

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 16 February 2023 at Church Fenton Village Hall.

In attendance: Cllr Sam Charlston (Clerking the meeting), Cllr Stewart Ferris, Cllr Ross Higham, Cllr Andrew Mason (Chairman), Cllr Jo Mason, Cllr Michelle Seguss, Cllr Teresa Whyte

In addition, 7 members of the public.

Meeting started at 7.01pm.

Cllr Samantha Charlston opened the meeting and advised that as she had taken the role of proper officer whilst recruiting a clerk, a Cllr was required to take on the role of chair for the meeting.

Resolution: It was resolved that Cllr Andrew Mason to chair the meeting - Unanimous

22/122. 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.

None

a. To note dispensation requests

None

22/123. Public Participation Period (no longer than 30 minutes)

Members of the public are politely reminded to speak for no more than 5 minutes.

Resident 1 – Request for YW numbers. Thinks the drains are cracked and there is a puddle of water near the paddock gate. Drains were cleared by the contractors. Council advised that it was best to contact YW direct, details held by Council were for contractors.

22/124. Reports from other authorities

District Councillor(s), County Councillor, Police

No attendees

22/125. To approve Minutes of the Ordinary Meeting of Church Fenton Parish Council held on 12 January 2023.

Resolution: It was resolved to approve agreed changes and that the minutes of the Ordinary Meeting held on 12 January 2023 are a true and accurate record. 2 abstention SC, SF

21/125. Planning

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

Date Received	Consultee deadline	Planning reference	Address	Details
15/02/23		APP/N2739/D/22/3310757	4 Acme Terrace Church Fenton	Planning appeal

b. Planning Decision Notices – approved and declined

2022/1059/LBC	The Old Vicarage, Main Street, LS24 9RF	Permitted
2022/1133/TPO	Church End Farm, Church Street, LS24 9RD	Refused
2022/0173/FUL	Oxmoor Barn, Oxmoor Lane,	Permitted
2022/0442/HPA	Shepherds Barn, Church Street	Permitted
2022/0680/FUL	1 Railway Houses, Sandwath Lane	Refused
2022/1014/COU	24 Lockton Court,	Refused
2022/0386/HPA	Partridge Barn, Oxmoor Lane	Permitted
2021/1544/FUL	The Orchards, Church Street – Circular Drive	Withdrawn
2022/0261/HPA	The Orchards, Church Street - extension	Permitted
2022/0661/DOC	Yorkshire County Properties – Main Street DOC of condition 25	
2022/1074/ATD	Old Farmhouse, Oxmoor Lane	Refuse

Church Fenton Parish Council

Minutes of the Meeting – ORDINARY PARISH COUNCIL MEETING

c. To consider any Planning Enforcement Issues

Cllr Seguss has sent letter to planning enforcement regarding the issues with the trucks and traffic from LEA and other developments coming through the village.

Cllr Jo Mason has received a letter from a resident regarding incremental traffic increase from RJC. Details to be sent to Clerk and Cllrs. Cllr Seguss suggested that we speak to RJC direct about issues to see if they could be resolved.

22/127. Policy

a) To consider budgeting proposals for 2023-24.

Agreed to move to next meeting once we have updated the locum clerk with the figures. Project budget to be increased. Cllr Seguss to speak to locum clerk regarding details.

22/128. Staffing

a) To note any updates

Clerk is no longer with the council.

As per the resolution at the extra ordinary meeting Georgina Ashton has been asked to complete the finances ongoing, Georgina had previously offered her support to update the finances FOC. Previous resolution agreed that if she accepted, she should be paid for all hours completed at locum clerk rate.

Locum rate to be paid for all hours completed so far (15) and ongoing until the statutory obligations around 2022-23 finances are completed.

21/128. Environment

a) To consider report from transport consultant

Cllr A Mason has received 3 quotes and as per his report to council he suggests that we use Kirkwells costing £2,000. Other quotes ranged from £1,400 - £3,720. Cllr Mason felt that Kirkwells understood what the council were trying to achieve.

Resolution: Resolved to appoint Kirkwells as Transport Consultant. Unanimous

b) To receive update on graveyard project

Items b&d under Environment discussed together. Jack Lindley has been contacted; Solicitor who was dealing with the AP1 form for the land adjacent to Church Fenton Village Hall. To consider looking at the footpath and the graveyard project together, solicitor to be appointed to look at both this and the ransom strip together.

