

Church Fenton Parish Council

Minutes of the Meeting of Church Fenton Parish Council held on Thursday 9th January 2020 at the Village Hall, Main Street, Church Fenton

Present: Cllr Sarah Chester (Chair), Cllr Ross Higham, Cllr Andrew Mason, Cllr Craig Blakey, Cllr Samantha Charlston, Cllr Michelle Seguss, Cllr Paul Herbert

Jeremy Sherlock (Clerk); SDC Cllr Richard Musgrave; NYCC Cllr Andrew Lee

11 members of the public;

Cllr Higham in the Chair

80. Apologies, Declarations, and Dispensations

Cllr Chester had apologised for a late arrival at the meeting

81. Public Session

Cricket Club – the need for a second access for the Cricket Club was raised (for field access) and the potential for a Council contribution. Councillors requested a plan so they could understand the issues. The Cricket Club intend to erect signs to make it easier to find them. The Clerk will check if the lease requires formal consent. The Cricket Club are now playing in the York and District Senior League.

Bridge Close – people continue to park in dangerous locations. A resident report that she had sent 3 emails to Cllr Lee without response. There are similar parking issues at Oakwood Close. Traffic regulations were suggested. This has been identified in the Highways Strategy – the Clerk will raise with NYCC and the Police.

Bus – school buses are stopping in dangerous locations, and not using bus stops. The Clerk will write to the schools.

Land adjacent to the Church – the Planning application is on the agenda on Wednesday. The Chair will attend and represent the Council.

Cllr Chester in the Chair.

82. Reports

Cllr Musgrave advised that he had met with the Head of Planning regarding the site next to the Church as he feels that this should have had a refusal recommendation. He has also written to the Regional Director of Historic England regarding their concerns. There was a discussion about the legal implications of the change in Flood Zone designation on the outline. He advised that Selby DC had sought independent legal advice on this.

He also advised that the first stage consultation on the Local Plan is due at the end of January. This is broad brush and will include all options that have been put forward by landowners and developers.

83. Minutes of the Meeting held on 28th November 2019

Resolved that the minutes of 28th November 2019 represent a true record of the meeting.

84. Matters Arising

The Clerk advised that he had had further correspondence with the PCC about the Cemetery. Their preferred option is to extend the existing Cemetery into adjacent land. The Clerk will discuss this further with the PCC as there is a need to identify whether the land is available, potential cost, and how this may be funded.

85. For Discussion

- a. **Budget and Precept 2020-21** - Selby DC have requested that Precept requirements are submitted to them by 15th January. The Clerk had circulated budget options and advised that the following on issues that needed consideration including the level of reserves, funding available for project activity, and the level of precept.

The balance between minimising a precept increase and ensuring that the Council had adequate funds to maintain activities was discussed. A precept increase of just over £5 per year for a Band

Church Fenton Parish Council

D Council Tax payer was agreed. It was noted that the reserves would still be lower than the agreed level, which would need to be addressed in future years.

Resolved that the following Budget for 2020-21 be approved, with the Precept set at £24,500.

General Funds		Budget Head	
Carry forward^	£12,771	Revenue reserve	£11,946
Precept	£24,500	Salaries	£7,450
Recovered VAT	£3,250	Administration	£2,150
Interest	£500	Audit	£500
Other	£175	Insurance	£1,000
Shop rent	£13,297	Repairs and Maintenance	£7,700
Shop Insurance	£450	Projects	£6,000
WH rent	£17,265	Electricity	£1,200
WH Insurance	£1,450	Loan Repayment - CS	£13,297
WH fee	£1,000	Loan Repayment - WH	£17,265
CIL	£5,408	CS Insurance	£450
		WH Insurance	£1,450
	£80,066	Neighbourhood Plan	£1,000
		Unallocated CIL	£5,408
Sandwath endowment		VAT	£3,250
Funds			
Carry Forward	£24,945		£80,066
Expenditure			
Insurance	£600		
Grass cutting	£300		
Inspection and maintenance	£500		
	£1,400		
Sandwath Balance	£23,545		

- b. **Highway Issues** – Councillors had considered further the potential priorities included in the priorities schedule and agreed the following leads:

Cllr Chester – 20 is Plenty
 Cllr Charlston – Education
 Cllr Blakey – Station Parking

The sub group will meet again to progress the Strategy.

