

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 21 April 2022 at Church Fenton Village Hall.

In attendance: Cllr Sam Charlston (Chairman), Cllr Stewart Ferris, Cllr Jo Mason, Cllr Michelle Seguss, Georgina Ashton, Clerk to the Council. In addition, 4 members of the public.

Meeting started at 7.32pm

21/134. 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.

Apologies received in advance of the meeting from Cllr R Higham and Cllr A Mason.

Resolution: To accept and approve reasons for absence from Cllr Higham and Cllr A Mason. Unanimous.

a. To note dispensation requests – none.

21/135. 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 – CF Community Hub would like to consider donating as part of the Jubilee fund, a bench for community use in the parish. Clerk to provide some suitable suppliers eg Glasdon.

21/136. Reports from other authorities

District Councillor(s), County Councillor, Police

Apologies received from Cllr Musgrave – update from Historic England, likely to be a decision published imminently.

Cllr Andrew Lee – waiting for double yellow lines to be laid soon in the parish which have been previously passed (in particular with regard to parking at the train station). Cllr Lee also raised concerns on behalf of residents and the parish council at the entrance to Laurel Farm Drive and poor parking, especially during school pick up and drop off times. However, Laurel Farm Drive is an unadopted road. Concerns raised by council members and residents with regard to the state of pavements in the parish. Suggestion of taking photographs and provide what3words location so that this information can be forwarded to NYCC.

21/137. To approve Minutes of the Ordinary Meeting of Church Fenton Parish Council held on 17 March 2022.

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

21/138. Planning

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

Date Received	Consultee deadline	Planning reference	Address	Details
31/3/22	2/5/22	2022/0305/REMM	LEA	Creative Digital and Media use reserved matters, landscaping etc.

Resolution: Comments to the Clerk by 28th April 2022 for submission by Friday 29th April. Unanimous.

b. Planning Decision Notices – approved and declined

2022/0259/MAN2	Non-material amend to atrium consent at The Old School House, Church Street	Permitted – 07 April 2022
2022/0186/MAN2	Land South of Common Lane	Permitted
2021/0818/S73	Section73 variation to land at Church Fenton Station for no3 dwellings – landscape, site enclosure and approved plans	Permitted
2022/1474/DOC	Land south of Common Lane and Bridge Close for no9 dwellings	Conditions partially discharged

c. To consider any Planning Enforcement Issues

LEA HGV vehicular movements - Concerns raised with regard to Amazon tractor units travelling through the village – along Church Street and Main Street. These Amazon trucks are entering the site via the main entrance at LEA. Currently seen 18 tractor units stored at LEA. The Amazon trucks are seen on daily basis, 7 days a week from 6am to 11pm at night. They have also been seen at 3am travelling through the village. This, on it's own must contravene the current traffic management plan and planning consent for LEA which allows for 12 HGV vehicles per day (24 movements) along Raw Lane and through the playing field entrance (back entrance). These Amazon truck movements combined with modular homes (wide HGV vehicles) travelling along Oxmoor Lane through Biggin to LEA as well as the current HGV traffic along Raw Lane, must amount to an Enforcement issue.

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There is clear road and verge damage along the full length of Oxmoor Lane and Brackenhill Lane where HGV vehicles and wide load trucks are passing on a daily basis along this route. There is also damage on Church Street to the edges of the highway. Similarly, the Parish Council are aware that with these combined vehicular movements along Ash Lane and Church Street that this creates contravention of the traffic management plan for British Gypsum as they have a restriction on their vehicular movements from the B1222 roundabout along Fenton Lane. In addition, several residents have seen the aviation fuel tanker travelling through Church Fenton Parish along Church Street and Main Street.

Concerns raised regarding the mobile home unit at Church Fenton Station. Clerk to ask for clarification and update from Planning Enforcement. (Officer, S King).

BMX track field on Busk Lane – concerns raised by councillors with regard to contaminated waste and rubble being dumped on the site.

