

Church Fenton Parish Council

Minutes of ORDINARY COUNCIL MEETING held on 12th September 2024

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

In addition, 7 members of the public

Meeting opened at 19:30

24/50 Non-attendance of Councillors

- a. **To receive and note apologies from councillors who are unable to attend the meeting.**

None

- b. **To consider reasons for absence provided by councillors who cannot attend and resolve the council's acceptance of these if felt relevant.**

It was noted that Andrew Mason and Jo Mason have resigned from the Council. The Council thanks Andrew and Jo for their valuable contribution to the Council and to the village over many years.

24/51 To note any Declarations of Interest and to consider any dispensation requests.

NONE

24/52 Public participation period

A resident reported that the litter bins on Main Street play park were emptied using a large vehicle that reversed up the drive.

Another resident welcomed the new double yellow lines on the railway bridge and asked if there were any plans to make these permanent.

24/53 To approve minutes of the Annual Meeting of Church Fenton Parish Council held on 11th July 2024 Approved as a true and fair record - Unanimous

24/54 *[This item was brought forward before 24/52 because the police officers had limited time]*

To note reports from other agencies

1. Police – PCSO Hannah Price (circulated to councillors as received monthly)
2. PC Nicholas Woods & Sergeant Graham Smith were welcomed. They presented a report on crime in this area:

The Church Fenton area includes Cawood and Wistow. There were 8 crimes in August and 6 so far in September. Two of these were burglaries on Common Lane in Church Fenton.

There has been a significant number of burglaries in Sherburn this year (35) that have also affected surrounding areas. The police have a project to tackle this outbreak (which includes the ones on Common Lane). The public are asked to notify the police if they see any persons or vehicles that look suspicious.

There followed a positive and productive discussion between the councillors, the public and the police officers. One topic was about 101 response times which can be variable, sometimes a lengthy delay and others times excellent.

The officers recommended that car keys used with keyless entry be kept in a 'Faraday pouch' to prevent car theft. Keyless entry cars can be entered with the use of a device that links to the key even when it is indoors. A Faraday pouch prevents this.

3. Cllr Andrew Lee sent apologies



Church Fenton Parish Council

Minutes of ORDINARY COUNCIL MEETING held on 12th September 2024

24/55 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
 - a. ZG2024/0286/FUL Land at Church Fenton Station, Station Road, Church Fenton. Siting of InPost Parcel Locker (retrospective)- **REFUSED**.
 - b. ZG2024/0436/COU 21 Bridge Close, Church Fenton. Change of use of land to extend residential curtilage (retrospective) – **GRANTED**
 - c. ZG2024/0181/COU The Dovecote, Oxmoor Lane, Church Fenton. Change of use of part of the existing farmyard/paddock to form residential curtilage for the incidental enjoyment of the residential property and its curtilage (retrospective) – **PERMITTED**
 - d. ZG2024/0444/DOC Network Rail. Discharge of condition 05 (Code of Construction Practice) of TWA/22/APP/03 Network Rail (Church Fenton Level Crossing Reduction) Order 2024 No 526
 - e. ZG2024/0607/DOC Network Rail. Discharge of conditions 2 (drawings) and 12 (amendments) of TWA/22/APP/03 Network Rail (Church Fenton Level Crossing Reduction) Order 2024 N0 256.
 - f. ZG2024/0764/DOC - Level Crossing Rose Lane Church Fenton. Discharge of Condition 10 (BNG) of TWA/22/APP/03 Network Rail (Church Fenton Level Crossing Reduction) Order 2024 No 526.
 - g. ZG2024/0498/CPE Ashton Park, Ash Lane, Church Fenton. Lawful development certificate for the existing use of the site as a dwelling house and associate domestic curtilage (C3 use)- **PERMITTED**
 - h. ZG2024/0666/FUL 19 Fieldside Court, Church Fenton. Erection of a detached dwelling to garden site. **REFUSED**
 - i. ZG2024/0771/HPA 21 Bridge Close, Church Fenton. Erection of single storey extension to side. **PERMITTED**
3. To note response to applications submitted by the clerk by consolidating councillor comments.
 - a. **ZG2024/0666/FUL** - 19 Fieldside Court Church Fenton. Erection of a detached dwelling to garden site. **OBJECTS** (Conflict with Local Development Strategy, Detrimental impact on Character and Appearance, Unacceptable impact on Residential Amenity. Proposal is identical to one in 2020 that was refused on appeal).
 - b. **ZG2024/0624/COU** – Discharge of condition. Updated Transport Plan. Council commented that the base plan used was at least 6 years out-of-date and did not include the Poppy Fields residential development which is material in considerations of vehicles accessing LEA.
 - c. **ZG2024/0829/HPA** – Farmside House Busk Lane Church Fenton. Installation of a new vehicular access to currently shared driveway, **OBJECTS**. (No compelling need with potential impact on road safety. Loss of parking space at busy times.)
4. It was noted that construction of the access road for the new development south of Main Street is well underway. The Heras fencing around the junction with Church Street has encroached onto the highway. Clerk to write to developers with a copy to Enforcement as this is causing vehicles to move towards the middle of the road.

