

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 March 2022 at Church Fenton Village Hall.

In attendance: Cllr Sam Charlston (Chairman), Cllr Stewart Ferris, Cllr Ross Higham, Cllr Jo Mason, Cllr Michelle Seguss, Georgina Ashton, Clerk to the Council.

In addition, 8 members of the public.

Meeting started at 7.32pm.

21/121. 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.

- a. To note dispensation requests

21/122. 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 – has the PC made any progress with the developers with regard to any potential Graveyard extension on the land behind the Church. Concerns raised over any covenants.

Resident 2 – gates removed from the land adjacent to the village hall. Are the PC aware of any progress with the land and it's ownership.

21/123. Reports from other authorities

District Councillor(s), County Councillor, Police

21/124. To approve Minutes of the Ordinary Meeting of Church Fenton Parish Council held on 17 February 2022.

Resolution: to approve that the minutes of the Ordinary Meeting held on 17 February 2022 are a true and accurate record. 2 abstentions.

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
24 Feb	24 Mar	2022/0186/MAN2	South of Common Lane	Non-material amendment to 2020/0904/S73 – outline planning for 9 dwellings adj to Bridge Close
03 Mar	Internal target date 28 April	2022/0271/DOC	South of Main Street (Church field)	DOCs of 27,28, 29 – archaeology and contamination.
09 March	07 April	2022/0261/HPA	The Orchards, Church Street	Alterations and extensions

2022/0186/MAN2 – no comment.

2022/0271/DOC – no comment.

2022/0261/HPA – any comments to the Clerk by Friday 25th March 2022.

Resolution: Clerk to use delegated powers to collate any comments from council members before 07 April.

b. Planning Decision Notices – **approved and declined**

c. To consider any Planning Enforcement Issues

Council have clarified that Northfield terrace is not owned/adopted by NYCC Highways. Query now forwarded to SDC to establish any ownership rights. The electric gates removed at the back of the properties.

21/126. Policy

a) To receive and note Parish Elections update on 05 May 2022.

Information for the forthcoming parish and County Council elections can be found here [North Yorkshire County Election and Parish Elections – Thursday 5 May 2022 | Selby District Council](#) There is a slide show of information as well as the full nomination pack for both Parish Councillors and County Councillors. Deadline for nomination papers is Tuesday 5th April 2022 at 4pm.

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21/127. Staffing

- a) To consider the hours of the Lengthsman and work capacity with current contract.
Concerns raised by some residents that there is an increase in litter in the village. Clerk to forward a copy of Job Description and roles. Councillors to forward any information to the staffing committee regarding litter and concerns.

Resolution: Staffing Committee to arrange a meeting with the Lengthsman regarding current hours and work capacity. Unanimous.

- b) To consider the recruitment of the Clerk and to form a staffing committee.
Staffing committee formed, one councillor short. Cllr Ferris suggested staffing committee has an exit interview with the Clerk.

Resolution: Cllr Charlston to sit on the staffing committee. 2 abstentions.

Resolution: Cllr Ferris to organise an exit discussion with the Clerk. Unanimous.

Thanks to the Clerk for her time on the council.

21/128. Environment

- a) To suspend Standing Orders to consider proposals of a financial donation to purchase fine China mugs for every child in the parish to celebrate the Queens Jubilee.

The Village Hall have offered to make the shortfall of the donation. Chairman asked that the Clerk's children can have a china mug (2 of). £1,386 donation already agreed at the last meeting.

Resolution: The Village Hall have agreed to make up any shortfall in the purchase of the china mugs. £1,386 provided by the Parish Council with a donation to the Clerk's 2 children. Unanimous.

- b) To consider correspondence from Network Rail with regard to Rose Lane level crossing.

Public Consultation ended last Friday 11th March. Question raised by Network Rail – they would like to understand CFPC's requirements for the level of lighting required on the road and the highway bridge, based on standards that would be applicable to the proposals. Network Rail would also seek confirmation that any new lighting would be taken on and maintained by the Parish Council, as is the case for the existing lighting on Rose Lane and Common Lane. It should be noted that engagement with residents to date has indicated the provision of lighting is a key area of concern for local residents (including those closest to the proposed new road), though there is no unanimous position on the matter. Mutual agreement on low level lighting on the footbridge.

Resolution: Council members in agreement that the Parish Council see no requirement for lighting of the new road and highway bridge based on the current proposals. In addition, the Council are making an assumption that the footbridge will remain in Network Rail ownership and provide low level lighting. Unanimous.

