

Church Fenton Parish Council

Minutes of ORDINARY COUNCIL MEETING held on 13th June 2024

In attendance: Cllr Charlston (Chair), Cllr Ferris, Cllr Higham, Cllr Seguss and Cllr Whyte and Robin Harris, Clerk to the Council.

In addition, 4 members of the public

Meeting opened at 19:01

24/18 Non-attendance of Councillors

- a. To receive and note apologies from councillors who are unable to attend the meeting
Cllr A Mason & Cllr J Mason
- b. **To consider reasons for absence provided by councillors who cannot attend and resolve the council's acceptance of these if felt relevant.**

Resolution: Reasons accepted (Unanimous)

24/19 To note any Declarations of Interest and to consider any dispensation requests

None

24/20 Public participation period

A member of the public queried why this session is early on the agenda.

Another member of the public spoke about the regulation of flying activities and why it was unlikely that restrictions would be applied to LEA.

A revised S73 variation to the planning consent for 50 houses on land south of Main Street was discussed.

24/21 To approve minutes of the Annual Meeting of Church Fenton Parish Council held on 16th May 2024

Resolution: Accepted (For: Cllr Charlston, Cllr Higham, Cllr Ferris, Cllr Seguss. Abstain: Cllr Whyte who was not present)

24/22 To note reports from other agencies

1. Police – PCSO Hannah Price (circulated to councillors as received monthly)
Response to requests for help regarding dangerous parking has been disappointing. PCSO Hannah Price to be asked to attend the next meeting to discuss how the police can help us.

24/23 Planning

1. It is noted that planning applications are now frequently received with insufficient time for these to be considered at a Council meeting. **To consider delegating power to the clerk to submit comments to the Planning Authority based on emails suggestions from all councillors. Suggested process shown in attached flow diagram (Planning Comments.pdf).**
Resolution: Approved (Unanimous) Noted that a precis of clerk's submission will be recorded in the next meeting minutes.
2. **To consider applications received and resolve on recommendations to be made to North Yorkshire Council Planning Authority**
None were received before this meeting agenda was published.
ZG2024/0187/S73 - Land behind Main Street received this week. Clerk will submit consolidated comments (28th June 2024) from councillors. Mentioned in this meeting: - Streetscape is not as per the approved scheme (which was agreed after intense lobbying from residents of CF) and visually is a regular modern development rather than the unique style previously approved. Garages moved back towards existing houses; 6 / 7 designs only.



Church Fenton Parish Council

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3. To note applications approved and declined
ZG2024/0096/HPA Erection of single storey extension to side of 21 Bridge Close, Church Fenton
- REFUSED

24/24 Finance

1. To note the finance report
 - a. Bank reconciliation end May 2024
 - b. Payments
 - c. Budget monitor
 - d. Earmarked reservesCllr Ferris is now set up on Unity Bank to approve transactions.
2. **To approve payment of £1500 from the Earmarked Reserve for Christmas Lights**
Resolution: Approved (Unanimous)

24/25 Staffing

1. **To resolve to continue with a Staffing Committee (set up 20/121) and to confirm appointment of councillors.**
Resolution: Previous members of this committee (Cllr Ferris, Cllr J Mason & Cllr Charlston) to continue on Staffing Committee but to review this at the next meeting when all councillors are present. (For: Cllr Charlston, Cllr Ferris, Cllr Seguss, Cllr Whyte. Against: Cllr Higham)
2. **To adopt the draft terms of reference for the Staffing Committee adapted from the YLCA template.**
Resolution: Adopted (Unanimous)

24/26 CFPC Plan

1. **To consider priorities and a draft action plan for the coming year. To resolve on a final version.**
The clerk outlined how the draft plan arose out of his CiLCA studies and may be useful for Council. Latest plan will be maintained on a shared drive so as to be available to view by councillors. A graveyard was mentioned and could be added to the plan if a feasible approach were to be identified.
Resolution: Adopt the plan with the addition of Christmas WG and Ulleskelf LEA Planning WG. Review at progress in July, September and then alternate meetings. (Unanimous).
Several elements of the plan are likely to benefit from councillors undertaking relevant short training sessions. An ideal starting point for councillors is to review the YLCA Councillor Development Framework which lists core skills. Councillors agreed to review the framework and to send their own needs to the clerk before the next meeting to enable a training budget to be prepared.

