

Church Fenton Parish Council

Minutes of ORDINARY COUNCIL MEETING held on 18th April 2024

In attendance: Cllr Charlston, Cllr Ferris, Cllr Higham, Cllr A Mason (Chair), Cllr J Mason, Cllr Seguss and Cllr Whyte and Robin Harris, Clerk to the Council.
Cllr A Lee - NYC

In addition, 8 members of the public

Meeting opened at 19:01

23/129 Non-attendance of Councillors

- a. **To receive and note apologies from councillors who are unable to attend the meeting**
All present
- b. **To consider reasons for absence provided by councillors who cannot attend and resolve the council's acceptance of these if felt relevant.**
N/A

23/130 To note any Declarations of Interest and to consider any dispensation requests

None

23/131 Public participation period

A resident asked if the Council would request that the police investigate a recent car incident that occurred near Lockton Court. There have been two other recent similar accidents in the centre of the village. The Clerk will contact the PCSO and also bring the accidents to the attention of the Highways department.

23/132 Report from Cllr A Lee

An officer of NYC will write and circulate notes from the meeting on 15th January 2024. NYC regards that meeting as an 'informal' one but the implications of this are unclear. Notes from the meeting, particularly actions, are needed to be able to monitor progress and to identify any further related actions. Cllr Lee hopes they will be circulated next week.

The letters and petition from Kirk Fenton school were received by Cllr A Lee and passed onto Highways. There was a discussion about 20mph speed limits and how this could be requested – the Clerk has had no response to a '95 Alive' speed monitoring request. Cllr Lee will check if that programme is still running or if there is a replacement one – the request from CFPC may have gone into a 'black hole'.

23/133 To approve minutes of the Ordinary Meeting of Church Fenton Parish Council held on 21st March 2024

Resolution: For – Cllr Charlston, Higham, A Mason, J Mason & Cllr Seguss. Abstain - Cllr Ferris & Cllr Whyte (both not present)

23/134 Planning

1. **To consider applications received and resolve on recommendations to be made to North Yorkshire Council Planning Authority**
ZG2024/0187/S73 – Comments received by Clerk by 8th April 2024 have been submitted to planning.
2. To note applications approved and declined
None
3. **To consider any planning enforcement issues**
 - a. To review any developments regarding Planning Control on the Leeds East Airport site and **to consider actions to be taken.**
The Clerk summarised the email sent to Rachel Robinson on behalf of the Council regarding failures in planning control. Cllr J Mason added that the flying activities need adding to the list of outstanding planning control issues.



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Resolution: Clerk to send recent communications that have been sent to Enforcement to all members of the Planning Committee and to the Leader of the North Yorkshire Council. – Unanimous

A cover note will highlight the impact on people and lives of nearby residents to include changing the character of the village, effect on school children who are intimidated by the number and size of vehicles passing through the village and the visual amenity of the landscape.

- b. **To consider appointing representatives to the Ulleskelf Working Group that is co-ordinating efforts to have NYC address planning control failures at LEA.**

Resolution: Write to Ulleskelf PC proposing Cllrs Higham and Cllr A Mason participate in their working group - Unanimous

23/135 Finance

1. To note the finance report
 - a. Bank reconciliation end March 2024
 - b. Payments
 - c. Budget monitor
 - d. Earmarked reserves
 - e. Cash Flow projection
2. **To consider whether to transfer an amount of money from the current account to a savings account to optimise interest.**
Resolution: Move £15k to highest interest-bearing account - Unanimous
3. To note the Clerk used delegated powers to purchase:
 - a. Wild flower seeds needed for 6th April (i.e. before this meeting). Cost £48.95.
 - b. Litter picker to replace broken one (Lengthsman) £29.99

23/136 Environment

1. To receive an update on the request for speed monitoring outside Kirk Fenton School and to **resolve on next steps.**
No response so far to a '95 Alive' request for speed monitoring. Cllr A Lee will advise whether the '95 Alive' campaign is still active and if there is an alternative.
Resolution: Clerk to write to Kirk Fenton School to thank them for their letters requesting a 20mph speed limit around the school - Unanimous
2. To receive a draft of an insert to be published in Fenton in Focus concerning parking in the village and to **consider and resolve on next steps.**
Resolutions:
 - 1) Two minor improvements were suggested and Cllr Higham was thanked for producing the document. Cllr Higham will incorporate the suggestions and ensure that it is clear that the Council is seeking input and ideas from residents - Unanimous
 - 2) The final document will be given to Kirk Fenton school with a request to include it in their newsletter (to reach some residents who may not read Fenton in Focus) - Unanimous
 - 3) Also publish the document on the Council's Facebook page and website - Unanimous.
3. To consider and resolve on a response to a resident message about the wildflower area that might contain plants harmful to pets.
Resolution: Write to resident explaining the duty of the Council to actively work to enhance biodiversity and to promote good environmental practices within the community. A balance needs to be struck between the interests of all groups within the community to ensure everyone can enjoy life in the village. For – Cllrs Charlston, A Mason, J Mason, Ferris, Whyte. Abstain – Cllrs Higham & Seguss



