

Church Fenton Parish Council

Minutes of the Meeting – ORDINARY PARISH COUNCIL MEETING

Minutes of the Ordinary Council Meeting of Church Fenton Parish Council held on Thursday 17 February 2022 at Church Fenton Village Hall.

In attendance: Cllr Stewart Ferris, Cllr Ross Higham, Cllr Jo Mason, Cllr Michelle Seguss, Georgina Ashton, Clerk to the Council. District Cllr Keith Ellis. County Cllr Andrew Lee. In addition 11 members of the public.

Meeting started at 7.31pm

In the absence of the Chairman and no Vice-Chairman, the Clerk introduced the meeting. Council members were then asked to propose and second a member to chair the meeting.

Resolution: to appoint Cllr Seguss to chair the meeting. Unanimous.

21/108. To note Apologies and Approve Reasons for Absence *It is a requirement in law, Localism Act (2011, s31) that Council members declare any Disclosable Pecuniary Interest.*

Received apologies from Cllr S Charlston and Cllr A Mason.

Resolution: To approve the reasons for absence for Cllr A Mason and Cllr S Charlston. Unanimous.

a. To note dispensation requests - None.

21/109. Public Participation Period (no longer than 30 minutes)

Resident 1 – with regard to Northfield Terrace. Illegal electric gates erected which is preventing pedestrian and vehicular access for other residents. Concerns raised over lack of legal access to the rear of properties on Northfield Terrace. This has been reported to Planning Enforcement at Selby District Council. Title deeds suggest both pedestrian and vehicular access. Application has been made for a dropped kerb and vehicular access off Main Street. Neighbour has a shared pathway/pedestrian access currently.

Resident 2 – 2nd resident spoke with regard to Northfield Terrace. Issues with regard to the electric gates and lack of vehicular access and pedestrian access. There are bolts as well as locked electric gates. The resident believes that the road is adopted by Highways.

Resident 3 – 3rd resident spoke with regard to concerns to the planning application on Northfield Terrace. Aware that access to the council needs to be provided to the “terrace” road at the back which is an adopted road. The Council do take responsibility for the “service road” and have done recent repairs to the road. Significant concerns raised over flooding and surface water issues. If the current grassed area is made to hard standing, this will potentially cause surface water fall into other gardens.

Resident 4 - 4th resident spoke with regard to concerns to the planning application. Significant concerns raised over the restricted vehicular and pedestrian access to the extent where this has been raised with Planning Enforcement.

Resident 5 – 5th resident spoke in support of the application, explaining that 2 cars will be taken off the main road. Confirmed there is both vehicular and pedestrian access around the back of the properties.

21/110. Reports from other authorities

District Councillor(s), County Councillor, Police

District Cllr Ellis – confirmed that he has engaged Community Engagement funding provided of £1000 towards the new notice board and £2000 towards the Bin replacement programme.

The Clerk explained that there is some additional funding available through the SDC legacy funding of £2m donation. Any community group, registered charity or parish council can apply for funding ranging from £2,000 to £250,00 which provides enhancement to local community groups.

Two Ridings Heart of Yorkshire Community Project. [Two Ridings Community Foundation | Apply for Funding - \(tworidingscf.org.uk\)](https://www.tworidingscf.org.uk)

District Cllr Ellis left the meeting.

21/111. To approve Minutes of the Ordinary Meeting of Church Fenton Parish Council held on 04 January 2022.

Resolution: to approve that the minutes of the Ordinary Meeting held on 04 January 2022 are a true and accurate record. Unanimous.

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21/112. Planning

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

Date Received	Consultee deadline	Planning reference	Address	Details
13 Jan 2022	n/a	2022/0045/SCN	Rose Lane	Screening assessment for proposed closure of Rose Lane level crossing
12 Jan 2022	10 Feb 2022	2021/1508/HPA	4 Northfield Terrace	Installation of new vehicular access
17 Jan 2022	14 Feb 2022	2021/1544/FUL	The Orchards, Church Street	Creation of vehicular access and associated engineering works

2021/1508/HPA

Some concerns raised in terms of “line of sight” onto Main Street, potential highways issues, potentially dangerous, no turning circle, will have to reverse in or reverse out. Gardens are small hence the reason to have shared pedestrian access. The Council do not support the application because it will cause this area to be unsafe, restricted vision, no turning circle, dangerous for pedestrians. Parking is already available for 1-2 vehicles at the rear of the property. The recent application further up the village had significant conditions, eg have to provide a turning circle and gates a minimum of 6m back.

