

Church Fenton Parish Council

Minutes of ORDINARY COUNCIL MEETING held on 11th January 2024

In attendance: Cllr Charlston, Cllr Ferris, Cllr Higham, Cllr Andrew Mason (Chair), Cllr J Mason, Cllr Seguss, Cllr Whyte and Robin Harris, Clerk to the Council.

In addition, 6 members of the public

Meeting opened at 19:00

23/91 Non-attendance of Councillors

- a. **To receive and note apologies from councillors who are unable to attend the meeting**
None
- b. **To consider reasons for absence provided by councillors who cannot attend and resolve the council's acceptance of these if felt relevant.**
Not applicable

23/92 To note any Declarations of Interest and to consider any dispensation requests

Cllr A Mason, Cllr J Mason and Cllr Ferris declared an interest in Item 23/99 7 – CFCS. They agreed to not take part in discussions on this item.

23/93 Public participation period

A member of the public reported that a dog killed two sheep and allowed others to escape onto the highway on Boxing Day. He asked that the PC remind the public that dogs should be kept under control especially when livestock is close by. The PC Facebook page and Fenton in Focus page could be used to communicate this.

23/94 To approve minutes of the Ordinary Meeting of Church Fenton Parish Council held on 23rd November 2023

Resolution: Unanimous (Cllr J Mason abstained as she was not present at the meeting).

23/95 Planning

1. **To consider applications received and resolve on recommendations to be made to North Yorkshire Council Planning Authority**
 - a. ZG2023/1211/HPA. Outbuilding within 2m of the site boundary
LOCATION: Wesley House, Main Street, Church Fenton
(Comment deadline has passed)
 - b. ZG2023/1215/HPA. 31 Bridge Close, Church Fenton, North Yorkshire. Part two storey and part single storey extension to side
(Comment deadline has passed)
2. To note applications approved and declined
 - a. ZG2023/0702/FUL Church Fenton Community Shop Ltd. Proposed erection of two single storey rear extensions to provide stock room, store room and display space following the demolition of rear porch and 3 no. outbuildings. - **PERMITTED**
3. **To consider any planning enforcement issues**
 - a. To note that Planning Enforcement contacted the developers of Maple Woods regarding parking on Bridge Close. They recently asked if the situation had improved following their intervention. It was noted that tarmac is being laid on site and once that is completed tradesman will park vans on site rather than on Bridge Close.
Resolution: To monitor the situation and report back to Enforcement if required.
 - b. A meeting with NYC is scheduled for Monday 14:00 on Monday 15th January to raise concerns about LEA and planning. Council will be represented by Cllr Seguss and Cllr J Mason. Clerk to provide a copy of the email showing topics to be discussed sent to Sharon Fox.



23/96 Finance

1. To note the finance report
 - a. Bank reconciliation end December 2023 (Q3)
 - b. Payments
 - c. Budget monitor
 2. To note payments made by Clerk using delegated powers.
 - a. Christmas Lights Switch on event £323.19
 - b. Christmas lights JVD Engineering £332.18
- The finance report including all payments was accepted.

Cllr Seguss asked those councillors who currently have not accessed the online bank account to persevere urgently. Two authorisations are required for each payment and with only three councillors having access there is risk that payment deadlines could be missed e.g. payroll.

23/97 Policies and procedures

1. To receive an update from the Clerk of options to bring the website into compliance with accessibility requirements. **To consider and resolve on starting on the recommended approach** (without any costs).

The non-PC elements of the community website may not be much used. Clerk to discuss with Joe Miller if there is an opportunity to reduce the site maintenance burden by focusing on the PC and Village Hall elements which are well used. The link to Cllr J Mason's Declaration of Interests is not working – Clerk will address.

Resolution: Option 4 approved - Unanimous
2. **To consider and resolve to update Standing Orders to bring them in line with resolution 23/79 (Dispensations to be decided by Council).**

Resolution: Approved - Unanimous
3. **To consider and resolve to adopt an updated Policy on Rules for Public Sessions to update it now that the CV19 special measures are no longer required and in line with current practice.**

Resolution: Approved – Unanimous with two minor changes to be made.
4. **To consider a proposed schedule of meetings for the municipal year 2024/25 and to resolve on the dates.**

Resolution: Accepted - Unanimous

23/98 Staff

1. To note that the Staffing Committee completed a review of the Clerk's performance on 14th December 2023 and confirmed that the probationary period had been successfully completed.
2. To note the cost implications of the Clerk working towards CiLCA, **to consider options and to resolve on the preferred approach.**

Motion: To approve the Clerk undertakes the CiLCA qualification and to meet all costs.
Resolution: For – Cllr Charlston, Cllr Ferris, Cllr A Mason, Cllr J Mason, Cllr Seguss & Cllr Whyte. Abstain – Cllr Higham



23/99 Environment

1. **To receive recommendations from the Playground Group on repairs needed to both playgrounds and to resolve on repairs to be made.**

Three suppliers provided quotations for repairs to both play grounds. The priorities are: damage to the wet pour (soft) surfaces, areas of crumbling on skatepark ramps and decay of the wooden fort. Costs vary widely by supplier. A brief discussion took place about whether it is worth repairing again or if full replacement is warranted. There is currently no budget for full replacement so essential work will be undertaken. A longer-term plan for maintenance will be produced and used to drive budgeting to avoid large unplanned expenditure arising in the future.