4. To consider and resolve on a request from a resident to plant a hedge along the fence line at Sandwath play area.

A motion was proposed to write to the resident stating that a hedge within the play park would not be acceptable. An amendment was immediately proposed to expand this letter firstly acknowledging the distress experienced by the resident and outlining potential options that may help, including a hedge or other barrier on the resident's property. It was noted that any hedge planting within the play area would set a precedent; it would need regular maintenance and could raise more resident concerns about the use of this facility.

**Resolution: The amendment was passed. For - Cllrs Charlston, Ferris, A Mason, J Mason, Seguss. Against Cllr Higham. Abstain - Cllr Whyte.
The original motion was withdrawn.**

5. To note the reply from the Dog Warden with advice on tackling dog waste not being removed. To resolve on next steps.

Stencils are not available from NYC but it has been confirmed that it is lawful for the Council to use them providing that the paint used is water soluble.

Resolution: Clerk to source 2 stencils and bright yellow paint – Unanimous

6. To resolve on buying additional 'No Dogs' signage for both play parks.

Resolution: Buy new signage 'No dogs' – Unanimous

Cllr Whyte to identify size, number and supplier of suitable signs and pass to Clerk who will purchase them.

7. To consider and resolve on any actions following a suggestion from a resident to install a safety railing outside the entrance to Jigsaw Nursery.

There were extensive discussions about the merits of such a measure that ranged from long railings from the red phone box to Jigsaw to a short section outside the Jigsaw entrance. On balance the Council felt that whilst a railing would bring some benefit the consequences outweighed them. It was also felt that, based on previous experience of these matters, Highways would most likely not give permission. **Clerk to respond to resident explaining the rationale – Unanimous**

8. To consider whether the Council could justify installing CCTV cameras to monitor the area around the railway bridge following reports of vehicles being criminally damaged. To resolve on next steps.

The Clerk researched this matter and provided a brief summary outlining the extensive obligations required to meet a number of laws (particularly the Data Protection Act 2018, GDPR, and Freedom of Information). The cost, and amount of time, required to set these up are far too large to justify further consideration.

Resolutions:

1. **Not to pursue CCTV for this purpose – Unanimous**
2. **To re-post the Police (PCSO Hannah Price) post about considerate parking on the Council's Facebook page - Unanimous**

23/137 To receive representative reports

1. To receive an update from the Environment Working Group
Trees on Broad Piece are emerging. Minor maintenance has been carried out e.g. to supports. Wildflower planting on Sandwath Lane has progressed well and results are keenly awaited. The Environment Group will be present at Fenton Fest.



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2. To receive an update from the Highways Working Group.
Working on Fenton in Focus article.
VAS – have to be moved every 3 months and there must be a 6-week gap. Signs will be rotated very soon.
3. To receive an update from the Christmas Working Group
This Group will also be present at Fenton Fest where a new Christmas sponsorship scheme will be launched.
There will be more use of battery lights this year and special metal frames are being fabricated.
The lights switch on will be bigger and better.
4. To note the PCSO report
5. Councillors:
 - a. Cllr Charlston
Nothing.
 - b. Cllr Ferris
Requested content for inclusion in the next Fenton in Focus.
 - c. Cllr Higham
Nothing to report but appreciated the research on CCTV obligations.
 - d. Cllr A Mason
Nothing.
 - e. Cllr J Mason
Nothing.
 - f. Cllr Seguss
Sandwath play park – a resident's hedge has grown into playpark. Clerk to request resident arranges for it to be cut back to the boundary fence.
Bench on Lockton Court needs cleaning. Clerk to enquire if the Hub might be interested in this as a small community project.
 - g. Cllr Whyte
Play Park inspections are being completed monthly and stored on the shared drive accessible to all councillors.

23/138 To note correspondence received not covered on the agenda.