Council only has until 2024 to submit the AP1. Council needs to understand what we are challenging and with whom. Council agree that we need a price and more detail to see what we legally need to do, Cllr A Mason has a Solicitor in mind. Cllr A Mason to continue leading and updating council

c) Public Rights of Way - *To note any updates on public footpaths within the Parish.*

All wooden footpath signs have been replaced in the village and the one next to the village hall is now correctly sited.

d) To consider next steps with regard to land adjacent to Church Fenton Village Hall – covered under agenda item b in Environment

e) To consider transfer of lease for The White Horse

The council have been asked by the Community Hub to approve consent for the transfer of the lease for The White Horse. One of the original leases will be running the pub as the other no longer wishes to continue in the business. The Community Hub are supporting the change. All legal costs will be picked up by the current leaseholder. The building controls have been signed off. The council will be having the properties revalued in the near future.

Resolution: Resolved that the Council agree to amend the lease for the White Horse. Unanimous

Church Fenton Parish Council

Minutes of the Meeting – ORDINARY PARISH COUNCIL MEETING

- f) To consider contribution request for Sherburn Library
Report and request for funding from Sherburn In Elmet Community Trust (SIECT) for the community library the parish council have previously paid an annual contribution – this years request is for £216.
Resolution: Resolved to donate extra and pay £500 to Sherburn Library. Unanimous
- g) To consider proposal of a financial donation to purchase a gold coin for every child in the parish to celebrate the Kings coronation
Report from Cllr Seguss has been sent to council of costs of purchasing coins of varying amounts, the parish council had previously purchased mugs for the Queens Jubilee in the village. The coins have the Kings coronation emblem.
Resolution: Resolved to purchase 500 coins at a cost of £975 + VAT. Unanimous
- h) To receive and note update from Environmental group
Report from Cllr J Mason, good meeting. Lots to do, had a presentation on CO2 emissions and another on nature and biodiversity. Most communities opt to do one or two things and this will be agreed at the next meeting on 15th March at 7pm.
- i) To receive and note update from Highways group
Awaiting the signage for the roads to be completed.
Footways, trying to do something about the pavements, asking the community to report to NYCC. According to NYCC there is no issues with the paths. We have reported a path that a resident fell on last week and NYCC have been out since and the report stated 'found no actionable defects that meet the intervention criteria in accordance with the Highways Safety Inspection Manual. Council do not agree with this and will write to NYCC and local councils about the condition of footways in Church Fenton.
Resolution: Resolved to produce a leaflet to be distributed to all resident's regarding reporting issues such as footways, roads and lighting to NYCC, maximum budget of £200. Unanimous
Council to write to NYCC regarding the paths and the state of those and the letter received from NYCC
- j) To receive and consider recommendations from the Christmas group.
Thanks to everyone who was involved especially RJC to helped put up and take down the lights. Report has been presented to council on success of Christmas and light switch on and the engagement from the village. The Christmas group hope to be self-funding from this year but would like council to support with more Christmas light sockets in village. Lights have been already promised if additional sockets are placed. Group would like council to purchase an extra 5.
Resolution: Resolved for council to purchase 5 new Christmas light sockets costing £2,000. Unanimous
- k) To receive and consider recommendations for upgrade to Sandwath play area
Report received from Cllr Seguss and Cllr Charlston regarding upgrades. Consultation has been taking place for over a year and council had previously agreed to Streetscape completing the work if funding could be sought.
The upgrades proposal is in 2 parts –
Repairs and renewals – for the cost of replacement for equipment that has been removed or requires updating including painting: £4,405 + VAT – Money to be sourced from Sandwath Endowment policy as the policy states money should be used for repairs and renewals and general upkeep.
New Equipment – Grants have been given from District and County Councillors totalling £9,700 the council also has CIL money totalling £2,649.52 to use. Requires council to pay the difference from reserves of £9,290.48.
Resolution: Resolved that the council agree to drawdown £4,405 from the Sandwath endowment policy for repairs and maintenance. Accept the grants from Cllr Lee and Cllr Musgrave of £9,700 and to use the £2,649.52 of CIL money towards the play park upgrade and the council to pay the remaining balance of £9290.48. Streetscape to be instructed to carry out the play park upgrade as soon as the two grants have been paid into the PC bank account. 1 abstention RH

