

Church Fenton Parish Council

Minutes of the meeting – ANNUAL COUNCIL MEETING

Minutes of the Annual Council Meeting of Church Fenton Parish Council held on Thursday 27 May 2021 at Church Fenton Village Hall (*live streamed*)

In attendance: Cllr Sam Charlston (Chair), Cllr Jess Cooper, Cllr Stewart Ferris, Cllr Andrew Mason, Cllr Jo Mason, Cllr Michelle Seguss, Georgina Ashton, Clerk to the Council. District Cllr R Musgrave. District Cllr K Ellis. In addition 1 member of the public. (*13 members of the public watched via livestreaming*)

Meeting started at 7.33pm

21/1. Signing of declaration by Councillors

All Councillors present provided their Register of Interests and the new Councillors provided their Acceptance of Office (*Cllrs Cooper, Ferris and Mason*).

21/2. Appointment of Chair and Signing of Declaration

Cllr S Charlston was proposed by Cllr A Mason and seconded by Cllr Seguss to continue as Chair of Church Fenton Parish Council for the next municipal year 2021/2022. A vote of confidence was provided for Cllr Charlston in leading the Council through a difficult year and a global pandemic by all existing council members present in the meeting.

Resolution: Cllr Charlston to take the position of Chairman for the coming municipal year 2021/2022 for Church Fenton Parish Council.

21/3. Appointment of Vice Chair and Signing of Declaration

Resolution: motion carried to have no Vice Chairman for the municipal year 2021/2022.

21/4. To note Apologies and Approve Reasons for Absence

Cllr R Higham absent from the meeting, agreed to approve and accept apologies.

21/5. 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 provided.

21/6. Appointment to Outside Bodies

a. Village Hall Committee (x3 members)

Resolution: Agreed to appoint Cllr A Mason and Cllr J Mason to the Village Hall Committee.

b. YLCA Branch

Resolution: Agreed to appoint Cllr Charlston and Cllr Seguss to YLCA Branch representatives.

c. Community Shop

Resolution: Agreed to not appoint a representative for the forthcoming municipal year 2021/2022.

d. Church Fenton Community Hub Ltd

Resolution: Agreed to not appoint a representative for the forthcoming municipal year 2021/2022.

21/7. Appointment to Council Committees

a. Christmas

Resolution: Agreed to appoint Cllr Cooper as Chairman to the committee with Cllr Seguss and Cllr Ferris as committee members.

b. Graveyard Acquisition

Resolution: Agreed to appoint Cllr A Mason as Chairman to the committee with Cllr J Mason and Cllr Cooper as committee members.

c. Highways

Resolution: Agreed to appoint Cllr Seguss as Chairman to the committee with Cllr A Mason and Cllr Ferris as committee members.

(Addendum: Cllr Higham appointed retrospectively as a committee member)

21/8. Public Participation Period (no longer than 30 minutes)

Church Fenton Parish Council

Minutes of the meeting – ANNUAL COUNCIL MEETING

Members of the public are politely reminded to speak for no more than 5 minutes.

Resident 1 – commented that the Highways Committee meeting was initially published for this evening.

21/9. Reports from other authorities

District Councillor(s), County Councillor, Police

District Cllr Ellis – welcome the new Councillors to Church Fenton Parish.

District Cllr Musgrave – seconded the welcome and congratulated the new Councillors on their roles as Councillors of Church Fenton Parish Council.

Updates from District Cllr Musgrave

Local Plan – set for early part of 2022 for new consultation. By summer 2021, the expressions of interests for new settlements were expected but now deferred to early 2022. No further new settlement sites come forward. SDC will set site deliverable prior to the next consultation, very much evidence led.

Local Govt Reorganisation - waiting to hear from MP for Local Govt before summer recess in 2021, currently expected to hear by 16 June. Will potentially affect the Local Plan if SDC does not exist. However, SDC are determined to provide a LP in the best possible position going forward. Likely to be a transitional period to new council, govt will reset targets for district/ county council. It is possible for example, that the new settlement could be sited in a different part of the county.

By Election – District Cllr Musgrave wanted to apologise on behalf of SDC for the maladministration of the election. He wanted to apologise as a representative of the District Council to the parish council as an apology has not been forthcoming in person.

21/10. To approve Minutes of the Ordinary Meeting of Church Fenton Parish Council held on 29 April 2021.

Resolution: It was resolved that the minutes of the meeting which took place on 29 April 2021 were a true and accurate record.

