

Church Fenton Parish Council

Minutes of the Ordinary Council Meeting

Minutes of the Ordinary Meeting of Church Fenton Parish Council held on Thursday 07 January 2021 as a Virtual remote meeting (due to Covid19 govt lockdown).

In attendance: Cllr Sam Charlston (Chair), Cllr Ross Higham, Cllr Andrew Mason, Cllr Seguss, Cllr Chester, District Cllr Musgrave, District Cllr Ellis. Georgina Ashton, Clerk. In addition 14 members of the public.

Meeting started at 7.30pm

97. To note Apologies and Approve Reasons for Absence

none

98. To note any Declarations of Interest and to approve any Dispensation requests

none

99. Public Participation Period (no longer than 30 minutes)

No members of the public present wished to speak.

100. Reports

District Councillor(s), County Councillor, Police.

No reports presented – District Cllr Musgrave arrived late to the meeting and presented under 102(b).

101. To approve Minutes of the Ordinary Meeting of Church Fenton Parish Council held on 26 November 2020.

Resolution: It was resolved that the minutes of the meeting which took place on 26 November 2020 were a true and accurate record.

102. Planning

a. Applications to be considered since the last meeting and acknowledged if date passed

Date Received	Consultee deadline	Planning reference	Address	Details
4/12/2020	2/01/2021	2020/1335/HPA	53 Bridge Close	Erection of single storey rear extension with lantern window and bi-folding doors
27/11/2020	23/12/2020	2020/1245/REM	Maple Cottage	REM including access, appearance, layout and scale of single storey dwelling with raised terrace and raised timber deck, detached garden store to rear
3/12/20	30/12/2020	2020/1315/DOC	Brownfield site 2, LEA	Discharge of Conditions, landscaping, noise, remediation, electric vehicle charging points and broadband
4/1/2021	25/1/2021	2020/1395/LPA	Station	Construction of a PSP Principal Supply Point off Sandwath Lane (adj to platform 4)
6/1/2021	27/1/2021	2020/1179/HPA	Dibru, Station Road	Extension to existing vehicular access.

A discussion took place regarding 2020/1245/REM and a council member raised concerns about the increase in size of the new dwelling adjacent to Maple Cottage and that it was not in keeping with style and character of properties in the immediate area.

Resolution: No comments were made by Council.

b. Planning Decision Notices – **approved and declined**

2020/0995/S73	Remove condition of planning approval on the Bungalow at Sycamore Farm, Brackenhill Lane	Permitted
2020/1139/S73	Vary condition of erection of double garage at the Old Forge Cottage, Main Street	Permitted
2020/0821/FUL	New access road off Main Street, adjacent to the Village Hall	Minded to Refuse (subsequently withdrawn)
2020/1168/FUL	New access road off Main Street, adjacent to the Village Hall	Refused (subsequently withdrawn)

c. To consider any Planning Enforcement Issues

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d. To consider any additional information / update on Planning Appeals in the Parish - information regarding the Public Inquiry APP/N2739/W/20/3258833 and Planning Appeal by written representation for Hilahgarth AP/2020/0030/REF.

In terms of the appeal by written representation, the deadline has passed for public comments (04 Dec 20). The only outstanding part of the process prior to decision, is a site visit. This may well have already taken place with or without the appellants and LPA present. The decision should be made public sometime during January or February 2021.

Clerk and Cllr Chester attended the Planning Committee meeting on 09 December where the new road access application off Main Street was discussed (2020/0821/FUL) and the 2nd access application. Both were refused by the Planning Committee. They were scheduled for reasons for refusal at the Planning Committee on 23 December 2020. However, prior to this 2nd planning committee, both applications were withdrawn by the applicant. In terms of planning appeal 3258833, the appellants have submitted some minor amendments to the Planning Inspector and SDC. The new access road has also been withdrawn by the appellants from the PINs process (Planning Inspectorate). Council members discussed that the principal of the development had not being addressed through these minor amendments, as changes included attributes such as soft landscaping and a reduction in the number of some private driveways. The Public Inquiry is set to take place from 09 – 12 February 2021 via remote methods. Council members suggested that Council submit some comments to the Planning Inspectorate to say “that previous comments still stand, don’t seem to have alleviated any concerns with the minor amendments proposed by the appellants”. Cllr Chester to provide suggested comments to the Clerk.

