

## Church Fenton Parish Council

### Minutes of ORDINARY COUNCIL MEETING held on 11th July 2024

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

In addition, 3 members of the public

Meeting opened at 19:00

#### 24/33 **Non-attendance of Councillors**

- a. To receive and note apologies from councillors who are unable to attend the meeting.  
Apologies received from Cllrs A Mason and 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.**  
**Reasons given were not accepted - unanimous**

24/34 To note any Declarations of Interest and to consider any dispensation requests.  
None.

24/35 Public participation period.  
A MOP reported that Rose Lane Level Crossing Reduction project has started. Initial work on the access road exposed cow bones which will routinely be tested for anthrax. Also, small amounts of asbestos have been found, probably from old farm buildings and these will be assessed by a specialist.

24/36 **To approve minutes of the Annual Meeting of Church Fenton Parish Council held on 13<sup>th</sup> June 2024**  
**Resolution: Approved – unanimous.**

24/37 To note reports from other agencies

1. Police – PCSO Hannah Price (circulated to councillors when received each month). Clerk to ask PCSO Price to attend any of the upcoming meetings. The recent report included a warning not to leave car keys visible and accessible inside a home – there have been a number of recent thefts (not in Church Fenton) where a home has been entered and car keys taken and the car stolen.
2. Sir Alec Shelbrooke, MP will be invited to the next Council meeting.

24/38 Planning

1. **To consider applications received and resolve on recommendations to be made to North Yorkshire Council Planning Authority**
  - a. None
2. To note applications approved and declined

**ZG2024/0451/HPA** 33 Sandwath Drive, Church Fenton. Erection of single storey rear extension, partial conversion of garage to utility room and store. **PERMITTED**

**2016/1237/COU** Leeds East Airport, Busk Lane, Church Fenton. Continued use of building for micro-brewery – **PERMITTED**

**ZG2024/0430/DOC** Leeds East Airport, Busk Lane, Church Fenton. Discharge of condition 09 (Travel Plan) of approval 2020/0324/COU Proposed change of use of land and buildings in order to facilitate office, storage and workshop uses.

**ZG2024/0441/DOC** Level Crossing, Rose Lane, Church Fenton.

  - Discharge of condition 03 (Stages of Development) of TWA/22/APP/03 Network Rail (Church Fenton Level Crossing Reduction) Order 2024 No 526.



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- Discharge of condition 04 (Landscaping and Ecology) TWA/22/APP/03 Network Rail (Church Fenton Level Crossing Reduction) Order 2024 No 526.
- Discharge of condition 11 (Archaeology) of TWA/22/APP/03 Network Rail (Church Fenton Level Crossing Reduction) Order 2024 No 526.
- Discharge of condition 07 (Materials) of TWA/22/APP/03 Network Rail (Church Fenton Level Crossing Reduction) Order 2024 No 526

**ZG2024/0498/CPE** - Ashton Park Ash Lane Church Fenton. Lawful development certificate for the existing use of the site as a dwelling house and associated domestic curtilage (C3 use)

3. To note response to applications submitted by the clerk by consolidating councillor comments.
  - a. **ZG2024/0178/S73** – 50 homes on land south of Main Street.

Council objects on two grounds:

    - Limited house design does not achieve the streetscape required by the existing approval, granted on appeal. The proposed scheme has only 10 distinct houses which then have minor variations e.g. chimney position. The proposed streetscape is not consistent with the existing core of the village which was a primary consideration in granting the approval.
    - Parking provision. The Council requested the planners require at least two parking spaces (excluding garages) within the curtilage of each house
  - b. **2021/0685/FULM** – LEA, Outdoor storage

Council reiterates observations made in 2021 and support North Yorkshire Highways' concerns about the applicant's Traffic Statement. LPA urged to require a full response to this, addressing all questions, particularly regarding inconsistencies in the designated HGV route. Resident complaints and photographic evidence show significant non-compliance with the intended route, casting doubt on the applicant's enforcement claims. Requested the LPA require a solution to ensure HGVs use the designated route to minimise impact on local infrastructure and amenity.
  - c. **2023/0248/FULM - LEA BUND (Retrospective)**

Council objects:  
The landscape architect's concerns regarding visual impact from the original plan remain valid. The proposed tree planting is insufficient, lacking depth and structure for effective screening, especially in winter. The current bund design and planting scheme fail to adequately screen the high storage units (including three-tier shipping containers).

#### 24/39 Finance

1. To note the finance report
  - a. Bank reconciliation end June 2024
  - b. Payments & Receipts
  - c. Budget monitor – forecast July - March
  - d. Earmarked reserves

The finance report was noted and the bank reconciliation signed.

2. **To consider the changes to the Unity current account that will result in each transaction incurring a 15p charge.**

**Resolution: To continue with Unity Bank.** (Limited alternatives and many reports from other councils suggest service by these banks can be poor. Cost and time needed to change bank is not justified.)

(Note that the Christmas WG will refund charges incurred in donations and payments to continue the policy of not taking any financial support from the Council.)

#### 24/40 Staffing

1. **To resolve on membership of the Staffing Committee.**  
**Resolution: Defer to September meeting – unanimous.**



24/41 Policy

1. **To resolve to adopt the draft Training & Development Policy for staff, volunteers and councillors.**

**Resolution: Approved – unanimous.**

24/41 CFPC Plan

1. To receive updates on actions taken and to **consider next priority steps for each objective.** Updates from each area were provided very encouraging progress. Councillors were thanked for the substantial amount of work completed in the last month.

The plan will be more widely shared e.g. notice board and website and a highlighted in the next FiF.