Resolution: to submit comments to SDC Planning dept as above. Unanimous.

b. Planning Decision Notices – approved and declined

Planning Reference	Location	Decision
2021/1482/MAN2	Land adjacent to CF Hall, 9 new dwellings	Refused
2020/0225/FULM	COU to BMX track, Busk Lane	Refused
2021/0330/HPA	7 Acme Terrace	Granted

c. To consider any Planning Enforcement Issues

Number of concerns regarding Amazon trucks coming along Church Street and Main Street. In addition, concerns raised with regard to the wide load vehicles regularly coming along Oxmoor Lane from Biggin (transporting modular homes). Piecemeal, creeping development, need to look at the transport plan holistically. In addition, Amazon trucks coming through the village post 7pm on a regular basis eg 9pm, 9.20pm.

Resolution: to write to SDC Planning Enforcement and NYCC Highways with regard to the number of HGV vehicles, access used and time of day. 1 against.

County Cllr Lee arrived – Thanks to Cllr Lee regarding the £3k received today for the defibrillators through the County Council Legacy funding. Also received a grant for the Christmas street light upgrade of £725.

Resolution: to write to Area 7 Highways to explain that the adopted road of Northfield Terrace has been obstructed by a resident with electric lockable gates. Unanimous.

21/113. Policy

a) To note Parish Elections update from CEO, SDC meeting on 16 February 2022.

Proposed elections to take place on Thursday 5th May 2022. The Structural Changes Order is currently going through parliament. It is likely that the Election nomination papers will be available early March depending on confirmation of the SCO. These will be available on the SDC website. The deadline for nomination papers will be 5th April 2022 at 4pm.

b) To consider the Co-option Policy and associated documents (previously circulated)

Resolution: to approve and adopt the Co-option Policy and associated documents. Unanimous.

21/114. Staffing

a) To note any updates – none.

21/115. Environment

a) To note and receive donation from a local company regarding the Defibrillator outside the Fenton Flyer. To note thanks to RJC Services for their generous donation of £1909.99 to pay for the supply and fit of a defibrillator and cabinet in the phone box outside the Fenton Flyer.

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b) To receive feedback from Councillor's meeting with members of Transpennine Upgrade team and to note correspondence; consider the proposed developments at the Rose Lane Crossing.
Productive meeting. General feeling that the scheme was improved with good communication between the Transpennine upgrade team and local stakeholders. There is a public consultation on Transpennine upgrade at Rose Lane level crossing. If the road is adopted, NYCC will decide the standards of the road and any possible lighting of the road. Preliminary discussions with Highways indicated that the vehicular access road will not be lit as it joining a main road that is not lit which currently has a speed limit of 60mph. However, the footbridge will be lit with low level lighting. Correspondence from Rose Lane resident indicated that the discussions with the engagement team were going well. Some residents have requested that the 40mph limit be extended to encompass this new access road. Confirmed that the Parish Council support this suggestion and that the engagement team are going to provide a road safety audit to look at some of the concerns raised.

- c) To consider Highways update and costings from NY Highways.
- (i) Weight restriction signage on Station Road – it is being considered by NYCC Highways to move the signage currently outside Station Farm back to the roundabout on Main Street to forewarn HGV drivers to turn left onto Church Street rather than travelling up Station Road and then turning around.
 - (ii) No waiting/overnight stopping on Busk Lane - TRO Traffic Regulation Order. NYCC Highways have agreed to put this suggestion forward for a TRO to erect "no overnight stopping" signage at the lay by on Busk Lane (adjacent to the emergency exit to the airfield).
 - (iii) Common Lane 95 Alive Campaign – results demonstrated that the average speed was over 30mph and suitable for police enforcement. Since this notification, there has been some police presence in the village with a mobile speed camera at both Common Lane and Busk Lane.
 - (iv) Number of proposals brought from the Highways Committee – including suggestions for traffic calming measures at the 3 main entrances to the village including Busk Lane, Common Lane and Church Street. Recommendations to Full Council:
 - Yellow or grey background to entry signage – YELLOW
 - Busk Lane - Replace Boundary sign at RAF base
 - Busk Lane – "Please drive carefully" – rumble strips and dragons teeth subject to conditions and proximity to properties.
 - Church Street – rumble strips on the bend leading up to the 30mph sign –
 - Church Street – boundary sign removed – the 30mph sign will say – "Welcome to Church Fenton, please drive carefully". Maximum impact, gateway style entrance.
 - Common Lane – rumble strips and dragons teeth up to the 40mph zone. Signage "Welcome to Church Fenton, please drive carefully".
 - Common Lane – at the 30mph entrance – "Please drive carefully" replacement signage with yellow background in line with the other entrances.