Resolution: Council to submit additional comments to the Planning Inspector on APP/3258833 with regard to the minor amendments made by the Appellant, Strata Homes.

District Cllr Musgrave joined the meeting at 7.45pm

Refer to agenda item 100 (Reports), Cllr District Musgrave provided his verbal update to Council.

The Local Plan Preferred Options Consultation will take place between 29 January 2021 and 12 March 2021. Report published on 22 December 2020 (332pgs with 113 questions posed). Designed to provoke a conversation with the LPA, local parish councils, landowners and members of the public as well as highlight the potential problems and housing solutions in the SDC area.

Local Government re-organisation – final documents have been submitted to the Local Govt Minister for consultation. This will provide an opportunity to consult on both options by the Local Govt Minister. A 3rd possible option has been proposed by District Cllr Musgrave recently whereby the structure will include a devolved North Yorkshire authority with a structure of York and the remainder of North Yorkshire. If this 3rd option of a proposal is accepted by the LG Minister, there will be an opportunity to consult on all 3 options.

Appeal by Public Inquiry – District Cllr Musgrave has submitted comments to PINs on 325883 to support the decision of refusal made by the LPA and to refuse the access road as well for the same development (subsequently withdrawn from the process).

20mph signage around schools – spoken with County Council and this is a potential project roll out supporting 20mph speed limits outside primary schools in the county. Possibility of signage available for outside Kirk Fenton Primary School from NYCC. District Cllr Musgrave will investigate on the council’s behalf.

103. Policy

a. To consider the Budget and Precept for 2021-2022.

Presentation by the Clerk to Council. The presentation included information regarding local, regional and national trends in Band D charges as well as contextual information with regard to trends over time for CFPC. A series of options were presented to council including 0% increase through to 6.94%. An informed discussion took place between Council which resulted in a unanimous decision to keep the Band D charge the same with a 0% increase for 2021-2022 financial year. The Precept requirement for Church Fenton Parish Council would therefore see the overall precept received move from £24,500 in 2020/2021 to £23,887.41 in 2021/2022. This was in complete recognition of the unprecedented times we find ourselves in with a global pandemic and series of national lockdown and “tier” restrictions. Any shortfall in budgeting requirements for the next financial year would be met through the general reserves which currently stand at 12 months of Net Revenue Expenditure (anticipated to be £25,000 at 31 March 2021).

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Potential large invoices for the next financial year include training (CILCA qualification - £1,000), election expenses (circa £4,000 if stand-alone elections) and project budget requirements (Playground, Graveyard acquisition, Highways).

Resolution: Precept requirement for 2021/2022 for Church Fenton Parish Council to remain at 0%. Actual precept requirement to SDC will be £23,887.41 (from £24,500 in 2020/2021).

b. To Consider and adopt the following new policies

- (i) Safeguarding Policy
- (ii) Equal Opportunities Policy

Both the above policies were presented to Council. Short discussion took place. It was raised that the Safeguarding Officer lead on the draft policy was the Clerk and ideally this would be a Councillor. After some discussion between Council, a vote took place and it was agreed that Cllr Charlston would be the nominated Safeguarding Officer on this policy for the time being.

Resolution: To ratify and approve the Safeguarding Policy and Equal Opportunities Policy. Cllr Charlston to be appointed as the Safeguarding Lead for the time being.

c. To consider meeting dates for 2021/2022

Previously issued to council before Christmas break. Dates agreed as follows: Thursday 27 May 2021 (Annual Parish and Council Meeting), Thursday 17 June 2021, Thursday 15 July 2021, Thursday 16 September 2021, Thursday 21 October 2021, Thursday 25 November 2021, Thursday 06 January 2022, Thursday 17 February 2022, Thursday 17 March 2022, Thursday 21 April 2022, Thursday 19 May 2022 (Annual Parish and Council Meeting). A vote took place to approve the above dates.

