

## Church Fenton Parish Council

### Minutes of meeting

**Minutes of the Ordinary Meeting of Church Fenton Parish Council held on Thursday 16 July 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). District Cllr Musgrave. In addition 8 members of the public.

Meeting started at 7.37pm

29. To note Apologies and Approve Reasons for Absence

Cllr Seguss provided apologies as will be slightly late to the start of the meeting.

30. To note any Declarations of Interest and to approve any Dispensation requests

Cllr Blakey has a DPI in 34a. 2020/0225/FULM and a non-pecuniary interest 34c 2020/0497/LPA.

31. Public Participation Period (no longer than 30 minutes)

Members of the public are politely reminded to speak for no more than 5 minutes.

Resident – raised observations of planners/ highways in and around the primary school and up to the village hall.

Resident – observations of used needles found in and around the White Horse Car Park.

32. Reports

District Councillor Musgrave confirmed that the proposed summer Events at LEA will now not take place. Professional guidance and advice provided by a local resident, Chris Chittock, thanks noted. In addition, gave a brief summary of the proposals for a Unitary Council. Minister has asked for submissions of what the new structure will look like; several different options probable (submissions to Minister in Sept). A Major for the area is likely, potentially bring more funding to the area. Options include, the whole of North Yorkshire becoming a Unitary Council, other options include York City Council joining with other district councils. White Paper will be discussed in the Autumn. Financial impact of Covid19 to SDC in the region of £3.5m, grant provided from Central Govt in the region of £1m. Council reserves will cover the shortfall. Concerns over a second spike and the financial implications. Finally, 23 of 70 villages in the Selby District area have conservation areas and Cllr Musgrave is still lobbying for a conservation area in the parish.

33. To approve Minutes of the Ordinary Meeting of Church Fenton Parish Council held on 18 June 2020

Resolved that the minutes be approved by Cllr Higham and seconded by Cllr Blakey.

34. Planning

a. **Applications to be considered**

2020/0225/FULM	BMX Cycle Track, further public consultation period due to amendments and changes to the planning application	Deadline 21 July 2020
2020/0678/HPA	14 Chapel Close – single storey porch extension and single storey outbuilding to rear	Deadline 30 July 2020

2020/0225/FULM

*Cllr Seguss joined the call at 8pm.*

Re-issued since last consultation period in April/May. Additional documents include 4 neighbour consultation responses and 4 professional documents including 1) Site Location Map with additional landscaping, 2) Highways supporting statement, 3) Internal Drainage Strategy and 4) Environmental Noise Assessment. Main points to note car parking spaces reduced from 102 to 30 spaces or less, visibility splays and bringing the existing access to required NYCC standards. The Noise Assessment states that “The BMX track is not a business and is only likely to generate noise through sporadic activity which does not involve any kind of constant noise source. It is considered that sporadic noise events from the BMX track generating levels of up to 50 dBA would not be intrusive within the context of the existing noise environment”. Daytime

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background noise in the area is suggested to be 30-45dBA. Evening background noise said to be in the region of 30-35dBA. Site Location landscaping map shows the planting of hybrid willow trees and an earth bund on 2 sides of the track itself (adjacent to Gloster Close and alongside Busk Lane).

**Resolution: No additional comments by Council.**

2020/0678/HPA

Outdoor living and shed across the full width of the bottom of the garden area. Porch to the front of the property.

**Resolution: No Comments.**

b. Applications **approved and declined**

c. Planning Decision Notices

2019/0357/TPO	TPO at Church End Farm	Approved
2019/0746/REM	Reserved matters, erection of 9 dwellings adjacent to Bridge Close	3 June 2020 permitted
2020/0431/DOC	DOC at farm buildings, Partridge Hill	3 June 2020 Condition decision
2020/0365/MAN2	Non material amendment to farm buildings at Partridge Hill	6 June 2020 permitted
2020/0497/LPA	Temporary compound consisting of car park, material handling and laydown areas, site stores, welfare facilities and office	8 July 2020 – prior approval not required

d. To consider any Planning Enforcement Issues

### 35. Policy

a. *To Consider the proposal from the Clerk for Zero Tolerance Policy*

Discussion around the policy, creating a culture of zero tolerance. This can be looked alongside and in light of the NALC Consultation paper which is currently in circulation for all Parish Councillors and Officers across the country. Councillor request to complete the online survey for NALC, consultation out for new Code of Conduct which hasn't been reviewed since 2012.

**Resolution: Council approved to adopt the policy.**

b. *To Consider the proposals for a new Council website and the existing community website*

Mark Richardson is the current web developer for CF Community website. He has communicated to the Clerk that he is happy to look at the accessibility arrangements for September and is presently giving the community website a facelift. Mark has issued an invoice recently for the domain name and the host server which has already been paid.

**Resolution: Clerk to arrange a meeting with Mark Richardson at the earliest convenience to discuss the feasibility of the accessibility arrangements being applied to the Community website.**

c. *To Consider the proposal of Councillor specific responsibilities and priorities for 2020/2021*

Clerk previously issued report. Much discussion around the collated responses and councillor specific responsibilities.

**Resolution: Council agreed whole Parish Council policies as 1) Local Plan (AM/SLC), 2) Graveyard acquisition (AM/CB) 3) Highways (speed limits and traffic calming) (CB) 4) Policies (SC), 5) Play areas (MS) and 6) website (PH).**

**Resolution: Council to agree with the current responsibilities for Councillors until May 2021.**

d. *To note Clerk's Report regarding Parish Code of Conduct*

Deferred to the September meeting.

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e. *To consider suspension of Standing Order 9a for the purpose of conducting the Annual Council Meeting*  
Council agreed to suspend Standing Order 9a and to overturn a resolution from 18 June 2020 meeting, agenda item 21b which resolved to hold the Annual Council Meeting in September. To this end, the Annual Council Meeting will now take place on 16 July 2020, immediately after this meeting.

