

Church Fenton Parish Council

Minutes of the Meeting

Minutes of the Ordinary Meeting of Church Fenton Parish Council held on Thursday 29 April 2021 as a Virtual Remote Meeting (due to Covid19 govt lockdown)

In attendance: Cllr Sam Charlston (Chair), Cllr Ross Higham, Cllr Andrew Mason, Georgina Ashton, Clerk to the Council. In addition 18 members of the public.

Meeting started at 7.33pm

155. To note Apologies and Approve Reasons for Absence

Apologies received from Cllr Seguss and reasons for absence were approved.

156. 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.

157. 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 – request by a member of the public to audio record the meeting.

Q1 details regarding an email which Cllr Charlston sent in Feb 2021 for signature of previous council minutes. Q2 – at the last PC meeting, a councillor said that a private meeting had taken place between CFCH and the PC, during that meeting a PWLB application had been agreed and decided upon. The MOP would like to understand when a decision was made by the PC to purchase the land. Q3 – regarding the decision on the leaflet distribution. When the purchase of the pub was made, there was a tight deadline, the Parish Cllrs were keen that correct process was followed and that the leaflet was agreed upon at a full PC meeting. When was this agreed at a full council meeting? Q4 – previous clerk advised the PC that a significant workload would be involved in a graveyard acquisition, what costs are going to be covered by the PC, how will the residents be consulted on this. Q5 – at the end of the last PC meeting, the MOP was removed from the meeting and would politely request that a parishioner can leave the meeting in their own time. Impression that the council are having further private meetings once the meeting has closed.

The Chair responded to some of the points raised. Chair to provide copy of the minutes of the meeting from last year. These are also available on the website for anyone to view and access. Chair acknowledged that a meeting had taken place between the PC and the CFCHub committee, however no decisions have been made outside of a full council meeting. Furthermore, the parish survey was agreed at the last meeting.

Resident 2 – A MOP wished to talk regarding the land area. PC have sent out a leaflet, discussion about the purchase of the land and if it is suitable for the purpose and in addition making the boundary and in keeping. What are the plans from the PC to encompass the current graveyard, eg cost of building additional stone wall. There is a photo of the Church with a pond in close proximity, ask that the PC take this into consideration when looking at the geological suitability of the land. Chair requested that this photograph be sent to the Parish Council.

Resident 3 – A MOP asked how much the land purchase was going to cost and why wasn't this information shared on the leaflet. In addition, could this be shared subsequently on the website or the facebook page. Chair advised that this may be possible and would check.

Resident 4 – A MOP who lives in the flight path of the LEA airfield wished to state that they have no privacy and have complained to LEA with no support. Chair advised that the Council had little influence on the airfield that were operating within their permissions.

Resident 5 – Resident 1 spoke again requesting that the PC consider an open meeting for residents to ask questions regarding the land purchase.

158. Reports from other authorities

District Councillor(s), County Councillor, Police

Chair provided a verbal update from District Cllr Musgrave who could not be present.

A number of new sites have been put forward which SDC are considering as part of the Local Plan consultation process. Some of which are better than the ones that have already been consulted upon. In terms of timeframes, likely to be late summer. As part of the same exercise, may well consult on their preferred option for a new settlement. The Minister's decision regarding the local government reform will be publicised prior to the Summer recess (early July 2021). NYCC have been inundated with responses for the 20mph speed limit signage outside primary schools and are working their way through these, therefore some delays are expected on roll out.

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159. To approve Minutes of the Ordinary Meeting of Church Fenton Parish Council held on 08 April 2021.

Resolution: It was resolved that the minutes of the meeting which took place on 08 April 2021 were a true and accurate record.

160. Planning

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

Date Received	Consultee deadline	Planning reference	Address	Details
08 April	11 May	APP/N2739/W/21/3268477 – by written representation	19 Fieldside Court,	Proposal for detached dwelling and garage – 2020/0395/FUL
26 Mar	16 April	2020/0894/FUL	The Sidings, Sandwath Lane	Conversion and extension of garage to form family annexe
7 April	11 May	2021/0330/HPA	7 Acme Terrace	Installation of vehicular access and dropped kerb
9 April	11 May	2021/0314/HPA	Parsons Pond, Church Street	Garage conversion and single storey extension
9 April	13 May	2021/0435/DOC	JoinersWorkshop Sandwath Lane	DOC04 surface water, 05 contamination, 06 remediation scheme

Resolution: Council agreed to make comments on 2021/0330/HPA with regard to highways safety concerns on the proposed new vehicular access off Main Street. Clerk to prepare comments and circulate to council for final approval.

b. Planning Decision Notices – approved and declined

2020/0451/DOC	Hall Lane Stables	DOC expired
2020/1179/HPA	Dibru, Station Road, Church Fenton – extension to driveway	Granted
2020/1245/REM	Maple Cottage, Nanny Lane, Church Fenton	Granted
2016/1291/REM	65 houses at LEA	Withdrawn
2020/1335/HPA	53 Bridge Close	Permitted

c. To consider any Planning Enforcement Issues

d. To note any updates on Planning Appeal to Public Inquiry APP/N2739/W/20/3258833.