Resolution: To approve the meeting dates for the next Municipal Year 2021/2022.

104. Staffing

a. none

105. Environment

a. Highways Committee

Next Highways Committee to take place in 2 weeks time on Thursday 21 January 2021. AJ1 grant fund monies has been transferred into PC account on 24 December 2020 to the amount of £4,295.76.

b. Public Rights of Way

To note any updates on public footpaths within the Parish

Broken stile at FPno 7 – behind the Fenton Flyer. This has been reported to NYCC on 3 separate occasions. Most recently the Clerk has asked if the village Lengthsman would be able to “make safe” the broken stile. An automated reply has been received from NYCC FP to say that Covid19 has restricted the work of staff and the concern will be dealt with in due course.

Local resident contributed to a number of footpaths, including; FPno3 – waist deep in grass, no clear path defined, FPno4 – has reverted to original position alongside the village hall, FPno7 – no of barrels still there, stile split and broke. Also barbed wire across the stile where guidance states it should not be within 1m of a stile for safety reasons, FPno17 – large hole, 5-6m of slippy mud across the field path near to Orchard Cottage, FPno12 – no gap left for walkers, horses have churned the field up resulting in a quagmire and no where to walk safely, FPno13 – cleared and much improved.

c. To consider the plans for S106/CIL spend on Play Space Provision at Main Street Play area.

Cllr Seguss presented 2 quotations to the Council, Kompan and Streetscape. Comparable quotes with similar costs incurred; both Cllr Seguss and Clerk had discussed in detail the two proposals and recommend to Council that they use Streetscape due to the value for money quote, type of products provided and a local firm (based in Selby) who can start the work within 4 weeks. Some discussion took place around the maintenance costs, references sought and any guarantees with the equipment, in particular the all-weather surfaces. Kompan quotation is £25,663.64 + VAT and Streetscape is £25,000 +VAT. Agreed for Clerk to check guarantees and any maintenance requirements for the equipment.

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Resolution: Council agreed to instruct Streetscape to carry out the repairs and new equipment delivery and installation to the Main Street Play area at a cost of £25,000+ VAT. (£27,670.61 to be covered through the S106 funds held at SDG)

d. To consider the creation of a Christmas committee

Cllr Seguss suggested in December 2020 that a Christmas Committee be set up for this calendar year. Cllr Seguss and Cllr Charlston asked for thanks to be minuted to local resident, Matt Abraham-Thomas for stepping in and taking the lead this last year on erecting the Christmas tree, tree lights and Christmas lights on the lampposts in the village. Matt also carried out some maintenance on the lights as well as agreeing to take down and store the lights for this year. Cllrs Seguss, Higham and Charlston all offered to be part of the Christmas Committee. Clerk has prepared an invitation letter, Risk Assessment for Christmas lights/tree and a Terms of Reference for the new committee.

Resolution: A Christmas Committee to be formed with invitations sent to local residents, businesses and community groups. Cllrs Seguss, Higham and Charlston to be on the newly formed committee.

e. To consider the successful Woodland Trust Community Grant

Clerk has circulated a report to Council regarding the successful application in December 2020 for 420 saplings. Some discussion around the logistics and possible venues to site the sapling trees. Possible involvement of children and their families, local community groups and the Hub. Also discussion around the feasibility of a tree line on entrance to the village on Common Lane, from Barkston Ash. Cllr Charlston explained that she had received some communication from the Bowling Club as they had received a similar grant donation. This explained some of the organisation and logistics of the resources.

Resolution: Cllr Charlston to take a lead on the roll out of this grant award with support from Cllr Seguss.

f. To consider next steps on the Village Hall boundary line.

