

## Church Fenton Parish Council

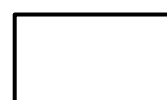
### Minutes of the ORDINARY COUNCIL MEETING 14<sup>th</sup> September 2023

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 Andrew Lee, NYC

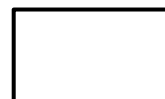
In addition, 18 members of the public.

Meeting opened at 19:01

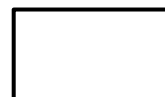
23/53	<p><b>To note apologies and approve reasons for absence</b></p> <p>Keir Mather, MP called to apologise earlier today. He will try to attend the next meeting.</p>
23/54	<p><b>To note any Declarations of Interest and to approve any dispensation requests</b> <i>(It is a requirement in law, Localism Act (2011, s31) that Council members declare any Disclosable Pecuniary Interest)</i></p> <p>None</p>
23/55	<p><u>Public Participation Period (no longer than 30 minutes)</u></p> <p>A resident asked if there was any progress on the graveyard. This item is on the agenda later.</p> <p>Another resident asked about the question of rubble on land on the corner of Brackenhill Lane.</p> <p>A resident asked whether the Council could progress acquisition of the common land adjacent to the Village Hall. Progress stopped some time ago when an appointed solicitor did not complete the requested work. Details from this previous work will be passed to the Council so the matter can be picked up again.</p> <p>A resident spoke about the road access to the station car park and stated that Network Rail will be carrying out work starting Monday 18<sup>th</sup> September.</p> <p>A resident enquired about the land south of Main street between Northfield Terrace and Gate Bridge which is in a neglected state. It is privately owned land so the only option open to the Council is to write to the landowner asking for the boundaries to be maintained.</p>
23/56	<p><u>Reports from other authorities</u></p> <p>Cllr Andrew Lee spoke about the HGV traffic linked to LEA – there have been complaints from Church Fenton and especially Ulleskelf. Highways believe that permissions are in place and largely followed but Amazon tractor units are regularly seen passing through the village in significant numbers so not likely to be an occasional confused driver. Photographic evidence of these would be helpful and Clerk will co-ordinate sending these to Cllr Lee who will speak to NYC Highways on this issue.</p> <p>Cllr Lee will make a contribution to the Christmas Lights.</p>
23/58	<p><b>To approve Minutes of the Ordinary Meeting of Church Fenton Parish Council held on 13<sup>th</sup> July 2023.</b></p> <p><b>Resolution: Approved (unanimous)</b></p>



23/59	<b>1. Applications to be considered since the last meeting and acknowledged if date passed</b>				
	Date Received	Consultee deadline	Planning reference	Address	Details
	3 <sup>rd</sup> August	23 <sup>rd</sup> August	ZG2023/0686/HPA	The Old Vicarage, Main Street, Church Fenton	Creation of a front extension, new porch, changes to the fenestration  <b>Comments provided to Clerk – response was ‘no objection’ but a request for expert consideration of relative size of proposed porch to protect streetscape.</b>
	10 <sup>th</sup> August	28 <sup>th</sup> August	ZG/2023/0377/HPA	39 Sandwath Drive, Church Fenton	Erection of single storey rear extension.  <b>Comments provided to Clerk – response was ‘no comments’</b>
	23 <sup>rd</sup> August	15 <sup>th</sup> September	ZG2023/0873/HPA	12 Rose Lane Church Fenton North Yorkshire LS24 9QS	Demolition of existing outbuildings and construct new single storey pitched roof extension  <b>NO COMMENT</b>
	<b>2. Planning Decision Notices – approved and declined</b>				
	ZG2023/0439/TPO	Mr Phillip Dowding Reduce 1 No Willow main tree to approximately 10m (above major fork) and reduce a smaller secondary trunk to near ground level covered by TPO 8/1985 on land north of Gate Bridge, Main Street, Church Fenton			<b>Permitted</b>
	ZG2023/0449/CPE	Mr Robert Hanson Lawful development certificate for existing use as two separate dwellings at 1 Railway Houses, Sandwath Lane, Church Fenton			<b>Refused</b>
	ZG2023/0560/HEN	Mr & Mrs Dobby 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 at 23 Bridge Close, Church Fenton			<b>Prior permission not required</b>
	ZG2023/0554/HPA	Mr Burns 4 Acme Terrace, Church Fenton, Erection of single storey front extension			<b>Refused</b>
ZG2023/0533/PPP	Mr Jackson Erection of a new rear extension at Tiercel, Nanny Lane, Church Fenton			<b>Permitted</b>	



