

Church Fenton Parish Council

Minutes of the Meeting

Minutes of the ordinary (virtual – via Google Hangout) Meeting of Church Fenton Parish Council held on Thursday 16 April 2020 as a Virtual remote meeting. (due to Covid19 govt lockdown)

In attendance: Cllr Sarah Chester (Chair), Cllr Ross Higham (Vice-Chair), Cllr Craig Blakey, Cllr Samantha Charlston, Cllr Paul Herbert, Cllr Andrew Mason, Cllr Michelle Seguss and Georgina Ashton (Clerk). In addition 7 members of the public. District Cllr Richard Musgrave.

Meeting started at 7.38pm

121. To note Apologies and Approve Reasons for Absence
none
122. To note any Declarations of Interest and to approve any Dispensation requests
Cllr Blakey declared a pecuniary interest in 2019/129 (b).
Cllr Blakey declared a non-pecuniary interest 2019/126a. (2020/0225/FULM)
123. Public Participation Period
A resident would like to say thank you for the Covid19 leaflets and information, it is appreciated by many in the village, including her neighbours. Noted that some people are “flouting” the lockdown rules. Advised to report the Police. In addition, a number of dog walkers are walking around the village with their dogs off a lead. Noted by Council.
124. Reports
District Councillor(s)
Cllr Musgrave had no report but reminded the Council of the useful NYCC bulletin for Covid19 going out twice weekly.
125. To approve Minutes of the Ordinary Meeting of Church Fenton Parish Council held on 19 March 2020
Cllr Chester proposed the minutes and Cllr Charlston seconded the minutes.
126. Planning
a. Applications **to be considered**
Meeting was paused at 7.57pm for the NHS Clap for Carers. Meeting resumed at 8.05pm.

2020/0357/TPO <i>Observations by 28 April 20</i>	Church End Farm	To remove 2x large branches from Ash Tree, removal of 1x Oak Tree, crown lift of 1x Sycamore Tree
2020/0225/FULM <i>Observations by 27 April 20</i>	Sth of Gloster Close, Busk Lane	Proposed Change of use from agric land to BMX Cycle track with toilet block, picnic area and car park

2020/0357/TPO

No observations and no comment.

No observations.

2020/0225/FULM

Observation of support by Council to be noted at SDC.

All positive response from public consultation in December 2019 with children/parents in the village (25 people). Cllr Chester proposed to support the application seconded by Cllr Seguss.

Resolved that the Council make positive comment in support of the application to SDC.

b. Applications **approved and declined - none**

c. Planning Decision Notices

2019/0513/FUL	Refused	Hilahgarth, Main Street
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CEO used Emergency powers to refuse the planning permission.

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- d. To consider any Planning Enforcement Issues - none
- e. changes to SDC Planning Decisions during Covid19 outbreak

In light of Covid19 lockdown, and to ensure that SDC can continue to determine planning applications, they have implemented that their CEO will determine planning applications using delegated powers; for those planning applications which are usually determined by the Planning Committee. In reality, every week the CEO will review and determine the applications. In addition, The Planning Officer will prepare a written Officer Report (OR), that will be considered by the CEO. The reports will be published on the Friday before; which Parish Councils and members of the public can view. The CEO will then consult with the Chair, Vice-Chair or other nominated member of the Planning Committee and have regard to their comments when taking her decision. The whole Planning Committee will also have an opportunity to comment on planning applications. The decision will be published as soon as practicable. In the absence of the Planning Committee, it follows there is no right to speak available for the public. To maintain the planning process at this time, those wishing to comment on an application should submit their written representations within the statutory time limit applicable to the application in question. Submission of comments on planning applications can be received as usual on their Public Access online platform.

The CEO will be advised by the Planning Officer at the weekly CEO Urgent Decisions Session – Planning of any new issues arising since the publication of the Officer's report. If there are new material planning consideration raised, then the CEO will be advised to defer until the next CEO Urgent Decision Session – Planning, to enable an updated report to be published if necessary. Decisions made by the CEO will be published as delegated decisions online (in place of a planning Committee Minute) as soon as practicable. The Notice of Decision will be issued in the usual way and published on the Planning Public Access Portal. These procedures will be reviewed on 15 May 2020.

