

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 20th April 2023 at Church Fenton Village Hall.

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

In addition, 14 members of the public.

Meeting opened at 19:03

22/150 To note Apologies and Approve Reasons for Absence

Cllr J Mason - reason for absence approved

Cllr Seguss - reason for absence approved

To note dispensation requests (It is a requirement in law, Localism Act (2011, s31) that Council members declare any Disclosable Pecuniary Interest)

None

22/151 Public Participation Period (no longer than 30 minutes)

A member of the public queried the process for reviewing planning applications and the role of the Parish Council. It was explained that the PC is a statutory consultee and not the decision maker.

It was noted that the web site link to request agendas and minutes is not working. The person who can fix that was at the meeting and undertook to make it work.

The matter of the recent tree work on Busk Lane was raised by a member of the public but discussion was deferred as the item was on the agenda.

22/152. Reports from other authorities

PCSO Hannah Price (4532) has recently been attached to Church Fenton and came to introduce herself. The meeting welcomed her and she went on to outline her role within the policing team. Non-urgent liaison will take place via the Clerk

22/153. To approve Minutes of the Ordinary Meeting of Church Fenton Parish Council held on 20th April 2023.

Resolution: That the minutes of the meeting held on 16th March 2023 were a true and accurate record - Unanimous



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22/154. Planning

1. Applications

Date Received	Consultee deadline	Planning reference	Address	Details
28 Feb 2023	26 April 2023	2023/0233/COU	24 Lockton Court	Change of use from uncultivated agricultural field to private garden for 14, 16, 18, 20, 22 and 24 Lockton Court (retrospective)
11 April 2023	2 May 2023	2023/0248/FULM	Leeds East Airport Busk Lane Church Fenton Tadcaster North Yorkshire LS24 9SE	Construction of a bund (retrospective

Resolutions:

2023/0233/COU

No comment

2023/0248/FULM

The bund partly occupies the same space that should have been planted with native vegetation as a condition (7) for approval of 2019/0927/COU. A screening plan was delivered, but this retrospective planning request suggests that the bund has been built where vegetation should be.

Resolution: - Object to bund and request compliance with original condition 7 on 2019/0927/COU - 4 for, RH against

2. Planning Decision Notices – approved and declined

2023/0242/TPO	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 Land North Of Gate Bridge Main Street Church Fenton	Approved
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3. To consider any Planning Enforcement Issues

- a. There have been reports of several abnormal loads passing through the village recently and these have been passed to Enforcement as an addition to the previous HGV traffic letter. **To consider if any further action is possible.**

Resolution: Notify Enforcement (third time) with recent reports from residents requesting an urgent investigation. – Unanimous



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- b. To consider if a weight limit could be requested to control HGV traffic
Resolution: Refer the question of a weight limit or other restrictions (such as chicanes) to the Highways Working Group - Unanimous

- c. Tree work linked to planning 2023/0242/TPO on Busk Lane - method and timing have been queried by residents who have asked the PC to pursue any wrong-doing. **To consider response to the actions taken.**
Resolution: To write to LEA condemning the tree reduction activities that took place in April 2023 and to offer support for the statutory authorities that are investigating four separate aspects (road closure, safety, wildlife and personal assault) – For Cllr A Mason, Cllr Ferris, Opposed Cllr Higham, Abstain Cllr Charlston and Cllr White

22/155. Policy

1. **To consider adopting NYC Code of Conduct**
Resolution: Adopt the NYC Code of Conduct - unanimous

2. **To consider adopting NYC complaints procedure**
Resolution: Adopt the NYC code of conduct – unanimous

3. To note request for pre-renewal information from insurance broker (Clerk will prepare and submit)

4. **To consider delegated powers to Clerk**
Resolution: Adopt the scheme of delegated powers as proposed – unanimous

22/156 Staffing

1. **To consider ILCA training for clerk - £120+VAT**
Resolution: Unanimous

2. **To consider purchase of a long reach (6') litter picker for lengthsman**
Resolution: Already approved - Clerk to action

22/157 Environment

1. Note an update from the transport consultant - interim report to be circulated to councillors by clerk
2. Receive an update on the graveyard project together with the land adjacent to Church Fenton Village Hall - nothing to report so carried forward to next meeting
3. To note any updates on public footpaths within the parish - none
4. **To consider any actions in connection with the LEA Airshow**
The traffic plan is very similar to previous events at LEA so there is major concern that congestion will occur again. The junction of the A162 with Raw Lane is a critical pinch point
Resolution: To write to the organisers highlighting important local knowledge from previous events that could help traffic flow and to offer constructive suggestions - unanimous
5. Consider and note an update from the Environmental working group - deferred to next meeting when Cllr J Mason will be present
6. Receive and note an update from the Highways working group - deferred to next meeting when Cllr Seguss will be present
7. Receive and note an update on the Sandwath play area upgrade - Cllr Charlston reported that the order had been placed.
8. Receive and note an update on the valuation of the two properties - District Valuer postponed meeting to assess values (family bereavement). Will be rearranged as soon as possible.
9. Receive and update on the logo for the PC - deferred to next meeting when Cllr J Mason will be present



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22/158. Finance

1. The budget needs further refinement. This will be completed and then presented to the next meeting
2. RFO Finance Report -To approve the Bank Reconciliation to 31st March 2023 and the payment schedule for April 2023

Bank Reconciliation at 31/03/2023			
	Cash in Hand 01/04/2022		79,885.32
	ADD Receipts 01/04/2022 - 31/03/2023		77,427.30
			157,312.62
	SUBTRACT Payments 01/04/2022 - 31/03/2023		60,432.18
A	Cash in Hand 31/03/2023 (per Cash Book)		96,880.44
	Cash in hand per Bank Statements		
	Petty Cash 31/03/2023	0.00	
	Unity Trust Online Current a/c 31/03/2023	47,458.21	
	Redwood 31/03/2023	10,496.81	
	Cambridge and Counties 31/03/2023	38,925.42	
	NatWest 31/03/2023	0.00	
			96,880.44
	Less unrepresented payments		
			96,880.44
	Plus unrepresented receipts		
B	Adjusted Bank Balance		96,880.44
	A = B Checks out OK		

Resolution: the bank reconciliation to 31st March 2023 was accepted.