24/27 Neighbourhood plan

1. To consider the benefits of carrying out a review of the current Neighbourhood Development plan.
To consider and resolve on how to drive this forward e.g. a Working Group consisting of councillors and residents.
Resolutions:
 1. **To establish a Neighbourhood Development Plan WG with all councillors invited to participate initially.**
 2. **To encourage as many residents as possible to participate by using Facebook, posters and Fenton in Focus to raise awareness**
 3. **Existing WGs all have an important role to play. Councillors representing the WGs may selectively attend NDP sessions as appropriate.****All above approved (Unanimous)**
Joseph Miller offered to participate in the WG.



Church Fenton Parish Council

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24/28 Environment

1. To receive an update on the request for speed monitoring outside Kirk Fenton School and **to resolve on next steps.**
Cllr Seguss reported that NYC Highways have reviewed average speed data collected recently and have indicated that a 20mph speed limit CAN be introduced. The legal process and statutory consultation are likely to take several months before signs will be installed.
Resolution: Write to Kirk Fenton school thanking for them for their work lobbying for the 20mph speed limit. (Unanimous).
2. **To consider and resolve on matters concerning litter in the Sandwath play area**
A young resident posted recently on Facebook about clearing a large amount of litter from this area.
Resolution: Contact the resident who posted requesting permission to use her post to promote keeping the area clean. (Unanimous) The lengthsman will requested to feedback his observations and to monitor the area more closely for a while.
3. **To consider the very recent introduction of charges for the station car park and the impact on parking. To resolve if a meeting should be requested with Northern Rail and NYC Highways to discuss options.**
Resolution: Write to Northern Rail and NYC Highways to arrange meetings (separately). (Unanimous)
4. To note a consultation has been received for a solar farm near Little Fenton.
Council will respond to a planning application in due course.

24/29 To receive representative reports

1. To receive an update from the Environment Working Group
Cllr J Mason not present to provide a report
2. To receive an update from the Highways Working Group
Community Speed Watch (CSW) has been initiated and is awaiting approval of two sites. Next step is to set up training sessions.
VAS on Busk Lane has stopped flashing. TWM may be able to check (could be under warranty).
3. To receive an update from the Christmas Working Group
Nothing to report
4. To receive an update from the Play areas Working Group
Contacted KF school to gather input on playground features.
Working with two equipment suppliers to gather initial ideas.
5. Councillors:
 - a. Cllr Charlston – Two sections of footway are overgrown making them narrow and forcing users on the highway. (Main Street from Gate Bridge towards Lockton Court and Cricket Club along Busk Lane). Both are on bends and are dangerous for pedestrians to be on the highway. Clerk to write to NYC Highways. Also, a dog waste bin has been overgrown near the Cricket Club. Clerk to ask Cricket Club if they would trim their hedge.
 - b. Cllr Ferris - Nothing
 - c. Cllr Higham - Nothing
 - d. Cllr Seguss – Bus stop outside school and bus shelter damaged by a vehicle. Clerk to request NYC Highways remove the demolished sign to make it safe. Bus shelter is owned by the PC – clerk to inquire with insurers on next steps.
Temporary “Welcome to Church Fenton” 30mph speed limit sign on Ash Lane has not yet been replaced by NYC Highways. Cllr Higham will remind them.
 - e. Cllr Whyte - Nothing



Church Fenton Parish Council

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24/30 To note correspondence received not covered on the agenda.

1. Reply from Mr Flinton's Office - will reply to Council's letter about LEA planning controls soon.
2. Email from resident about inconsiderate parking on Main Street
3. Keep North Yorkshire Clean campaign from NYC. Email to be circulated to councillors.

24/31 To note agenda items for next and future meetings

Sandwath boundary treatment

Sandwath litter

NDP

CFPC Plan

Graveyard

Changing meetings start time to 19:30pm

Training & Development Policy

23/32 **To confirm date and time of Ordinary Council Meeting on Thursday 11th July 2024 at 7:00pm in the VILLAGE HALL, Main Street, Church Fenton**

Meeting Closed 20:58.

Robin Harris, Proper Officer, Church Fenton Parish Council, 14 June 2024



Church Fenton Parish Council



Finance Report - May 2024

- Payments attached. Note that the monthly grass cutting invoice (Shed Grounds Maintenance) is split into two parts so that the S106 Sandwath reserve is correctly decremented.
- Receipts attached.
- Reserves attached.
- Budget
 - Forecasts will be updated quarterly so no change at this time.
 - **Training** - adverse variance is expected as CiLCA training for clerk was not budgeted
 - **Insurance** - adverse variance is due to timing of cross-charge receipts from CFCH and CFCS (anticipated in June).
- Unity bank reconciliation attached.