Clerk suggested strongly that the Parish Council need to consider safeguarding the Village Hall as a Council Asset to protect this in perpetuity (currently the drainage pipes etc are located beyond the line of the boundary on the LR title plan). If (as is suggested) that the Council have a "gentleman's agreement" securing their right of access over the adjacent land to work on the drainage system; this needs to be formalised legally with a solicitor and attached to the title deeds with the Land Registry. The Clerk can find no formal evidence of this in council records. If the PC do own an additional strip, and there is a query over the land boundary, then this needs investigating and again, formalising with the Land Registry. The Clerk has had sight of the Village Hall extension plans from 1986 but they are not conclusive with measurements as to where the boundary line was. It does state that the "existing drainage and foul sewage pipes" would be used. But it isn't clear how the proposed extension differed from the "then" actual exterior walls. A discussion took place and it was agreed that the Clerk would investigate the feasibility and cost of instructing a Forensic Surveyor.

Resolution: Agreed for the Clerk to investigate the cost of instructing a Forensic Surveyor.

g. To note the changes in central government policy regarding HS2

Reports before Christmas indicated that the eastern leg of the HS2 high-speed network should be deferred in favour of developing regional rail links across the north, according to a report by the UK government advisers on infrastructure. The report was met with concerns by transport authorities in the north and Midlands, who have demanded HS2 be built in full and are concerned that promises to the regions may be downgraded. The National Infrastructure Commission (NIC) said that the government should prioritise regional connections, including upgrading links between Leeds, Manchester and Sheffield and in the east Midlands, rather than completing the promised high-speed rail network link to London. For now, the eastern leg proposals for HS2 are on hold.

106. Finance

a. RFO Finance Report

To approve the Bank Reconciliation to 31 December 2020 and to note budget monitor.

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Additional Ring fenced funds not banked in PC accounts

S106/CIL Funds held at SDC with planning reference	Date issued	Date to be used by	Amount
S106 – 2008/1017/FUL		Nov-21	£3,853.01
S106 – 2015/0760/OUT		Jan-22	£23,817.60
Total			<u>£27,670.61</u>

Bank Balances as at 01 January 2021

Cambridge & Counties	£37,413.65
Redwood	£10,266.70
NatWest	£32,880.19
	<u>£80,560.54</u>

Ringfenced funds

CIL – 2016/1382/FUL (Aug 2022)	£5,407.50
AJ1 Road Safety Fund Grant (Dec 20)	£4,295.76
Shop Bond	£20,000.00
S106 Sandwath Endowment Balance	£23,676.00
Grant: NHPlan Balance	£405.20
Total Ringfenced Funds	£53,784.46
General Fund - <i>not ringfenced</i>	£26,776.08
	<u>£80,560.54</u>

b. Payments

To consider and approve the invoices for the payment schedule from 01 November to 31 December 2020

Date	Budget	VC	Description	Income	Exp
02 Nov 2020	ShopRent	40	AC: Lease Payment: CF Community Shop Ltd	£1,108.07	
02 Nov 2020	HubRent	41	AC: Lease Payment: CFCHub	£1,697.75	
02 Nov 2020	HubRent	42	AC: Lease Payment: CFCH admin charge	£98.33	
02 Nov 2020	LoanRep	94	DD: PWLB		£662.61
02 Nov 2020	Subs	010	Cheque no: 001761 - Information Commissioner		£40.00
05 Nov 2020	Audit	70	Cheque - 001808 - PFK Littlejohn External Audit		£360.00
11 Nov 2020	VAT	95	DD: HMRC VAT		£620.58
12 Nov 2020	Gcutting	66/67	Cheque: 001806 - Fenton Landscape Services (August invoice)		£356.00
12 Nov 2020	Gcutting	68/69	Cheque: 001807 - Fenton Landscape Services (September invoice)		£356.00
23 Nov 2020	Salaries	72	Cheque: 001811 - G Ashton October Pay		£494.80
24 Nov 2020	Admin	71	Cheque -001809 - Fenton in Focus		£50.00
26 Nov 2020	Salaries	74	Cheque: 001813 - HMRC PAYE Oct Salaries		£70.40
01 Dec 2020	ShopRent		AC: Lease Payment: CF Community Shop Ltd	£1,108.07	
01 Dec 2020	Gcutting	80/81	Cheque: 001818 - Fenton Landscape Services		£356.00
02 Dec 2020	HubRent		AC: Lease Payment: CFCHub	£1,697.75	
02 Dec 2020	HubRent		AC: Lease Payment: CFCH admin charge	£98.33	