21/11. Planning

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

Date Received	Consultee deadline	Planning reference	Address	Details
30/4/21	Not published	2021/0582/MAN2	Busk Lane, LEA	Non material amendment at brownfield site for 124 homes

No comment from Council.

b. Planning Decision Notices – approved and declined

2021/0479/MAN2	Non material amendment to 2020/0795/HPA Ardara, Main Street	Granted
2020/0894/FUL	The Sidings Sandwath Lane (annex)	Granted
2020/1124/COU	Fenton Flyer, Hot food takeaway	Granted

c. To consider any Planning Enforcement Issues

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

No update as yet provided from the Planning Inspectorate or the District Council.

21/12. Policy

a. Power of General Competence – held till the next ‘relevant’ annual meeting.

To note that the criteria for Powers of General Competence were met at the last election in May 2019.

This means that 2/3 of the council have been duly elected rather than co-opted and the Clerk is suitably qualified (eg has the CILCA qualification). This stands until the next “relevant” annual meeting which will be in the next full election year of May 2023.

b. Revised date of the June meeting in line with Covid19 govt roadmap

Resolution: to move the June meeting back one week to Thursday 24th June in line with govt roadmap. This meeting will also be livestreamed for members of the public.

c. To consider and/or note the correspondence from SDC regarding the Election.

Church Fenton Parish Council

Minutes of the meeting – ANNUAL COUNCIL MEETING

To note that the newly elected councillors can legitimately and legally be invited to attend this meeting and to sign their Acceptance of Office forms. SDC have written to the Parish Council to acknowledge that the election fees for the by-election which took place on 6th May 2021 will be waived (circa £2,000) on this occasion due to the discrepancy over the administration of the ballot papers on the day of the election.

21/13. Staffing

a. To consider line management/mentor appointment of the Clerk

The Clerk was afforded line management in her probationary year by Cllr Seguss. Agreed this was a mutual positive relationship. However, all council members comfortable to support the Clerk in their areas of expertise / current project areas.

Resolution: Agreed that Cllr Seguss be the Clerk's immediate 'critical friend' but acknowledged that all councillors offered support going forward if and when required.

b. To consider feedback of the Annual Review and Performance Management of the Clerk.

Great appraisal and positive feedback in a challenging year with a global pandemic and initiating remote meetings etc. Acknowledged by Cllr Seguss that the Clerk has played a big part in moving forward the Council in the past 12 months. Cllr Seguss explained that the Clerk is planning to start the CILCA qualification later this year and in any event, ideally by May 2022 so that it can be completed prior to the next full election year.

Resolution: Clerk to commence CILCA qualification in September 2021.

c. To consider the appointment of the Lengthsman.

Resolution: Cllr Cooper, Charlston and Seguss to provide a date to the Clerk for the interview.

21/14. Environment

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

Cllr A Mason has spoken with Tessa Nielson, Project Engineer at NYCC Highways dept. Hope to provide an update at the next highways meeting.

21 June to 16 July (3 weeks) current planned date for works on Gate Bridge and road diversion in place. Concerns over the rubbish around the area (barriers in the dyke, cones everywhere, FP encroached by foliage, hedge etc, stone bridge leaning more significantly into the dyke).

Resolution: Clerk to contact Area 7 regarding an up to date report on the state of the bridge, concerns over the bridge itself and the amount of HGV traffic using it.

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

FP No 17 to Partridge Hill has been illegally diverted alongside the allotments as potatoes have been planted in the field. FP No 13 hedgerow so overgrown alongside the post and rail, nearest to the Little Fenton boundary that the path is difficult to walk. FP no 3 adjacent to the Church and the Old Vicarage has been sprayed off and reinstated.

Public footpath adjacent to the highway on Common Lane to Barkston Ash is severely encroached again by weeds etc and down to a narrow path, difficult to pass oncoming pedestrians safely.

Snicket adjacent to Cross Cottage and Station Road is being used by staff at Jigsaws Nursery as a smoking area. Rubbish been left on the floor. Residents have commented on staff smoking in the snicket on a regular basis.

Resolution: Clerk to write to landowners of FP 17, FP 12 and NYCC Highways regarding the path on Common Lane. Clerk to write to Jigsaws Nursery regarding smoking in the snicket.

Cllr Mason suggested a feedback sheet with all the footpaths of the parish on one sheet with a "comments" column for walkers to comment on the paths. This sheet could be collected from the Community Shop and returned to the Clerk.

Resolution: Clerk to create a 'Parish Walk Feedback Sheet' with all the PROWs in the parish in the table to enable residents / Cllrs etc to complete and return to the Clerk for collation.

