

Church Fenton Parish Council

Minutes of ORDINARY COUNCIL MEETING held on 15th February 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, 10 members of the public

Meeting opened at 19:01

23/104 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**
N/A

23/105 To note any Declarations of Interest and to consider any dispensation requests

Cllrs A Mason, J Mason and Ferris declared their registered interest in CFCS.

23/106 Public participation period

No member of the public wanted to speak.

23/107 To approve minutes of the Ordinary Meeting of Church Fenton Parish Council held on 11th January 2024

Resolution: Accepted (Unanimous)

23/108 Planning

1. **To consider applications received and resolve on recommendations to be made to North Yorkshire Council Planning Authority**
 - a. ZG2024/0053/COU MOT Station At, Ashfield, Ash Lane. Change of use of land to parking area (part retrospective) Expiry 26th Feb 2024
Resolution: Comments to be sent to be Clerk for collation
 - b. ZG2024/0096/HPA 21 Bridge Close, Church Fenton. Erection of single storey extension to side. Expiry 28th February 2024.
Resolution: No comments
2. To note applications approved and declined
 - a. ZG2023/1202/HPA 4 Acme Terrace, Church Fenton. Erection of single storey front extension. – **REFUSED**
 - b. ZGPD/2024/0002 1 Sandwath Drive, Church Fenton. Permitted development enquiry to establish if planning permission is required for a single storey side and rear pitched roof extension. – **NOT REQUIRED**
 - c. ZG2023/0918/HPA 1 Rowley Close, Church Fenton. Erection of single storey rear garden room extension, covered walkway and additional off-street parking including new vehicular access. - **PERMITTED**
 - d. ZG2023/1211/HPA at Wesley House, Main Street, Church Fenton. Outbuilding within 2m of the site boundary – **PERMITTED**
 - e. ZG2023/0918/HPA 1 Rowley Close, Church Fenton. Erection of single storey rear garden room extension, covered walkway and additional off-street parking including new vehicular access-**PERMITTED**



3. To consider any planning enforcement issues

- a. Cllr J Mason and Cllr Seguss attended a multi-agency meeting January 2024 held to consider planning enforcement questions about LEA. Topics discussed included:
 - i. Main planning application is under review and will go to Committee
 - ii. Piecemeal development has 'resulted in a situation that is very difficult to control'
 - iii. NYC are waiting for a certificate for the material used to build the bund
 - iv. Aircraft activity was also discussed. NYC said that they are waiting for information from the operator (this seems to have been outstanding for about 1 year)
 - v. There was informal mention of a possible new road connecting Sherburn to the A64.

Some ad hoc discussions took place after the meeting and further information from residents indicates:

- Concrete is being crushed on site
- A new building is being erected without planning permission

Resolution: To request minutes of the meeting from NYC. Based on the minutes to then write to ask key questions about progress. (Unanimous)

23/109 Finance

1. To note the finance report
 - a. Bank reconciliation end January 2024
 - b. Payments
 - c. Budget monitor
2. To note that NYC will pay £200.28 for highways verge cutting in 2024/25. The best quote received to carry out this work is £684pa so would be a net cost to the Council
Resolution: Ask NYC to resume highways cutting 5 times per year.

Item 23/111 4 – Grass cutting was brought forward as it is closely linked with NYC grass cutting and both needed to be discussed together.

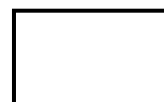
To receive a comparison of the grass cutting quotations received and to resolve on service providers for verges and amenity areas.

Resolution: Accept the proposal from Shed Grounds Maintenance for both the amenity grass areas and other grass within the village that are not covered by NYC urban highways grass cutting. (Unanimous)

3. To note the Clerk used delegated powers to set up payment to JVD Engineering an amount of £464.00 for heavy duty brackets for Christmas lights.
4. **To resolve on purchasing either one or two years of cover by McAfee virus software protection (£160 2 years or £98 1 year).**
Resolution: Clerk to purchase two-year option.