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02 Dec 2020	Vcutting	65	Cheque: 001804 - Shed Grounds Maintenance Ltd		£156.80
02 Dec 2020	Salaries	73	Cheque: S Fisher - 001812 - October Pay		£105.58
02 Dec 2020	Admin	75	Cheque: 001814 - S Fisher expenses		£17.95
02 Dec 2020	Vcutting	76	Cheque: 001815 - Shed Grounds Maintenance		£156.80
02 Dec 2020	R&Main	78/79	Cheque: 001816 - HAGS SMP Ltd Annual Inspection		£288.00
09 Dec 2020	Admin	82	Cheque: 001820 - Matthew Abraham Thomas		£204.65
11 Dec 2020	Salaries	86	Cheque: 001824 - Georgina Ashton (November salary)		£494.80
11 Dec 2020	Admin	92	Cheque: 001830 - Georgina Ashton (Open Spaces Society subscription)		£45.00
18 Dec 2020	Admin		AC: YLCA Refund for Annual Conference	£120.00	
18 Dec 2020	LoanRep		DD: PWLB		£7,972.23
22 Dec 2020	Salaries	84	Cheque: 001822 - HMRC PAYE		£72.00
24 Dec 2020	Admin		AC: NYCC Police - Highways Grant AJ1 Fund	£4,295.76	
29 Dec 2020	LoanRep		DD: PWLB		£360.64
29 Dec 2020	Vcutting	85	Cheque: 001823 - Shed Grounds Maintenance Ltd		£156.80

Bank Balance as at 31 December 2020 £32,880.19

Known commitments:

19 Mar 2020	Admin	141	Cheque: 001743 - BT Payphones - purchase of phone box		£1.00
02 Dec 2020	Salaries	83	Cheque: 001821 - Stephen Fisher (November salary)		£107.74
02 Dec 2020	Admin	87	Cheque: 001825 - Fields Garden Centre Ltd		£150.00
02 Dec 2020	R&Main	88	Cheque: 001826 - Joseph Consultancy Ltd (Steve Naylor repairs to bench)		£156.00
02 Dec 2020	R&Main	89	Cheque: 001827 - HAGS-SMP Ltd (repair to springer seat on Sandwath playarea)		£357.60
02 Dec 2020	Admin	90	Cheque: 001828 - HM Courts and Tribunal Service (small claims court)		£80.00
02 Dec 2020	Admin	93	Cheque: 001831 - BT Payphones - purchase of phone box		£1.00
03 Jan 2021	Salaries		Cheque: G Ashton (December salary)		£614.00
03 Jan 2021	Salaries		Cheque: S Fisher (December Salary)		£117.87
03 Jan 2021	Salaries		Cheque: HMRC PAYE		£78.40
03 Jan 2021	Vcutting		Cheque: Shed Grounds Maintenance Ltd		£156.80
03 Jan 2021	NHP		Cheque: D Gluck, Consultation Statement		£200
			Cheque: Fenton in Focus Winter 2020		£50

Total Expenditure since 31 December 2020

£2,070.41

c. Precept Setting for 2021/2022

See presentation to full council and associated documents - *previously discussed earlier in the agenda – see agenda item 103 (a)*.

Recommended that the Finance Report be noted by the Councillors.

Resolution: Council resolve to approve the Finance Report presented by the Clerk.