**Resolution: to suspend the Standing Order 9a for the purpose of the conducting the Annual Council Meeting.**

g. *To note the Risk Assessment for both playgrounds re-opening*  
Well used facility, community pleased to see the playgrounds open.

**Resolution: Council agree and approve the Risk Assessment for re-opening of both Parish Council playground areas.**

Meeting suspended at 21:29 to be reconvened after the Annual Council Meeting. Meeting reconvened at 22.26.

h. *To Consider the Delegation of Powers to the Clerk/RFO*

Query raised by Cllr Higham. Meeting at March meeting minuted that the Clerk would have delegated powers during government lockdown. Discussion around examples of how delegated powers work was provided from the Clerk.

**Resolution: Delegation of Powers to continue to the Clerk.**

36. Staffing (none)

a. *To note the work of the Lengthsman*  
Defer to the September meeting

37. Environment

a. Highways Sub group  
*To note information sharing & to consider next steps*  
Defer to September Meeting.

b. HS2  
*To note response from HS2 Ltd Engagement Manager, Ben Draper*  
Defer to the September meeting

c. Summer Events at Leeds East Airport  
*To note the research and information received regarding the advertised events at LEA*  
Noted that events are now not taking place.

38. Finance

a. RFO Finance Report  
*To approve the Bank Reconciliation to 5 July 2020 and to note budget monitor.*

b. Payments  
*To consider and approve the invoices for the payment schedule from 15 June 2020 to 15 July 2020*

d. *To Consider the Asset Register – including repairs and maintenance of street furniture*  
Steve Naylor, local tradesman has provided quotations of £130 to repair the bench on Station Road, £95 to repair the bench at the entrance to Lockton Court and <£10 to repair the notice board outside the village hall. Lockton Court bench is a memorial bench. Could consider moving this to Busk Lane and replace with a bench made of recyclable material so that it doesn't become damp and the wood retain moisture.

**Resolution: Council approved for the repairs to take place.**

e. *To Consider the transition to electronic banking for the Council current account to Unity Trust Online current account*

Personal details received from 5 Councillors.

**Resolution: Council to make the transition for electronic banking for the current account, currently with the NatWest Bank and a move to Unity Trust Online.**

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f. *To Consider changes to the Financial Regulations under Section to undertake internet banking and make online payments*

FR no6 – Instructions for making payments needs to be reviewed in light of online banking arrangements.

**Resolution: Clerk to make the necessary changes to the Financial Regulations policy for approval in the September meeting.**

#### 39. To receive Representatives Reports

Cllr Herbert – none

Cllr Higham – request for confirmation email from SDC regarding cancellation of LEA events. Clerk read out to members the email notification and agreed to forward email from Licensing Dept to all Councillors.

Cllr Charlston – meeting with NR with Cllr Seguss. Site visit by NR staff on Sandwath Lane and noted some concerns from local residents. Road sweeper in place daily. In addition, looking at the gates, speed of contractors through the village. NR keen to become a “good neighbour” and respond to comments raised by parishioners.

Cllr Seguss – request for increase in dog poo bins. Perhaps Council to consider other forms of social media accounts eg Neighbourhood App.

Cllr Blakey – issues from landowners regarding Kenny Smith – evidence to be forwarded to the new Chair.

Cllr Chester – needles in White Horse car park. Clerk to make Lengthsman aware. Surveying has taken place around the White Horse/Chapel Close. Keep an eye out for planning applications over the summer break.

Cllr Chester - commented that a site visit by 3 Councillors and the Clerk has taken place since the last meeting and that in her opinion this visit should not have taken place and could compromise them. Cllr Chester stated in her opinion that she would like to protect the council in the future and that any queries regarding this should be directed to the Monitoring Officer.

Cllr Blakey and Cllr Higham – to lead on the Road Safety Fund grant. This will be submitted to Council week commencing 27 July for draft approval.

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

a. Resident concern – over the lack of timetabling for trains to and from Leeds since govt lockdown.

b. Phone Box removal – notice deadline 21 August 2020. 42 day notice served on the phonebox at the junction of Station Road and Main Street. Council agreed in principal for purchase of redundant phonebox.

c. YLCA – information on a Business Continuity Plan

d. Richard Walls – 13/7/grass cutting in the Main Street Play area, large numbers of children and adults

e. Resident written to local MP regarding proposed LEA Summer Events

f. 17 letters of concern received from 19 June regarding the proposed LEA Summer Events

g. Resident written to the Safety Advisory Group re the proposed LEA Summer Events

h. No response from Mr Exley, letter posted 30 June 2020. Clerk to draft follow up letter to Council.

i. resident concerns – over speed of traffic, including Murphys NR contractors, HGV vehicles, farm vehicles. Resident suggests that there is a general police presence in Sherburn and Barkston Ash but not seen any in CF. Resident is also requesting that the matter be taken up with Murphys particularly regarding the amount of HGVs, the time of day they operate and the speed which they drive through the village.

j. SIE Community Trust Grant – email received today from Karen Packham, Treasurer to SIE Community Trust explain that the library will be reopening and invoice attached for Annual contribution for Sherburn and Villages Community Library for the coming year (invoice total £183.50). Council agreed in principal.

#### 41. To note Agenda Items for

- a) Next meeting – Highways, Graveyard acquisition, Local Plan, Network Rail, Policies, Playground project.

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- b) Future meetings - Village Entrance boundary sign. 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.
42. To confirm Date and time of next meeting – Thursday 17<sup>th</sup> September 2020 at 7:30pm, venue TBC

Meeting closed 11.01pm.

Draft