23/110 Policies and procedures

1. To consider a draft policy on Volunteers and **to resolve to adopt or modify it.**
The discussion addressed the difference between volunteers and members of the public attending an event e.g. tree planting. Tree planting and similar activities are considered to be events that the public can attend so do not require prior registration. Collecting personal data about volunteers would introduce a significant administrative burden to comply with GDPR, so would only be done if essential. A thorough risk assessment will be carried out for all events (excellent example completed for tree planting) and those attending can be recorded on the same document. This is the procedure adopted by large national organisations which provides confidence this approach is effective and balances all requirements.
Resolution: Council does not foresee engaging true volunteers and therefore does not require a volunteering policy. (Unanimous)



23/111 Environment

1. **To consider writing to NYC expressing support for letters sent by pupils of Kirk Fenton School requesting a 20mph speed limit.**
Resolution: To write to NYC supporting the requests for a 20mph speed limit on Main Street. (Unanimous)

This topic will be included on the next agenda for Council to consider its own actions.

2. **To consider proposals made by NYC for double yellow lines on Main Street near Northfield Terrace and to resolve on a response.**

No adverse comments have been received from residents. There are possible arguments for and against.

Resolution: No make no comments (Unanimous)

3. **To consider and resolve on options presented by the Highways working group regarding additional double yellow lines to address safety concerns arising from parked vehicles.**
Motion 1: DYL on both sides of the bridge incline on Common Lane side. NOT CARRIED.
(For: Cllrs Ferris & Seguss: Against Cllrs A Mason, J Mason & Higham: Abstain Cllrs Charlston and Whyte)

A second motion was then proposed for DYL as per Option 4 as presented by Cllr Higham – no seconder came forward.

The Council is aware that parking and speed are both problems within the village and are keen to consider all possible options. The Council is also very conscious that changes need to be thoroughly assessed, as often they can have unintended consequences and can worsen problems. It was suggested that the discussion should be extended to the whole village as the subject is complex and involves many trade-offs between various groups of residents.

4. **To receive a comparison of the grass cutting quotations received and to resolve on service providers for verges and amenity areas.**

This item was brought forward to 23/109 2 (NYC grass cutting) as they are linked.(See above)

5. **To consider paying for the fire exit door in the Village Hall to be replaced so that VAT can be reclaimed (£1,493.23 + VAT)**

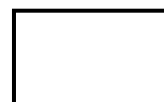
Resolution: To purchase for the replacement fire door and therefor to reclaim the VAT.

(For: Cllrs Charlston, Ferris, Higham, A Mason, J Mason, and Whyte, Abstain: Cllr Seguss)

It was noticed that the quote made reference to glass in the doors and the clerk was asked to point this out to the Village Hall Committee in case it was not intended.

6. **To receive a verbal update from the Clerk on a discussion with Mr Ruddock who owns the land to the east of Northfield Terrace and to resolve on a brief for the Clerk in preparation for a walk around the site with Mr Ruddock.**

Resolution: Clerk to meet Mr Ruddock do discuss his maintenance of the boundary with Main Street and the one with the play park. The Council would be willing to enter discussions to purchase the land at agricultural prices if Mr Ruddock is interested in that option.



Church Fenton Parish Council

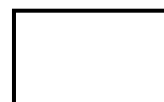
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7. To receive an update on the defibrillators and **to consider approving the purchase of consumables.**
Resolution 1: To purchase pads (Unanimous)
Resolution 2: To take up offer from First Responder in the village who has offered to become the guardian of the defibrillators. (Unanimous)
8. To receive an update on the playground repairs and the monthly visual inspections.
Repairs to Main Street playground will commence W/C 19th February. Monthly inspections have been started. Clerk will provide a shared folder for them to be stored in.
9. **To consider purchasing replacement flags for the village hall.**
This was agreed in 2022/23, but two donated flags (UK and Ukraine) were raised at that time. These have now been destroyed by the weather. **Resolution: Clerk to identify a supplier of good quality outdoor flags and to pass suggestions to Cllr J Mason before ordering. (Unanimous)**
10. To note the reply from CFCS regarding a meeting request and **to consider any further steps.**
[Cllrs A Mason, J Mason and Ferris withdrew during a brief discussion.]
Clerk will reply thanking CFCS for the email and awaiting information once CFCS are ready.
[Cllrs A Mason, J Mason and Ferris rejoined the meeting after the discussion.]