Robin Harris, Clerk
5 June 2024

Church Fenton Parish Council

4 June 2024 (2024-2025)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
14	Admin	01/05/2024		Unity		Village Hall	Church Fenton Village Hall	X	40.00		40.00
13	Grass cutting	01/05/2024		Unity		Grass cutting	Shed Grounds Maintenance	S	282.14	56.43	338.57
13	Sandwath S106	01/05/2024		Unity		Grass cutting	Shed Grounds Maintenance	S	48.00	9.60	57.60
15	Admin	02/05/2024		Unity		Audit	Internal Auditors	S	50.00	10.00	60.00
19	Maintenance	09/05/2024		Unity		Expenses	Robin Harris	X	55.99		55.99
21	Maintenance	17/05/2024	24/11 2	Unity		Lighting	North Yorkshire Council	S	1,069.34	213.87	1,283.21
22	Subscriptions	17/05/2024		Unity		Sherburn Community Library	Sherburn in Elmet Commur	X	525.00		525.00
20	Insurance	17/05/2024		Unity		Insurance	Zurich	X	2,059.04		2,059.04
3	Admin	20/05/2024		Unity	Z3193389	ICO	Information Commisioner	Z	35.00		35.00
25	Subscriptions	20/05/2024		Unity		ICO	Information Commisioner	X			
23	Training	20/05/2024		Unity		Training	Robin Harris	X	450.00		450.00
24	Training	20/05/2024		Unity		Training	Yorkshire Local Councils As	Z	325.00		325.00
27	Admin	29/05/2024		Unity		Stationery	Robin Harris	X	31.40		31.40
Total									4,970.91	289.90	5,260.81

Church Fenton Parish Council

4 June 2024 (2024-2025)

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
5	CFCS Rent	03/05/2024		Unity		CFCS Rent	Church Fenton Community	X	1,108.07		1,108.07
6	Hub Rent	03/05/2024		Unity		Hub Rent	Church Fenton Community	S	1,294.89	258.98	1,553.87
6	Hub Rent	03/05/2024		Unity		Hub Rent	Church Fenton Community	Z	143.88		143.88
7	Hub Admin	03/05/2024		Unity		Hub Admin	Church Fenton Community	S	83.33	16.67	100.00
Total									2,630.17	275.65	2,905.82

Church Fenton Parish Council
Reserves Balance
2024-2025

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Shop Bond	20,000.00				20,000.00
Highways	2,196.75				2,196.75
CIL	20,073.50				20,073.50
Sandwath Endowment S106	13,875.81		96.00		13,779.81
Christmas Fund	1,779.24				1,779.24
Total Earmarked	57,925.30		96.00		57,829.30
TOTAL RESERVE	57,925.30		96.00		57,829.30
GENERAL FUND					23,041.00
TOTAL FUNDS					80,870.30

Church Fenton Parish Council

Monthly forecast of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025 - Forecast from 01/06/2024)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
PAYMENTS															
Earmarked Reserves															
Sandwath S106		48.00	48.00											96.00	-96.00
Highways AJ1	2,196.75						2,196.75							2,196.75	
CIL															
Christmas	1,000.00							500.00	500.00					1,000.00	
Expenditure															
Misc															
Loan Repayments	30,561.94	662.61		8,332.87		6,043.34	242.15		1,023.25	7,972.23	5,839.47	446.02		30,561.94	
Verge cutting															
Admin	460.00		156.40	38.33	38.33	38.33	38.33	38.33	38.33	38.33	38.33	38.33	38.33	539.70	-79.70
Maintenance	7,000.00	244.00	1,125.33	583.33	583.33	583.33	583.33	583.33	583.33	583.33	583.33	583.33	583.33	7,202.63	-202.63
Subscriptions	2,336.00	495.00	525.00			300.00				50.00	650.00	100.00	36.00	2,156.00	180.00
Publicity	1,000.00			83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	833.30	166.70
Salaries	10,126.00	809.12	912.08	843.83	843.83	843.83	843.83	843.83	843.83	843.83	843.83	843.83	843.83	10,159.50	-33.50
Insurance	1,371.00		2,059.04											2,059.04	-688.04
Bank charges	72.00			18.00			18.00			18.00			18.00	72.00	
Training	1,000.00		775.00	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	1,608.30	-608.30
Audit	400.00						350.00							350.00	50.00
Projects															
Electricity	1,750.00			1,750.00										1,750.00	
Grass cutting	6,106.00	282.14	282.14	508.83	508.83	508.83	508.83	508.83	508.83	508.83	508.83	508.83	508.83	5,652.58	453.42
Christmas Lights															
Grants	500.00			41.67	41.67	41.67	41.67	41.67	41.67	41.67	41.67	41.67	41.67	416.70	83.30
Income															
CFCS Rent															
Hub Rent															
Hub Admin															
Interest															
VAT															

