

## Church Fenton Parish Council

### Minutes of Meeting

**Minutes of the Ordinary Meeting of Church Fenton Parish Council held on Thursday 18 June 2020 as a Virtual remote meeting. (due to Covid19 govt lockdown)**

In attendance: Cllr Sarah Chester (Chair), Cllr Ross Higham (Vice-Chair), Cllr Craig Blakey, Cllr Samantha Charlston, Cllr Paul Herbert, Cllr Andrew Mason, Cllr Michelle Seguss and Georgina Ashton (Clerk). In addition 5 members of the public.

Meeting started at 7.34pm

15. To note Apologies and Approve Reasons for Absence  
District Cllr Musgrave

16. To note any Declarations of Interest and to approve any Dispensation requests  
Written Dispensation – Cllr C Blakey, to discuss/debate on matters of HS2 (valid till 13/11/2021)  
Written Dispensation – Cllr A Mason, to discuss/debate and vote on matters of HS2 (valid till 19/9/2021)

17. Public Participation Period (no longer than 30 minutes)  
Members of the public are politely reminded to speak for no more than 5 minutes.  
Resident – change to May draft minutes, 10b. 4 May monthly payment missing from the Hub. Request that the monthly payment be broken down as part of the Hub monthly rental income to reflect the admin fee.

18. Reports  
District Councillor(s)  
County Councillor  
Police

19. To approve Minutes of the Ordinary Meeting of Church Fenton Parish Council held on 28 May 2020  
**Resolution: Minutes of the Ordinary Meeting of Church Fenton Parish Council on 28 May 2020, proposed by Cllr Charlston and seconded by Cllr Blakey.**

20. Planning

a. Applications to be considered

2020/0562/S73	Old Forge Cottage, Main Street – vary condition of approval for proposed erection of dwelling. (2016/1384/FUL) – add a garden room (as well as a garage previously passed in a S73)	Deadline 2 July 2020
2020/0566/DOC	LEA – DOC7 landscaping, tree planting, vegetation etc 2019/0927/COU outdoor vehicle storage	Live from 5 June 2020
2020/0568/MAN2	Non-material amendment to full planning approval of dwelling at Wyke Holme, Main Street – solar panels on rear elevation	Live from 5 June 2020

2020/0562/S73 – no observations

2020/0566/DOC – Does the detail of the condition cover enough area to hide the outdoor vehicle storage, suggest increase in landscaping cover. Concerns raised over blue pallet storage (Chep Pallets) very high, have been insitu for over 6 months.

2020/0568/MAN2 – welcome positive contribution using environmentally sources of energy.

b. Applications approved and declined

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#### c. Planning Decision Notices

2019/0746/REM	Outline planning for 9 dwellings and realignment of entrance off Bridge Close	Approved
2019/1295/CPE	LDC for single dwelling next to 1 Fern Cottages	Approved

#### d. To consider any Planning Enforcement Issues

2020/0185/LCOND – in relation to a breach in the application 2008/1017/FUL – height of fence at James Nicholson Square.

#### 21. Policy

##### a. To Consider the proposal from the Clerk for Planning Comments to SDC

Clerk previously circulated a proposal regarding “observations/comments” provided by the Parish Council to the Planning Authority, based on advice circulated from SDC. Cllr Mason and Cllr Chester attended the planning training in Dec 2015. Cllr Herbert, Cllr Seguss and the Clerk interested in planning training going forward.

**Resolution: to adopt proposal of structure of Planning Comments to reflect any material considerations and focus on objective rather than subjective comments. Cllr Herbert and Cllr Seguss interested in attending some planning training along with the Clerk.**

##### b. To Consider format of meetings going forward including date of future meetings and Annual Council & Parish Meetings.

Discussion between Council. Agreed in April that Annual Council and Annual Parish meeting be held later in the municipal year. Revisiting the discussion, it was agreed a need to refocus the Council on key priorities. Cllr Chester suggested no meeting in July and Annual Council meeting in Sept. Amendment to the proposal, Cllr Higham proposed July Meeting and Annual Council meeting in Sept.

