

Church Fenton Parish Council

Minutes of the Meeting

Minutes of the Ordinary Meeting of Church Fenton Parish Council held on Thursday 18 March 2021 as a Virtual Remote Meeting (due to Covid19 govt lockdown)

In attendance: Cllr Sam Charlston (Chair), Cllr Ross Higham, Cllr Andrew Mason, Cllr Michelle Seguss, Georgina Ashton, Clerk to the Council. In addition 20 members of the public.

Meeting started at 7.32pm

Part 1

135. To note Apologies and Approve Reasons for Absence
District Cllr Musgrave.
136. To note any Declarations of Interest and to approve any Dispensation requests
It is a requirement in law, Localism Act (2011, s31) that Council members declare any Disclosable Pecuniary Interest.
None provided.
137. Public Participation Period (no longer than 30 minutes)
Members of the public are politely reminded to speak for no more than 5 minutes.
- i) Request from resident to record the meeting using audio methods.
- ii) Request from a resident to look at the footpaths in the village, especially on the corner from Main Street to Church Street (hedge encroaching onto the footpath). Concerns that the footpath is narrow in certain points due to overgrown hedgerow etc and also the fact that with increased footfall during covid lockdowns, requested the PC to note that there is only one footpath from Acne Terrace all the way to the Fenton Flyer along Main Street.
- iii) CFCHub would like to support the PC in the land acquisition in relation to purchase of the graveyard extension. Members of the Hub present should the PC have any questions for them later in the meeting.
138. Reports from other authorities
District Councillor(s), County Councillor, Police
None present.
139. To approve Minutes of the Ordinary Meeting of Church Fenton Parish Council held on 18 March 2021.

Resolution: It was resolved that the minutes of the meeting which took place on 04 March 2021 were a true and accurate record.

140. Planning

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

Date Received	Consultee deadline	Planning reference	Address	Details
11/3/21	26/3/21	2019/0746/REM	Bridge Close,	Sec 73 variation with amended plans
15/3/21	30/3/21	2020/0231/DOC	LEA, Busk Lane	Bellway Homes Ltd – DOC, 12 Highways, 14 Highways work, 18 surface water and 19 existing access for 124 dwellings.

No Comments made. Delegate powers to the Clerk to collate submission over email for 30 March deadline due to the planning portal being down for several hours at a time in the last two weeks. Decision on takeaway at the Fenton Flyer to be deferred to 6th April 2021 due to the planning portal being down on several occasions in the past few weeks.

b. Planning Decision Notices – approved and declined

AP/2020/0030/REF.	Hilahgarth Planning Appeal, Public Inquiry.	Decision – Appeal dismissed.
2020/1335/HPA	53 Bridge Close, Church Fenton	Granted
2020/1353/PPP	15 Chapel Close, Church Fenton	Granted
2021/0019/DOC	DOC7, Sec73 Old Forge Cottage, Church Fenton	Condition Decision
2021/0045/HEN	Westfield, Northfield Lane, Church Fenton	Prior app not required

c. To consider any Planning Enforcement Issues

Church Fenton Parish Council

Minutes of the Meeting

d. To note any updates on Planning Appeal to Public Inquiry APP/N2739/W/20/3258833. No update received as yet.

141. Policy

a. To consider comments and feedback regarding the Consultation for the Neighbourhood Plan.

The Independent Examiner has provided some questions to the NHP group and points for clarification. Sarah Chester, part of the NHP group presented the questions to the PC, and highlighted the recommended changes to the document that would then be presented to the examiner and submitted as part of their final report. Thanks given to the Working Group consisting of Sarah Chester, Stuart and Anne Spensley, Rebecca Hunt and Sam Charlston for all their hard work on bringing such a large piece of work to a conclusion.

Resolution: Agree with the comments / points for clarification made by the Working Group to return to the Independent Examiner for (hopefully) a June 2021 Referendum.

b. To note the most recent Notice of Vacancy and procedure for next steps.