Church Fenton Parish Council

4 June 2024 (2024-2025)

Monthly forecast of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025 - Forecast from 01/06/2024)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
Other Income															
Precept															
	65,879.69	2,540.87	5,882.99	12,283.52	2,182.65	8,525.99	4,989.55	2,682.65	3,705.90	10,222.88	8,672.12	2,728.67	2,236.65		
														Total:	66,654.44
														Variance:	-774.75

Church Fenton Parish Council

Monthly forecast of Receipts and Payments

4 June 2024 (2024-2025)

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025 - Forecast from 01/06/2024)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
RECEIPTS															
Earmarked Reserves															
Sandwath S106															
Highways AJ1															
CIL															
Christmas	1,000.00							500.00	500.00					1,000.00	
Expenditure															
Misc															
Loan Repayments															
Verge cutting															
Admin															
Maintenance															
Subscriptions															
Publicity															
Salaries															
Insurance															
Bank charges															
Training															
Audit															
Projects															
Electricity															
Grass cutting															
Christmas Lights															
Grants															
Income															
CFCS Rent	13,297.00	1,108.07	1,108.07	1,108.08	1,108.08	1,108.08	1,108.08	1,108.08	1,108.08	1,108.08	1,108.08	1,108.08	1,108.08	13,296.94	-0.06
Hub Rent	17,265.00	1,438.77	1,438.77	1,438.75	1,438.75	1,438.75	1,438.75	1,438.75	1,438.75	1,438.75	1,438.75	1,438.75	1,438.75	17,265.04	0.04
Hub Admin	1,040.00	83.33	83.33	86.67	86.67	86.67	86.67	86.67	86.67	86.67	86.67	86.67	86.67	1,033.36	-6.64
Interest															
VAT	1,620.00					405.00			405.00			405.00		1,215.00	-405.00

Church Fenton Parish Council

4 June 2024 (2024-2025)

Monthly forecast of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025 - Forecast from 01/06/2024)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
Other Income															
Precept	29,461.00	14,730.50						14,730.50						29,461.00	
	63,683.00	17,360.67	2,630.17	2,633.50	2,633.50	3,038.50	2,633.50	17,864.00	3,538.50	2,633.50	2,633.50	3,038.50	2,633.50		
														Total:	63,271.34
														Variance:	-411.66

Church Fenton Parish Council
RECONCILIATION - Unity 31-05-2024

From Accounts	£22,718.43
Payments not cashed Add	£363.80
Receipts not entered Subtract	
<hr/>	
Statement should be	£23,082.23



Aim	Objective	Actions	Who	When	Cost	Driver
To carry out its duties lawfully and effectively	Have a robust risk management process	1) Set up a risk management process	Clerk + councillors	End August 2024	£0	AGAR Assertion 5
		2) Carry out initial thorough risk assessment	Clerk + councillors	End September 2024	£0	
	To complete a comprehensive internal audit annually and to act on recommendations	3) Appoint a competent internal auditor and prepare a letter of engagement detailing the requirements	Clerk	End October 2024	£0	Accounting and Audit Regulations 2015 (3, 5 & 6)
		4) Carry out comprehensive Internal Audit	Auditor + councillors	End December 2024	£500	
To be a good employer	Provide an effective Staffing Committee	5) Write TOR for committee	Clerk to draft Councillors	June 2024 meeting	£0	YLCA Advice
		6) Appoint councillors to a staffing committee & approve TOR.		June Council Meeting	£0	
		7) Provide a liaison person for Clerk	Committee	End July 2024	£0	
	Maintain up to date employment policies	8) Write and approve policies to cover: <ul style="list-style-type: none"> a) Appraisal process + form b) Absence c) Sickness d) Leave e) Bullying & Harassment 	Clerk to draft Council to approve	End September 2024	£0	Protection for staff and Council in the event of a dispute



