

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 March 2023 at Church Fenton Village Hall.

In attendance: Cllr Sam Charlston, Cllr Stewart Ferris, Cllr Ross Higham, Cllr Andrew Mason (Chair), Cllr Jo Mason, Cllr Michelle Seguss, Cllr Teresa Whyte and Robin Harris, Clerk to the Council.

In addition, 4 members of the public.

Meeting opened at 7.00pm.

22/135. To approve appointment of Chairman

Cllr Charlston was thanked for her role as Chairman.

Resolution: to appoint Cllr A Mason as chairman. (5 approved ,1 opposed RH, 1 abstained TW)

22/143. Staffing

This item was moved to the first item to permit the new Clerk to perform the normal duties of a clerk for the remainder of the meeting

a) To consider any updates and recommendations from Staffing Committee including appointment of new clerk

Resolution: To accept the recommendation of the Staffing Committee and to appoint Robin Harris as Clerk.

22/136. 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

Cllr A Mason and Cllr J Mason noted that item 22/141 concerns planning for a railway bridge which is close to their home. No conflicts of interest were identified.

22/137. Public Participation Period (no longer than 30 minutes)

A member of the public enquired about cutting trees owned by the PC that overhang the property of 18 Northfield Terrace. He was advised that he could go ahead.

A member of the public spoke about the proposed railway bridge. He explained the reasons for his objection, that a more suitable alternative exists and requested PC support at the public enquiry in (expected September 2023).

22/138. Reports from other authorities

District Councillor(s), County Councillor, Police

No attendees

22/139. To approve Minutes of the Ordinary Meeting of Church Fenton Parish Council held on 16 February 2023.

Resolution: It was resolved that the Minutes of the meeting which took place on 16 February 2023 were a true and accurate record (Unanimous)

22/140. To approve Minutes of the Confidential Extra Ordinary Meeting of Church Fenton Parish Council held on 1 February 2023.

Resolution: It was resolved that the Minutes of the meeting which took place on 1 February 2023 were a true and accurate record. (Unanimous)



Church Fenton Parish Council

Minutes of the Meeting – ORDINARY PARISH COUNCIL MEETING

22/141. Planning

a. Applications

| Date Received | Consultee deadline | Planning reference | Address | Details |
|---------------|--------------------|--------------------|--|--|
| 02/03/23 | 28/03/23 | 2023/0242/TPO | Land North of Gate Bridge, Main Street | Application for consent to crown reduce by 8m 4no Ash trees and 10no Sycamore trees (G1), reduce by 6m to 3no Ash trees (G2) and reduce by 4m to 3no Willow trees (G3) covered by TPO 8/1985 |

2023/0242/TPO

Resolution: To not make a submission on this proposal. Cllr J Mason asked that be it noted that she is not in favour of the proposal. (6 approved, 1 opposed JM)

b. Planning Decision Notices – approved and declined

| |
|------|
| None |
|------|

c. To consider any Planning Enforcement Issues

There was an incident on 8th March 2023 at 13:21 when a very large vehicle, carrying a very large piece of plant and with an escort vehicle, progressed through the centre of Church Fenton. Whilst navigating the roundabout close to the White Horse the bollard was damaged. A member of the public has photographs and reported that the White Horse CCTV recorded the incident.

Resolution: To ask the Clerk to:

- Write to the White Horse asking them to retain their CCTV
- Write to Area 7 and Enforcement to request in the strong terms that this kind of incident will not be allowed to recur.

22/142. Policy

- a) To consider budget proposals for 2023-24.
Further work is required.

Resolution: To defer this item until the next meeting

- b) To consider meeting dates for municipal year 2023-2024

Resolution: To change the July meeting to 13th and to accept all other dates as proposed

21/144. Environment

- a) To consider a report from the transport consultant - Cllr A Mason has been in contact with the proposed consultant but the first on-site meeting has been postponed several times and will now take place on Friday 24th March 2023.

- b) To consider Public Inquiry into Network Rail (Church Fenton Level Crossing Reduction Order)
This item was discussed after a member of the public spoke under 22/137. The PC was supportive of the parishioner's proposals and will adopt a more formal position when the Public Enquiry is convened.

Resolution: to defer adopting a position until more information becomes available (summer 2023).

- c) To receive update on graveyard project

Cllr A Mason is working on this and asked that it be combined with item e) (below).

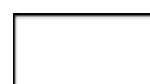
- d) Public Rights of Way – Fenton In Focus asked for a 'warden' but no responses have so far been received. The request will be placed in the next FIF when better weather may encourage volunteers. Cllr J Mason has placard posts that could be used to encourage walkers to become active in protecting public rights of way..