3rd vacant seat will go to election on 06 May 2021. New Notice of Election will be published asap in the 3 notice boards and a copy of which can be requested from the Clerk. Closing date for nomination forms, Thurs 8th April 2021 at 4pm.

142. Staffing

a. To consider creation of a Staffing Committee and appointment of Lengthsman

- advertisement displayed on Monday 15 March on the 3x notice boards in the village and also on the facebook page for a period of 4 weeks. Deadline of Monday 12th April 2021. Clerk to send advert to CFCHub and CF Shop group.

b. To consider Annual Review and Performance Management for the Clerk.

Cllr Seguss to provide the Clerk with a date for the PM and Annual Review.

143. Environment

a. Highways Committee - *To consider recommendations from the committee.*

Cllr Higham spoke and noted the last meeting took place on 03 March 2021. Cllr Higham written to Makin Enterprises to request if they would be prepared to be involved in sponsorship of some highways road safety improvements in the parish. Cllr Seguss shared some photographs of Gay Lane and the repairs that have been done on the junction with Nanny Lane/Broad Lane.

Resolution: Clerk to write to NYCC Highways regarding the maintenance and repair of Gay Lane, off Broad Lane, the junction with Nanny Lane/Broad Lane and to establish ownership of the "green lane".

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

i) FPNo 17 reported to NYCC Paths by a resident. Narrow, encroachment and very wet land.

ii) FPNo7 –Stile has been repaired but by the lengthsman but slightly too high. H/Y aware.

iii) FPNo4 – big improvement on the footpath, bushes removed and path is much clearer.

iv) FPNo3 – definitive line re-established by landowners.

v) Cllr Seguss and Cllr Higham both expressed concerns brought up from local residents with regard to the state of some footpaths adjacent to the public highway, eg overhanging greenery and bushes encroaching onto the paths making the path narrower and forcing pedestrians into the road to pass. Clerk to write to residents where there are "hot spot" areas of greenery encroaching onto the footpaths.

Resolution: write to NYCC Highways and flag up the main areas of concern and ask them to inspect them (corner of Main Street/Church Street and length of Nanny Lane). Request walk-through. In addition Clerk to write to County Cllr Lee.

c. To note the update from the creation of the Christmas Committee - No update, defer to next meeting.

d. To consider the purchase of the land; next steps for the Graveyard acquisition and working with CFCH.

Cllr Mason reported on this agenda item – Cllr Mason and the Clerk met at the potential land site with 3 members of the project team from the CFCHub. Over the past 12 months, Cllr Mason and the Clerk have met with members of the PCC, CFCHub as well as doing some research with Drax & Newland Burial Board (Civic Graveyard) to explore different possibilities. As the graveyard at St Mary's Church is a multi-denominational burial ground it is open to everyone within and in close proximity of the parish. Welcome the support and generosity of the CFCHub. CFCHub could support the financial purchase of the land and to support the project going forward and encourage inclusiveness. PWLB loan would be the obvious choice, if this loan was immediately added to the precept, it would be in the region of 7pence per week, a total of £3.77 per year increase on the precept.

Church Fenton Parish Council

Minutes of the Meeting

The purchase of the land is one project in itself, the development of the space is a second and very large project that can be ongoing for generations to come. Cllr Mason's recommendation to Council is that the PC should purchase the land to safeguard and protect it in perpetuity.

Clerk to take away the following actions:

- (i) speak to YLCA to establish the exact figures for the cost of the PWLB over 50 years
- (ii) arrange an additional meeting with the Hub Project team within the next 2 weeks
- (iii) to prepare document of how the PC will work with the Hub and bring back to the meeting on 8th April.

144. Finance

a. RFO Finance Report

To approve the Bank Reconciliation to 11 March 2021 and to note budget monitor.