1. Reply from Air Cadets (Civilian Chair) that the Commanding Officer would look into the issue. No response from CO so far. Clerk is collecting specific details of times, number of vehicles and, if possible, photographs to pass on to the CO. The aim is to make clear the nature and extent of the hazard.
2. Resident request for willow trees in Old School Yard to be cut down
There was some discussion on whether the Council wanted to allow these trees to become more mature or not. Currently work on trees is not permissible because it is the bird nesting season. Clerk to explain this to resident. A fuller discussion will be included on the agenda for the next meeting when resolutions could be made.
3. Resident on Northfield Terrace regarding brambles growing in the Council's land
Discussions revealed that there are a number of places along the boundary of the play area that might need remedial work, such as removing large brambles. It was noted that some of the fences between the play park and private dwellings are in a poor state of repair. This item will be included on the agenda for the next meeting when resolutions can be made. Meanwhile the Clerk will reply to the resident explain the Council's situation.



Church Fenton Parish Council

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23/139 To note agenda items for next and future meetings

1. Approve AGAR and Statement of Accounts including Exercise of Public Rights
2. Appointments to Working Groups
3. Appointment to outside bodies
4. Insurance renewal proposal
5. Preparation for Planning Committee Meeting regarding LEA storage planning application
6. Main Street play area fences and boundaries
7. Old School Yard willow trees.

23/140 To confirm the date and time of the Annual Parish Meeting on Thursday 16th May 2024 at 7:00pm in the Village Hall, Main Street, Church Fenton

23/141 To confirm date and time of Annual Council Meeting on Thursday 16th May 2024 at 7:15pm in the VILLAGE HALL, Main Street, Church Fenton

Meeting Closed at 20:59

Robin Harris, Proper Officer, Church Fenton Parish Council, 23 April 2024





Church Fenton Parish Council

Finance Report March 2024

Year end 2023-2024

- 2023/2024 accounts have been closed and preparation for year end reporting is underway. When the full accounts have been assembled and reviewed in the required format they will be submitted for an Internal Audit (expected April 2024). Following successful approval by the Internal Auditor the AGAR will be submitted to the External Auditor (target May 2024).
- Dates for the Exercise of Public Rights are proposed to be 3rd June 2024 to 12th July 2024.
- Payments for the full year were £102,458 compared to the budget of £110,109.
- Receipts for the full year were £82,874 compared to the budget of £63,972. The difference is due to unbudgeted receipt of £20,073 of CIL monies arising from the Maple Gardens development.
- VAT return has been submitted.

The year ahead

- The budgeted payments for 2024/2025 are £64,509.
- The budgeted receipts for 2024/2025 are £63,683.
- The most significant payments are:
 - Loan repayments (£30,562)
 - Salaries (£10,126)
 - Grass cutting (£6,106)
 - General maintenance (£7,000)
 - Training (£1,000)
- The budgeted receipts arise from only three sources:
 - Lease payments from CFCS (shop)
 - Lease payments from CFCH (White Horse)
 - Precept
- It is anticipated that there will be donations towards the Christmas lights but these are not budgeted.
- The maintenance budget (£7,000) is an estimate only – in 2023/24 £13,544 was paid.
- A cash flow projection for 2024/2025 shows that the current account balance will vary between £22k (September 2024) to £39k (May 2024). The timings are largely driven by precept receipts.

Reserves

- At the end of 2023/2024 general reserves stood at £19,111 which represents 3.5 months of budgeted payments. This is at the lower end of the recommended range (3 – 12 months).

Other notes

- The Clerk has started the CiLCA course and payment for SLCC membership (£154) was made in March 2024. Payments for the tutoring and course examination (approximately £800 together) will fall in 2024/2025.

Robin Harris, Clerk 11 April 2024

Church Fenton Parish Council
Reserves Balance
2024-2025

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Shop Bond	20,000.00				20,000.00
Highways	2,196.75				2,196.75
CIL	20,073.50				20,073.50
Sandwath Endowment S106	13,875.81				13,875.81
Christmas Fund	1,779.24				1,779.24
SDC Legacy Funding					0.00
NYCC Locality Grant					0.00
Total Earmarked	57,925.30				57,925.30
TOTAL RESERVE	57,925.30				57,925.30
GENERAL FUND					19,448.87
TOTAL FUNDS					77,374.17