23/113 To receive representative reports

1. To receive an update from the Environment Working Group
Tree planting on Broad Piece in March has been well prepared and a thorough risk assessment completed. More publicity is planned and the existing Facebook page is receiving interest. A trial area for wildflowers is being considered along Sandwath Lane – the precise area to be determined taking into account grass cutting for highway visibility as well as access for those sowing and maintaining the area. Further areas for environmental activity are under consideration.

As it was 9pm the Chair proposed that Standing orders be suspended for 15 minutes to enable the remaining reports to be received.
Motion to suspend Standing Orders for 15 minutes was approved (Unanimous).
2. To receive an update from the Highways Working Group
 - VAS relocated from Busk Lane to station bridge
 - Tankers noted passing through the village
3. To receive an update from the Christmas Working Group
 - First meeting of 2024 shortly.
 - Christmas Lights now down.
 - Heavy duty brackets purchased to reduce light fittings rotating on the pole.
 - Two light fittings taken down after NYC poles developed faults.
 - Grant application for £1000 from Cllr Lee (NYC) received today.
4. To note the PCSO report. Noted
5. Councillors:
 - a. Cllr Charlston
Write to cadets (Tuesday & Thursday 7pm to 9pm) about cars waiting to access cadet facility. Suggest opening the gates earlier or drivers being asked to not arrive early.
 - b. Cllr Ferris
None
 - c. Cllr Higham
Message from resident about the state of road and poor state of the development on St Mary's Place. Cllr Higham is progressing.



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- d. Cllr A Mason
None
- e. Cllr J Mason
None
- f. Cllr Seguss
Resident on Rose Lane reported planned timings for work on the Rose Lane project. Initial work is expected in the summer of 2024 and will last until early 2026.
- g. Cllr Whyte
A resident near the Main Street play area has approached Cllr Whyte with a request for the gutters alongside the access road be cleared to prevent drainage of rainwater becoming obstructed. Clerk will ask the lengthsman to carry out this task.

23/114 To note correspondence received not covered on the agenda.

1. Lamp post 12, Nanny Lane, overgrown with ivy.
Clerk to write back to NYC informing them that the tree and the pole are not on private property and requesting they clear the ivy.
2. Email from a resident to NYC Enforcement about alleged breaches of planning conditions on LEA. Several exchanges regarding a FOI request.
3. NYC – update on Dog Waste Bin to be installed near Northfield Lane (replacement) by end of March 2024.
4. Reply from Network Rail concerning damage to verge alongside Sandwath Lane and speeding.
5. Resident's message regarding flags
6. Resident's message offering help with defibrillator checks.
7. HAGS Playground inspection proposal
8. Grant application form Cllr Lee Christmas Lights

Cllr Andrew Lee joined the meeting at 9:01pm. He shared a summary of the multi-Agency meeting with NYC in January 2024.

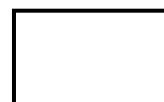
23/115 To note agenda items for next and future meetings

- a. To submit a 95 Alive request for Main Street.
- b. Next steps in village-wide discussions on speeding and parking
- c. Update on LEA planning
- d. Appointing internal auditors
- e. Confirmation of grass cutting arrangements

23/116 To confirm date and time of Ordinary Council Meeting on Thursday 21st March at 7:00pm in the VILLAGE HALL, Main Street, Church Fenton (Unanimous)

Meeting Closed at 21:16

Robin Harris, Proper Officer, Church Fenton Parish Council, 21 February 2024





Church Fenton Parish Council

Finance Report January 2024

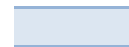
- Forecast payments for the full year are below budget by £4800. Major factors were:
 - Lower insurance
 - Lower project costs
 - Higher maintenance costs
- Forecast payments includes replacement dog waste bin on Northfield Lane and playground surfaces.
- Initial costs associated with training for CiLCA for clerk have been included in the forecast (£775).
- Donations for the Christmas lights were £2377 and expenditure so far has been £1995.
- Interest from deposit accounts was not budgeted so appears as a variance
- No unexpected payments or receipts
- Preparatory work for year end accounts has commenced with a review of Scribe account set up.
- Earmarked reserves are now recorded within the main accounts (Scribe) ensuring that payments and receipts automatically update the reserve balances.