	<table border="1"> <tr> <td data-bbox="252 199 517 389">ZG2023/0536/CPP</td> <td data-bbox="517 199 1257 389">                 Mr Jackson                   Lawful development certificate for proposed detached double garage at Tiercel, Nanny Lane, Church Fenton             </td> <td data-bbox="1257 199 1417 389"> <b>Permitted</b> </td> </tr> </table>	ZG2023/0536/CPP	Mr Jackson  Lawful development certificate for proposed detached double garage at Tiercel, Nanny Lane, Church Fenton	<b>Permitted</b>
ZG2023/0536/CPP	Mr Jackson  Lawful development certificate for proposed detached double garage at Tiercel, Nanny Lane, Church Fenton	<b>Permitted</b>		
	<p><b>3. To consider any Planning Enforcement Issues</b></p> <p>Planning have investigated a query raised about rubble being dumped on the land on the corner of Brackenhill Lane stating that the were no breaches of planning regulations and that all was in order.</p>			
23/60	<p><u>Finance</u></p> <ol style="list-style-type: none"> <li>1. RFO Finance Report – to note the bank reconciliation to end August 2023, payments from July to 6<sup>th</sup> September 2023, the budget monitor and the ringfenced funds summary.             <ol style="list-style-type: none"> <li>a. There are no significant budget variances at this point</li> <li>b. Payments made from July to date are all items previously approved by Council</li> <li>c. A refund (£746.79) from the insurance premium was received after updating the sums insured based on the District Valuers report</li> <li>d. A VAT refund (£5231.43) was received in July mainly arising from the Sandwath play park project.</li> </ol> </li> <li>2. To note that the August salary payment to the Clerk included 5 hours from the approved 'bank' that were used to resolved the VAT errors in 2022-23. Also, the home working allowance for May, June &amp; July was not paid so this is included in the August payment.</li> <li>3. To note that the recent valuations of the shop and White Horse have been applied to the insurance policy. The new values (provided by the District Valuer) resulted in a refund on the premium and this has been passed on to both organisations.</li> <li>4. To note that the 2022-23 AGAR has been completed and will be published as required on the website and notice boards. <b>No charge will be made for copies if requested.</b></li> <li>5. To note that payments are often delayed as a result of securing the required two authorisations especially around holiday times. Spreading this small job across more councillors would improve payment speed.</li> </ol> <p><b>Clerk will provide guidance to councillors who need help getting access to online banking.</b></p>			
23/61	<p><u>Policy &amp; Procedures</u></p> <ol style="list-style-type: none"> <li>1. To note that the register of interests may need to be updated and added to the website. Paper copies exist from the time each councillor accepted office. These may be used on the website, but councillors may wish to update them using new NYC forms (if available).</li> <li>2. <b>To consider how to approach providing an accessibility compliant website (WCAG2.1AA). The current site cannot be economically modified to become compliant. Uploaded documents (agendas, minutes, policies, accounts) need to be created in an accessible format.</b></li> </ol> <p><b>Resolution: To ask the Clerk to prepare a short report and recommendations with indicative costs to provide a compliant website. This is a statutory requirement, and is good practice, but Councils may provide limited compliance if full compliance is prohibitively costly.</b></p>			



23/62

Environment

1. To receive an update on the graveyard project and consider any actions now required. Cllr A Mason outlined an idea for buying the land behind the Church, potentially using the recent CIL award and the CFCS bond together with other sources.

**Resolution:** Check if CIL money can be used for land purchase. Clerk to review lease to check if Shop Bond could be released for this project. This potential project will be discussed more fully at the next meeting. (Unanimous)

2. Consider writing to the management of Leeds East Airport to see if there is a willingness to meet on a regular basis with representatives of the PC. This meeting would be to discuss current and future activity on the site and to provide a village perspective on the current and future activities.

**Resolution:** Approved (5 for, 2 against: Cllr A Mason and Cllr J Mason)

Note: The letter to planning about bringing LEA under planning control was sent in July not all councillors recall seeing it so it will be re-circulated.

3. To receive the annual play park inspection reports and to consider any actions that need to be taken.

**Resolution:** Council to read the summary report presented by Cllr Whyte and Cllr Higham who will bring forward quotes and a proposal to the next meeting. (Unanimous)

4. To review resident's letters concerning ball games on the Sandwath Green and to consider what actions could be taken to improve the situation for all.

**Resolution:** To move the picnic benches to a new location, review after 6 months to consider then if any further actions are appropriate. (Unanimous)

5. To consider the three proposals for tree maintenance on Sandwath Green

**Resolution:** To ask Azure Trees to carry out the work. (6 for, 1 against Cllr A Mason)

6. To receive an update from the Highways Working Group and to consider any immediate actions required.

Membership is Cllr Ross & Cllr Ferris together with 3 or possibly 4 members of the public. Priority is the access road to the station car park. Several long-standing issues will be re-visited e.g., 20mph speed limit around the school.

Cllr Higham will produce a summary and circulate by email in the next 2 weeks.

7. Update from the Environment Working Group with potential resolutions for any immediate actions required.

Looking for a project to harness the enthusiasm of a number of keen volunteers.