<p>Maintain compliance with Transparency Code</p>	<p>Update the website text</p>	<p>1) Draft updated pages and supply to website administrator</p>	<p>Clerk</p>	<p>End July 2024</p>	<p>£0</p>	<p>Transparency Code for Smaller Authorities (31)</p>
		<p>2) Review and approve Privacy Policy</p>	<p>Clerk to draft, Council to Approve</p>	<p>End July 2024</p>	<p>£0</p>	
		<p>3) Review and approve the Accessibility statement</p>	<p>Clerk to draft, Council to Approve</p>	<p>End July 2024</p>	<p>£0</p>	
		<p>4) Find ways of providing policies, procedures and accounting information in an easy to access and administer format on the website</p>	<p>Clerk with website administrator</p>	<p>End September 2024</p>	<p>£500</p>	
		<p>5) Provide all information required by the Transparency Code and legislation on the website</p>	<p>Clerk + Chair</p>	<p>End November 2024</p>	<p>£0</p>	
<p>Manage human resources for optimal benefit to Council and the community</p>	<p>Ensure councillors and staff are trained and equipped to perform their duties</p>	<p>1) Write and approve a training policy</p>	<p>Clerk to draft & Council to approve</p>	<p>July 2024 meeting</p>	<p>£0</p>	<p>YLCA Advice</p>
		<p>2) Councillors to document their own training needs</p>	<p>Councillors</p>	<p>End September 2024</p>	<p>£0</p>	
		<p>3) Implement high priority training needs</p>	<p>Clerk + Councillors</p>	<p>End 2024</p>	<p>£1000</p>	
		<p>4) Review and approve PDP for Clerk</p>	<p>Staffing committee</p>	<p>Appraisal Oct 2024</p>	<p>£0</p>	



<p>Maintain effective community engagement</p>	<p>Raise and maintain awareness of Council activities</p>	<p>1) Deliver more content through FiF</p>	<p>Councillors</p>	<p>From Q3 2024</p>	<p>£100</p>	<p>Good practice</p>
	<p>Have the ability to continuously monitor the needs of the community</p>	<p>2) Post photos and bio of councillors on notice board</p>	<p>Councillors</p>	<p>End July 2024</p>	<p>£0</p>	
		<p>3) Display attractive posters frequently about Council activity on notice board</p>	<p>Councillors</p>	<p>End July 2024</p>	<p>£0</p>	
		<p>4) Carry out digital surveys on at least 2 topics</p>	<p>Councillors</p>	<p>End July 2024 End October 2024</p>	<p>£0</p>	
<p>Maintain two play parks valued by the community</p>	<p>Carry out maintenance to Main Street boundary</p>	<p>1) Request owners of damaged fences at rear of Northfield Terrace carry out essential repairs</p>	<p>Clerk</p>	<p>End June 2024</p>	<p>£0</p>	<p>Public Health Act 1895 S.164 together with Local Government Act 192 Sch14 P27</p> <p>Playing fields: Local Government (Miscellaneous Provisions) Act 1976, S19</p>
<p>Understand resident priorities for repairs and replacement to Main Street play equipment</p>	<p>2) Receive quotes for removing overgrowth along boundaries</p>	<p>Clerk</p>	<p>End July 2024</p>	<p>£0</p>		
	<p>3) Instruct contractor</p>	<p>Clerk after Council approval Working Group</p>	<p>September Meeting End July 2024</p>	<p>£1000</p>		
	<p>4) Carry out consultation on play equipment</p>	<p>Working Group – Council to approve Clerk & Working Group</p>	<p>October 2024</p>	<p>£0</p>		
	<p>5) Document requirements</p>		<p>£0</p>			
	<p>6) Write Grant request</p>		<p>£0</p>			
<p>Explore ideas to improve road safety in the village</p>	<p>Engage with residents to find new approaches</p>	<p>1) FiF feature on to solicit views and ideas on traffic concerns</p>	<p>Highways WG</p>	<p>June 2024</p>	<p>£0</p>	
		<p>2) Initiate a community traffic watch programme</p>	<p>Highways WG</p>	<p>September 2024</p>	<p>£0</p>	<p>NYC & Police - voluntary programme</p>

17 June 2024

Church Fenton Parish Council – Action Plan 2024/25



Improve the environment	Encourage residents to participate in environmental awareness projects	1) Raise awareness at Fenton Fest	Environment WG	September 2024	£100	Biodiversity
		2) Identify next community initiative	Environment WG	November 2024	£100	
Provide Christmas festivities for the village	Continuously expand Christmas lights Organise a switch-on ceremony Provide a Christmas tree and carols event	1) Promote sponsorship	Christmas WG	June 2024	Income!	Expand and enhance where possible.
		2) Organise event in VH		December 2024	£500	
		3) Install tree and lights.		November 2024	£400	
		4) Arrange a carol event around the tree		December 2024	£0	
Maintain a Neighbourhood Development Plan	Start a review of the current NDP and revise if appropriate	1) Publicise widely the current NDP and the proposed review	Council	End September 2024	£200 for booklet	Commitment in the NDP
		2) Provide an online survey	Council Council	End October 2024 End October 2024	£0 £0	
Minimise impact of LEA activities on local residents	Apply maximum pressure on Local Planning Authority to maintain proper planning controls over LEA	1) Participate in WG meetings	Cllrs Higham and A Mason	On-going	£0	Council decision