

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 15th June 2023 at Church Fenton Village Hall.

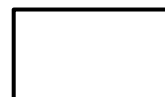
In attendance: Cllr Sam Charlston, Cllr Stewart Ferris, Cllr Ross Higham, Cllr Andrew Mason (Chair), Cllr Jo Mason, Cllr Michelle Seguss, Cllr Teresa Whyte and Robin Harris, Clerk to the Council.

Cllr Higham joined the meeting at 19:47

In addition, 5 members of the public.

Meeting opened at 19:01

23/23	To note Apologies and Approve Reasons for Absence Cllr Higham sent apologies as he expects to be around 45 minutes late due to unexpected work commitments.										
23/24	To note any Declarations of Interest and to approve any dispensation requests <i>(It is a requirement in law, Localism Act (2011, s31) that Council members declare any Disclosable Pecuniary Interest)</i> None.										
23/25	<u>Public Participation Period (no longer than 30 minutes)</u> A question about vehicle weight restrictions was raised by a member of the public but after previously raising it with Highways there is little scope for any changes. A member of the public asked about a barrier between the Sandwath recreational grass area and the closest properties (stray balls). The Council will review the situation 1 st October 2023 with a view to planting a hedge if problems continue. This timing will leave time for Autumn planting should that be decided (Clerk to diarise)										
23/26	<u>Reports from other authorities</u> None										
23/27	To approve Minutes of the Ordinary Meeting of Church Fenton Parish Council held on 18th May 2023. Resolution: Approved (MS abstained as not present throughout and RH not present at this time)										
23/28	To approve Minutes of the Extraordinary Meeting of Church Fenton Parish Council held on 30th May 2023. Resolution: Approved (Cllrs Seguss, Charlston and Higham abstained as not in that meeting)										
23/29	<p><u>Planning</u></p> <p>1. Applications to be considered since the last meeting and acknowledged if date passed</p> <table border="1"> <thead> <tr> <th>Date Received</th> <th>Consultee deadline</th> <th>Planning reference</th> <th>Address</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>21/5/2023</td> <td>8/06/2023</td> <td>ZG2023/0491/DOC</td> <td>Grove Farm Sweeming Lane</td> <td>Discharge of conditions 3 (flood resilience measures), 7 (foul and surface water), 10(contamination</td> </tr> </tbody> </table>	Date Received	Consultee deadline	Planning reference	Address	Details	21/5/2023	8/06/2023	ZG2023/0491/DOC	Grove Farm Sweeming Lane	Discharge of conditions 3 (flood resilience measures), 7 (foul and surface water), 10(contamination
Date Received	Consultee deadline	Planning reference	Address	Details							
21/5/2023	8/06/2023	ZG2023/0491/DOC	Grove Farm Sweeming Lane	Discharge of conditions 3 (flood resilience measures), 7 (foul and surface water), 10(contamination							



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			Little Fenton Leeds North Yorkshire LS25 6HF	assessment and risk assessment), 11 (contamination remediation) and 16 (materials) of planning permission 2022/1104/S73 Section 73 application to vary conditions 02 (approved Plans) of approval 2021/1457/S73 Section 73 application to amend condition 02 (plans) of planning approval 2019/0945/FUL Proposed conversion of single storey barn/stable block to use as a single storey dwelling granted on 12 November 2020
06/06/2023	23/06/2023	ZG2023/0460/HPA	The Manor Sweeming Lane Little Fenton Leeds North Yorkshire LS25 6HF	Erection of detached single storey double garage with adjoining garden room to the side and rear of the property
31/05/2023	21/06/2023	ZG2023/0389/HPA	11 Brockley Close, Church Fenton, Tadcaster	Airey house upgrade and erection of 2 storey extension to rear
06/06/2023	NA	ZG2023/0533/PPP	Tiercel Nanny Lane Church Fenton Tadcaster North Yorkshire LS24 9RL	Erection of a new rear extension
06/06/2023	NA	ZG2023/0536/PPP	Tiercel Nanny Lane Church Fenton Tadcaster North Yorkshire LS24 9RL	Lawful development certificate for proposed detached double garage
06/06/2023	NA	ZG2023/0560/HEN	23 Bridge Close Church Fenton Tadcaster North Yorkshire LS24 9GZ	House extension notification for a single storey extension to rear extending 4 metres to rear, 3.55 metres to ridge and 2.3 metres to eaves
ZG2023/0491/DOC – Not Church Fenton – No Comment (Unanimous)				



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ZG2023/0460/HPA – Not Church Fenton – No Comment (Unanimous)

ZG2023/0389/HPA – No Comment (Unanimous)

ZG2023/0533/PPP – No Comment (Unanimous)

ZG2023/0536/PPP – No Comment (Unanimous)

ZG2023/0560/HEN – No Comment (Unanimous)

2. Planning Decision Notices – approved and declined

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
ZG2023/0449/CPE	Lawful development certificate for existing use as two separate dwellings	Refused

