

Church Fenton Parish Council

Minutes of the meeting – ANNUAL PARISH ASSEMBLY (MEETING)

Minutes of the Annual Parish Assembly held on Thursday 18th May 2023 at 7pm in the Village Hall, Main Street, Church Fenton, LS24 9RF.

Present: Cllr Andrew Mason – Chair
Robin Harris (Clerk), 1 parishoner (late arrival)

The meeting opened at 7pm

1. **Apologies** – none received.
2. **To approve as an accurate record, the Minutes of the Annual Parish meeting of 19th May 2022.**
Minutes of the meeting Thursday 19th May 2022 agreed as a true and accurate record.
3. **To receive a report from the Chairman regarding the Parish Council's work over the past year.**

ANNUAL REPORT 2022/2023

Councillors and Staff

1. The composition of the Council in 2022/2023 was as follows:
Cllr Samantha Charlston (Chair) – Until March 2023 (*no Vice Chair appointed*)
Cllr Ross Higham
Cllr Andrew Mason (Chair) – from March 2023
Cllr Michelle Seguss
Cllr J Mason
Cllr S Ferris
Cllr T Whyte – appointed by co-option in October 2022.
From May 2022 to October 2022 the council functioned with 6 councillors.
2. The Council staff consisted of Andrew Briggs as Lengthsman. The Proper Officer and Responsible Finance Officer changed a number of times throughout the year due to staffing issues and comprised of:
 - a. Georgina Ashton completing locum duties until May 2022.
 - b. Clare Hunt from June 2022 until February 2023
 - c. Samantha Charlston from February 2023 until March 2023
 - d. Robin Harris was appointed as the new clerk (Proper Officer and Responsible Finance Officer) from March 2023 and appears to be settling into the role.

Activities in 2022-23

Parish Council activities fall into 4 main categories – projects, service delivery, advocacy and representation and finance and administration.

1. **Projects**
 - a. **Play Area** – The Parish Council went out to public consultation and worked with residents on Sandwath Drive to improve the play area provision there. Funding has been secured through grants and locality budget from District and County Councillors, with the parish council pledging the shortfall and the work should be completed by summer of 2023.
 - b. **Christmas Lights** – After a number of years of COVID causing a lack of Christmas celebrations in the village, the parish council agreed to purchase 10 new sockets on

Church Fenton Parish Council

Minutes of the meeting – ANNUAL PARISH ASSEMBLY (MEETING)

lampposts for Christmas lights. With the help of residents and The Community Hub, a number of new lights were bought and put up in November 2022 for the festive period. Christmas was a real celebration with a Christmas light switch on event in November and Carols round the Tree on Christmas Eve. Events like these really bring out the community spirit in Church Fenton

- c. **Highways** – The highways committee whilst working hard to try and reduce speed in the village, with the vehicle activated signs, have struggled with support from the Highways department at both Selby and North Yorkshire. Both the Highways group and the Council have reported the number of HGVs that have become commonplace in the village, particularly the units of the Amazon trucks, but no action has been taken, even when a road marking sign was knocked down. Additionally, the council has waited nearly 12 months for some new combined speed and village boundary signs being installed that the highways group suggested as a speed calming measure. These have now been installed and the group are concentrating on a village 20 is plenty campaign with bin stickers being delivered to all residences and banners being placed strategically in the village.
- d. **Environment** – The council has declared a state of climate emergency and an environment group has been formed. The group is in its infancy but already has ideas of how the village can be enhanced ecologically and environmentally. The village should look forward to great things from this group in 23-24.
- e. **Graveyard** – The acquisition of land for a village graveyard has stalled this year due to a number of issues with surrounding land and access.

2. Service delivery:

- a. The Council is responsible for the 2 Play Areas, the Village Green and the old school playing field. This includes ensuring that equipment is safe, tidying and grass cutting.
- b. Grass cutting of the Parish Council owned sites and highway verges (formerly cut by NYCC) is undertaken by a contractor appointed by the Parish Council. This contract terminates in 2024 for both verge and grass cutting with inflation incremental rises year on year.
- c. The Council owns 34 street lights, paying electricity and repair costs. Due to the rising increase of electricity and the effect of the lights on the environment NYCC lighting department has been consulted and the council are awaiting a proposed programme of works to either upgrade the lights or turn them off between midnight and 5am in line with North Yorkshire policy.
- d. The village Lengthsman continues to carry out general maintenance which has a positive impact on the appearance of the village.
- e. The Council owns the boundary highway signs and Millennium signs, together with a number of benches, a bus shelter, both phone boxes and 3 defibrillators, along with a new noticeboard which was sited outside the Village Hall last year.
- f. The Council owns the bins in the parish and last year had a replacement programme for both waste bins and dog poo bins, replacing those that were damaged and introducing new ones of varying sizes to help keep the village clean.
- g. Support has been ongoing to the community library in Sherburn-in-Elmet for the forthcoming year.