	<p>8. Presentation of revised logos for Council use with potential resolutions for any immediate actions required.</p> <p><b>Resolution: To accept the logo presented (Unanimous)</b></p> <p>9. To consider whether the Old School Yard could be used by Kirk Fenton school for forestry classes.</p> <p><b>Resolution: More specific details of the activities envisaged are needed - Clerk to circulate the email from the teacher concerned. Consider at next meeting. (Unanimous)</b></p> <p>10. To consider a request from a resident to make minor improvements to the red phone box on Main Street / Station Road and to set it up as an honesty library.</p> <p><b>Resolution: To approve the request and to notify owner of property immediately behind the phone box (Unanimous)</b></p> <p>11. To consider whether the Council wishes to make arrangements for D-Day 80 event.</p> <p><b>Resolution: Defer to next meeting (Unanimous)</b></p> <p>12. To consider commissioning repairs to the dog waste bin on the corner of Northfield Lane.</p> <p><b>Resolution: To ask NYC to repair it (Unanimous)</b></p> <p>13. To consider approving the purchase of a village Christmas tree.</p> <p><b>Resolution: Agreed to allow Clerk to use delegated powers to purchase a tree up to £300. (Unanimous)</b></p> <p>14. To note that disabled parking at the shop has been queried and that the planning approval granted in 2018 included such provision. <b>To consider writing to CFCS to inquire why the disabled bay was not implemented.</b></p> <p><b>Resolution: To write to the CFCS Management Committee requesting clarification of the parking spaces allocation (6 for, 1 abstain – Cllr A Mason)</b></p> <p>Public Rights of Way - <i>To note any updates on public footpaths within the Parish.</i></p>
23/57	<p><u>To receive Representatives Reports</u>  <b>Cllr A Mason:</b> Attended Rose Lane PI. Inspectors report expected late October  <b>Cllr J Mason:</b> Parking around station area is full very often and this creates traffic safety concerns.  <b>Cllr Higham:</b> Village Hall committee report – Wi-Fi will be installed. Baby changing will be added. Booking charges will be increase.  <b>Cllr Seguss:</b> Tree is in a poor state next to the Vicarage.  <b>Cllr Charlston:</b> Has received complaints about overgrown verges and footpaths  <b>Cllr Ferris:</b> None  <b>Cllr Whyte:</b> None</p>
23/63	<p><b>To note correspondence received</b> (not specifically dealt with on this agenda)  Gigaclear meeting regarding a new broadband service has been delayed</p>



**Church Fenton Parish Council**

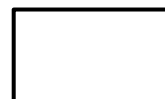
**Minutes of the ORDINARY COUNCIL MEETING 14<sup>th</sup> September 2023**

23/64	<b>To note agenda Items for:</b> a. Next meeting: Christmas Working Group, Highways Working Group, Land acquisition proposal, D-Day celebrations b. Future meetings:
23/65	<b>To confirm date and amend time of Ordinary Council meeting</b> – Thursday 19 <sup>th</sup> October 2023 at 7.00pm, Village Hall, Main Street, Church Fenton.  <b>Resolution: Confirmed (unanimous)</b>

Meeting Closed at 9:04pm

Chair: Cllr Andrew Mason: \_\_\_\_\_

Date: \_\_\_\_\_





## Ringfenced Funds 6th September 2023

CIL	£0.00
AJ1 / Highways Project	£2,196.74
Christmas Working Group	£1,291.26
S106 Endowment - Sandwath Drive	£15,155.57
Shop Bond	£20,000.00
<b>Total</b>	<b>£38,643.57</b>
Adjusted Bank Balance from Babnk Rec	£66,165.97



**Church Fenton Parish Council**  
**PAYMENTS LIST**

<b>Voucher</b>	<b>Code</b>	<b>Date</b>	<b>Description</b>	<b>Supplier</b>	<b>VAT</b>	<b>Total</b>
34	Verge cutting	01/07/2023	Verge cutting	Shed Grounds Maintenance	26.66	159.94
44	Grass cutting	03/07/2023	Grass cutting	Fenton Landscape Services		429.38
45	Verge cutting	03/07/2023	Verge cutting	Shed Grounds Maintenance	26.66	159.94
46	Publicity	03/07/2023	Fenton In Focus	Fenton in Focus		40.00
51	Loan Repayments	01/08/2023	PWLB	PWLB		203.87
56	Maintenance	18/07/2023	Maintenance	SN Fencing	89.00	534.00
57	Admin	18/07/2023	Village Hall	Church Fenton Village Hall		24.00
58	Loan Repayments	22/08/2023	PWLB	PWLB		5,839.47
59	Training	31/07/2023	Training	Yorkshire Local Councils Association		74.00
60	Projects	01/08/2023	Valuation	Valuation Office Agency	500.00	3,000.00
61	Verge cutting	01/08/2023	Verge cutting	Shed Grounds Maintenance	26.66	159.94
62	Grants	01/08/2023	Grant	St Marys Parochial Church Council		414.30
63	Loan Repayments	12/09/2023	PWLB	PWLB		95.81
67	Verge cutting	01/09/2023	Verge cutting	Shed Grounds Maintenance	26.66	159.94
68	Grass cutting	01/09/2023	Grass cutting	Fenton Landscape Services		1,073.45
69	Audit	01/09/2023	Audit	PKF LITTLEJOHN	63.00	378.00
70	Maintenance	01/09/2023	Play equipment	HAGS-SMP	70.00	420.00
71	Insurance	02/08/2023	Insurance premium refund	Zurich		-746.79
72	Bank charges	30/09/2023	Bank Charges	Unity Bank Online		18.00
73	Maintenance	06/09/2023	Lighting	North Yorkshire Council	658.35	3,950.11