Resolution: to approve the proposal presented by the Highways Committee, and in addition to the original quote of £4027 plus additional cost of extra 30pmh signage on Common Lane and boundary sign on Busk Lane. 1 abstention.

d) To consider purchases for the Bin project, lead by Cllr Seguss.

Resolution: to approve 7 replacement bins at a cost of £2,288.12 (CEF funding received from District Musgrave and Ellis to cover this cost). Unanimous.

e) To receive minutes and consider recommendations from the Christmas Committee.

Thanks to Matthew Abraham-Thomas for putting up and taking down the Christmas lights as well as storage and maintenance of the lights. Also thanks to City Builders Northern for the use of the telehandler. County Cllr Lee has offered a legacy funding of £725 donation towards the upgrade of streetlights for new sockets. This would enable us to have 3 new lights.

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Resolution: to match fund the County Council legacy fund (£725) by the Parish Council and to approve £875 to enable 4 new Christmas sockets to be purchased. Unanimous.

- f) Public Rights of Way - *To note any updates on public footpaths within the Parish. None brought to the meeting.*
- g) To note proposals for the celebration of the Queens Jubilee – meeting on 11th January 2022
Cllr J Mason confirmed that 2 meetings have been held with regard to Jubilee planning. Dance on the Thursday 2nd June 2022 evening, led by the WI High Flyers. Friday 3rd June 2022 – afternoon teas in the shop garden, 1950s theme in red, white and blue. Saturday 4th June 2022, Fenton Fest at the Cricket Field/sports pavilion, 3pm onwards. Selection of stalls, music, entertainment and food stalls. Sunday 5th June 2022, procession through the village to the Church, short service, followed by the big Jubilee lunch – picnic style; Church yard / play park? From there, things will happen, picnic, refreshments, treasure hunt around the village, historical tours around the church and church yard, trips up the tower. Series of bunting available, village will be trimmed up. Some petty cash required for prizes for the treasure hunt, entertainers (balloon animals or magician). Suggestion of Jubilee mugs for those children who live in the parish, all Kirk Fenton primary children, then all children under 12 living in the parish. China mugs are £3.50 ex VAT, ordering in the order of 500. Total of £1,750. Next meeting of the Jubilee committee is 9th March 2022.

Resolution: to approve the financial support of £1,386 towards the Jubilee event to pay for 396 Commemorative China mugs. 1 abstention.

- h) To consider correspondence from a resident regarding dog fouling in the parish.
Defer to next meeting
- i) To consider correspondence received from solicitor regarding the Village Hall boundary.
Defer to the next meeting – clerk to recirculate the information from the solicitor.
- j) To receive feedback from councillor training.
Defer to agenda item below
- k) To consider correspondence received regarding Air Pollution and Climate Change.
Resolution: Cllr J Mason to prepare and provide a summary report to council members with regard to the Climate change emergency and practical changes that a parish council could take going forwards. Unanimous.
- l) To receive and consider the FOI request.
Resolved: that in view of the confidential nature of the business to be transacted under Section 1 of the Public Bodies (Admissions to meetings) Act 1960, the public and press be temporarily excluded from the meeting whilst matters pertaining to these items are discussed. Agreed to move this agenda item to the end of the meeting.
- m) To consider the sale of the Arnold Baker 10th edition, Local Council Administration book.
Resolution: for the Clerk to try and sell the 10th edition and provide funds back to the parish council. Unanimous.
- n) To consider spend on phone boxes in terms of paint, equipment, signage etc.
Resolution: to approve spend of £200 on materials, paints and new signage to each of the 2 phone boxes in preparation for installing the defibrillators. Unanimous.

21/116. Finance

- a. RFO Finance Report -*To approve the Bank Reconciliation to 11 February 2022 and to note budget monitor.*

Bank Account	14 Feb 2022
Unity Trust Online	£39,829.16
Cambridge & Counties	£38,150.04
Redwood	£10,379.16
Totals	£88,358.36

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Ringfenced funds at 31 Dec 2021

CIL	£2,649.52
Shop Bond	£20,000.00
S106 Sandwath Endowment Balance	£21,794.73
Grant: NHPlan Balance	-£143.05
AJ1 Road Safety Fund Grant	£4,195.76
Total Ringfenced Funds	£48,496.96
General Fund - <i>not ringfenced</i>	£39,861.40
Total funds equals total bank ac's	£88,358.36

b. Payments- To consider and approve the invoices for the payment schedule from 01 Jan 2022 to 14 Feb 22.

