

Church Fenton Parish Council
Minutes of the Meeting – ANNUAL PARISH COUNCIL MEETING

Minutes of the Annual Council Meeting of Church Fenton Parish Council held on 18th May 2023 at Church Fenton Village Hall.

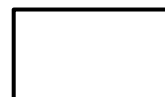
In attendance: Cllr Sam Charlston, Cllr Stewart Ferris, Cllr Ross Higham, Cllr Andrew Mason (Chair), Cllr Jo Mason, Cllr Michelle Seguss, Cllr Teresa Whyte and Robin Harris, Clerk to the Council.

Cllr Seguss left the meeting at 8:19pm due to family ill-health.

In addition, 2 members of the public.

Meeting opened at 7:15

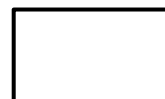
23/1	To approve the appointment of Chair and signing of Declaration of Acceptance of Office Resolution: To appoint Cllr Andrew Mason as Chair (5 for, RH, TW against)
23/2	To approve the appointment of Vice Chair and signing of Declaration of Acceptance of Office Resolution: to not have a vice-chair (6 for, TW abstained)
23/3	To note Apologies and Approve Reasons for Absence <i>It is a requirement in law, Localism Act (2011, s31) that Council members declare any Disclosable Pecuniary Interest.</i> No Absences
23/4	To note any Declarations of Interest and to approve any dispensation requests None received The Clerk reminded all councillors that it is their responsibility to keep their own register of interests up to date - an annual check is good practice
23/5	To approve the appointment to outside bodies <ol style="list-style-type: none"> 1. Village Hall Committee (3 members) Cllr Whyte & Cllr Higham (unanimous) (Clerk to notify Katie Goldsmith) 2. YLCA Branch Cllr Seguss & Cllr Charlston (including the cost of attending the branch annual meeting) (unanimous) 3. Church Fenton Community Shop No representative (unanimous) 4. Church Fenton Community Hub Ltd No representative (5 for, RH & TW against) 5. Guardian of the Defibrillators Cllr Sam Charlston (unanimous) 6. Play equipment inspections Cllr Teresa Whyte (unanimous) 7. Any other outside bodies relevant this year None
23/6	To approve the appointment to Council Working Groups (note that all decisions must be referred back to Council) <ol style="list-style-type: none"> 1. Christmas Cllr Teresa Whyte, Cllr Sam Charlston, Cllr Michelle Seguss (unanimous)



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	<p>2. Environment Cllr Jo Mason, Cllr Andrew Mason, Cllr Stewart Ferris (unanimous)</p> <p>3. Highways Cllr Ross Higham & Cllr Stewart Ferris (unanimous)</p> <p>4. Graveyard Acquisition Cllr Andrew Mason (unanimous)</p> <p>5. Staffing Cllr Sam Charlston, Cllr Stewart Ferris & Cllr Jo Mason (unanimous)</p>
23/7	<p><u>Public Participation Period (no longer than 30 minutes)</u> Members of the public are politely reminded to speak for no more than 5 minutes</p> <p>A member of the public read out a letter to the Council expressing concern about the siting of football goal posts close to properties on Sandwath Lane which he feels will increase the risk of damage to cars. He also explained that for various reasons he had not engaged with the consultation process and had assumed more information would have been delivered to him. He understood that it is very late in the process but asked the Council to reconsider the siting of the goalposts. He also requested that if the green ever be divided into two parts the ball games are further away from his property.</p> <p>There was a constructive discussion and Council had already ascertained with the installers that the goalposts could placed several metres away from the green boundary to go as far as practical to meet the residents requests/</p>
23/8	<p><u>Reports from other authorities</u> None</p>
23/9	<p>To approve Minutes of the Ordinary Meeting of Church Fenton Parish Council held on 20th April 2023. Resolution: Approved (5 for, 2 abstentions Cllr Segus and Cllr J Mason who were not present)</p>
23/13	<p>These two agenda items were moved forward to enable Cllr Seguss to participate before needing to leave the meeting. The resident in attendance also was able to observe the discussion.</p> <p>7. To receive and note update for upgrade to Sandwath play area Two consultations were completed with letters hand delivered to properties, supporting posters placed around the village and three meetings were held in the Village Hall so the Council believes that consultation was extensive and the plans provide the optimum facilities for all. Work is scheduled to start on Monday 22nd May 2023. Goal posts have been re-sited as far as practical, to mitigate concerns about stray balls. There was agreement that the open nature of the green should be retained but that hedging (about the height of the current railings) is an option. The Council would like to see how the new equipment works out before considering hedging or other measures.</p> <p>8. To consider distributing a letter residents of the Sandwath area outlining the planned playground upgrade and reminding them of the intended use of the area along with activities not permitted It was noted that there have been gatherings on the Green that might not be considered appropriate by some people. There was considerable discussion on the need to achieve a balance between differing needs. It is impossible to define reasonable behaviour with rules and that gentle guidance would be more appropriate, at least initially. The objective is to preserve the green as an amenity that EVERYONE can enjoy. Resolution: The Clerk will draft a set of guidelines for all councillors to help refine to achieve a good balance (unanimous)</p>