Resolution: To approve repairs to the dangerous parts of Main Street play park – surface under swing and other small areas. To remove the wooden fort because it is unsafe and beyond economic repair. To repair the skate ramps where they are crumbling at the bottom. Total cost estimate £7k. - Unanimous

2. **To receive an update from the Environment Working Group and to consider and resolve any actions required connected to possible tree planting.**

PC does not own Broad Piece but is the 'guardian' of commoner's rights so cannot grant permission, but can make it known that it would not take action to prevent tree planting. To limit personal liability Council will need to set up a policy covering volunteering and complete a risk assessment.

Resolution: To accept the planting and habitat improvement proposals from the Environment Group to plant trees on Broad Piece and to make it known that no action will be taken against such activity. For - Cllr A Mason, J Mason & Cllr Ross. Abstain – Cllrs Charlston, Ferris, Seguss & Whyte

3. To note that requests for quotations have been sent out to several potential providers based upon the maps and schedule of cutting circulated by the Clerk. Responses should be available for the February meeting.

4. To note that the Clerk has begun investigating the boundaries of land adjacent to the Village Hall by contacting the Land Registry to establish a starting point (no response so far). **To resolve to allow small expenditures by the Clerk for Land Registry Fees.**

Resolution: Approval to spend up to £100 to purchase Land Registry searches - Unanimous

5. **To consider the NYC Housing Strategy Consultation and to resolve any comments to be made.**

A complex subject and a lengthy document make it very difficult to make a useful contribution. Cllr A Mason has extensive experience in this area and his analysis was accepted as the best way forward.

Resolution: To forward feedback from Cllr A Mason to NYC. - Unanimous

6. To note the outcome of the Rose Lane Level Crossing Reduction Order. **To consider and resolve if any further action by the Council if appropriate.**

The appeal was rejected and minor work has started. There is currently a dispute about HS2 boundaries.

Motion: To contact Network Rail requesting that they engage in an on-going constructive dialogue with the PC for the duration of the project. The PC accepts there will be an impact on residents and would like to contribute to the detailed operational planning with a view to minimising adverse impacts where possible.



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Resolution: Clerk to write to Network Rail suggesting establishing an on-going channel for communications.

7. To note that a letter was sent to CFCS Management Committee requesting a meeting together with any reply. **To consider next steps.**

Cllrs A Mason, J Mason & Ferris moved to the public area of the meeting.

Resolution: To write to CFC Management Committee asking for a meeting to discuss the stockroom project – Unanimous

Cllrs Ferris, A Mason & J Mason returned to the formal meeting

23/100 To receive representative reports

1. To receive an update from the Highways Working Group, including a meeting with PCSO Hannah Price. **To consider and resolve on any recommendations that address safety concerns.**
Resolution: Due to time pressure this item was deferred to next meeting as an early agenda item. Comments to be circulated by end of January. Unanimous
2. To receive an update from the Christmas Working Group – deferred to next meeting
3. To note the PCSO report.
4. Cllr Seguss – The access road to the Network Rail site off Sandwath Lane is deteriorating again – the clerk will write to NR asking them to maintain it. The letter to also remind NR that when they vacate the site, they should return the access to single track.
5. Cllr Charlston – Nothing from the PC in the recent Fenton in Focus. Cllr Ferris will submit copy for the next edition and it will include need to keep dogs under control and the requirement to pick up dog poo.
6. Cllr J Mason – Sandwath & railway bridge area has lots of dog poo.

23/101 To note correspondence received not covered on the agenda.

1. Residents email – Declaration of Interest on website
2. CIL receipt
3. Support for tree planting on Broad Piece – 5
4. Defibrillator ID markings on Village Hall need refreshing
5. HGVs – 1
6. Village Hall need a new door – payment arrangements (next meeting)

23/102 To note agenda items for next and future meetings

23/103 **To confirm date and time of Ordinary Council Meeting on Thursday 15th February at 19:00 in the VILLAGE HALL, Main Street, Church Fenton**