2022/0851/DOC

Two planning experts have indicated that a S73 submission should be sufficient to have Condition 06 extinguished and that a full new application should not be required. This would however require agreement from the developer, Highways and this Council

Resolution: Developer to be asked if they would be willing to submit an S73 change to condition 06 – Cllr A Mason will approach developer (Unanimous)

Resolution: Invite Highways to meet with Council to explore rationale for requiring this condition. (Unanimous)

Resolution: A large hedge has been removed adjacent to the entry to the new development (south of the Church). Clerk will write to developer asking if an ecologist's reports was prepared before removing it during the bird nesting season. (Unanimous)

ZG2023/0449/CPE

Noted – also that the applicant has now raised an appeal

3. To consider any Planning Enforcement Issues

None

23/30

Finance

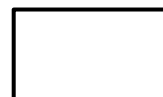
1. RFO Finance Report -**To consider and approve the Bank Reconciliation to 31st May 2023**
Resolution: Approved (unanimous)

2. **Payments - To consider and approve invoices for payment from 1 June 2023 to 30th June 2023**
Resolution: Approved (unanimous)

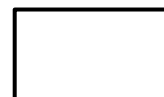
3. To note the budget monitor

The Clerk explained how the new budget monitor is prepared (net of VAT) and its purpose in providing Council with regular updates of payments and receipts against the budget.

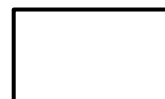
Cllr A Mason asked if the variance could be shown as a percentage as well as an amount and this will be investigated.



	<p>The discussion highlighted that the electricity bill for 2022/23 has not been received and is now very late – Clerk to enquire to avoid any penalty.</p> <p>4. To consider cash flow requirements with the potential requirement to transfer an amount into the current account for expenditure</p> <p>The projection indicates a low point in the current account of £4k in August, but already a positive variance from a reduced insurance premium will increase this to £8k. This should be sufficient so funds will not be moved from interest bearing accounts.</p> <p>It was noted that the two interest bearing accounts held by Council have been compared to the best currently available rates and are competitive.</p>
<p>23/31</p>	<p><u>Environment</u></p> <p>1. To consider how to progress maintenance of the station car park access road Resolution: Write to NYC Highways asking if they own it adjacent to the car park. (Unanimous)</p> <p>2. To consider feedback from the upgrade to Sandwath play area Many positive messages received from residents with two concerns raised about stray footballs. Continue to monitor situation and consider feedback before reviewing in September / October.</p> <p>3. To consider how guidelines could be used to encourage equitable use of shared recreational areas and to minimise nuisance to others A few safety points need stating, but a list of rules does not convey the intention that these areas are for the enjoyment of ALL. It is hoped that a minimal list of suggested good practices will encourage consideration for others, and will provide a reference to deal with any future complaints Resolution: Adopt draft 5 of the working guidelines. (Unanimous) Resolution: Display these guidelines on the website and draw attention to them in Fenton in Focus. (6 For, Cllr Higham abstained as present but not involved in the discussion)</p> <p>4. To consider resident’s complaints about noise from low flying aircraft especially aerobatic flights A number of written and verbal complaints have been made to the Council over recent weeks and most apply to aerobatic flights. Whilst regular flying usually is not noticed or objectionable, the long periods of aerobatic flights in particular are intrusive. There is growing evidence that the number and nature of flights has changed AND intensified the noise nuisance compared to the days when the RAF operated the airfield. The original planning consent made it clear that the changes now being identified should trigger a planning application and that, if granted, it would likely impose limits on flights that balance the interests of all parties. Resolution: To make members of the public aware of how to complain through Facebook and Fenton in Focus with copies to NYC Planning, PC Clerk and Cllr Lee (6 FOR - Cllr Higham abstained as present but not involved in discussion) Resolution: – To write to NYC Planning highlighting an intensification of use and requesting a planning review (6 FOR - Cllr Higham abstained as present but not involved in discussion) Further complaints have been received about noise and smells from high performance cars using the airfield, sometimes at unsocial times. Resolution: Write to Environmental Health about nuisance from noise and smells from high performance cars requesting they monitor and advise on acceptable levels. Ascertain dates when cars are planned to be active to enable meaningful monitoring. (6 FOR - Cllr Higham abstained as present but not involved in discussion)</p>