- c. **Play provision consultation and meeting** – the sub group are arranging a further meeting to consider the results of the consultation, and to propose a scheme to be considered by Council.

The Clerk reported that he had received a response from the owner of the adjoining land who advised that he was considering the Council's interest. He had asked for further fencing on the boundary as there were gaps. It was felt that additional fencing would not make a significant difference as it is easily climbable, and in any case would not be needed if the Council acquired an interest. The Clerk was asked to respond further to the owner on this basis.

- d. **New Clerk Appointment** – a proposed job description, working hours and salary had been circulated. The sub group appointed at the last meeting will interview and appoint, but applications will be circulated to all Councillors prior to shortlisting.

Resolved that the job description be approved, and the Clerk be appointed on a Salary of

Church Fenton Parish Council

pt 24-28 (£27,905-£31,371 pro rata) for 25 hours per calendar month.

- e. **Sandwath Play area** – agreed to be deferred.
- f. **Climate Change** – a report produced by the climate change sub group was considered. This covered the overall climate change crisis and measures that the Council could take to help tackle it. There are examples of actions taken by other Parish Councils. It was moved that the Council declare a State of Emergency, set up a village meeting to consider further, with the sub group then developing actions to mitigate climate change for consideration by the Council.

There was concern that it was premature to declare a State of Emergency prior to being aware of actions that the Council can take. An amendment was tabled that the meeting and development of measures takes place before a State of Emergency is declared. The amendment was carried.

Resolved that a Climate Change meeting be held, potential measures be developed that will help tackle climate change, and the Council then consider declaring a State of Emergency,

- g. **Streetlighting** – a programme of works to update street light owned by the Parish Council has been undertaken since 2015. This included works to adoptable standard in Church Street – these columns are now the responsibility of the County Council. The Parish Council now has 34 lights. The majority of these are mounted on steel columns with a small number post mounted on telegraph poles). Works to 3 Lights are outstanding. It has previously been agreed by the Council that a consultation would be undertaken before lights 26 and 27 are replaced. These are widely spaced, and there are a limited number of properties on this part of Common Lane. If these are removed the cost to the Council would be c£2,675+VAT – if retained the cost would be c£1,725+VAT.

In the future the Council could consider further schemes to fill in gaps, or perhaps allow more areas to be adopted (reducing the long-term maintenance commitment). The Council has received a request in the past from a resident in Nanny Lane for an additional column.

It has been suggested that all or some of the Parish owned street lights be switched off in line with County Council practice (between midnight and 5 am). This would reduce energy consumption. The County Council have advised that if all lights were converted it would cost c£1815+VAT, and there would be an annual cost saving of c £333+VAT. The Clerk was asked to make suggestion on which lights could be considered with a view then consulting residents.

- h. **Website** – it was agreed to defer this item
- i. **Phone Boxes** – Selby DC are consulting regarding submitting an objection to the removal of the boxes and phone equipment in the village. It was agreed to reconfirm the previous decision that the Council have no objection to the removal of the equipment, and would acquire the boxes for community purposes should it be removed.
- j. **Disciplinary and Grievance Procedure** – NALC have developed new policies for consideration by Councils that take account of a recent tribunal case. Revised policies were circulated.

Resolved that the Council adopt the revised Disciplinary and Grievance procedures

- k. **Lengthsman's Pay** – when the Lengthsman was appointed it was agreed that his pay would match the National Living Wage set by the Living Wage Foundation. This increased on 1st November from £9.00 per hour to £9.30 per hour. If this is agreed for the Lengthsman it would cost an additional £5.85 per month.

Resolved that the Lengthsman's pay be increase from £9.00 per hour to £9.30 per hour with effect from 1st November 2019.