Meeting closed at 21:07

Robin Harris, Proper Officer, Church Fenton Parish Council
15 January 2024



Church Fenton Parish Council Payments November & December 2023

<u>Date</u>	<u>Description</u>	<u>Supplier</u>	<u>Net</u>	<u>Total</u>
01/11/2023	Verge cutting	Shed Grounds Maintenance	133.28	159.94
01/11/2023	PWLB	PWLB	662.61	662.61
08/11/2023	Training	Yorkshire Local Councils Association	25.00	25.00
21/11/2023	Play area maintenance	Team	631.00	757.20
28/11/2023	Grant	Citizens Advice Bureau Selby	250.00	250.00
28/11/2023	Christmas event	Kevin Charlston switch on expenses	323.19	323.19
29/11/2023	PWLB	PWLB	360.64	360.64
29/11/2023	Salary	Salaries	1,033.12	1,033.12
01/12/2023	Verge cutting	Shed Grounds Maintenance	133.28	159.94
01/12/2023	Expenses	Joanna Mason	310.91	310.91
04/12/2023	Christmas event	JVD Engineering Ltd	276.81	332.18
05/12/2023	Grass cutting	Fenton Landscape Services	429.38	429.38
05/12/2023	Open Spaces	Open Spaces Society	45.00	45.00
08/12/2023	Environment Group	Church Fenton Village Hall	12.00	12.00
08/12/2023	Village Hall	Church Fenton Village Hall	24.00	24.00
08/12/2023	Village Hall	Church Fenton Village Hall	42.00	42.00
14/12/2023	Village Hall	Church Fenton Village Hall	12.00	12.00
18/12/2023	PWLB	PWLB	7,972.23	7,972.23
31/12/2023	Bank Charges	Unity Bank Online	18.00	18.00
31/12/2023	Salary	Salaries	809.12	809.12

Budget Monitor End December 2023

PAYMENTS	Budget	Actual	Forecast	Total	Variance		
		Q1 - Q3	Q4		Value	%	
Loan Repayments	30,562	24,276	6,285	30,562	0	0%	
Verge cutting	1,938	1,200	400	1,599	339	17%	
Admin	550	345	137	483	67	12%	
Maintenance	2,083	5,200	697	5,897	-3,814	-183%	Playgrounds, lighting, dog poo bin, gate
Subscriptions	1,780	1,081	1,137	2,218	-438	-25%	
Publicity	2,798	405	396	801	1,998	71%	Web site provision not needed
Salaries	10,000	7,880	2,460	10,340	-340	-3%	
Insurance	7,689	1,768	0	1,768	5,920	77%	New broker
Bank charges	72	54	18	72	0	0%	
Training	375	269	0	269	106	28%	
Audit	550	365	0	365	185	34%	
Projects	33,405	30,572	0	30,572	2,833	8%	Kirkwells invoice not paid
Electricity	2,083	1,745	0	1,745	338	16%	
Grass cutting	3,601	3,399	0	3,399	203	6%	
Christmas Lights	1,667	1,995	0	1,995	-328	-20%	All expenses from donations
Grants	0	664	0	664	-664		
VAT	1,800	270	357	627	1,173	65%	
Total	100,954	81,489	11,888	93,376	7,577	8%	
RECEIPTS							
Insurance	1,488	741	0	741	-747	-50%	Cross charge lower because premium lower
CFCS Rent	13,297	9,973	3,324	13,297	0	0%	
Hub Rent	17,265	12,949	4,316	17,265	0	0%	
Hub Admin	1,000	752	250	1,002	2	0%	
Interest	0	1,158	300	1,458	1,458		Cambridge & Counties
VAT	6,233	4,785	0	4,785	-1,447	-23%	
Other Income	2,800	22,451	0	22,451	19,651	702%	CIL
Precept	24,690	24,690	0	24,690	0	0%	
Total	66,772	77,498	8,191	85,689	18,916	28%	

Ringfenced Balances

Bond	£20,000.00
Christmas	£1,124.59
CIL	£20,073.50
Highways	£2,196.74
S106 Endowment	£14,155.81
Total Ringfenced Funds	£57,550.64

Church Fenton Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 01/01/2024			
	Cash in Hand 01/04/2023			96,963.42
	ADD			
	Receipts 01/04/2023 - 01/01/2024			81,347.03
				178,310.45
	SUBTRACT			
	Payments 01/04/2023 - 01/01/2024			89,926.18
A	Cash in Hand 01/01/2024 (per Cash Book)			88,384.27
	Cash in hand per Bank Statements			
	Petty Cash	31/12/2023	0.00	
	Cambridge and Counties	31/12/2023	40,166.14	
	Redwood	30/04/2023	10,496.81	
	Unity	01/01/2024	38,443.26	
				89,106.21
	Less unrepresented payments			721.94
				88,384.27
	Plus unrepresented receipts			
B	Adjusted Bank Balance			88,384.27
	A = B Checks out OK			

Church Fenton Parish Council
Value Added Tax Return for the period 01/10/2023 to 31/12/2023

VAT due in this period on sales and other outputs	Box 1	£826.95
VAT due in the period on acquisitions of goods made in Northern Ireland from EU Member States	Box 2	None
Total VAT due (the sum of boxes 1 & 2)	Box 3	£826.95
VAT reclaimed in the period on purchases and other inputs and other inputs (including acquisitions in Northern Ireland from EU member states)	Box 4	£469.47
Net VAT to be paid to Customs or reclaimed by you (Difference between boxes 3 & 4)	Box 5	£357.48
Total value of sales and all other outputs excluding any VAT. Excludes any 'X' outputs	Box 6	£7,890.00
Total value of purchases and all other inputs excluding any VAT. Excludes any 'X' inputs	Box 7	£2,347.00
Total value of dispatches of goods and related costs (excluding VAT) from Northern Ireland to EU Member States	Box 8	None
Total value of acquisitions of goods and related costs (excluding VAT) made in Northern Ireland from EU Member States	Box 9	None