3. Advocacy and Representation:

- a. **Neighbourhood Plan** – the NHP was completed and ratified in the summer of 2021. This means that amongst other things, we can claim an uplift on the CIL contributions of 25% rather than 15% which is the usual contribution without an adopted NHP. The plan will require a review before summer 2026.

Church Fenton Parish Council

Minutes of the meeting – ANNUAL PARISH ASSEMBLY (MEETING)

- b. **Planning** – the Council submitted comments on the Selby DC consultation on its proposed Sites plan. The new settlement at Leeds East Airport was still a viable option so the Council responded accordingly. Selby District council did not opt for Leeds East Airport for the site for a new settlement, however the council will continue to monitor this as a complete decision has not yet been made. Additionally, the Council have raised a number of issues and concerns particularly regarding the increase of lorry movements to the Enforcement department at Selby Council, although often there is no response.
 - c. **Leeds East Airport** – the Council has continued to monitor proposals for the Airport, and when relevant raise concerns with the operators. The council decided this year to appoint a Traffic / Planning consultant to review historic and current planning applications/consents at LEA to support with raising enforcement and traffic issues to Selby / North Yorkshire Council. The information from this report / study will be available and used within the 23-24 municipal year.
 - d. **Network Rail** – Electrification of the line has been taking place over the last couple of years and the Council have worked with Network Rail particularly around disruption to residents. Network Rail are also in the process of consulting with residents regarding 'Church Fenton Level Crossing Reduction Order' which means the removal of the crossing at Rose Lane amongst others. The Council where consulted by Network Rail have worked with Network Rail to get the best outcome for the village.
 - e. **Footpaths** – with the support of a local resident, problems with local footpaths have been highlighted to North Yorkshire County Council, and local landowners.
4. **Finance and Administration** – the Council must operate legally and efficiently. The Council continues to receive few Audit comments and positive comments were received from both the Internal and External Auditor for the 2022 end of year accounts.

Priorities and Challenges in 2023-2024

1. **Local Government Reform** – The new North Yorkshire council was fully implemented and in place from April 1st 2023. With the removal of the District council and the headquarters of North Yorkshire Council being in Northallerton the council may have to work harder on liaison and communication now only having one Ward Councillor to call on.
2. **Additional Graveyard Space** – the land acquisition to secure additional graveyard space in perpetuity is progressing.
3. **Planning** – the Council will continue to monitor planning applications and comment where appropriate.
4. **Leeds East Airport** – the Council will monitor and comment where appropriate on current activities that are subject to time restricted planning approvals.
5. **Network Rail** – Where appropriate, work with Network rail on the proposed level crossing reduction.

Finance

1. The Council's total income in 2022/2023 was £77,427.30 and expenditure was £60,432.18.
2. **Expenditure was on the following items:**

Expenditure

Admin	£4,524.19
Asset Purchases	£1,727.64
Audit	£600.00
Electricity	£973.58
Grass Cutting	£3,265.00

Church Fenton Parish Council

Minutes of the meeting – ANNUAL PARISH ASSEMBLY (MEETING)

PWLB	:30,561.94
Salaries	£9,627.49
R&M, Projects	£5807.28
Subscriptions	£939.59
Training	£285.00
VAT	£6.19
Verge Cutting	£2114.28

Income

Bank Interest	£768.08
Insurance Recharge	£2,092.51
CFCH Hub admin	£1,179.96
Grants received	:12,600.26
CF Community Shop	:13,296.84
CFC Community Hub rent	:20,373.00
Donations	£1,319.67
Precept	:24,469.69
VAT Received	£1,085.89

3. The budget for 2023/2024 is as follows:

Expenditure

Administration	£ 550.00
Auditor	£ 660.00
Bank Charges	£ 72.00
Christmas Lights	£ 2,000.00
Electricity	£ 2,500.00
Grass Cutting	£ 3,601.30
Insurance	£ 7,688.68
Loan Repayment	£ 30,561.94
Projects	£ 40,086.00
Publicity	£ 3,181.70
Repairs & Maintenance	£ 2,500.00
Salaries	£ 10,000.00
Subscriptions	£ 1,780.00
Training	£ 450.00
Verge Cutting	£ 2,325.71
Total	£ 107,957.32

Church Fenton Parish Council

Minutes of the meeting – ANNUAL PARISH ASSEMBLY (MEETING)

Income

Bank Interest	£800.00
Donations	£2,000.00
Grant	£0.00
Hub Admin	£1,200.00
Hub Rent	£20,373.00
Insurance Recharge	£2,301.76
Precept	£24,690.00
Shop Rent	£13,296.84
VAT Recovery	£6,000.00
TOTAL	£70,661.60

4. To consider any matters raised by registered electors present at the meeting.
No matters were raised

The meeting closed at 7:12pm.