Resolution: to agree for the Clerk to report these issues to Planning Enforcement and Highways, Area 7 (in terms of a contravention of the traffic management plan at LEA). Unanimous.

Cllr Andrew Lee arrived at the meeting – see 21/136. Above. Provided NYCC update. Best Wishes to Cllr Lee in the forthcoming elections.

21/139. Policy

- a) To consider previously circulated report with regard to dates of meetings for next municipal year 2022/2023

Resolution: to approve the draft dates for publication for meetings for the next municipal year 2022/23.

Unanimous.

- b) To consider the revised FOI request - Clerk previously circulated suggested response to council members.

Resolution: to agree to send the suggested final response to the requestor regarding the FOI request.

Unanimous.

21/140. Staffing

- a) To consider the report from the Staffing Committee with regard to hours of work from the Lengthsman and work capacity with current contract.

Carry forward to next meeting.

- b) To consider the recruitment of the Clerk and update from the Staffing Committee.

No applications received.

Exit interviews conducted on 31 March 2022 with G Ashton and the staffing committee. The Clerk was not prepared to continue in the role, however offered one month locum support to provide business continuity to the council.

Resolution: to retrospectively approve additional hours for the current Clerk beyond her notice period to ensure business continuity of the council. (paid at Locum rates). Unanimous.

Move rest of discussion to confidential session.

21/141. Environment

- a) To receive and note update on the purchase fine China mugs for every child in the parish to celebrate the Queens Jubilee.

Received by the Clerk on 8th April 2022 and currently stored in the village hall. Likely that those not at school will be able to collect a china mug from the village shop.

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

No additional information/correspondence received.

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

FP3 finger post adjacent to the village hall will be renewed and correctly sited in the next work programme cycle.

- d) To consider organisation of the 2pg advert in the next edition of Fenton in Focus with regard to footpaths in the parish.

Footpaths – 2 pages – Cllr Ferris, Christmas – Cllr Charlston, Highways – Cllr Seguss, Normal PC 2 page spread – 1 page – Cllr Ferris, Environment – Cllr J Mason - Deadline for print is 1st May.

- e) 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).

Fenton Fest has been cancelled. Follow up SAG meeting is Tuesday 26th April. No further representation.

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- f) To receive and consider quotations for replacement fencing for the embankment of the railway bridge on Station Road, Sandwath Lane and Common Lane (both sides of the road).
Cllr J Mason has done some research and arranged for 2 site visits, from commercial fencing companies. To be discussed at the next meeting.
- g) To receive and consider results from the public consultation and update report regarding suggested improvements at Sandwath Drive Play area and repairs to equipment (to include annual inspection costs).
Consultation letter sent to residents on Sandwath Drive. 9 responses received from families on the estate. Lots of complaints of dogs being exercised on the green area. Next steps, invite the families along to discuss their ideas and suggestions.
- h) To receive and note update from the Environmental Committee.
Cllr J Mason to arrange a meeting and advertise in the Fenton in Focus. Cllr Mason would like to arrange a meeting to constitute the group and set up Terms of Reference etc.
- i) To receive and note update from the Jubilee working group.
Cllr J Mason provided an update. Tea dance is set up and ready for advertising tickets. Next meeting on 4th May. Everyone is doing their bit. Need to finalise dates, times, prices etc. Posters are ready for the dance and tickets, decoration of the hall, tickets now on sale £5 per ticket. Thanks to the CF Community Hub who have offered to do the flower beds for each Millennium sign in the parish in celebration of the Queens Jubilee. No road closure for the parade on the Sunday morning. Cllr J Mason has put in a form to request for a partial road closure. Cllr Lee offered to chase on the council's behalf if the matter is not resolved.
- j) To receive and consider recommendations from the Christmas Committee (To include the consideration of the placement of new additional Christmas sockets on streetlights in the parish).