23/10

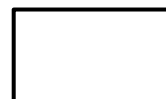
Planning

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

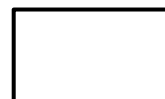
Date Received	Consultee deadline	Planning reference	Address	Details
02/05/2023	23/05/2023	2023/0182/HPA	5 St Mary's Place	Replace flat garage roof with a pitched one.
05/05/2023	25/05/2023	ZG2023/0439/TPO	Land North Of Gate Bridge, Main Street, Church Fenton	Reduce 1 No Willow main tree to approximately 10m (above major fork) and reduce a smaller secondary trunk to near ground level covered by TPO 8/1985
24/04/2023	26/05/2023	ZG2023/0449/CPE	1 Railway Houses Sandwath Lane Church Fenton Tadcaster North Yorkshire LS24 9QX	Lawful development certificate for existing use as two separate dwellings
03/05/2023	Not available	ZG2023/0485/MAN2	Leeds East Airport Busk Lane Church Fenton Tadcaster North Yorkshire LS24 9SE	Hybrid application for (1) Full planning permission for the erection of a building for creative, digital and media use and associated works, including parking, servicing and access; and permanent change of use of existing buildings to commercial TV and film studios and associated services and activities; and (2) Outline planning permission, with means of access to be considered, for the development of a creative, digital and media industries employment park and film studios (including A1, A3, D1 and C1 use class buildings), open space, landscaping, car parking and ancillary works

2023/0182/HPA: No comment (unanimous)

ZG2023/0439/TPO: No objection provided the work is done at the correct time of year (unanimous)



	<p>ZG2023/0449/CPE: No comment (unanimous)</p> <p>ZG2023/0485/MAN: This application was approved within 24 hours of the Clerk receiving notification (at that time no deadlines were shown). Clerk to write to Cllr Lee, Leader and Chief Executive of NYC and Chair of Planning Committee asking why we were not given a proper opportunity to comment and how the application could be approved so quickly</p> <p>2. Planning Decision Notices – approved and declined</p> <table border="1" data-bbox="252 499 1396 734"> <tr> <td data-bbox="252 499 467 734">2022/0851/DOC</td> <td data-bbox="467 499 1238 734">Discharge of conditions 05 (highway details), 06 (emergency access), 08 (surface water), 16 (recording survey), 18 (site compound and on-site parking), 19 (HGV routes and traffic management plan) and 21 (Detailed Scheme for Surface Water Drainage) of approval 2015/0615/OUT Outline application to include access for a residential development Land South Of Main Street Church Fenton Tadcaster North Yorkshire</td> <td data-bbox="1238 499 1396 734">Approved</td> </tr> </table> <p>Resolution: Clerk to write to Planning expressing the view that condition 06 (emergency access) is neither necessary nor practical (unanimous)</p> <p>3. To consider any Planning Enforcement Issues</p> <p>Resolution: Clerk to send a follow-up letter to Planning about the allotment field corner asking for a response about the Enforcement investigation (unanimous)</p>	2022/0851/DOC	Discharge of conditions 05 (highway details), 06 (emergency access), 08 (surface water), 16 (recording survey), 18 (site compound and on-site parking), 19 (HGV routes and traffic management plan) and 21 (Detailed Scheme for Surface Water Drainage) of approval 2015/0615/OUT Outline application to include access for a residential development Land South Of Main Street Church Fenton Tadcaster North Yorkshire	Approved
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23/11	<p><u>Policy</u></p> <p>1. To consider adopting the draft Standing Orders Resolution: Adopt with minor amendments supplied to Clerk</p> <p>2. To consider adopting the draft Financial Regulations Resolution: Adopt with minor amendments supplied to Clerk</p>			
23/12	<p><u>Staffing</u></p> <p>1. To consider approving a bank of hours for the Clerk to use as required Resolution: To approve a bank of 32 hours for the Clerk to use if required to cover peaks in workload</p>			
23/13	<p><u>Environment</u></p> <ol style="list-style-type: none"> 1. To receive an update regarding the transport consultant. No progress to report 2. To receive an update on graveyard project together with the land adjacent to Church Fenton Village Hall Use of land adjacent to the Village Hall as an emergency access was discussed under Planning (23/10, Applications Approved) 3. Public Rights of Way - <i>To note any updates on public footpaths within the Parish.</i> Documents from the late Kenny Smith have been handed to the Council. Cllr Ferris asked if he could have them - initially to view and possibly preserve. 4. To note the latest plans for the Flying Legends air show The lottery for free residents tickets will include Church Fenton, Ulleskelf, Ryther, Biggin and will be implemented online by the ticketing company. Text for inclusion in FiF / residents letter will be circulated this week. 			