Church Fenton Parish Council

Minutes of the Meeting – ORDINARY PARISH COUNCIL MEETING

- l) To consider valuation of assets
Cllr A Mason has spoken to the District Valuer, Helen Howley is awaiting the information from Deborah Kilbride. The investment strategy requires us to do this, we were unable to do it in the timescale due to COVID and must be do it within 5 years. Cllr A Mason to progress and update council
- m) To receive update on logo for PC
Design suggestions sent to Andrea Hall and initial designs due in April, Cllr J Mason will keep council updated
- n) To consider PC laptop.
The PC laptop has been noted as slow and there is also no security software installed. Recommendation that before a new clerk is appointed the laptop has a service
Resolution: Resolved for the Parish Council laptop to have a service no more than £200 unanimous

22/130. Finance

- a. RFO Finance Report - *To approve the finance report to date for the financial year 2022-23.*

The Payment schedule for the meeting of the council (16 Feb 2023) is detailed below:

Date	Cost Centre	Description	Income	Expenditure
10/02/2023	Salaries	HMRC PAYE payments - May to Jan 2023 (9 mths) to rectify from May 2022		£199.49
13/10/2022	Training	YLCA: Inv 729-2223 Internal Controls webinar (Clerk)		£60.00
12/10/2022	Training	YLCA: Inv 708-2223 Procurement webinar (Clerk)		£30.00
13/10/2022	Training	YLCA: Inv 733-2223 VAT for VAT registered councils (Clerk)		£30.00
02/02/2023	Admin	YLCA: Inv 984-2223 Advert for Clerk/RFO Feb 2023		£15.00
20/01/2023	Subs	Starboard Systems Ltd Inv-3568- Scribe accounts subscription		£645.84
01/02/2023	Roomhire	CF Methodist Hall: 6/9/22, 11/10/22, 24/10/22, 10/1/23 room hire		£48.00
16/06/2022	Defibs	BT: Intempo Electrical - fitting 2 defibs		£200.00
31/12/2022	XmasLights	CF WI - cheque received for Christmas donation	£50.00	

In addition, the predicted / anticipated expenditure for the remainder of the financial year is:

		Predicted / Anticipated costs to financial year end		
	VAT	HMRC VAT payments - Q1, Q2, Q3 - to rectify adhoc submissions		
01/02/2023	Insurance	DD: Insurance recharge from CFC Shop Ltd	£592.35	
14/03/2023	Vergecutt	Shed Grounds Maintenance -March		£159.64
22/02/2022	LoanRep	DD: PWLB - FEB, Shop		£5,839.47
31/03/2023	Salaries	BT: Lengthsman MARCH Salary		£196.20

Church Fenton Parish Council

Minutes of the Meeting – ORDINARY PARISH COUNCIL MEETING

28/02/2023	Salaries	BT: Lengthsman FEB Salary		£196.20
01/03/2023	ShopRent	AC: Lease Payment: CF Community Shop Ltd	£1,108.07	
02/03/2023	HubRent	AC: Lease Payment: CFCHub	£1,697.75	
02/03/2023	HubRent	AC: Lease Payment: CFCH admin charge	£98.33	
14/03/2023	LoanRep	DD: PWLB - MARCH, Pub		£95.81
21/03/2023	LoanRep	DD: PWLB - MARCH, Shop		£146.34
31/03/2023	subs	YLCA Membership annual subs		£437.00
31/03/2023	bankch	Service charge to Unity Bank		£18.00
31/03/2023	subs	BT: GeoXphere Ltd - parish online mapping system annual subs		£54.00
		Predicted yr end balance 31 March 2023	£3,546.50	£8,370.99

The full cashbook has been circulated separately for the financial year from 01 April 2022 to 31 March 2023.

The predicted balance on account as at 10 February 2023 is as follows:

<u>Ringfenced funds:</u>		
CIL		£2,649.52
AJ1 / Highways Project		
Christmas Working Group	£3,238.56	
S106 Endowment - Sandwath Dr	£161.26	
	£20,238.73	
	£20,000.00	
Shop Bond		
Total Ringfenced funds		£46,288.07
<u>Other bank accounts</u>		
Unity Trust (current account) ACTUAL BALANCE		
Cambridge and Counties (potentially £650 more) Redwood Bank	£43,233.78	
(potentially £180 more)	£37,896.20	
	£10,379.16	
	£91,509.14	
Total at Bank		
General Reserves**		£45,221.07

**General Reserves could be £700-£800 more once the actual balances on the 2 savings accounts has been established

Ringfenced funds

Both the NHP funds (written off with negative balance of £143.05) and the S106 funds (carry over of £120.61) have been written off. A Christmas Working Group ringfenced budget has been created with a balance going into Christmas 2023 of £761.26. In addition, I have reduced the S106 Endowment Sandwath fund by £1500. This has not been updated this financial year and includes monthly grass cutting, playground inspection at Sandwath and any repair costs of equipment. For 2022-2023, the costs stand at £1556.00 to date. The AJ1/Highways project fund has reduced by £1090 this year down to £3,238.73.