Dog Poo Bins – Cllr Seguss suggested that a map of bins in the parish is collected to review and assess if further bins are required and where. Clerk to check archives to see if a map already exists. Suggestion of

Church Fenton Parish Council

Minutes of the meeting – ANNUAL COUNCIL MEETING

stickers purchased for bins to raise awareness that dog owners can use any public waste bin to place bagged dog poo.

Resolution: Cllr Seguss to create map of current bin sites across the parish and suggest new sites if required.

c. To consider the purchase of the land – Results of Parish Survey consultation.

220 electors out of a possible 1048 returned the parish survey, equating to 21%. In terms of specific responses to the 2 questions posed. 97% of respondents are in favour of the project going ahead (213/220). A further 92% are in favour of the project going ahead if there was an 8% precept increase to cover the loan repayment to the PWLB (202/220). The PC have had a meeting with the PCC (Parochial Church Council) with some discussion around access, pre-planning applications, grants, ownership etc. The price of the land is £50,000.

Resolution: For Graveyard Committee to be formed but not to meet until the outcome of the Public Inquiry on the church field is published and to receive additional information from the PCC.

21/15. Finance

a. RFO Finance Report

To approve the Bank Reconciliation to 18 May 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 May 2021
NatWest / Unity Trust Online	£68,849.51
Cambridge & Counties	£37,896.20
Redwood	£10,266.70
Totals	£117,012.41

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
S106 Funds drawn down (Main st)	£25,000
Total Ringfenced Funds	£39,183.80
General Fund - <i>not ringfenced</i>	£64,183.80
Total funds equals total bank ac's	£117,012.41

b. Payments

To consider and approve the invoices for the payment schedule from 29 April 2021 to 24 May 2021

Church Fenton Parish Council

Minutes of the meeting – ANNUAL COUNCIL MEETING

Date	Cost centre	VC	Description	Income	Expenditure	Balance
30/04/2021	Salaries		BT: Georgina Ashton, overtime end of year		£178.80	
30/04/2021	Precept		BT Selby DC Precept	£11,943.71		
04/05/2021	ShopRent		AC: Lease Payment: CF Community Shop Ltd	£1,108.07		
04/05/2021	HubRent		AC: Lease Payment: CFCHub	£1,697.75		
04/05/2021	HubRent		AC: Lease Payment: CFCH admin charge	£98.33		
04/05/2021	LoanRep	7	DD: PWLB		£662.61	
07/05/2021	R&M	4	BT: Streetscape - 5271 (Playground upgrade equipment)		£30,000.00	
12/05/2021	VAT		DD: VAT Return (Jan-March 2021)		£641.95	
14/05/2021	Vcutting		BT: Shed Grounds Maintenance Ltd 19936 (mth fee) MAY		£159.94	
14/05/2021	Salaries		BT: Georgina Ashton, April salary		£494.80	
Totals				£42,792.74	£33,481.19	
24/5/2021			Closing balance at BANK at 24 May 2021			£39,794.36
			Known Financial Commitments			
	Elect	9	BT: NYCC Energy Account		£909.08	
	Audit	17	Parker, Hartley & CO		£168.00	
	Gcutting	14/15	Fenton Landscape Services - APRIL invoice		£504.00	
	Subs	10	Information Commissioners Officer		£40.00	
	Gcutting	INC11	NYCC: Grass Cutting Grant	£175.26		

Current Bank Balance as at 24 May 2021 is £39,794.36.

c. To note the Annual Internal Audit Report for 2020/21 included at page 3 of the Annual Governance and Accountability Return.

d. To approve Section 1 – Annual Governance Statement for 2020/21 for Church Fenton Parish Council on page 4 of the Annual Governance and Accountability Return.

Resolution: Council agreed to approve Section 1 of the AGAR for 2020/2021 for Church Fenton PC.

e. To approve Section 2 – Accounting Statements 2020/2021 for Church Fenton Parish Council on page 5 of the Annual Governance and Accountability Return.

Resolution: Council agreed to approve Section 2 of the AGAR for 2020/2021 for Church Fenton PC.

f. To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015.

Resolution: Council agreed to approve the publication of documents required by Accounts and Audit Regulations 2015 for Church Fenton Parish Council.

Recommended that the Finance Report be noted by the Councillors.

Resolution: Council agreed and approved the Finance Report.