- l. **Carols around the Tree** – over the last 2 years, £664.62 has been collected at the Christmas events. It was agreed to make a charitable donation to the Salvation Army in Tadcaster, with a

Church Fenton Parish Council

small balance retimed for use next year. Thanks were given to the White Horse and Mr and Mrs Hunt for contributions to the switch on event.

Resolved that £500 be donated to the Salvation Army in Tadcaster with the balance (£164.62) retained by Cllr Seguss for use at next year's event.

- m. **Meeting Dates 2020-21** – the Clerk circulate proposed dates for next year. Some amendments were suggested. It was agreed to defer consideration to the next meeting.

86. For Information

The Clerk had received an enquiry the Spring Fayre. This is organised by the WI.

An email had been received about changes to train times to York in the morning, which are less convenient. The Clerk will raise this with Northern Railway.

87. Planning

Applications to be **considered**

Lawful development certificate for material commencement of development (highway works) for the erection of a single dwelling under permission 2015/1220/FUL at 1 Fern Cottages, Nanny Lane, Church Fenton

No comment

2019/0513/FUL Reconsultation – Proposed erection of 3 detached dwellings following demolition of existing dwelling at Hilahgarth, Main Street, Church Fenton

Resolved that the Council advise that the amendments do not deal with issues raised in its previous objection which still stands

2019/1095/TPO – Proposed crown reduction by 15% and crown lifting by 10% to 1 no Beech (T8) covered by 2006/0719/TPO at land adjacent to Laurels Farm Drive, Laurels Farm Drive, Church Fenton

No objections

Applications **approved**

2019/0108/FUL Proposed conversion of redundant agricultural buildings to provide two detached residential units (Use Class C3), with associated amenity, parking and garden space at land adjacent The Orchards, Church Street, Church Fenton

88. Finance

- a. Clerk's Finance Report - an up to date receipts and payments analysis has been undertaken. This shows a balance of £70,902.49.

An analysis of general funds allowing for advance rental income, Sandwath Endowment, Bond and CIL grant, shows the following.

General Fund	£12,525.26
Net Pub/ Shop rental income	£7,588.18
Neighbourhood Plan Grant balance	£349.20
Sandwath endowment balance	£25,032.35
CIL	£5,407.50
Shop Bond	£20,000.00
TOTAL	£71,597.13

Church Fenton Parish Council

Resolved that this report be noted

- b. Internal Auditor – the Clerk recommended the appointment of Chris Phillipson as internal Auditor. He is experienced in the sector, a Parish council chair, and currently does 10 other audits.

Resolved that Chris Phillipson be appointed as Internal auditor for 2019-20

c. Payments

Stationery	Viking	33.32
Consultancy	David Gluck	300.00
Christmas Tree	C Blakey	110.00
Tax	HMRC	135.20
Grass Cutting	Shed Grounds Maintenance	412.77
Grass Cutting	Shed Grounds Maintenance	22.91
Stationery	Viking	70.00
Advert	Yorkshire Local Councils Association	15.00
Advert	Chronicle Publications	322.56
Loan payment	PWLB	7,972.25
Newsletter	Fenton in Focus	64.00
Salary	J Sherlock	277.36
Salary	Stephen Fisher	105.58
Loan payment	PWLB	360.64
Rock Salt	MKM BS Selby	95.76

d. Income

WH Rent	Church Fenton Community Hub	1,697.75
CS Rent	Church Fenton Community Shop Ltd	1,108.07
WH Rent (PC contribution)	Church Fenton Community Hub	98.33

89. Representatives Reports

The Clerk was asked to check the Mint charitable donation

90. Communications

Carols around the Tree, Climate Change meeting, Parking, Street Lights

91. Agenda Items for Next Meeting

Grass cutting, Clerk appointment, Play provision (Main Street and Sandwath), Website

92. Date and time of next meeting – Thursday 20th February 2020 at 7:30 at the Village Hall, Main Street, Church Fenton

Meeting closed at 10:20pm

Jeremy Sherlock; Clerk; clerk@church-fenton.net; 07981 371937