127. Policy

a. *Other – To Consider use of specific Council email addresses for all Councillors under GDPR guidelines.* Clerk presented a proposal for Council to consider. As the data controller, the council must ensure that all processing of personal data under its control remains compliant, regardless of the ownership of the device used. Councils must demonstrate that they are GDPR-compliant, and the use of personal email accounts and privately owned devices may make this more complicated.

In addition, Cllr Seguss wished to propose the suggestion of the Council purchasing a virtual landline. This would provide the Council with a local area code (01937) landline number as the key contact for the Council. These can be purchased for a cost of £7.99 per month and allow for 5 mobile phone numbers to be the re-direction number for the landline with varying priority order as required. For example, the Clerk could be the main contact for the majority of the time but could alter during holiday periods. The facility comes with an answer phone which can be emailed to a designated email account.

Resolved that the Council (including the Clerk) use a parish council email address to conduct council business and new email addresses to be used with immediate effect.

128. Staffing

a. Staffing – Hours of work for Clerk

To Consider the Clerk's working hours and proposal.

Clerk presented a proposal for an increase in working hours from 25 hours a month to 32 hours a month. Discussion between the councillors over the budgeting requirements to meet the needs of the increase in salary for the Clerk. Cllr Chester proposed and Cllr Seguss seconded the increase in hours and Cllr Seguss proposed to review the Clerk's salary in December 2020 before the next precept budgeting requirements.

Resolved that the Council increase the Clerk's hours from 25 to 32 hours per month with a budget review of hours in December 2020 meeting.

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129. Environment

a. Covid-19 Action Group

Consideration of information from Action Group, local/national govt guidelines. Next Steps.

Covid19 Action Group have had two meetings and created two leaflets which have been distributed to residents of Church Fenton and the RAF Base. The first leaflet contained useful contacts, information and sources of local services available to the community. The second leaflet was focussed on ideas and suggestions for residents to get involved with and to encourage their neighbours to be part of the wider community. Although there was some discussion over the use of a red card system, and the security issues this may cause for an already vulnerable person; in the main part both leaflets were well received with positive comments from a cross section of people. Clerk has contacted Tadcaster CEF and accessed the Community Support Grant so that all stationery and printing costs thus far, have been covered by this grant and invoices will be paid through the grant. Two invoices claimed for so far include Viking Direct (£95.63) and Creative Shed Agency (£40) total of £135.63. The total of this grant allowance is £250 per fortnight. Salaries are not covered, but the Clerk has not claimed for the hours worked on this project, hence the project is cost neutral to the PC at the present time. Cllr Chester thanked the Covid 19 Action group for their support and involvement so far. Cllr Seguss wished to thank Tadcaster Action Group for their support in setting up the group.

Resolved that the Covid19 Action Group will continue whilst the govt lockdown is in place.

b. Transpennine Upgrade

Consideration of Construction Logistics Plan provided by Network Rail. Next Steps.

Catherine Herbert, Network Rail has sent a copy of the Construction Logistics Plan (confidential) to the PC along with a copy of the letter sent to local residents. Cllr Chester gave Cllr Blakey permission to speak on this matter (declared DPI). Network Rail have permitted development rights to conduct the work carried out within the railway boundary; District Cllr Musgrave to seek clarification if Network Rail require planning permission for the compound and any works / accommodation set up outside of the railway boundary. Concerns over practicalities of the project in terms of the logistics of moving haulage, equipment and people through the village at a time where pinch points are already highlighted, eg. temporary bridge structure on Main Street, parking issues at the railway bridge and outside the school. Issues raised over the volume of HGV and vehicular traffic to and from the Hub and the Compound. Double yellow lining has already been agreed at the top of Sandwath Lane at the bridge entrance but has not been installed at time of writing.

Resolved that Clerk to write Area 7, NYCC to request update on Double yellow lining at Sandwath Lane/Common Lane.

Resolved that the Council will have a meeting asap to decide questions to pose to NYCC and Network Rail.