	<p>5. To consider and note update from Environmental group Some new members have joined the group with several activities already underway. Signs and a map have been set up to create a ‘Hedgehog Highway’ in the village. Potentially leaving some areas of grass long to encourage wildlife is being investigated. The Old School Yard is too small for a grant assisted pond project, but other options are still under investigation. Tree planting on Broad Piece is an option being considered. Trees / shrubs are overhanging the footpath at the Old School Yard and some parts of the Council owned land also need tidying up. Clerk to contact land owner to politely request remedial work and Cllr J Mason to specify work required on Council land.</p> <p>6. To consider options on logo for PC Resolution: Defer to next meeting</p> <p>7. To consider a scheme of play equipment inspections. (Regular inspections are required to meet insurance and duty of care obligations) The preferred approach is: Annual external full inspection with monthly visual ones carried out by councillors and lengthsman. Training will be provided. Previous risk assessments to be found and shared. Clerk to draft a method statement together with a recording sheet that will be retained. Risks will be assessed and appropriate actions taken. Training course may provide better documentation that will then be adopted. There are some unpleasant weeds around the children’s play equipment area at the Sandwath Park – Clerk to ask lengthsman to remove these. Resolution: Annual inspection is booked for August. Ratified (Unanimous)</p> <p>8. To consider possible actions to improve appearance of bridge over railway After recent repair work the bridge metalwork has been left looking untidy and needs painting. Resolution: Clerk to contact Network Rail requesting bridge to be painted green – (Unanimous)</p> <p>9. To consider the condition of the footpath along Common Lane (including scraping back over-growth and grass cutting). Vegetation has encroached onto the path making it very narrow and difficult to use. Children on bikes, pushchairs and access for people with disabilities is severely limited. NYC have been asked to address this previously but Council was told that the schedule for 2023 was closed over a year ago. It may now be possible to request this work being scheduled for 2024 or 2025? Resolution: Write to NYC Highways highlighting the accessibility and safety concerns and requesting this job be given a high priority. (Unanimous)</p> <p>10. To receive an update regarding the transport consultant. Report expected anytime soon but not arrived – will be here for next meeting</p> <p>11. To receive an update on graveyard project together with the land adjacent to Church Fenton Village Hall Dependent on the Condition 06 on 2022/0851/DOC (minute 23/29 (2) above) – waiting for NYC Highways response.</p> <p>12. Public Rights of Way - <i>To note any updates on public footpaths within the Parish.</i> Clerk to follow up with Highways on the state of the footpath opposite the Methodist Church</p> <p>13. To receive and note update from Highways group New Highways Group is coming together as information about previous work is collated</p> <p>14. To receive an update on the valuation of assets District Valuer has indicated that his report will be available before the next meeting.</p>
<p>23/32</p>	<p>To receive Representatives Reports Cllr A Mason: None Cllr J Mason: None</p>



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	<p>Cllr Higham: None Cllr Seguss: None Cllr Charlston: Asked whether the 2022/23 VAT return errors were now resolved as corrections were being made by previous clerk. Clerk to find current situation and continue to resolve if required. An attempt was made recently to use the defibrillator opposite Fenton Flyer but this turned out to end well. The unit has been checked, had not been used, and is fully ready for use. Cllr Whyte: None Cllr Ferris: None</p>
23/33	<p>To note clerk's use of delegated powers:</p> <ol style="list-style-type: none">To order annual play park inspections for both areas on a 10-12 week lead time to keep costs to a minimumTo pay £84.91 for items required for Fenton Fest by the Environment Group
23/34	<p>To note correspondence received (not specifically dealt with on this agenda)</p> <ul style="list-style-type: none">2023/0182/HPA has been approved (St Mary's Place garage roof)2022/0680/FUL – 1 Railway Houses – Appeal lodgedGigaClear Broadband – presentation online 10am 16th August all invitedBoth NYC & Selby District grants for Sandwath Play Park upgrade have been signed off
23/35	<p>To note agenda items for:</p> <ol style="list-style-type: none">Next meeting - Network Rail (Church Fenton Level Crossing Reduction Order), Aircraft noise, Environment Group, PC Logo, Common Lane footpath, Transport Consultant's report, District Valuer's report 2022/0851/DOC Condition 06Future meetings
23/36	<p>To confirm date and amend time of Ordinary Council meeting – Thursday 13th July 2023 at 7.00pm, Village Hall, Main Street, Church Fenton. Resolution: To retain the 7pm start time.</p>

Meeting Closed at 21:01

June Payments

30.06.2023	565.47	Salary	
30.06.2023	£164.20	HMRC Payroll	HMRC
27.06.2023	£360.64	PWLB	PWLB
19.06.2023	£7,972.23	PWLB	PWLB
06.06.2023	£24.00	Village Hall	Church Fenton Village Hall
06.06.2023	£429.38	Grass cutting	Fenton Landscape Services
06.06.2023	£84.91	Environment Group	Kate Wright
02.06.2023	£270.34	VAT	HMRC

9 June 2023 (2023-2024)



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A	Bank Reconciliation at 31/05/2023		
	Cash in Hand 01/04/2023		96,963.42
	ADD Receipts 01/04/2023 - 31/05/2023		18,219.40
			115,182.82
	SUBTRACT Payments 01/04/2023 - 31/05/2023		9,919.06
	Cash in Hand 31/05/2023 (per Cash Book)		105,263.76
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	31/05/2023 59,009.35	
			108,514.56
	Less unrepresented payments		3,250.80
		105,263.76	
	Plus unrepresented receipts Adjusted Bank Balance		105,263.76
	A = B Checks out OK		