Updates will be added to the plan document following each meeting.

**Resolutions: Continue to actively progress all areas and bring updates to September meeting - unanimous**

24/42 Neighbourhood Development Plan

1. To note updates on the setting up a working group to drive a follow on NDP.
  - a. A feature to be written for FiF feature highlighting this project and calling for people to participate, initially by attending a meeting.
  - b. Posters will be displayed in the village calling for residents to participate in an initial meeting.
  - c. A short training course (1 hour) is available on 10<sup>th</sup> September – “Reviewing a Made NDP”. Cllr Charlston will join and others welcome.
  - d. People involved in preparing the current NDP will be approached to see if they would be willing to re-join the initiative.

24/43 Environment

1. **To consider and resolve on matters concerning litter in the Sandwath play area and a wider ‘Keep Church Fenton Clean’ campaign.**

**Resolution: Approved £100 for posters to be printed - unanimous**

2. **To resolve on measures to better contain footballs within the Sandwath play area.**

Resident who complained was invited to the June meeting to discuss the situation but did not attend. Options considered: netting, hedge, tree, infill fence with solid panels. Netting is not permitted for safety, and other options would incur costs and require a consultation. All options would offer only a partial remedy.

**Resolution: Do nothing – For: Cllrs Charlston, Ferris, Seguss. Against Cllr Higham, Abstain – Cllr Whyte.**

It was noted that a resident’s hedge is growing into the playpark – clerk to remind the resident who offered to cut it back.

3. To note response from Northern Rail and Area7 Highways to request for meetings regarding parking concerns.
  - a. Area7 meeting 16<sup>th</sup> July
  - b. No response from Northern Rail
4. To note the clerk’s report on considerations regarding a burial ground.  
Noted – discussions took place about the practicalities.



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24/44 To receive representative reports

1. To receive an update from the Environment Working Group  
Small Mammal survey will take place on 14<sup>th</sup> July – details on WG Facebook page. The WG will be present at Fenton Fest on 25<sup>th</sup> August.
2. To receive an update from the Highways Working Group  
VAS sign has been repaired and will now be checked for correct functions.  
Community Speed Watch has 3 sites approved by NY Police with 3 more possibles. 8 volunteers so far have shown interest. A training session will be organised.  
Parking at the station is being discussed on social media.  
A number of mobile building units/homes are being moved off the LEA site. No new arrivals have been seen.
3. To receive an update from the Christmas Working Group  
Working Group is active and plans are well advanced. Donations and sponsorships are being received.
4. To receive an update from the Open Spaces Working Group  
The name of this group was previously the Play Parks WG but has been changed to better describe the brief which includes other open areas e.g. The Old School Yard.  
The focus is currently on Main Street play park refurbishment. The WG has enlisted two suppliers to help with ideas and design. Meetings are scheduled with both. National Lottery grants are currently available and a project could be structured to apply for up to £20,000.  
This WG has opened discussions with the Environment WG with the intention of collaboration.
5. Councillors:
  - a. Cllr Charlston – There is a free app for iOS and Android devices that allows quick and easy reporting of concerns to NYC e.g. overgrown bushes, potholes, footpaths. It is called FixMyStreet. Suggest this be highlighted to residents via FiF as an easy way to report issues directly to NYC. Quicker and more efficient than writing to the Council.
  - b. Cllr Ferris - None
  - c. Cllr Higham - None
  - d. Cllr Seguss – over-growth along footpath edges has been mentioned by a number of residents.
  - e. Cllr Whyte - None

24/45 To note correspondence received not covered on the agenda.

- Resident email about accident damage to car parked on Main Street – volume of traffic.
- No reply about dog waste bin on Maple Woods. (Clerk to write again to developer stating that if it is not replaced by a deadline, then a claim will be made via the Small Claims Court).
- Trevor Watson, Assistant Planning Director NYC reply to Council letter (expressing concern over lack of effective planning controls at LEA). Clerk to reply thanking Mr Watson for the information and to suggest that NYC need to monitor activity on this site and to require planning applications BEFORE any new activity is started.



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- Rachel Robinson – Planning Officer, NYC. Update on numerous planning applications on the LEA site. Expecting up to 10 retrospective applications over the next few weeks.
- Recent planning applications:
  - ZG2024/0603/S73 Leeds East Airport Busk Lane Church Fenton. Section 73 application to vary condition 03 (external activity) of approval 2020/0324/COU Proposed change of use of land and buildings in order to facilitate office, storage and workshop uses granted on 14 January 2021.
  - ZG2024/0608/DOC Level Crossing Rose Lane Church Fenton. Discharge of condition 04 (Landscaping and Ecology) of TWA/22/APP/03 Network Rail (Church Fenton Level Crossing Reduction) Order 2024 No 526

24/47 **To consider changing the start time of Ordinary Council Meetings to 7:30pm**  
**Resolution: For – Cllrs Charlston & Seguss. Against – Cllrs Ferris & Higham. Abstain – Cllr Whyte.**  
**Chair used the casting vote for the motion therefore motion carried.**

24/46 To note agenda items for next and future meetings

- Internal Auditor appointment
- Risk Assessment
- Plan updates
- Councillor's own training needs
- Neighbourhood Development Plan
- Staffing Committee

24/48 **To confirm date and time of Ordinary Council Meeting on Thursday 12<sup>th</sup> September 2024 at 7:30pm in the VILLAGE HALL, Main Street, Church Fenton.**  
**Resolution: Approved – unanimous**

Meeting Closed 20:59.

Robin Harris, Proper Officer, Church Fenton Parish Council, 12<sup>th</sup> July 2024