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

Aware that there have been some issues raised on social media. Concerns raised regarding dog waste on Sandwath Lane, Northfield Lane and Common Lane in particular. Suggestion of having volunteer dog wardens for areas of the parish with an advertisement in Fenton in Focus. Additional suggestion of re-stencilling the pavement with "please pick up your dog waste". New stickers arrived for the bins highlighting "dog waste". 2 page insert to cover dog walking, public rights of way, picking up dog waste, "adopt a footpath" idea that people in the village choose a particular footpath regularly and report any issues. Safety issues, young children walking dogs in the dark. Lack of knowledge on etiquette in terms of dog walking through the parish, on public highways and public rights of way.

Resolution: Council members agreed to a 2 page spread in the next Fenton in Focus to cover footpath wardens, dog waste, walking the paths of the village. Unanimous.

- d) To consider the impact of the planned Made in Leeds Festival on Jubilee weekend and any consultation response from the PC to the SAG (scheduled for 22/3/22).

Resolution: collated comments to the Clerk by 5pm Friday 18 March 2022 to all relevant parties. Unanimous.

- e) To receive and consider report from recent YLCA meeting with regard to footpaths/highways and overgrown foliage. Suggestion that the PC should look into taking ownership of the land on the railway embankment to ensure that the land is clear with sound fencing. Perhaps something that the PC should look into in the future to future proof the fencing on Common Lane, Sandwath Lane and Station Road.

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Look into good quality fencing on the entrance into the village along the embankment line. Cllr J Mason to look into quotations for new fencing (Common Lane – 2 sides), (Sandwath Lane – full length on right hand side), (Station Road – both sides).

- f) To receive and consider report regarding suggested improvements at Sandwath Drive Play area and repairs to equipment (to include annual inspection costs).

Quotation to fix the rotating chairs unit has been received for £1,154.14.

Resolution: To agree to the quotation of £1,154.14 to fix the rotating chairs unit at Sandwath Drive Play area. Unanimous.

Resolution: To agree and approve the next HAG Playground annual inspection to be booked for June 2022. Unanimous.

Suggestion from Cllr Seguss that there is a simple, low cost public consultation takes place with residents on Sandwath Drive to ascertain their views.

Resolution: Cllr Charlston and Cllr Seguss to carry out a public consultation with residents on Sandwath Drive to ascertain their ideas and suggestions for any play area developments / improvements. Unanimous.

- g) To receive correspondence from the website host and consider next steps for a PC website.

Domain names purchased churchfentonparishcouncil.org.uk or churchfentonparishcouncil.co.uk (£15 per yr). Security Certificate would be appreciated to secure the site.

Resolution: for the website host to continue with creating the site secure. Invoice to the website host of £30 to cover the cost of 2 domain names. Unanimous.

- h) To consider the summary report from Cllr J Mason in respect of Air Pollution and Climate Change emergency (and practical changes that a parish council could take going forwards, and feedback from recent training). Cllr J Mason has attended recent training on Climate Emergency and shared her feedback with council members. NALC have stated a “climate emergency”; in that all parish councils should look to adopting a policy of climate emergency (energy audit, removing street lights, moving to LED, showcasing technologies with residents). Cllr Mason suggested that the council set up a working group / sub-committee to think innovatively and collectively about how we can reduce our carbon footprint and support wildlife / nature in our rural area. The council recognises the climate emergency and we will endeavour to reduce carbon emissions and enhance and protect diversity where ever we are able to do so and take this into account in our decision making. The council will form a committee which will work with the community to devise initiatives to further these aims.

Resolution: Council to form a committee to further the aims of Climate Emergency. Unanimous.

Resolution: Cllr J Mason, Cllr A Mason and Cllr Charlston to form the committee to be called the “Environmental Committee”. Unanimous.

- i) To consider correspondence from a resident regarding dog fouling in the parish.

Item covered in 21/128 (c).

- j) To consider correspondence received from a resident regarding train times and commuter service to York. Cllr Seguss suggested writing to Network Rail, Howard Ferguson and Nigel Adams. Request to re-instate the 7.48am service into York.

Resolution: Clerk to write to TOC, Howard Ferguson and Nigel Adams. Unanimous.

- k) To consider correspondence received from solicitor regarding the Village Hall boundary.

Resolution: Agree that the Parish Council provide any additional maps, to request that the solicitor purchases a title deed for the adjacent land to the village hall and submit the AP1. (£500 to include preparation and submission of the AP1) Unanimous.

- l) To receive minutes and consider recommendations from the Christmas Committee (in particular socket siting for new Christmas lights).

New sockets agreed on LP1, LP3 Station Road, LP25 and LP33 on Main Street.

Resolution: that the Parish Council resolve to purchase 2 new Christmas lights for some of the new sockets. Unanimous.

- m) To receive any updates from the Highways Committee.

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Weight sign has moved to the White Horse side of Main Street rather than on Station Road. 95 Alive campaign results received on Church Street. Offer for the PC to join the Community Speed Watch programme. Busk Lane entrance sign to be renewed and waiting for a cost quotation.

Resolution: to agree in principal to take forward the Community Speed Watch and join the programme. Unanimous.