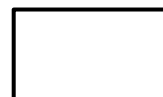
	<p>5. To consider and note update from Environmental group Meeting about Fenton Fest this coming Sunday. May need to buy small items Resolution: Items required up to a total of £300 can be ordered by the Clerk under delegated powers (unanimous)</p> <p>6. To note an update from the Highways group Still waiting for NYC to install rumble strips</p> <p>Note that items 7 & 8 were brought forward to earlier in the meeting</p> <p>9. To receive and note update from Highways group Still waiting for NYC to install 'dragons teeth' and rumble strips</p> <p>10. To receive an update on the valuation of assets Site visit by Brian Maguire, District Valuer took place on Monday 15th May 2023. Terms of engagement including valuation methodology to be agreed by Clerk / Chair</p> <p>11. To consider options on logo for PC Resolution: Cllr J Mason will take comments and come back with final designs at the next meeting (unanimous)</p> <p>At 9:15 it was proposed to extend the meeting by 30 minutes to complete important agenda items Resolution: To extend the meeting by 30 minutes (unanimous)</p> <p>12. To note that the Clerk wrote to NYC highlighting concern about the poor footway surface on Main street and requesting urgent action to rectify this using delegated powers.</p> <p>13. To consider the station car parking; the condition of the entrance, speed of vehicles and noise Resolution: Clerk to write to Mr Westerman about ownership of entrance to station car park and to refer speed of vehicles and noise to the Highways Group</p> <p>14. To consider play equipment inspections. Regular inspections are required so a scheme will need to be agreed together with checklists, a logging process and a method for and remedial work required. Resolution: Cllr Higham & Cllr Whyte together with the lengthsman will attend a training course and will bring back checklists and recommendations for consideration.</p>
<p>23/14</p>	<p><u>Finance</u></p> <p>1. To consider the revised budget. A revised budget will be distributed that includes all known projects and projected cost increased over prior year. Resolution: Approved 5 for, RH against</p> <p>2. RFO Finance Report -To consider and approve the Bank Reconciliation to 30th April 2023 Resolution: Approved (unanimous)</p> <p>3. Payments - To consider and approve invoices for payment from 1 May 2023 to 31 May 2023 Resolution: Approved (unanimous)</p> <p>4. Consider the insurance renewal quotation (received 5pm 12th May 2023 and more than double last year) Resolution: to suspend standing orders for 30 days to allow the Clerk, with the Chair, to select and put in place insurance from 1st June 2023 (current policy expires 31st May 2023) (unanimous)</p>