Clerk wrote to the Case Officer at the Planning Inspectorate who confirmed that no decision has been made as yet. There were no timeframes suggested as to a possible decision date.

e. To consider the comments from the External Examiner for the Neighbourhood Development Plan.

Resolution: Council to accept and ratify the comments.

161. Policy

a. To approve Risk Assessment for covid19 secure face to face meetings.

Resolution: To ratify the Covid19 Risk Assessment for face to face meetings and to agree to a lateral flow test for those attending face to face.

b. To note Statement of Nominations for By-election on 06 May 2021.

Four nominations published on SDC website. Elections to take place on 06 May 2021 and announcement to follow.

c. To consider the consultation response to LEA RNP Approaches Consultation (13 May deadline).

Resolution: Council to agree and finalise their response to the consultation in time for the deadline.

d. To note venue for the Annual Parish & Annual Council Meeting (remotely for members of the press and public) and to note change of date for June Meeting to accommodate Covid19 regulations and govt road map.

Resolution: Annual Parish and Council meeting to take place at Ulleskelf Village Hall on Thursday 20th May and remotely for press and public. The June meeting to be moved to accommodate govt lockdown restrictions been lifted from 21 June. Meeting moved from 17th June to 24th June and will take place in person for all at Church Fenton Village Hall.

162. Staffing

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a. To consider recruitment and interview process for the Lengthsman – 1 applicant

Clerk to write to the applicant to say that the Council will be in touch in due course when restrictions allow to hold a face to face meeting.

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

Booked for 10 May 2021 with Cllr Seguss and Cllr Charlston. Appraisal documents circulated to Council for approval and agreed.

163. Environment

a. Highways Committee update (including AJ1 Fund interim reporting and Main St bridge repairs)

Cllr Higham provided an update. Positive feedback on Interview Review for AJ1 Fund project submitted to NY Police Bureau. Cllr Higham thanked the Clerk for associated documents submitted. The Main St bridge repairs due to start in July. Start date currently provided of 12 July 2021. Road diversions in place and a pedestrian bridge will be installed to main pedestrian access through the village.

b. Public Rights of Way

A number of footpaths were raised including FP3, 4, 6, 7, 17. Concerns raised over cross field paths not being reinstated and overgrown paths. Chair reported FP6 for broken finger post and Clerk reported FP7 for being overgrown, barbed wire and broken stile. Chair and Clerk to report to North Yorkshire Footpath Officer.

c. To consider the purchase of the land and next steps for the land acquisition.

Parish survey results deadline on 06 May, good level of response so far, please ask residents to continue to submit their survey response up to 06 May to the village hall postbox, on email or by post. Clerk has arranged a meeting for the PC with the PCC on 13 May to discuss next steps. Council to report back at the next May meeting.

164. Finance

a. RFO Finance Report - To approve the Bank Reconciliation to 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
Funds released for Main St Play area		April-21	25,000
	Remaining	Total	<u>£2,670.61</u>

Bank Balances at 01 April 2021

Bank Account	1st April 2021
NatWest / Unity Trust Online	£30,482.81
Cambridge & Counties	£37,896.20
Redwood	£10,266.70
Totals	<u>£78,645.71</u>

Ringfenced funds at 01 April 2021

CIL	£5,407.50
Shop Bond	£20,000.00
S106 Sandwath Endowment Balance	£23,318.40
Grant: NHPlan Balance	-£143.05
AJ1 Road Safety Fund Grant	£4,245.76
Total Ringfenced Funds	£52,828.61
General Fund - not ringfenced	£25,817.10
Total funds equals total bank ac's	<u>£78,645.71</u>

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b. Payments

To consider and approve the invoices for the payment schedule from 15 March 2021 to 29 April 2021