21/16. To receive Representatives Reports

Cllr J Mason – Residents raised concerns over the recent plane noise, more jets, lower in the skies. Also an accident on Main Street, near to Lockton Court as a Bulgarian driver of a car transporter had missed the turning for LEA (coming from Ulleskelf) and had carried straight on into Church Fenton before reaching the temporary bridge and realising he could not continue. He collided sideways with a car while reversing into Lockton Court to turn around. Concerns resident immediately raised this with LEA, speaking to Sally on Monday 24th May at approx. 12.20pm. *Clerk to write to LEA to lodge concerns raised.*

Cllr A Mason – Further complaints raised, big jets circling low around the village. The number of residents complaining is increasing, more jets, more noise, very low, constantly flying low over the village. *Clerk to write to Nikki Evans.* Cllr A Mason raised concerns that during the derailment on the Leeds line, shift workers were extremely inconsiderate of local residents. At approximately 4.30am on 5th May 2021, workers were changing shifts, workers leaving litter, closing car doors loudly, shouting, tooting horns etc. Extremely inconsiderate behaviours. *Clerk to write to Network Rail.*

Cllr Seguss – Suggested that the Village Hall committee be approached to install wifi into the hall.

Church Fenton Parish Council

Minutes of the meeting – ANNUAL COUNCIL MEETING

Concerned resident raised issues regarding the tree in the play park which is backing onto fences of properties on Northfield Terrace. It is a self-seeded tree on PC land. It is close to the fence and has damaged a resident's greenhouse. *Clerk to contact Tree Surgeon to see if he can remove / chop it down and replant another one someone else in the play park.*

Cllr Seguss also wished to make comment with regard to changes to the Fenton Flyer. Residents have commented positively that the pub looks much better, bins moved, building painted, looks much more cared for.

Cllr Charlston – Bin overflowing at Sunar Bangla and suggestion to re-position the dog poo bin that is outside the restaurant. Request to put the phone box use on the June agenda. Chair had asked Clerk to contact County Cllr Lee who is prepared to look into the Locality Budget for this financial year for funding a new defibrillator. Suggestion of grants from the Lions or the Rotary Club in Sherburn in Elmet.

Parishioner had contacted the Council regarding the Graveyard acquisition parish survey, Chairman requested that this be published in the minutes. A summary of the response which was provided to the resident is found below:

- (a) Further work behind the scenes is required to establish the legal relationship between the PCC and the PC.
- (b) To date, no formal professional surveys have taken place. Clerk had made informal enquiries with several relevant bodies during Spring of 2020 – including SIDB, Env Agency, Yorkshire Water and Planning dept. All received a positive outcome for a proposed graveyard.
- (c) The Business Plan is in draft phase – cannot be progressed until some of the above questions have been answered. Likely that some professional fees will be added to the PWLB loan if the sale were to go ahead.
- (d) The PC are unaware of any offers from local community groups who may wish to provide this land free of charge to the PC. The Clerk has advised that it would be favourable for the title deed to be in the name of the PC who would then automatically be the legal custodians of this land in perpetuity, rather than this be owned by a local business (albeit based on the ethics of a community group).

21/17. To note Correspondence received (not specifically dealt with on this agenda)

- (i) 4 May – Notification from Route Director, Network Rail regarding the derailment of a haulage train in the early hours of 4 May 2021 close to CF Station. Full investigation will be carried out but may take up to 18 months before the findings are published.
- (ii) Several correspondence received from residents regarding the derailment above.
- (iii) Resident concern received regarding lack of dog poo bins.
- (iv) Resident concern regarding FP No 3 not being reinstated correctly (17/5/21). Update that this has now been sprayed off and correctly reinstated.
- (v) Correspondence received from Girl Guides leader to say thank you but they no longer require use of the old school playing field.
- (vi) Parishioner request regarding the completion of a Community Speed Watch online study for Church Street (corner of Church End Farm). Cllr Higham offered to complete this.

21/18. To note Agenda Items for:

a) Next meeting –Insurance Renewal. Revised budget 2021/2022. Highways, Graveyard acquisition, Car Park at train station, play park update. S106 completion.
Future meetings - Village Entrance boundary sign. Defibrillator purchase for redundant phone boxes. Strategy Parish Plan. Use of Survey Monkey for communication with Parishioners. Policy. HS2. ST1 Post box.

21/19. To confirm Date and time of next meeting – Thursday 24 June 2021 at 7.30pm, Village Hall, Main Street, Church Fenton. To be livestreamed to members of the public and press.

The meeting closed at 9.37pm

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

Date: 27 May 2021