the mitigation has reduced the risk. As a rough guide the risk rating should be less than 4 if there are no other mitigations that can be put in place.

Sometimes, it might not be possible to remove a risk completely. This rating helps Councillors decide if the level of remaining risk is acceptable, or if the council needs further action and controls.

c) Risk rating

The risk rating is a combination of the likelihood and impact and is calculated as follows: -

Likelihood score x impact score + impact score = risk score

The higher the score the more mitigation needs to be put in place

4) Risk Recording

Our strategy in relation to risk recording will be to undertake risk assessments and to record the information in a risk register.

Risks will be recorded in a SharePoint list.

Oversight of the risk recording system will be carried out by the Office of the clerk

5) Risk Monitoring

The Parish Council will monitor risks in the following ways:-

- Receive regular reports and updates for risks
- Receive notifications when risks are added or changed
- Receive updates on Actions.
- Include risks in Parish Council meetings.
- Review risk assessments regularly for Parish Council and delegated tasks.

Part 3 Risk Governance

6) Responsibilities

a) Office of the Clerk

- Operation and management of the risk register
- Provision of risk reporting from the register
- Ensuring that contractors and 3rd parties have appropriate risk assessment and procedures in place before placing orders or awarding contracts.

b) Councillors

- To approve the risk management policy
- To review risk assessments regularly
- To facilitate decisions in relation risk mitigation
- To ensure that any tasks done have risk assessments completed if appropriate.

c) Risk Owner

The risk owner is the person or group who are responsible for creating the risk assessment. Their responsibilities include:-

- Communicate the risk to any stakeholder who may be impacted by the risk.
- Communicate any changes or updates to the risk as they occur.
- Ensure the risk is reviewed inline with the review frequency specified
-

d) Risk Stakeholder

Person(s) who will be completing the task and be exposed to the risk or an person(s) that may be affected by the risk and its mitigations

Appendix A Data fields for risk assessments

Field Name	Data Type
<u>Risk</u>	Single line of text
<u>Category</u>	Choice
<u>Sub Category</u>	Choice
<u>Who is affected</u>	Choice
<u>Owner</u>	Person or Group
<u>Impact Description</u>	Multiple lines of text
<u>Impact Score</u>	Number
<u>Likelihood</u>	Number
<u>URS</u>	Calculated (calculation based on other columns)
<u>Controls</u>	Multiple lines of text
<u>Post Mitigation Impact</u>	Number
<u>Post Mitigation Likelihood</u>	Number
<u>PMRS</u>	Calculated (calculation based on other columns)
<u>Monitoring</u>	Multiple lines of text
<u>Further Actions</u>	Multiple lines of text
<u>Further actions due date</u>	Date and Time
<u>Review Frequency (Years)</u>	Number
<u>Responsible Person</u>	Person or Group
<u>other responsible</u>	Multiple lines of text
<u>risk status</u>	Choice
<u>Last Review Date</u>	Date and Time
<u>Next review Date</u>	Calculated (calculation based on other columns)
<u>Date Status</u>	Calculated (calculation based on other columns)
<u>Modified</u>	Date and Time
<u>Created</u>	Date and Time
<u>Created By</u>	Person or Group
<u>Modified By</u>	Person or Group
<u>Id</u>	Number