Date	Cost centre	Vcode	Description	Total Income	Total Expenditure	
16/03/2021	VAT	123	HMRC VAT 3rd quarter		£239.24	
22/03/2021	LoanRep	124	DD: PWLB		£146.34	
23/03/2021	Admin	124	BT: SLCC Membership (recharge to Clerk)		£130.00	
23/03/2021	Admin	87	Cheque: 001825 - Fields Garden Centre Ltd		£150.00	
31/03/2021	Admin		Service charge to Unity Bank		£18.00	
Totals				£65,952.99	£56,795.25	
31/03/2021			Closing balance at BANK at 31 March 2021			£30,482.81

New Financial Year – from 01 April 2021

Date	Cost centre	V code	Description	Income	Expenditure	
			Balance at bank 1 April 2021			£30,482.81
01/04/2021	ShopRent	1	AC: Lease Payment: CF Community Shop Ltd	£1,108.07		
06/04/2021	HubRent	2	AC: Lease Payment: CFCHub	£1,697.75		
06/04/2021	HubRent	3	AC: Lease Payment: CFCH admin charge	£98.33		
12/04/2021	Precept	4	BT: Precept contribution	£40.73		
12/04/2021	Precept	5	SDC: S106 drawdown part 1	£12,500.00		
19/04/2021	Precept	6	SDC: S106 drawdown Part 2	£12,500.00		
20/04/2021	Salaries	1	BT: Clerk, March salary		£494.80	
20/04/2021	Vcutting	3	BT: Shed Grounds Maintenance Ltd 19734 (mth fee) APRIL		£159.94	
20/04/2021	Subs	2	BT: YLCA Membership invoice		£431.00	
20/04/2021	Admin	8	BT: Creative Shed Agency (A5 parish survey leaflet)		£63.60	
20/04/2021	Subs	5	BT: SIE Community Trust (annual contribution)		£183.75	
20/04/2021	Subs	6	BT: SADRUG		£10.00	
Totals				£27,944.88	£1,343.09	
15/04/2021			Closing balance at BANK at 20 April 2021			£57,084.60
			Known Financial Commitments			
30/04/2021	Salaries		BT: Clerk, overtime end of year		£178.80	
	R&M	4	BT: Streetscape - 5271 (Playground upgrade equipment)		£30,000.00	
	Elect	9	BT: NYCC Energy Account		£909.08	
	VAT		DD: VAT Return Q4 (Jan-March 2021)		£641.95	
			Uncashed/known commitments: 26 April 2021	£0.00	£30,178.80	
			Projected Balance at Bank 01 May 2021			£26,905.80

Bank Balance as at 26 April 2021 £57,084.60 (bank balance inflated due to £25,000 drawn down from S106 funds held at SDC. Payment of invoice for play equipment, not yet authorised.

c. To approve overtime for Clerk for year end (12 hours).

d. To note Came & Co insurance premium renewal for July 2021. To be deferred to next meeting.

Recommended that the Finance Report be noted by the Councillors.

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Resolution: Council agreed and approved the Finance Report. Council approved the 12 hours of overtime for the Clerk for the year ending 31 March 2021.

165. To receive Representatives Reports

Cllr Higham – received information that a bungalow and 7 acres on Sandwath Lane have been sold to HS2.

Cllr Charlston – received an email from a resident supporting Mr Makin and LEA. Update received from Flyer's Kitchen with regard to the flu on the side of the takeaway. The flu is to be reduced in height by 1m and painted black. Also the pub wall is going to be double skinned and re-painted on the external walls. Cllr Charlston had also received a report from a resident that a sofa had been dumped in the Main Street playground. On visiting the playground, Cllr Charlston could find no evidence of a sofa on PC land.

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

- 1) Applications deadline for Lengthsman has passed – application received
- 2) Clerk attended Workshop Webinar for LEA RNP Approaches consultation
- 3) Enquiry from resident regarding LEA RNP Approaches consultation
- 4) Request from Church Fenton Brownies, Guides and Rainbows to use public space behind Oakwood Close in the short term while govt restrictions are in place – agreed in principal by Council using delegated powers.
- 5) Several complaints from one resident regarding night flying and frequency of flights to and from LEA.
- 6) Complaint from resident regarding lack of commuter trains on the timetable for stops at Ulleskelf and Church Fenton to York and Leeds
- 7) Enquiry from resident regarding Verge cutting contract for CFPC – noted that Oxmoor Lane is included on the parish map for cutting according to the NYCC website.

167. To note Agenda Items for:

- a) Next meeting –Graveyard acquisition. Car Park at train station, play park update. Staffing.

168. To confirm Date and time of next meeting – Thursday 20 May 2021 at 7pm for full council members at Ulleskelf Village Hall, and remotely for members of the public via Google Meet.

Meeting finished at 8.38pm.

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

Date: *29 April 2021*