**Resolution: to hold the Annual Council Meeting in the September meeting (ideally face to face if govt guidelines allow) and to hold one further remote virtual meeting in July.**

**Resolution: Council to adopt the Clerk’s Report on length of meetings and format of meetings going forward.**

##### c. To note the proposal of Councillor specific responsibilities.

Clerk has previously circulated a proposal for Councillor roles and responsibilities to be adopted from the next Annual Parish Meeting. This will provide more structure to the work of the Council and enable Councillors to move forward their roles and responsibilities between meetings. Council discussed and happy to add to the suggestions to this proposal prior to the Annual Council Meeting. Also suggestion of description for committee representatives. Proposal to be brought back to the July meeting and finalised there.

##### d. To note Clerk’s Report regarding Parish Code of Conduct

Clerk Statement to Council: I would like to remind Council (again) of their responsibility to familiarise themselves with the Professional Parish Code of Conduct (adopted 20<sup>th</sup> July 2012). I have my apprehensions that the minority are not wholly adhering to this Code which you agree to abide by when signing your Declaration of Acceptance of Office; and declared that you would "duly and faithfully fulfil the duties of it according to the best of my judgement and ability". Having spoken at length with Alison Hartley, Monitoring Officer at SDC, and taken advice from NALC, YLCA and SLCC, I have been advised to minute and express my concerns publicly over the tone, nature and behaviours on email, social media and in public between certain Councillors; including towards members of the public. May I inform you that your council email accounts can be subject to a SARs/FOI request under the Freedom of Information Act (2000).

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I take this opportunity to remind you that you now have a council email address which you should use for all Parish Council business including any external groups which you sit on and represent the Parish Council. As a member of public office, you should abide by the 7 Nolan Principles. In summary, you should promote, support and exhibit high standards of conduct and be willing to challenge poor behaviour.

These poor behaviours must improve and any breach in the Parish Code of Conduct is subject to an investigation by the Monitoring Officer at District Council level.

I refer you to standards of behaviour expected of all Council members, specifically:

1. *You must not behave in a way that a reasonable person would regard as disrespectful to them.*
2. *You must not bully or intimidate or attempt to bully or intimidate any person.*
3. *You must not do anything which compromises or is likely to compromise the impartiality of anyone who works for or on behalf of the Council.*
4. *You must not bring the Council, or your office as a Councillor, into disrepute.*
10. *You must not disclose information which is given to you in confidence, or information which you believe or ought reasonably to be aware is of a confidential nature.*
11. *You must not take part in the scrutiny of any decision you have been involved in making - except that you may provide evidence or opinion to those undertaking the scrutiny process.*

If you feel that there has been a breach in the Parish Code of Conduct, whether you are a member of the public or a member of Public Office, please discuss this with the Clerk in the first instance or alternatively report your concerns to the Monitoring Officer which I can provide the contact details for you. If you can all heed this advice, whether it be to improve your own behaviours or report that of others, we will have to the wider public, the reputation which Church Fenton Parish Council truly deserves for all the fantastic work which has gone on before and which I very much would like to be a part of.

#### *e. To note update on Graveyard Acquisition*

Clerk's Report - No current grant funding streams available due to current situation. Any grants out there are giving priority to Covid19 projects. PWLB available to the Council. Land cost agreed with landowner verbally, and professional fees have been sourced.

The Secretary of the PCC, Nina Wrightson has provided an update. For example, Ecclesiastical permission is required to proceed and this has been initiated by the PCC; geological suitability of the site; planning permission; obtain input of the Diocesan Registrar, Diocesan Estates and the Glebe Land Dept; exact size of land, responsibility for land boundaries. The PCC have already initiated some of these inquiries and have formed a Steering Group to get on with things as quickly as they can in the current circumstances. Mrs Wrightson, wanted to thank the Clerk and the Parish Council for the interest shown in this project and the work done to date. Need to consider the Investment Strategy, and revisit the borrowing portfolio of the PC. Clerk to investigate PWLB application.

#### 22. Staffing (none)

#### 23. Environment

##### a. HS2 Engagement

*To note information sharing & to consider re-engagement with HS2 Ltd*

Informal information session was held by Council members last week with a local resident who provided an engineer's insight to the current public mapping of the HS2 proposed route from Barkston Ash to Ulleskelf. This provided an opportunity for new council members to pose questions and have a clearer understanding of the impact of the HS2 proposed route on Church Fenton residents. Minutes of meetings from 2013, demonstrate that the Parish Council is supportive of the Stop HS2 Group. Due to the level of public interest in 2013, there would need to be a "perspective of reasonableness" applied to involve the local community prior to a change in this stance. Discussion of the way forward, with suggestions of meeting HS2 Engagement team to establish current position. Council would like to have a full understanding of the current situation. The local resident who led the information session suggested the way forward and to influence the debate, is to re-engage with HS2 so that the Council can engage, minute and get resolutions to provide the best solution for Church Fenton.