107. To receive Representatives Reports

a) *Cllr Chester* – 80 properties have increased their internet speed overnight, now that they are on superfast broadband. Noted personal thanks to Nigel Adams MP with SuperFast North Yorkshire & Openreach.

Neighbourhood Plan – moved to the consultation phase from 18 December 2020 to 12 February 2021. Leaflet drop has been done to all residents. Cllr Chester has 20 paper copies of Plan Church Fenton provided from SDC if anyone would like a copy, please get in touch. The document can be viewed at planchurchfenton.org.uk

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b) *Cllr Seguss* – A number of complaints have been received regarding Sandwath Lane and the Network Rail compound entrance where the road hasn't been cleaned. Commitment made by NR to clean sweep the road, three times a week. Reports of the grass verge becoming very churned up due to large vehicles turning into the entrance to the compound.

Cllr Seguss also raised concerns over the extravagant flood lights on the LEA site when driving from Ulleskelf towards LEA (on the left hand side of the road). Several councillors agreed they had seen this. Cllr Higham to ask where the lighting is coming from. Clerk to ask Environmental Health, reporting extreme bright lighting that can inhibit drivers coming from Ulleskelf.

c) *Cllr Mason* – Much less evidence of dog owners not clearing up after their dogs while dog walking on Sandwath Lane. Generally much improved.

d) *Cllr Charlston* – cones and barriers have been reported in the dyke again at Great Brigg, Main Street where the temporary bridge is in situ. Clerk to report to Area 7 to remove and re-site appropriately.

108. To note Correspondence received (not specifically dealt with on this agenda)

- a) Local Plan Preferred Options Consultation – released to public on 22 December 2020. Clerk provided a summary report of the 332 page document and 113 questions; suggested a possible 21 questions for Council to consider as part of their consultation response from 29 January – 12 March 2021. Cllr Mason agreed to prepare a "starter for ten" document to circulate amongst council prior to the next meeting.
- b) Resident reported - broken stile reported at FP No7 behind Fenton Flyer – reported to NYCC FPs.
- c) Resident reported - crash on the corner of Lockton Court over the weekend and broken the dog poo bin – SF to look at and decide if we need a new bin or if it can be re-sited.
- d) British Gypsum local communities survey – Clerk completed, encourage Cllrs to do so, lots of information about how BG would like to work with the community and what they can offer local communities.
- e) Confirmation received via Richard Walls that the trans site adjacent to the proposed BMX track has been confirmed as a "Site of Importance for Nature Conservation". Information passed to Cllr Chester to retain on file for future versions of the Neighbourhood Plan.
- f) Lengthsman, Stephen Fisher notified the Clerk on 05 January of his intention to resign this Spring/Summer. Clerk has previous advert, model contract, Job description on file. To be discussed at the next meeting and an appointments committee created. Lengthsman currently works 4.5hrs per week and is paid UK Living Wage of £9.50ph.
- g) Resident complaint - about low flying aircraft from the LEA site prior to Christmas – Clerk referred to FBO Mgr at LEA.
- h) Resident complaint - about FP on Busk Lane (overgrown and impassable), hedgerow encroaching onto the tarmac footpath (opp emergency exit layby back towards Brackenhill Lane. Also same resident asked about the S106/CIL monies from the Poppy Field development site at LEA and what would CFPC be using this for.

109. To note Agenda Items for:

- a) Next meeting – Highways, Graveyard acquisition, Govt Planning Reform, Covid19. Preferred Options paper from SDC with regard to the revised Local Plan, Playground, and Appointment of Lengthsman.
- b) Future meetings - Village Entrance boundary sign. Defibrillator purchase for redundant phone boxes. Strategy Parish Plan. Covid19 Action Group. Streetlighting Consultation. Use of Survey Monkey for communication with Parishioners. Policy. Neighbourhood Plan submission. HS2. Devolution of District/County Council. ST1 Post box.

110. To confirm Date and time of next meeting – Thursday 18 February 2021 at 7:30pm, venue TBC.

The meeting closed at 10.22pm.