Church Fenton Parish Council

Minutes of the Meeting – ORDINARY PARISH COUNCIL MEETING

- e) To consider next steps with regard to land adjacent to Church Fenton Village Hall
Cllr A Mason will meet with the property developer of the land adjacent to the church and will bring forward a proposal.
Resolution: Request an update from Cllr A Mason at the next meeting.
- f) To consider Urban Highways grass cutting grant.
Resolution: To accept the grant available from NYCC in lieu of them cutting the verges twice each year (Clerk to confirm this with NYCC). This money will be used to supplement the budget for verge cutting managed by this PC. The contractor will be asked to cut verges in a manner that is sympathetic to wildlife conservation.
- g) To consider LEA Air-show
Cllr J Mason has written to the organisers of LEA air show and has had a positive reply. A meeting with the organising team to discuss concerns will be requested.
Resolution: To invite the air show organisers to meet the PC at 6pm on 20th April 2023.
- h) To receive and note update from Environmental group
Cllr J Mason reported that the group will focus on awareness and education, for example by assembling a roadshow and for Fenton Fest and other events. The group may request small amounts of funding in support of this.
Three quick wins are being proposed:
- Switch off PC street lighting between midnight and 5am in line with NYCC.
 - Manage verge cutting to encourage wildlife - covered under item f) (above)
 - A scheme will be drawn up to develop a pond in the Old School Yard by this group to benefit from free support that is available. It was noted that safety issues about children and ponds will need to be addressed.
- i) To receive and note update from Highways group
some new boundary sign have been erected ,Cllr Seguss believes one had been incorrectly sited, but will wait till all work has been carried out and report back.
- j) To receive and note update for upgrade to Sandwath play area
Waiting for £3k from Cllr Lee but other funds are available as expected. There is a 10 week lead time on play equipment so Cllr Seguss will go ahead and place the order now except for the basket swing (£4k). When the remaining £3k is received the basket swing can be ordered and is on a short lead time.
- k) To consider valuation of assets
The fees proposed by the District Valuation Office are £1400 (White Horse) and £1000 (shop). If approved, a site visit by Helen Hawley (DVO) would be completed in the next 2 weeks and a report then provided within 6 weeks.
Resolution: To proceed with the valuation by the District Valuation Office.
- l) To receive update on logo for PC
Cllr J Mason will nudge the provider.
- m) To receive an update on PC laptop.
Laptop had a computer health check at PC World costing £45 and internet security was added at £79.99.



Church Fenton Parish Council

Minutes of the Meeting – ORDINARY PARISH COUNCIL MEETING

The new Clerk has just started to use this laptop and noted that it still seemed extremely slow. He suggested working with it for a while with a view to finding acceptable work-arounds and if these prove ineffective to raise the matter again. Cllr Seguss will include a new laptop in the 2023/24 budget.

22/145. Finance

a. RFO Finance Report - To approve the Bank Reconciliation to 01 March 2023 and to note budget monitor
Balance at Bank 10 March 2023

| | | | |
|---|--|-------------------|-------------------|
| <u>Ringfenced funds:</u> | | | |
| CIL | | £2,649.52 | |
| AJ1 / Highways Project | | £3,238.56 | |
| Christmas Working Group | | £811.26 | |
| S106 Endowment - Sandwath Dr | | £20,238.73 | |
| Shop Bond | | £20,000.00 | |
| Total Ringfenced funds | | | £46,938.07 |
| <u>Other bank accounts</u> | | | |
| Unity Trust (current account)* Includes Locality Budget grant £3.7k | | £42,573.12 | |
| Cambridge and Counties (£650.43 interest to 10 Feb) | | £38,925.42 | |
| Redwood Bank (£117.65 interest in Nov 22) | | £10,496.81 | |
| Total at Bank | | £91,995.35 | |
| General Reserves | | | £45,057.28 |

| Bank Reconciliation at 10/03/2023 | | | |
|--|---|-----------|------------------|
| | Cash in Hand 01/04/2022 | | 79,885.32 |
| | ADD Receipts 01/04/2022 - 10/03/2023 | | 71,427.30 |
| | | | 151,312.62 |
| | SUBTRACT Payments 01/04/2022 - 10/03/2023 | | 59,317.27 |
| A | Cash in Hand 10/03/2023 (per Cash Book) | | 91,995.35 |
| | Cash in hand per Bank Statements | | |
| | Petty Cash 10/03/2023 | 0.00 | |
| | Unity Trust Online Current a/c 10/03/2023 | 42,573.12 | |
| | Redwood 10/03/2023 | 10,496.81 | |
| | Cambridge and Counties 10/03/2023 | 38,925.42 | |
| | NatWest 10/03/2023 | 0.00 | |
| | | | 91,995.35 |
| | Less unrepresented payments | | |
| | | | 91,995.35 |
| | Plus unrepresented receipts | | |
| B | Adjusted Bank Balance | | 91,995.35 |
| | A = B Checks out OK | | |

Resolution: the bank reconciliation for 10th March 2023 was accepted.



Church Fenton Parish Council

Minutes of the Meeting – ORDINARY PARISH COUNCIL MEETING

- b. Payments – To consider and approve the invoices for the payment schedule from 01 February 2023 to 01 March 2023.