21/129. Finance

- a. RFO Finance Report - To approve the Bank Reconciliation to 14 March 2022 and to note budget monitor.

Bank Account	16 March 2022
NatWest / Unity Trust Online	£35,500.58
Cambridge & Counties	£38,896.20
Redwood	£10,379.16

Totals	£84,775.94
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Ringfenced funds

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>	£36,278.98
Total funds equals total bank ac's	£84,775.94

- b. Payments- To consider and approve the invoices for the payment schedule from 05 Jan 2022 to 14 Feb 22.

Date	Description	Income	Expenditure
22/02/2022	DD: PWLB - FEB, Shop		£5,839.47
28/02/2022	JVD Engineering Ltd - tree hole cover		£48.00
28/02/2022	BT: Clerk FEB salary		£494.80
28/02/2022	BT: HMRC PAYE - FEB		£38.60
28/02/2022	BT: Lengthsman FEB Salary		£154.45
01/03/2022	Starboard Systems Ltd- Scribe accounts subscription		£561.60
01/03/2022	AC: Lease Payment: CF Community Shop Ltd	£1,108.07	
02/03/2022	AC: Lease Payment: CFCHub	£1,697.75	
02/03/2022	AC: Lease Payment: CFCH admin charge	£98.33	
14/03/2022	DD: PWLB - MARCH, Pub		£95.81
Totals		£103,615.96	£98,598.19
16/03/2022	Closing balance at BANK at 16 March 2022		£35,500.58
	Known Financial Commitments to YEAR END		
	BT: Shed Grounds Maintenance 03 MAR		£159.94
	BT: NYCC Grass Cutting Grant	£175.26	
	BT: Fenton in Focus		£50.00
	BT: CF Village Hall Mgt - Room Hire		£12.00
	BT: Lengthsman Salary MAR		£154.45
	BT: Clerk MAR salary		£494.80
	BT: HMRC PAYE - MAR		£38.60
	Service charge to Unity Bank		£18.00

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	Uncashed transactions: 18 March 2022	£175.26	£927.79
	BT: Members Community Fund District Cllr Ellis	£1000.00	
	BT: NYCC Legacy Funding County Cllr Lee	£3,000.00	
	DD: PWLB - MARCH, Shop		£146.34

The current account Bank Balance as at 16 March 2022 is £35,500.58

The new NJC Salary Scales were published earlier this month and confirm a 1.75% national salary award incremental increase, backdated to 1st April 2021. Councils are recommended to provide this back pay from 01 April 2021 to 31st March 2022. Based on LC24, this is an increase of £0.26 per hour and this would equate to £8.32 a month for the past 12 months, totalling £99.84. Recommended to Council that this is paid in the March salary payment.

Recommended that the Finance Report be noted by the Councillors.

Resolution: to approve the additional back pay from 1st April 2021 for the Clerk to 31st March 2022.

21/130. To receive Representatives Reports

Cllr Seguss – request for dates for the next municipal year of meetings to be agreed at the next meeting.

Cllr J Mason – Jubilee committee update – events starting to firm up and update provided at next meeting

Cllr A Mason – can we request a flood sign for Church Fenton on Busk Lane so that drivers are aware if the road is closed on Raw Lane. Suggestion to Highways.

Cllr Charlston – Fenton in Focus – we wrote that we have a Jubilee committee (working group), can we clarify this so that it is clear to residents – Highways Committee is a committee not a sub-committee. The Jubilee parade will be called a parish council led event.

21/131. To note Correspondence received (not specifically dealt with on this agenda)

(i) Complaint made by a resident to Highways with regard to tidying up of the debris, barriers and works at Great Brigg, Main Street has not been cleared up and the quality of the road finish is poor and edging of the pathway.

(ii) Resident written to the PC in respect of the PC owned land at the Old school playing field adjacent to Oakwood Close and Church Street ginnel. Request for the PC to maintain the area, cut back shrubs, willow tree etc to prevent weeds into adjacent gardens. Resident and family are happy to do support this work if required. Agreement that the council will put on the next agenda for discussion. Write back to residents to seek their advice and if they would require the PC to deal with this first.

(iii) NALC – Ukraine – encouraging residents / community buildings to colour with the Ukraine flag / colours. Cllr J Mason to investigate a Ukraine flag – budget £40.

21/132. To note Agenda Items for:

a) Next meeting – Jubilee committee, Dates of meetings for 2022/23 municipal year. Defibrillators update. Update from Historic England on the desecration of the monuments. Rose Lane level crossing, 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. review and adopt new NALC Code of Conduct,

21/133. To confirm Date and time of next meeting – Thursday 21st April 2022 at 7.30pm, Village Hall, Main Street, Church Fenton.

The meeting closed at 9.26pm

Signed: _____

Date: _____

Chairman, Church Fenton Parish Council