Siting of the new Christmas sockets will be as follows: LP5 (Church Street), LP3 (Station Road) LP2 on Common Lane, LP10 (Station Road, corner of Oakwood Close), LP34 (Somerville, Main Street), LP39 (Main St, Fenton Flyer), LP1 Busk Lane, LP25 (Northfield Lane entrance). CF Community Hub have also kindly offered to donate 2 new Christmas lights for 2022.

Resolution: to agree siting of the new Christmas sockets as above. Unanimous.

- k) To receive and note update from the Highways Committee.
Plans now received for the new boundary signage on Busk Lane (£300 approx). In addition, the plans have now been received for the designs for each entrance, dragon teeth and rumble strips (3 entrances) – in the region of £2,100. One of the VAS signs is damaged. Radar sensor has slipped. TWM has been contacted. Currently taken down waiting for repair.
- l) To receive and note update from the Community Speed Watch Programme.
Advert in the Fenton in Focus to ask for people to volunteer to join the community speed watch programme.
- m) To receive and note information regarding lack of commuter train services to York.
Correspondence received both from Network Rail and Howard Ferguson. Due to falling passenger numbers and the lack of train drivers, the reinstatement of commuter services and revised timetable will next be published in December 2022. The 7.48am train has been cancelled, often used by children for school access. Children are having to get the 7.06am or 8.14am train, neither of which are suitable for the school run.
Resolution: for the Clerk to write to explain the concerns of safety for children who are having to use a much later or much earlier train into York. Unanimous.
- n) To receive and note update on installation of defibrillators, notice board, work on phone boxes.
Defibrillator cabinets are due to be out for delivery week commencing 2nd May, however no update on the defibrillators themselves. The paint for the phone boxes and new defib signage has arrived and needs to be passed to the Lengthsman. The Notice board is due to be out for delivery week commencing 30th May/6th June. The gates have arrived but the contractor is off sick from work.
- o) To receive and note update from Historic England with regard to WWII Monument on the LEA site.
Update received from Cllr Musgrave, decision imminent from Historic England.
- p) To consider correspondence received from solicitor regarding the Village Hall boundary.
Clerk has sent a request for the cost of preparing the AP1 documentation and submission to the Land Registry. The Clerk has also sent all the maps and information which the parish council hold on this matter to the solicitors on 30 March 2022 and has not received a response.

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Resolution: Clerk to write to the solicitors to request an update within a 14 day period. If no response received, to seek quotation from a different solicitor. Unanimous.

- q) To consider correspondence from resident with regard to increased HGV/vehicular traffic going to and from LEA. – see 21/138 c – planning enforcement.

21/142. Finance

- a. RFO Finance Report -To approve the Bank Reconciliation to 16 April 2022 and to note budget monitor.

Bank Account	20 April 2022
NatWest / Unity Trust Online	£36,844.01
Cambridge & Counties	£38,896.20
Redwood	£10,379.16
Totals	£86,119.37

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>	£37,622.41
Total funds equals total bank ac's	£86,119.37

- b. Payments- To consider and approve the invoices for the payment schedule from 16 March to 20 April 22.

Date	Description	Income	Expenditure
	DD: PWLB - MARCH, Shop		£146.34
	DD: NYCC Locality Budget (Alee)	£3,000.00	
	BT: Earth Anchors Ltd - new notice board		£2,354.40
	BT: Impact China Ltd - 396 China mugs for Jubilee		£1,720.22
	BT: GeoXphere Ltd - parish online mapping system annual subs		£54.00
	BT: HAGS Inspections and Maintenance		£1,384.97
	BT: Clerk MAR salary		£494.80
	BT: Clerk back pay to 1st April 2021		£102.96
	BT: HMRC March Salary		£38.60
	BT: Lengthsman Salary MAR (19.5hrs x £9.90) = Gross £193.05		£154.45
	YLCA: Annual Membership invoice		£437.00
	BT: Shed Grounds Maintenance 03 MAR		£160.24
	BT: Fenton in Focus		£50.00
	BT: CF Village Hall Mgt - Room Hire - Jan to March		£60.00
	BT: Clerk - expenses (gloss paint and defib signs for red phone boxes)		£93.43
	Service charge to Unity Bank		£18.00
Totals		£106,615.96	£105,867.60
31/3/2022	Year End Balance – Current Account		£31,231.17
	Since 1st April 2022		
01/04/2022	AC: Lease Payment: CF Community Shop Ltd	£1,108.07	
04/04/2022	AC: Lease Payment: CFCH admin charge	£98.33	
04/04/2022	AC: Lease Payment: CFCHub	£1,697.75	
08/04/2022	DD: HMRC VAT return Q4 of 2021/22	£898.63	