Cashbook 2022-2023

Church Fenton Parish Council

as at 10/03/2023

| Date | Cost Centre | Voucher code# | Description | Income | Expenditure | Balance | Balance |
|--|-------------|---------------|---|------------------|------------------|--------------------------------|---------|
| SCHEDULE OF PAYMENTS | | | | | | | |
| Date | Cost Centre | Voucher code# | MARCH 2023 - DESCRIPTION | Income | Expenditure | Balance | Balance |
| 16/03/2023 | Vergecutt | | Shed Grounds Maintenance -one missing invoice/payment? | | £159.64 | | |
| 16/03/2023 | Vergecutt | | Shed Grounds Maintenance -March | | £159.64 | | |
| 16/03/2023 | XmasLights | Inv rec'd | Christmas lights - Recharge to JVD Engineering | | £260.68 | | |
| 14/03/2023 | LoanRep | | DD: PWLB - MARCH, Pub | | £95.81 | | |
| 21/03/2023 | LoanRep | Inv rec'd | DD: PWLB - MARCH, Shop | | £146.34 | | |
| Predicted / Anticipated costs to financial year end | | | | | | | |
| 31/03/2023 | Salaries | | HMRC PAYE payments - Month 10,11 and 12 | | £270.00 | approx | |
| | VAT | | HMRC VAT payments - Q1, Q2, Q3 - to rectify adhoc submissions | | | | |
| 31/03/2023 | Grants | | SDC: MCF Funding grant (Rmusgrave) | £3,000.00 | | | |
| 31/03/2023 | Salaries | | BT: Lengthsman MARCH Salary | | £196.20 | subject to change net vs gross | |
| 31/03/2023 | Salaries | | BT: Locum RFO MARCH salary | | | | |
| 31/03/2023 | Salaries | | BT: New Clerk MARCH salary | | | | |
| 31/03/2023 | subs | | YLCA Membership annual subs | | £437.00 | predicted | |
| 31/03/2023 | subs | | BT: GeoXphere Ltd - parish online mapping system annual subs | | £54.00 | predicted | |
| 31/03/2023 | bankch | Inv rec'd | Service charge to Unity Bank | | £18.00 | | |
| Predicted yr end balance 31 March 2023 | | | | £3,000.00 | £1,797.31 | £43,775.81 | |

It was noted that payments normally relate to previously approved expenditure and that individual bank payments are approved in line with internal controls. This review is a final check that no unexpected payments have been made.

The Clerk noted that Shed GM had emailed that the last two invoices should not have been sent out as a price review is underway. The Clerk will respond pointing out that these invoices have now been paid and are not negotiable.

Resolution: to accept the payment schedule as presented and accept retrospective approval in this case..

- c. To consider the appointment of Internal Auditors for accounts for financial year 2022-2023

Resolution: To appoint Child and Co 20 Kirkgate, Sherburn in Elmet, Leeds. LS25 6BL to be the internal auditors.

22/146. To receive Representatives Reports

Cllr Seguss – Has noticed people smoking in the porch of the White Horse and discarding ends on the pavement which is unpleasant for people walking by. The Clerk will write to the White Horse politely requesting that a designating smoking area be provided (e.g. the car park or in the garden) and patrons discouraged from using the porch.

Cllr J Mason – following a donation from a Ukraine family new flags are flying above the Village Hall (Union Flag and Ukraine)

Cllr A Mason – Flags need to be organised for the Coronation. Preferred colour scheme is purple and gold. Also noted that NYCC are offering grants in support of local environmental efforts. Worth investigating.

Cllr Whyte – Recently some potholes have been marked with yellow paint and it is expected that there will shortly be filled in.

Cllr Higham – none



Church Fenton Parish Council

Minutes of the Meeting – ORDINARY PARISH COUNCIL MEETING

Cllr Ferris- none

Cllr Charlston – none

22/147. To note Correspondence received (not specifically dealt with on this agenda)

An email has been received from the Chair of the Civilian Committee of 2434 (Church Fenton) Squadron enquiring about erecting a roadside sign opposite the entrance to the Air Cadets unit. The Clerk will reply suggesting a temporary sign be used for events as it is unlikely that Highways would grant permission.

22/148. To note Agenda Items for:

- a) Next meeting – Air show at LEA, Traffic enforcement issues, transport consultant, graveyard project combined with land adjacent to village hall, PROW, Environment group, Highways group, Sandwath play area, valuation of assets, logo update, interest bearing bank accounts, delegation of powers to clerk
 - Flags for coronation
 - Transport consultant
 - Receive update on graveyard project
 - Land adjacent to CF Village hall
 - Consider and note updates from Environment Group
 - Receive and note update on Highways
 - Receive and note Updates on Sandwath
 - Receive an update on valuation of assets
 - Receive an update on Logo
 - Delegation of powers to Clerk
 - Interest bearing savings account
- b) Future meetings - response to Public Inquiry into railway crossing, internal controls

22/149. To confirm Date and time of next meeting – Thursday 20th April 2023 at 7.00pm, Village Hall, Main Street, Church Fenton. (Note that the PC will meet with the organisers of the LEA air show at 6pm)

The meeting closed at 8.48pm

Signed: _____

Date: _____

Chairman, Church Fenton Parish Council