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**Resolution: Clerk to re-engage with HS2 Ltd, contact HS2 Engagement Mgr to arrange a meeting for the Council.**

24. Finance

a. RFO Finance Report

*To approve the Bank Reconciliation to 13 June 2020 and to note budget monitor.*

1. An up to date receipts and payments analysis has been undertaken, this shows a balance as follows:

**Additional Ring fenced funds not banked in Parish Council accounts**

S106/CIL Funds held at SDC with planning reference	Date issued	Date to be used by	Amount
S106 – 2008/1017/FUL		Nov 2021	£3,853.01
S106 – 2015/0760/OUT		Jan 2022	£23,817.60

**Bank Balances as at 13 June 2020**

Cambridge & Counties	£37,413.65
Redwood	£10,135.00
NatWest	£33,875.23
	<b>£81,423.88</b>

**Ringfenced funds**

CIL – 2016/1382/FUL (Aug 2022)	£5,407.50
Shop Bond	£20,000.00
S106 Sandwath Endowment Balance	£24,794.17
Grant: NHPlan Balance	£32.75
Net Rental Income - CFCH & CFCSLtd	£11,167.68
<b>Total Ringfenced Funds</b>	<b>£61,402.10</b>
General Fund - <i>not ringfenced</i>	£20,021.78
	<b>£81,423.88</b>

b. Payments & Income

*To consider and approve the invoices for the payment schedule from 15 May 2020 to 15 June 2020*

01 June	016	AC: Lease Payment: CF Community Shop Ltd	£1,108.07	
02 June	017	AC: Lease Payment: CFCH (of which £98.33 admin fee)	£1,796.08	
2 June	021	Cheque: 001769 - G Ashton May Salary		£372.88
2 June	020	Cheque: 001770 – S Fisher May Salary		£105.58
05 June	019	Cheque: 001768 - Parker Hartley & Co (Internal Audit)		£168.00
09 June	020	Cheque: 001771 - HMRC (April and May PAYE TAX)		£342.70
10 June	021	CFC Hub Insurance Recharge	£1,243.21	
10 June	015	Cheque: 001765 - YLCA P Herbert training		£15.00
10 June	018	Cheque: 001767 - YLCA G Ashton training		£18.75
10 June	16/17	HAGS SMP Ltd – last inspections of 2019/20		£98.40
15 June	024	Cheque: 001772 – M Seguss (refund for Viking Direct exp)		£96.53
15 June	023	Cheque; 001773 – Came & Company		£3,197.27
15 June	026	Cheque: 001774: Shed Grounds Maintenance		£156.80
15 June	027	Cheque: 001775 – Fenton Landscape Services		£356.00

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c. *To Consider the accuracy of the Asset Register – including repairs and maintenance of street furniture and Busk Lane Bench.*

Clerk has updated the Asset Register with some areas for consideration; some repairs and maintenance required on litter bins, grit bins and benches around the village. Village notice board on the side of The Fenton Flyer pub not on the register. Resolution also required for Busk Lane bench. Discussion over lack of dog litter bins, frequency of them on footpaths.

**Resolution: Clerk to source quotes for the repairs of the following assets: Lockton Court bench, Station Road bench, Brackenhill millennium sign, Rose Lane end boundary sign, Oxmoor Lane boundary sign, Busk Lane millennium sign needs lettering, Main St/Station Rd bins need replacing, Station Rd/Brockley Close bin needs replacing.**

**Resolution: To send 2<sup>nd</sup> letter to Mr Exley, and follow up with 3<sup>rd</sup> letter (within 30 days) to insight Small Claims Court proceedings and discharge invoice if matter is not resolved.**

d. *To note research on new Current Bank Account*

Cllr Charlston has done some research on electronic banking and suggestions from YLCA to investigate HSBC, Barclays and Lloyds. Suggested best solution is Unity Trust Bank, with 3 tier authorisation. However, cost involved of £6 a month. Thanks to Cllr Charlston for research done on this.