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	<p>5. To note the annual internal audit report for 2022/23 included at page 3 of the Annual Governance and Accountability Return</p> <p>6. To approve Section 1 - Annual Governance Statement for 2022/23 for Church Fenton Parish Council on page 4 of the Annual Governance and Accountability Return Resolution: Approved</p> <p>7. To approve Section 2 - Accounting Statements for 2022/23 for Church Fenton Parish Council on page 5 of the Annual Governance and Accountability Return Resolution: Approved</p> <p>8. To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 Resolution: Approved</p>
23/15	<p>To receive Representatives Reports Cllr A Mason: Met with MD Paul Brown and Development manager Oliver Bottomley of Yorkshire Country Properties. They do not want to use access adjacent to the Village Hall and given that the Council and NYC concur there may be a possibility to have access requests extinguished.</p> <p>Cllr J Mason: Significant concerns about the noise from low flying aircraft have been verbally reported along with three written messages to the Clerk. This needs a fuller discussion so will be included on the agenda of the June meeting</p> <p>Cllr Higham: Would like Finance to meet earlier on future agendas to avoid rushing discussions.</p> <p>Cllr Seguss: Not present</p> <p>Cllr Charlston: Steve Naylor will fix entrance to gates on play area - Cllr Mason will nudge him as this has been outstanding for a while</p> <p>Cllr Whyte: None</p> <p>Cllr Ferris: None</p>
23/16	<p>To note correspondence received (not specifically dealt with on this agenda) Network Rail have notified residents and the Council on arrangements for the Rose Lane Public Inquiry</p>
23/17	<p>To note agenda items for:</p> <ul style="list-style-type: none">a) Next meeting Aircraft noise, PC Logo, Playground inspections, Rose Lane, Insurance, Station Car Park, HGVsb) Future meetings - Network Rail (Church Fenton Level Crossing Reduction Order)
23/18	<p>To confirm date and time of Ordinary Council meeting – Thursday 15th June 2023 at 7.00pm, Village Hall, Main Street, Church Fenton. Resolution: Confirmed</p>
23/19	<p>To amend date and time of Ordinary Council meeting – Thursday 13th July 2023 at 7.30pm, Village Hall, Main Street, Church Fenton. Resolution: Defer decision to next meeting</p>



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Budget

Church Fenton Parish Council Budget 2023/24

Approved 18th May 2023

Income		Projected 2023-2024
	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
	Refund of overpayment	-
	Shop Rent	£13,296.84
	VAT	£6,000.00
Total Income		£70,661.60

Expenditure		Projected 2023-2024
	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
	VAT Payments	£ -
	Verge Cutting	£ 2,325.71
Total Expenditure		£ 107,957.32

Summary		Projected 2023-2024
Total Expenditure		£ 107,957.32
Total Income		£ 70,661.60



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May Payments

31.05.2023	£133.28	£26.66	£159.94	Verge cutting	Shed Grounds Maintenance
22.05.2023	£10.00	£0.00	£10.00	Subscription	Selby & District RUG
22.05.2023	£50.00	£10.00	£60.00	Audit	Child & Co (Internal Auditors)
09.05.2023	£61.99	£0.00	£61.99	Litter picker - long	Robin Harris
06.05.2023	£286.00	£0.00	£286.00	Sherburn Community Library	Sherburn in Elmet Community Trust
02.05.2023	£607.74	£0.00	£607.74	Grass cutting	Fenton Landscape Services
01.05.2023	£662.61	£0.00	£662.61	PWLB	PWLB

Bank Reconciliation

Bank Reconciliation at 30/04/2023			
A	Cash in Hand 01/04/2023		96,880.44
	ADD Receipts 01/04/2023 - 30/04/2023		15,367.36
			112,247.80
	SUBTRACT Payments 01/04/2023 - 30/04/2023		4,572.31
	Cash in Hand 30/04/2023 (per Cash Book)		107,675.49
B	Cash in hand per Bank Statements		
	Petty Cash	30/04/2023	0.00
	Cambridge and Counties	30/04/2023	39,008.40
	Redwood	30/04/2023	10,496.81
	Unity	30/04/2023	58,861.68
			108,366.89
	Less unrepresented payments		691.40
		107,675.49	
Plus unrepresented receipts Adjusted Bank Balance		107,675.49	
A = B Checks out OK			