130. Finance

a. RFO Finance Report

1. An up to date receipts and payments analysis has been undertaken, this shows a balance as follows:

Bank Balances as at 8 April 2020

Cambridge & Counties	£36,766.99	
Redwood	£10,135.00	
<i>Sub total in Savings Accounts</i>		£46,901.99
NatWest Current Account	£22,534.30	
	£69,436.29	

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Ringfenced funds

CIL	£5,407.50	
Shop Bond	£20,000.00	
S106 Sandwath Endowment Balance	£24,975.08	£50,382.58 CIL/S106 and Shop Bond
Grant: NHPlan Balance query	£32.75	
Net Rental Income - CFCH & CFCSLtd	£11,167.68	
Total Ringfenced Funds	£61,583.01	
General Fund - <i>not ringfenced</i>	£7,853.28	
	£69,436.29	

£3,480.59 Cash float for S106/CIL

** The 2 savings account total £46,901.99 and the 3 ringfenced funds of CIL, Shop Bond and Sandwath total ***£50,401.67
Difference between these 2 figures is £3,480.59, this amount in simple terms, is the cash float of the Sandwath funds.

- NatWest Bank** - New Clerk has now been added as new key contact with special screen instructions eg not a signatory but with rights of access to information on the account, request bank statements etc. This has been updated 15 April 2020.
- Clerk submitted new universal bank mandate on 23 March 2020, Bank Signatories still outstanding from May 2019. Clerk organised to add 3x new signatories and remove old signatories. Cllrs Charlston, Herbert and Seguss to add and 3 to remove. This has been received by NatWest and is correct, usually takes 7-10 days to process, but unfortunately due to present circumstances this is taking longer.
- List of Payments & Receipts
To enable the Council to be more transparent and to meet the Internal Control Checklist as dictated by the Auditors; it is important to report on all payments and receipts with the voucher code it refers to in the accounting software. To this end, the first column figure is the **voucher code#** taken from Scribe.

Date	Vcode	Description	Income	Expenditure
24 Feb		Ref: 1000057	£10.00	
20 Mar		Parish Tax (S Charlston)	£40.73	
20 Mar		DD: PWLB		£95.81
31 March	142	Cheque: 001744 - YLCA Subscription		£422.00
31 March	143	Cheque: 001745 - Fenton in Focus		£50.00
31 March	144	Cheque: 001746 - HAGS-SMP Ltd		£627.00
31 March	145	Cheque: 001747 - S Fisher salary		£105.58
31 March	146	Cheque: 001748 - G Ashton salary		£607.24
31 March	147	Cheque: 001749 - D Gluck consultancy		£317.60
31 March	148	Cheque: 001750 - Shed Grounds Maintenance Apr invoice 17558		£156.80
02 April		AC: Lease Payment: CFCH	£1,796.08	
02 April		AC: Lease Payment: CF Comm Shop Ltd	£1,108.07	
05 April		Viking Direct		£96.53
08 April		Creative Shed Agency		£40.00
14 April		Tadcaster CEF	£136.53	
		Total Income/Expenditure	£3,091.41	£2,518.56

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1. Invoicing to PC Assets – Having liaised with both CFC Hub and CFC Shop Ltd; the invoicing system has been changed to reflect their requirements and provide CFPC template for invoicing. Both invoices will be issued at the same time at the end of the month for payment by DD at the start of the next month. Both businesses pay rent for the “current month”.
2. Extension to AGAR Arrangements – The Accounts and Audit (Coronavirus) (amendment) Regulations 2020 related to local council audit timeframes were published on 7 April and will come into force on 30 April. These extend the statutory audit deadlines for 2019/2020. The period of public rights will need to be started by the first working day in September (usually July) and the deadline for publishing of auditing accounts is moved to 30 November (from 30 September). PFK Littlejohn LLP (external auditors) as yet, have not published their formal instructions. Obviously, the internal audit meeting will need to take place remotely. New Regulations in place from 7 April 2020 to 7 May 2021. Released new dates on PFK Littlejohn website on 16 April 2020.
3. Meeting with Richard Matthews, Came & Co 10/4/2020 – to review Insurance cover and requirements. Suggested increase of re-build costs of Community Shop to £450,000.
4. Community Support Grant received (Covid19 Action Group) from Tadcaster CEF to cover all stationery and printing costs thus far (up to £250 per fortnight). Currently last 2 invoice payments above (Viking Direct and Creative Shed Agency) have been sent to CEF for re-imburement.