Recommended that the Finance Report be noted by the Councillors.

#### 25. To receive Representatives Reports

Cllr Charlston – new defibrillator on Trans Walk, between Ulleskelf and Church Fenton, provided by Ulleskelf Parish Council.

Cllr Blakey – children trespassing on the railway line onto the Network Rail compound on Sandwath Lane. Fence needs fixing on the pedestrian entrance to platform 1 alongside the new generator.

Cllr Herbert – recent Highways meeting. Discussed car parking around the railway station. Potential widening of the existing car park by a 2m strip to increase capacity. Double yellow lines still not in place on Sandwath Lane up the railway bridge, need to consider this as we draw nearer to Harvest time.

Village parking also discussed, and although the Council resolved to have double yellow lines on the entrance to Oakwood Close. These are unlikely to be constructed this year due to Covid19. Discussion around some sort of online survey to investigate the needs and wants of local businesses with regard to road safety in the village eg school, nursery, shop etc. CIL monies – introduction of some village gate way signage was discussed.

Cllr Seguss – Kompan have provided a quote to the Clerk and Cllr Seguss has also received a quotation.

Cllr Chester – website update, meeting held a couple of weeks ago. Template provided by a local resident. Next steps to look at the content and the frame of the menu etc. Neighbourhood plan consultation presently being put together by the Chair.

#### 26. To note Correspondence received (not specifically dealt with on this agenda)

1) Member of the public – resident on Nanny Lane, complaint regarding horse poo on the road. Noted.

2) YLCA – update regarding opening of Play parks and Skate Parks. **Covid-19 Statement**

The UK Government had announced that some outdoor sporting and recreation activity will be able to resume in England on Wednesday, 13 May 2020. All outdoor sport and recreation must only be done alone, within a household group with upto 5 other people from outside your household, and that includes skateboarding. Update (01/06/2020) - People will be able to skateboard outside with up to five others from different households from today Monday 1st June, provided that strict social distancing guidelines are followed (Minimum 2 metres between each person). Further guidance and advice is available from Skateboard England, please find the link attached. <https://www.skateboard-england.org/covid19-update>

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As we would have received no further advise with regards to reopening play areas from NALC we would suggest that councils with skateparks within a play area do not reopening the site until an instruction from the Government is received that play areas can be reopened.

3) Resident - why is the Skate Park not open now? when Skate parks have been open since 1 June. Conclusion as (2) above. Main Street play park remains closed.

4) Resident on Busk Lane - 20 is plenty campaign on Busk Lane, support from CFPC. Cllr Chester spoke to the resident also.

5) Phone call from Mr Hudson, Hall Lane Stables complaining about the Planning Comments on the Portal made by CFPC and requesting that they are retracted. Advice provided by Monitoring Officer dept is that the applicant is able to write in with his own interpretation / representation of the dispute or put his own view across to the Planning Officer regarding this.

6) Email received from Sharon Fox, Highways Officer – regarding works at Gate Bridge. Unfortunately it goes without saying that investigations to repair the culvert were stalled due to the impact of Covid-19. However, progress is now being made.

A cross sectional survey of the watercourse, upstream and downstream has been completed and a hydraulic analysis is being carried out to determine whether the existing culvert can be lined rather than replacing it with a concrete pipe. The lining option negates the need and expense of diverting the services, it is also a less disruptive option.

The hydraulic analysis will compare the flow capacity of the existing culvert with that of a lined culvert. The Internal Drainage Board will need to pass this off before we can proceed down this route.

The temporary traffic management remains in place and will do so until the work is complete.

#### 27. To note Agenda Items for Next Meeting

Priorities for next agenda: Councillor specific responsibilities. Electronic Banking. HS2 (to note). Asset Register repairs and maintenance.

Other agenda items for future meetings:

Website. Village Entrance boundary sign. Play Space Provision. Defibrillator purchase for redundant phone box. Budget variances & budget headings. Strategy Parish Plan. Covid19 Action Group. Streetlighting Consultation. Use of Survey Monkey for communication with Parishioners. Policy Committee.

#### 28. To confirm Date and time of next meeting – Thursday 16 July 2020 at 7:30pm remotely.

The meeting closed at 9.33pm.