Church Fenton Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	CFCS Rent	13,296.84	13,296.84					(0%)
2	Hub Rent	17,265.24	17,265.24					(0%)
3	Hub Admin	999.96	1,001.91	1.95				1.95 (0%)
4	Misc				300.00	275.00	25.00	25.00 (8%)
5	Loan Repayments				30,561.94	30,561.94		(0%)
6	Verge cutting				1,938.06	1,466.08	471.98	471.98 (24%)
7	Admin				549.96	644.61	-94.65	-94.65 (-17%)
8	Maintenance				8,962.49	13,544.04	-4,581.55	-4,581.55 (-51%)
9	Subscriptions				2,336.00	1,719.20	616.80	616.80 (26%)
10	Publicity				1,521.88	404.85	1,117.03	1,117.03 (73%)
11	Salaries				10,000.00	10,412.27	-412.27	-412.27 (-4%)
12	Insurance	1,487.73	740.94	-746.79	7,688.68	1,768.20	5,920.48	5,173.69 (56%)
14	Interest		1,884.64	1,884.64				1,884.64 (N/A)
16	Bank charges				72.00	72.00		(0%)
17	Training				375.00	423.00	-48.00	-48.00 (-12%)
18	Audit				550.00	365.00	185.00	185.00 (33%)
19	Projects				33,405.00	31,078.95	2,326.05	2,326.05 (6%)
20	Electricity				2,083.33	1,745.20	338.13	338.13 (16%)
21	Grass cutting				3,601.30	3,531.99	69.31	69.31 (1%)
23	VAT	6,232.57	-1,369.90	-7,602.47	1,800.00	1.14	1,798.86	-5,803.61 (-72%)
24	Christmas Lights				1,666.67	1,994.98	-328.31	-328.31 (-19%)
25	Other Income		4,172.15	4,172.15				4,172.15 (N/A)
26	Precept	24,690.00	24,690.00					(0%)
27	Grants				500.00	664.30	-164.30	-164.30 (-32%)
28	Sandwath S106					280.00	-280.00	-280.00 (N/A)
29	Highways AJ1				2,196.75	1,041.81	1,154.94	1,154.94 (52%)
30	CIL		20,073.50	20,073.50				20,073.50 (N/A)
31	Christmas		1,118.65	1,118.65		464.00	-464.00	654.65 (N/A)
NET TOTAL		63,972.34	82,873.97	18,901.63	110,109.06	102,458.56	7,650.50	26,552.13 (15%)
V.A.T.			10,830.92			11,173.65		
GROSS TOTAL			93,704.89			113,632.21		

Church Fenton Parish Council

9 April 2024 (2023-2024)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
151	Admin	25/03/2024		Unity		Expenses	Robin Harris	X	11.80		11.80
151	Training	25/03/2024		Unity		Expenses	Robin Harris	X	154.00		154.00
152	Projects	25/03/2024		Unity		Expenses	Kate Wright	X	48.95		48.95
153	Bank charges	31/03/2024		Unity		Interest	Unity Bank Online	X	18.00		18.00
									Total	232.75	232.75

Church Fenton Parish Council

9 April 2024 (2024-2025)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1	Subscriptions	02/04/2024		Unity		Subscription	Yorkshire Local Councils As	X	465.00		465.00
2	Loan Repayments	03/04/2024		Unity	PW507278	PWLB	PWLB	X	662.61		662.61
3	Admin	20/05/2024		Unity	Z3193389	ICO	Information Commisioner	Z	35.00		35.00
4	Maintenance	08/04/2024		Unity		Flags	Flying Colours Flagmakers	S	141.55	28.31	169.86
8	Grass cutting	01/05/2024		Unity		Grass cutting	Shed Grounds Maintenance	S	330.14	66.03	396.17
								Total	1,634.30	94.34	1,728.64

Church Fenton Parish Council
Monthly forecast of Receipts and Payments

11 April 2024 (2024-2025)

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025 - Forecast from 01/04/2024)

	April	May	June	July	August	September	October	November	December	January	February	March	Total
PAYMENTS													
Earmarked Reserves													
Highways AJ1						2,196.75							2,196.75
Christmas							500.00	500.00					1,000.00
Expenditure													
Loan Repayments		662.61	8,332.87		6,043.34	242.15		1,023.25	7,972.23	5,839.47	446.02		30,561.94
Admin	38.37	38.33	38.33	38.33	38.33	38.33	38.33	38.33	38.33	38.33	38.33	38.33	460.00
Maintenance	583.37	583.33	583.33	583.33	583.33	583.33	583.33	583.33	583.33	583.33	583.33	583.33	7,000.00
Subscriptions	800.00	400.00			300.00				50.00	650.00	100.00	36.00	2,336.00
Publicity	83.37	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	1,000.00
Salaries	843.87	843.83	843.83	843.83	843.83	843.83	843.83	843.83	843.83	843.83	843.83	843.83	10,126.00
Bank charges			18.00			18.00			18.00			18.00	72.00
Training	83.37	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	1,000.00
Audit		50.00				350.00							400.00
Electricity			1,750.00										1,750.00
Grass cutting	508.87	508.83	508.83	508.83	508.83	508.83	508.83	508.83	508.83	508.83	508.83	508.83	6,106.00
Grants	41.63	41.67	41.67	41.67	41.67	41.67	41.67	41.67	41.67	41.67	41.67	41.67	500.00
	2,982.85	3,295.26	12,283.52	2,182.65	8,525.99	4,989.55	2,682.65	3,705.90	10,222.88	8,672.12	2,728.67	2,236.65	
													Total: 64,508.69