# Church Fenton Parish Council

6 September 2023 (2023-2024)

## Monthly forecast of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024 - Forecast from 01/09/2023)

### PAYMENTS

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance	
<b>Expenditure</b>																
Admin	549.96	69.33		24.00	24.00		45.83	45.83	45.83	45.83	45.83	45.83	45.83	438.14	111.82	
Audit	550.00		50.00				500.00							550.00		
Bank charges	72.00			18.00					18.00			18.00		54.00	18.00	
Christmas Lights	1,666.67								1,000.00	666.67				1,666.67		
Electricity	2,083.33			1,745.20										1,745.20	338.13	
Grants						414.30								414.30	-414.30	
Grass cutting	3,601.30		607.74	429.38	429.38		500.22	500.22	500.20					2,967.14	634.16	
Insurance	7,688.68		2,733.80		-218.81	-746.79								1,768.20	5,920.48	
Loan Repayments	30,561.94		662.61	8,332.87		6,043.34	242.15		662.61	8,332.87		6,043.34	242.15	30,561.94		
Maintenance	2,083.32	34.24	61.99		685.00		173.61	173.61	173.61	173.61	173.61	173.61	173.61	1,996.50	86.82	
<b>Misc</b>																
Projects	33,405.00	2,026.81		26,045.00		2,500.00			833.19					31,405.00	2,000.00	
Publicity	2,798.36	75.00		84.91	40.00		47.71	833.33	47.71	833.33	47.71	47.73	500.00	2,557.43	240.93	
Salaries	10,000.00	895.78	729.67	729.67	1,046.25	916.47	780.00	780.00	820.00	820.00	820.00	820.00	820.00	9,977.84	22.16	
Subscriptions	1,780.00	705.00	331.00								444.00		693.00	2,173.00	-393.00	
Training	375.00	170.00			74.00		175.00							419.00	-44.00	
Verge cutting	1,938.06	133.28	133.28		266.56	133.28	133.28	133.28	133.28	133.28	133.28	133.28	133.28	1,599.36	338.70	
<b>Income</b>																
CFCS Rent																
Hub Admin																
Hub Rent																
Interest																
Other Income																
Precept																
VAT	1,800.00			270.34										270.34	1,529.66	

**YELLOW - Timing of invoices**  
**GREEN - Provision for website**

Monthly forecast of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024 - Forecast from 01/09/2023)

	4,109.44	5,310.09	37,679.37	2,346.38	9,260.60	2,597.80	2,466.27	4,234.43	11,005.59	1,664.43	7,281.79	2,607.87		
													<b>Total:</b>	<b>90,564.06</b>
													<b>Variance:</b>	<b>10,389.56</b>

RECEIPTS

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
<b>Expenditure</b>															
Admin															
Audit															
Bank charges															
Christmas Lights															
Electricity															
Grants															
Grass cutting															
Insurance	1,487.73			361.41	1,126.32									1,487.73	
Loan Repayments															
Maintenance															
Misc															
Projects															
Publicity															
Salaries															
Subscriptions															
Training															
Verge cutting															
<b>Income</b>															
CFCS Rent	13,296.84	1,108.07	1,108.07	1,108.07	1,108.07	1,108.07	1,108.07	1,108.07	1,108.07	1,108.07	1,108.07	1,108.07	1,108.07	13,296.84	
Hub Admin	999.96	81.94	83.33	86.67	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	1,001.91	1.95
Hub Rent	17,265.24	1,438.77	1,438.77	1,438.77	1,438.77	1,438.77	1,438.77	1,438.77	1,438.77	1,438.77	1,438.77	1,438.77	1,438.77	17,265.24	
Interest															
Other Income	2,800.00	35.23	30.87	240.00			41.67	41.67	341.67	541.67	1,041.67	541.67	41.63	2,897.75	97.75