Church Fenton Parish Council
Reserves Balance
2023-2024

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Shop Bond	20,000.00				20,000.00
Highways	3,238.56		1,041.81		2,196.75
CIL	2,649.52	-2,649.52		20,073.50	20,073.50
Sandwath Endowment S106	20,238.73	-6,082.92			14,155.81
Christmas Fund	1,071.94	52.65	464.00	110.00	770.59
SDC Legacy Funding	6,000.00	-6,000.00			0.00
NYCC Locality Grant	3,700.00	-3,700.00			0.00
Total Earmarked	56,898.75	-18,379.79	1,505.81	20,183.50	57,196.65
TOTAL RESERVE	56,898.75	-18,379.79	1,505.81	20,183.50	57,196.65
GENERAL FUND					23,893.51
TOTAL FUNDS					81,090.16

Payments January 2024

Date	Description	Supplier	Net	VAT	Total
02.01.2024	Salaries	Salaries	£912.08	£0.00	£912.08
02.02.2024	Christmas event	Matthew Abraham-Thomas (JVD Engineering Ltd)	£464.00	£92.80	£556.80
26.01.2024	PWLB	PWLB	£5,839.47	£0.00	£5,839.47
22.01.2024	Subscription	Scribe	£538.20	£107.64	£645.84
16.01.2024	Methodist Hall	Methodist Church General Fund	£75.00	£0.00	£75.00
08.01.2024	Christmas event	Andrew McEvoy Countryside Services	£275.00	£0.00	£275.00
01.02.2024	PWLB	PWLB	£203.87	£0.00	£203.87
01.01.2024	Verge cutting	Shed Grounds Maintenance	£133.28	£26.66	£159.94



Church Fenton Parish Council

6 February 2024 (2023-2024)

Receipts and Payments Forecast

All Cost Centres and Codes (Between 01/02/2024 and 31/03/2024)

Expenditure

Title	Budget	Actual	Forecast	Total	Variance	
Misc	300.00	275.00		275.00	25.00	9%
Loan Repayments	30,561.94	30,115.92	446.02	30,561.94	0.00	0%
Verge cutting	1,938.06	1,332.80	266.56	1,599.36	338.70	21%
Admin	549.96	420.33	240.00	660.33	-110.37	-17%
Maintenance	8,962.49	5,199.96	7,350.00	12,549.96	-3,587.47	-29%
Subscriptions	1,780.00	1,619.20	693.00	2,312.20	-532.20	-23%
Publicity	1,521.88	404.85	100.00	504.85	1,017.03	201%
Salaries	10,000.00	8,794.03	1,640.00	10,434.03	-434.03	-4%
Insurance	6,200.95	1,027.26		1,027.26	5,173.69	504%
Bank charges	72.00	54.00	18.00	72.00	0.00	0%
Training	375.00	269.00	775.00	1,044.00	-669.00	-64%
Audit	550.00	365.00		365.00	185.00	51%
Projects	33,405.00	29,530.00		29,530.00	3,875.00	13%
Electricity	2,083.33	1,745.20		1,745.20	338.13	19%
Grass cutting	3,601.30	3,398.71		3,398.71	202.59	6%
Christmas Lights	1,666.67	1,994.98		1,994.98	-328.31	-16%
Grants		664.30		664.30	-664.30	-100%
SUB TOTAL	103,568.58	87,210.54	11,528.58	98,739.12	4,829.46	5%

Income

Title	Budget	Actual	Forecast	Total	Variance	
CFCS Rent	13,296.84	11,080.70	2,216.14	13,296.84	0.00	0%
Hub Rent	17,265.24	14,387.70	2,877.54	17,265.24	0.00	0%
Hub Admin	999.96	835.25	166.66	1,001.91	1.95	0%
Interest		1,157.74		1,157.74	1,157.74	
VAT	4,432.57	4,514.93	200.00	4,714.93	282.36	6%
Other Income		2,377.30		2,377.30	2,377.30	
Precept	24,690.00	24,690.00		24,690.00	0.00	0%
SUB TOTAL	60,684.61	59,043.62	5,460.34	64,503.96	3,819.35	6%
NET RECEIPTS LESS PAY	-42,883.97	-28,166.92	-6,068.24	-34,235.16	8,648.81	8%