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 11 March 2021

NatWest	-£232.00	Unpresented cheques
Cambridge & Counties	£37,896.20	
Redwood	£10,266.70	
Unity Bank Online	£31,036.39	
	<u>£78,967.29</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	-£143.05
Total Ringfenced Funds	£53,379.26
General Fund - <i>not ringfenced</i>	£25,588.03
	<u>£78,967.29</u>

b. Payments

To consider and approve the invoices for the payment schedule from 15 February 2021 to 15 March 2021

Date	Budget	VC	Description	Income	Exp
15/02/2021	Admin	107	Cheque: 001810 - G Ashton - expense		£12.95
18/02/2021	Salaries	103	Cheque: 001837 - G Ashton, December Salary		£614.00
19/02/2021	Salaries	108	BT: Stephen Fisher, January salary		£117.87
19/02/2021	Vcutting	110	BT: Shed Grounds Maintenance Ltd 19311		£156.80
19/02/2021	Admin	111	BT: Scribe Accounting Software (annual license) INV-1579		£561.60
19/02/2021	Admin	112	BT: YLCA Inv 899-2021		£30.00
19/02/2021	Salaries	113	BT: Georgina Ashton, January salary		£494.80

Church Fenton Parish Council

Minutes of the Meeting

22/02/2021	LoanRep	115	DD: PWLB		£5,839.47
01/03/2021	Salaries	109	BT: HMRC PAYE		£78.80
01/03/2021	ShopRent	58	AC: Lease Payment: CF Community Shop Ltd	£1,108.07	
02/03/2021	HubRent	60/61	AC: Lease Payment: CFCHub	£1,697.75	
02/03/2021	HubRent	59	AC: Lease Payment: CFCH admin charge	£98.33	
04/03/2021	Salaries	119	BT: Georgina Ashton, February salary		£494.80
04/03/2021	Salaries	116	BT: Stephen Fisher, February & final salary		£117.87
04/03/2021	Salaries	117	BT: HMRC PAYE		£78.40
04/03/2021	Vcutting	118	BT: Shed Grounds Maintenance Ltd 19502 (monthly charge)		£156.80
05/03/2021	Admin	114	BT: Parish Online (GeoXphere Ltd) annual subscription		£48.00
11/03/2021	Admin	120/121	BT: Fenton in Focus - Inv no 4164		£100.00
12/03/2021	LoanRep		DD: PWLB		£95.81
12/03/2021	Admin	124	BT: SLCC Membership (recharge to Gashton)		£130.00

Bank Balance as at 15 March 2021 £31,036.39

Known commitments:

19/03/2020	Admin	141	Cheque: 001743 BT Payphones - purchase of phone box		£1.00
02/12/2020	Admin	87	Cheque: 001825 - Fields Garden Centre Ltd		£150.00
02/12/2020	Admin	90	Cheque: 001828 - HM Courts and Tribunal Service (small claims court)		£80.00
02/12/2020	Admin	93	Cheque: 001831 - BT Payphones - purchase of phone box		£1.00
Total Expenditure since 15 March 2021					£232.00

Summary of Neighbourhood Plan spend:

Date period	Description	Income	Expenditure
01 March 2017	Groundworks Big Lottery Grant	£4,637.40	
Fin yr 2016/2017	Total Expenditure in financial year		£4,637.40
Fin yr 2017/2018	Total Expenditure in financial year		£4,477.00
Fin yr 2018/2019	Total Expenditure in financial year		£2,358.25
12 December 2018	Awards for All National Lottery Grant	£6,165.00	
01 April 2019	Big Lottery Grant	£4,595.50	
Fin yr 2019/2020	Total Expenditure in financial year		£4,868.30
01 April 2020	transfer from PC general funds	£1,000.00	
Fin yr 2020/2021	Total Expenditure in financial year		£200.00
Total Income / Expenditure		£16,397.90	16540.95

Neighbourhood Plan Balance

-£143.05

c. To appoint an Internal Auditor.