Church Fenton Parish Council
Monthly forecast of Receipts and Payments

11 April 2024 (2024-2025)

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025 - Forecast from 01/04/2024)

	April	May	June	July	August	September	October	November	December	January	February	March	Total
RECEIPTS													
Earmarked Reserves													
Christmas							500.00	500.00					1,000.00
Income													
CFCS Rent	1,108.12	1,108.08	1,108.08	1,108.08	1,108.08	1,108.08	1,108.08	1,108.08	1,108.08	1,108.08	1,108.08	1,108.08	13,297.00
Hub Rent	1,438.75	1,438.75	1,438.75	1,438.75	1,438.75	1,438.75	1,438.75	1,438.75	1,438.75	1,438.75	1,438.75	1,438.75	17,265.00
Hub Admin	86.63	86.67	86.67	86.67	86.67	86.67	86.67	86.67	86.67	86.67	86.67	86.67	1,040.00
VAT		405.00			405.00			405.00			405.00		1,620.00
Precept		14,730.50					14,730.50						29,461.00
	2,633.50	17,769.00	2,633.50	2,633.50	3,038.50	2,633.50	17,864.00	3,538.50	2,633.50	2,633.50	3,038.50	2,633.50	
												Total:	63,683.00

Church Fenton Parish Council Cash Flow Projection April 2024

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
PAYMENTS														
Earmarked Reserves														
Sandwath S106	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Highways AJ1	2,197	0	0	0	0	0	0	2,197	0	0	0	0	0	2,197
CIL	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Christmas	1,000	0	0	0	0	0	0	0	500	500	0	0	0	1,000
Expenditure														
Misc	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Loan Repayments	30,562	0	663	8,333	0	6,043	242	0	1,023	7,972	5,839	446	0	30,562
Verge cutting	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Admin	460	38	38	38	38	38	38	38	38	38	38	38	38	460
Maintenance	7,000	583	583	583	583	583	583	583	583	583	583	583	583	7,000
Subscriptions	2,336	800	400	0	0	300	0	0	0	50	650	100	36	2,336
Publicity	1,000	83	83	83	83	83	83	83	83	83	83	83	83	1,000
Salaries	10,126	844	844	844	844	844	844	844	844	844	844	844	844	10,126
Insurance	1,371	0	1,371	0	0	0	0	0	0	0	0	0	0	1,371
Bank charges	72	0	0	18	0	0	18	0	0	18	0	0	18	72
Training	1,000	83	83	83	83	83	83	83	83	83	83	83	83	1,000
Audit	400	0	50	0	0	0	350	0	0	0	0	0	0	400
Projects	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Electricity	1,750	0	0	1,750	0	0	0	0	0	0	0	0	0	1,750
Grass cutting	6,106	509	509	509	509	509	509	509	509	509	509	509	509	6,106
Christmas Lights	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grants	500	42	42	42	42	42	42	42	42	42	42	42	42	500
	65,880	2,983	4,666	12,284	2,183	8,526	4,990	2,683	3,706	10,223	8,672	2,729	2,237	65,880
RECEIPTS														
Earmarked Reserves														
Sandwath S106	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Highways AJ1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CIL	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Christmas	1,000	0	0	0	0	0	0	0	500	500	0	0	0	1,000
Income														
CFCS Rent	13,297	1,108	1,108	1,108	1,108	1,108	1,108	1,108	1,108	1,108	1,108	1,108	1,108	13,297
Hub Rent	17,265	1,439	1,439	1,439	1,439	1,439	1,439	1,439	1,439	1,439	1,439	1,439	1,439	17,265
Hub Admin	1,040	87	87	87	87	87	87	87	87	87	87	87	87	1,040
Interest	0	0	0	0	0	0	0	0	0	0	0	0	0	0
VAT	1,620	0	405	0	0	405	0	0	405	0	0	405	0	1,620
Other Income	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Precept	29,461	0	14,731	0	0	0	0	14,731	0	0	0	0	0	29,461
	63,683	2,634	17,769	2,634	2,634	3,039	2,634	17,864	3,539	2,634	2,634	3,039	2,634	63,683
Unity Balance	26,351	26,002	39,104	29,454	29,905	24,418	22,062	37,243	37,076	29,486	23,448	23,757	24,154	21,958