DATE	Description	Income	Expenditure
04/01/2022	AC: Lease Payment: CFCH admin charge	£98.33	
04/01/2022	AC: Lease Payment: CFCHub	£1,697.75	
04/01/2022	AC: Lease Payment: CF Community Shop Ltd	£1,108.07	
13/01/2022	BT: G Ashton (expenses - Jennychem - 10x 25kg bags Rock salt)		£106.95
13/01/2022	BT: CF Village Hall Mgt - Room Hire		£36.00
13/01/2022	BT: YLCA Training Mediation Meeting - 6 December 2021		£210.00
13/01/2022	BT: Clerk DEC salary		£494.80
13/01/2022	BT: Lengthsman Salary DEC (19.5hrs x £9.90) = Gross £193.05		£154.45
13/01/2022	BT: HMRC PAYE - DEC		£38.60
13/01/2022	BT: Shed Grounds Maintenance - 21676		£159.94
13/01/2022	BT; Fenton in Focus - Winter edition		£50.00
17/01/2022	BT: Selby SDC Community Engagement Fund	£1,325.00	
27/01/2022	BT: British Heart Foundation Shops Ltd - 005174		£3,519.98
01/02/2022	BT: Lengthsman Salary JAN (19.5hrs x £9.90) = Gross £193.05		£154.45
01/02/2022	BT: Clerk JAN salary		£494.80
01/02/2022	BT: HMRC PAYE - JAN		£38.60
01/02/2022	AC: Lease Payment: CF Community Shop Ltd	£1,108.07	
01/02/2022	DD: PWLB -FEB - PUB		£203.87
02/02/2022	AC: Lease Payment: CFCH admin charge	£98.33	
02/02/2022	AC: Lease Payment: CFCHub	£1,697.75	
07/02/2022	BT: RJC Plant Services (donation for a defibrillator at Fenton Flyer)	£1,909.99	
10/02/2022	BT: VAT Return Q3		£644.58
14/02/2022	Shed Grounds Maintenance - INV21889 February		£159.64
14/02/2022	YLCA: Training Climate Emergency CllrJM		£15.00
Totals		£100,711.81	£91,365.46
14/02/2022	Closing balance at BANK at 14 February 2022		£39,829.16

The current account Bank Balance as at 14 February 2022 is £39,829.16.

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Known financial commitments	Income	Expenditure
Starboard Systems Ltd- Scribe accounts subscription		£561.60
JVD Engineering Ltd - tree hole cover		£48.00
BT: Lengthsman Salary FEB (19.5hrs x £9.90) = Gross £193.05		£154.45
BT: Clerk FEB salary		£494.80
BT: HMRC PAYE - FEB		£38.60
DD: PWLB - FEB, Shop		£5,839.47
DD: PWLB - MARCH, Pub		£95.81
BT: NYCC Legacy Funding County Cllr Lee	£3,000.00	

Recommended that the Finance Report be noted by the Councillors.

Resolution: council to approve the Finance Report. Unanimous.

21/117. To receive Representatives Reports

Cllr Higham – query over signatories on the bank mandate.

Cllr S Ferris – nothing to report.

Cllr J Mason – resident fell on Church Street.

Cllr M Seguss – attended YLCA meeting. Issues raised regarding overhanging foliage and fencing.

To bring as an agenda item to next meeting.

21/118. To note Correspondence received (not specifically dealt with on this agenda)

Defibrillators ordered, 8-10 week lead time. Should be delivered before Easter.

21/119. To note Agenda Items for:

a) Next meeting –review and adopt new NALC Code of Conduct, fencing on railway embankment on all sides, village hall boundary, Main St phonebox, Highways, Christmas Committee, Jubilee committee, Future meetings - Village Entrance boundary sign. Strategy Parish Plan. Use of Survey Monkey for communication with Parishioners. Policy. HS2. ST1 Post box.

21/120. To confirm Date and time of next meeting – Thursday 17th March 2022 at 7.30pm, Village Hall, Main Street, Church Fenton.

The meeting closed at 9.47pm. Members of the press and public left the meeting.

21/115. (I) To receive and consider the FOI request.

Resolution: Clerk to respond to the complainant by explaining that there is no correspondence between parish councillors and outside bodies. However, if the complainant wishes to clarify their request, they may do so and the Parish Council will deal with any subsequent FOI requests. 1 abstention.

The meeting closed at 10.02pm

Signed: _____

Date: _____

Chairman, Church Fenton Parish Council