Clerk contacted last years IA, willing to do the audit for the same price as last year end, 31 March 2020.

Recommended that the Finance Report be noted by the Councillors.

Resolution: To approve the Finance Report as prepared by the Clerk and to approve the Internal Auditor, Carl Parker, Parker Hartley & Co.

Church Fenton Parish Council

Minutes of the Meeting

145. To receive Representatives Reports

Cllr Higham – received a direct email from a resident with regard to election, passed onto the Clerk.

Cllr Seguss – Cllr Charlston and Cllr Seguss met with the tenants at the Fenton Flyer, positive discussion and tour of the site. Established relationship with Admiral Taverns, looking to paint exterior the building. Play park – due for completion by Friday 19th March 2021.

Cllr Mason – nothing to report, Cllr Charlston – nothing to report.

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

- i. LEA Airspace Consultation – liaison with representatives from LEA, invited to attend the additional meeting on 8th April to present their proposal. Also MOPs and Council members invited to the webinar workshop on 14 April. Deadline for consultation 19th April 2021.
- ii. Woodland Trust – order cancelled. Can re-apply in August for November delivery
- iii. Data breach – Clerk reported and recorded in line with the Security Incident Policy.
- iv. Area 7 – regarding the diversionary routes proposed for the forthcoming road closure on Main Street for bridge repairs. Also contacted over residents concerns on the use of Oxmoor Lane, Brackenhill Lane and Nanny Lane during any diversions.
- v. MummyFit franchisee contacted the PC with regard to using the field at Main Street play area for fitness classes during the school day.
- vi. FPN03 – reported by residents that it is incorrectly sited. Clerk written to landowner who was supportive and responsive.
- vii. Bins – 2 bins reported to SDC as full / broken (Main Street play area and near Fenton Flyer)
- viii. NR/Murphys Compound – two resident complaints received regarding the state of the land, use of 8ft boarding to muffle sound etc. Clerk written to NR contact, had some responses. Suggest onsite visit with reps from Murphys/NR and PC to have clear update and next steps.
- ix. Church Street speeding – resident welcomed double page spread from H/ways committee in recent Fenton in Focus. Requested a 95 Alive campaign form to be completed on the bend outside Church End Farm.
- x. Local Plan Consultation – collated comments from PC, supported by Planning Consultant and sent to SDC within the deadline.
- xi. Mint Fest – FYI permanent site purchased in Temple Newsam.
- xii. FPN04 – residents commented that the path has been cleared at the back of The Croft/churchyard, looking much more open and easier to walk.
- xiii. Misconduct complaint – resident concerned of a non-disclosure of a DPI by a Cllr. Resident referred to the MO by the Clerk, not dealt with by the PC.
- xiv. Highways Footpaths – resident raised concerns about the width of some footpaths in the village adjacent to the highway where bushes etc are encroaching on the path making it difficult to pass. Also the lack of footpath outside Acme Terrace on Main Street.

147. To note Agenda Items for:

Thursday 8th April – Additional Consultation meeting – to discuss the LEA Airspace consultation and the LGR consultation for North Yorkshire. In addition, discussion on report regarding the land acquisition for the additional graveyard space.

a) Next meeting – Adoption of new Councillor Code of Conduct (2021) Highways, Graveyard acquisition. Car Park at train station, play park update.

Future meetings - Village Entrance boundary sign. Defibrillator purchase for redundant phone boxes.

Strategy Parish Plan. Use of Survey Monkey for communication with Parishioners. Policy. HS2. ST1 Post box.

148. To confirm Date and time of next meeting – Thursday 08 April 2021 at 7:30pm, via remote methods.

NB. Annual Parish and Annual Council Meeting moved to Thursday 13 May at 7.30pm venue TBC.

Meeting finished at 9.51pm.

Signed: *Samantha Charlston, Chair, Church Fenton Parish Council:* _____

Date: 18 March 2021