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11/04/2022	BT: Shed Grounds Maintenance		£159.94
11/04/2022	BT: YLCA Training		£15.00
11/04/2022	BT: Church Fenton Cricket Club		£15.00
20/04/2022	BT: MCF Cllr K Ellis (Bin Project and Notice board)	£2,000.00	
	<i>Total Income / Expenditure</i>	<i>£5,802.78</i>	<i>£189.94</i>
	Closing balance at BANK at 20 April 2022		£36,844.01

The current account Bank Balance as at 20 April 2022 is £36,844.01.

c. To consider the appointment of an Internal Auditor for the Annual Accounts and submission of the AGAR for the financial year up to 31 March 2022.

For the past 2 years, CFPC have used Parker, Hartley & Co, York who have charged £168 for both 2019/2020 audit and 2020/21 audit. Clerk is happy to seek an alternative internal auditor or maintain the relationship with Parker, Hartley & Co. On a small search of comparable sized councils, this is a reasonable fee for the size of the council and number of annual financial transactions. Recommendation to Council: to appoint Parker, Hartley & Co as the internal auditor to the council for the financial year end 31 March 2022.

Recommended that the Finance Report be noted by the Councillors.

Resolution: to agree to approve the Internal Auditor of Parker, Hartley & Co. for the financial year end 31 March 2022. Unanimous.

21/143. To receive Representatives Reports

Cllr J Mason – training request for GPC and S137 payments. Cancel for the time being.

21/144. To note Correspondence received (not specifically dealt with on this agenda)

- To note the Notice of uncontested elections for Church Fenton Parish Council on 5th May 2022. All 7 seats are filled should each individual attend the May meeting and complete their Declarations of Acceptance of Office.
- Numerous correspondence from YLCA, including training schedule and White Rose Bulletins
- Communication from a resident with regard to broken lamp, LP23 on Brockley close – clerk reported to NYCC.

21/145. To note Agenda Items for:

- Next meeting –fencing on railway embankment on all sides, village hall boundary, Jubilee working group, 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, Rose Lane level crossing, Main St phonebox, Highways, Christmas, Jubilee working group, Environment

21/146. To confirm Date and time of next meeting – Annual Council Meeting - Thursday 19th May 2022 at 7.30pm, Village Hall, Main Street, Church Fenton. Annual Parish Assembly 7pm.

The meeting closed at 21:11pm.

Resolved: that in view of the confidential nature of the business to be transacted under Section 1 of the Public Bodies (Admissions to meetings) Act 1960, the public and press be temporarily excluded from the meeting whilst matters pertaining to these items are discussed. Agreed to move this agenda item to the end of the meeting.

21/140. Staffing

- To consider the recruitment of the Clerk and update from the Staffing Committee.

No applications received for the Clerk and the deadline has passed. Members agreed to look at other avenues of advertisement to try and attract some candidates.

Resolution: to continue for the Clerk to provide Locum services to the next full council meeting (19th May 2022). Unanimous.

Resolution: if a new Clerk is not appointed by 20th May 2022, the Clerk will continue to provide locum services. Terms and conditions of this temporary contract to be agreed by the Staffing Committee as soon as possible after Friday 20th May 2022. Unanimous.

Meeting closed at 9.30pm.

Signed: _____

Date: _____

Chairman, Church Fenton Parish Council