A. Payment Schedule
 (See appendix 1 attached)

Resolution: to accept the payment schedule as presented

3. To consider setting up a direct debit for payment of the annual ICO (Data Protection) fee
Resolution: to authorise the clerk to set up a direct debit



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22/159 To receive Representatives Reports

Cllr J Mason (by proxy) – Reported verbal comments from residents about lengthy periods of aircraft noise from aerobatic flying recently. A resident has also written to the clerk on this matter.

Cllr A Mason – The Community Shop will be holding an event in the afternoon of 7th May 2023 to mark the King’s Coronation. All are welcome. Drinks and cakes will be available for a voluntary donation to Selby Food Bank.

Work on the new homes development (Yorkshire Country Properties) behind the church will commence in June and with preliminary work on overhead power cables in May. The initial work will be to put in a part of the road access.

Cllr Whyte – none

Cllr Higham – none

Cllr Ferris - none

Cllr Charlston – A dog poo bin close to the airbase is overflowing and a resident (Ulleskelf) contacted the clerk asking for help. Reported to NYC.

Margaret Miles and Ian Wrightson have stepped down from their roles as Secretary and Chair to the Village Hall Committee. The Council wishes to express their gratitude and thanks to Margaret and Ian - clerk will draft a letter. The incoming Chair is Sarah Chester and Treasurer is Katie Goldsmith.

22/160 To note Correspondence received (not specifically dealt with on this agenda)

- TheCircuit maintains a national register of defibrillators and has sent reminders that ours need checking. Cllr Charlston has been doing this and will liaise with the clerk to keep TheCircuit updated.
- A company called GigaClear has made contact about plans to deliver broadband services to the village. The clerk will meet with them to find out more.
- The Council’s subscription to Open Spaces almost lapsed accidentally but they made contact and the subscription is now being made.
- The clerk is making enquiries of Network Rail concerning the Rose Lane Level Crossing Order to be able to keep residents appraised of the planned Public Inquiry

22/161 To note Agenda Items for:

- a) Next meeting – Budget, Staffing Clerk’s bank of hours & Lengthsman update), footpath status
- b) Future meetings -Network Rail Rose Lane Project, Yorkshire Country Homes

22/162. **To confirm date and time of Annual Parish meeting** – Thursday 18th May 2023 at 7.00pm, Village Hall, Main Street, Church Fenton.

22/163 **To confirm date and time of Annual Council meeting** – Thursday 18th May 2023 at 7.15pm, Village Hall, Main Street, Church Fenton.

The meeting closed at 21:01

Signed: _____

Date: _____

Chair, Church Fenton Parish Council



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APPENDIX 1 - PAYMENT SCHEDULE

Church Fenton Parish Council
 PAYMENTS LIST

25 April 2023 (2023-2024)

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1 Hub Admin	03/04/2023		Unity		Hub Admin	Church Fenton Community/H	S	81.60		81.60
10 HMRC Payroll	12/04/2023		Unity		HMRC Payroll	HMRC PAYE	X	81.60		81.60
2 Misc	24/04/2023		Unity		King Charles Coronation Can	Severn Ce Products Ltd	S	985.00	197.00	1,182.00
8 Subscriptions	24/04/2023		Unity		Subscription	Yorkshire Local Councils Assc	E	444.00		444.00
6 Maintenance	24/04/2023		Unity		Boundary signs	North Yorkshire County Coun	S	1,041.81	208.36	1,250.17
7 Clerk Admin	24/04/2023		Unity		Stationery	Robin Harris	X	17.25		17.25
5 Clerk Admin	24/04/2023		Unity		Laptop memory	Robin Harris	X	52.08		52.08
11 Contributions	24/04/2023		Unity		Sherburn Community Library	Sherburn in Elmet Commun	X	216.00		216.00
16 Maintenance	24/04/2023		Unity		Bin removal	Selby District Council	S	34.24	6.85	41.09
14 Publicity	24/04/2023		Unity		Fenton in Focus Environmental	Fenton in Focus	X	25.00		25.00
9 Publicity	24/04/2023		Unity		Fenton In Focus	Fenton in Focus	X	50.00		50.00
15 Subscriptions	24/04/2023		Unity		Open Spaces	Open Spaces Society	E	45.00		45.00
12 Salaries	28/04/2023		Unity	April 2023	HMRC Payroll	HMRC PAYE	X	103.40		103.40
13 Salaries	28/04/2023		Unity	Salary - April 2023	Salary	Robin Harris	X	439.72		439.72
18 Salaries	28/04/2023		Unity	Ap	Salary	Robin Harris	X	439.72		439.72
Total								3,974.82	412.21	4,387.03