Resolve that Council accept the Finance Report from the Clerk.

131. To receive Representatives Reports

Cllr Mason - requested information and update regarding the Mint Festival monies. Cllr Higham has chased this but hasn't received any information. Cllr Higham is going to chase this again.

Cllr Charlston – received some concerns from a parishioner regarding the progress of the additional graveyard space. Comments also received complaints about full dog litter bins. Fenton in Focus is also due for a print deadline for the next edition.

Cllr Seguss – concerns over the volume of cyclists coming through the village during Covid19 lockdown. Also raised about the bench to be re-instated at the start of Busk Lane. Agreed that Clerk to send a letter to the developer to re-instate the bench. Cllr Higham to provide Clerk with contact details.

Cllr Herbert – Joseph has been progressing the website development on behalf of the PC.

Cllr Chester – correspondence from Howard Ferguson and Network Rail re Rose Lane Level Crossing. This will be progressed on behalf of residents on Rose Lane. Re: Hall Lane Stables – Cllr Chester is removing declaration of non-pecuniary interest as the planning application has been decided. Any further developments on this will be available on the planning portal.

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

a. Correspondence with Police and NYCC Safeguarding Team – At the request of Council, Clerk had written to both the Police and NYCC Safeguarding team in respect of 3 children, as a result of complaints from the members of the local community. Both agencies have acknowledged receipt of the correspondence and have passed on the information to case workers or local PCSOs. 2 different PCSOs reported making/plan to make house visits. Police and Safeguarding teams encouraged members of the public to make contact for any immediate concerns.

b. PCC Graveyard space – Clerk received email and had telephone conversation 9/4/2020 with Nina Wrightson, Secretary to the PCC regarding their ongoing concerns with the graveyard at St Mary's which is now full for burials. Mrs Wrightson is requesting in her correspondence that the Council continue to investigate possibilities for the Council and the PCC to work together to secure additional graveyard space for the village. Unfortunately due to Covid19 lockdown a meeting has not managed to take place and therefore Mrs Wrightson would like the Council to consider progressing this with the necessary research, valuations and PC policy constraints to ensure that this can be looked at with a meeting for all parties concerned once lockdown has been lifted.

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c. Richard Matthews, Came & Co Council Insurance. Clerk had a meeting with the representative to discuss and review the PC insurance cover which is due for renewal on 1 May 2020. Noted that the rebuild valuation of the Community Shop has increased to £450,000 and White Horse Pub remains at £1,140,000.

d. White Rose Update 10 April 2020 – plethora of literature currently being published with regard to Covid19 lockdown and new legislation been passed (The Local Authorities and Police & Crime Panels Coronavirus Regulations Act; 2 April 2020). Important points to note include:

(i) No public meetings in a public venue can take place. However, virtual/remote meetings can take place and legislation has been passed to allow this to continue from 7 April 2020 to 7 May 2021.

(ii) The Annual Parish Meeting cannot take place either in person or remotely.

(iii) The Annual Council Meeting cannot take place in person but could happen remotely. However, Clerk proposes that it would be more difficult to appoint a Chair and Vice-Chair remotely and unless there is a specific reason to do so in the present circumstances, would propose that this doesn't take place.

(iv) In the place of the Annual Parish Meeting and Annual Council Meeting due to take place on Thursday 28 May 2020, suggest that these meetings are replaced with an ordinary council meeting.

(iiv) Legally, the Council can hold the Annual Council Meeting later in the year after lockdown has been lifted eg Sept/Oct time or could leave until May 2021.

All agreed to action Clerk's proposals.

133. To note Agenda Items for Next Meeting

PCC meeting for additional graveyard space. Streetlighting. Village Entrance boundary sign. Play Space Provision. Defibrillator purchase for redundant phone box. Village Bench replacement. Transpennine Upgrade.

134. To confirm Date and time of next meeting – Ordinary meeting to take place on Thursday 28 May 2020 at 7:30pm remotely via Google Hangout.

The meeting closed at 10.15pm