Church Fenton Parish Council

Minutes of the Meeting – ORDINARY PARISH COUNCIL MEETING

Bank Balances

The bank balances on both savings accounts (Redwood and Cambridge & Counties) has remained the same as of 31 March 2022. As I do not have up to date balances, there is little point predicting any income from bank interest. However, in previous years, the combined income has been in the region of £560, I presume this will be higher for the current financial year.

Bank Reconciliation

Bank reconciliation in Scribe was not right from 31 March 2022, it was out by £509.06. It is now correct up to 31 January 2023.

Bank Reconciliation at 31/01/2023			
	Cash in Hand 01/04/2022		79,885.32
	ADD Receipts 01/04/2022 - 31/01/2023		60,224.17
			140,109.49
	SUBTRACT Payments 01/04/2022 - 31/01/2023		50,276.01
A	Cash in Hand 31/01/2023 (per Cash Book)		89,833.48
	Cash in hand per Bank Statements		
	Petty Cash	31/01/2023	0.00
	Unity Trust Online Current a/c	31/01/2023	41,179.33
	Redwood	31/01/2023	10,379.16
	Cambridge and Counties	31/01/2023	38,274.99
	NatWest	31/01/2023	0.00
			89,833.48
	Less unrepresented payments		
			89,833.48
	Plus unrepresented receipts		
B	Adjusted Bank Balance		89,833.48
	A = B Checks out OK		

Recommended that the Finance Report be noted by the Councillors.

As the Clerk has left the council there is no one on the bank account to input payments as all Cllrs are Authorisers only. To agree that Cllr Charlston be nominated as Administrator and be removed from authoriser list.

To consider changing Redwood and Cambridge and Counties bank account once new clerk joins to see if we can get better rates

Resolution: Resolved Cllr Charlston to be nominated as Administrator to Unity Bank. Unanimous

Church Fenton Parish Council

Minutes of the Meeting – ORDINARY PARISH COUNCIL MEETING

22/131. To receive Representatives Reports

Cllr Seguss –Nothing to report

Cllr J Mason – Nothing to report

Cllr A Mason – Stewart Brown Yorkshire Country Properties, who we have invited to meetings previously is keen to work with us and Cllr Mason will invite him to April meeting

Cllr Whyte – Nothing to report

Cllr Higham – Nothing to report

Cllr Ferris- Nothing to report

Cllr Charlston –Paths, Yorkshire Water. Standing down as Chairman and there will be a new Chairman of the PC from the next meeting. Think it is important that the Chairman builds a relationship with the Clerk and with the requirement of new clerk now is the time to step aside. Would hope that council would vote for a Chairman at the next meeting who would be in principle be the person they would vote for at the Annual Council Meeting in May so that council can have continuity.

22/132. To note Correspondence received (not specifically dealt with on this agenda)

(i) Email from resident regarding the access road to the train station.

Council to check whether this land is privately owned by one of the residents in that area.

(ii) NYCC email regarding grass cutting subsidy

Add to next agenda

(iii) Letter received from Reverend Paulie regarding Coronation weekend activities.

To confirm that the shop are doing afternoon tea and a garden party on Sunday 7th May in the afternoon

(iv) Scribe have written regarding a Year end health Check for £39

To pass to Georgina Ashton to advise if this is necessary

22/133. To note Agenda Items for:

a) Next meeting – Air show at LEA, Traffic enforcement issues, transport consultant, graveyard project, PROW, land adjacent to Village Hall, Environment group, Highways group, Valuation of assets, Logo update, Laptop, Bank Accounts. Meeting dates for municipal dates. Report from staffing committee

b) Future meetings - ,

22/134. To confirm Date and time of next meeting – Thursday 16th March 2023 at 7.00pm, Village Hall, Main Street, Church Fenton.

The meeting closed at 8.44pm

Signed: _____

Date: _____

Chairman, Church Fenton Parish Council