24/56 Finance

1. To note the finance report
 - a. Bank reconciliation end August 2024
 - b. Payments & Receipts
 - c. Budget monitor
 - d. Earmarked reserves



Church Fenton Parish Council

Minutes of ORDINARY COUNCIL MEETING held on 12th September 2024

2. To consider supporting Selby Citizens Advice Bureau with a donation (last year £250)
Resolution: The general reserves are low and there have been unexpected maintenance costs this year depleting reserves further. Therefore, a decision on this will be deferred until November when the budget and precept proposal will be known. For: Cllrs Charlston, Seguss, Ferris, Whyte. Against: Cllr Higham

24/57 Staffing

1. To resolve on membership of the Staffing Committee.
Resolution: Cllrs Ferris, Higham and Whyte appointed - Unanimous

24/58 Policy

1. To resolve to adopt the draft Risk Management Policy
Resolution: Adopted without amendments - Unanimous
2. To review and resolve to amend or accept the risk register produced by the Clerk
Resolution: To accept the risk register presented by the clerk. Approved - Unanimous

24/59 Audit

1. To consider a recommendation from the Clerk and to resolve on an internal auditor for 2024/25
Resolution: To appoint Clare Smith as the IA for 2024/25. For: Cllrs Charlston, Ferris, Higham and Whyte. Against: Cllr Seguss.

24/60 CFPC Plan

1. To receive updates on actions taken and to **consider next priority steps for each objective.** Progress was reported on most objectives and detailed updates on key items follow on this agenda. Progress against objectives will be recorded on the plan. Councillors to consider and document their own personal training needs by the end of September.

24/61 Neighbourhood Development Plan

1. To note updates on the setting up a working group to drive an update to the NDP
First meeting on 23rd September 2024 7pm in the Village Hall.
Cllr Charlston attended a training course on updating NDPs which suggested that the proposed update will be closer to a fresh plan. The current one took almost 3 years to produce so work needs to start now. Grant funding up to £10k is available.

24/62 Website

1. To consider moving to a modern and appropriate website along with a '.gov.uk' domain name for it and email addresses
Resolution: To request a firm proposal from Aubergine for a web site and a '.gov.uk' domain name. Email addresses will be changed when new councillors are appointed.

24/63 Environment

1. To note report from a meeting with Area7 Highways regarding parking around the station.
 - a. Highways intend to mark bus stops near the station.
 - b. The bus stop near the school also needs lining.
2. To consider quotes for repairs to the bus shelter that was damaged by the impact of a car. Three quotations were received. The one selected balances cost with confidence in the builder to complete the work to a good standard.
Resolution: Accept quote from Andy Hill - Unanimous
3. To consider quotes for clearing the boundaries of Main Street play park.



Church Fenton Parish Council

Minutes of ORDINARY COUNCIL MEETING held on 12th September 2024

Three quotes were received. The lowest price was offered by the company currently employed for grass cutting which the Council knows has the necessary insurance and credentials.

Resolutions:

- a. **Accept the quote from Shed Grounds Maintenance. For: Cllr Charlston, Ferris, Higham and Seguss. Abstain: Cllr Whyte.**
 - b. **Clerk to apply for a grant from the CFCH - Unanimous**
4. **To receive the annual playground inspection reports and to consider appropriate actions.**
Cllr Higham presented a list of maintenance work required. A prioritised list with target dates to be brought forward to the next meeting.

24/64 To receive representative reports

1. To receive an update from the Highways Working Group
Community Speed Watch – training to be arranged, likely to be October.
20's Plenty Banners have been cleaned and reinstalled.
Temporary double yellow lines at the railway bridge in place.
Fencing around the entrance on Church Street to the new development is encroaching on the road.
Clerk to write to developer and Enforcement.
2. To receive an update from the Christmas Working Group
Switch-on 1st December 5pm will be very bright!
Community support has been very strong with offers of help from CFCS, Air Cadets and numerous members of the public.
3. To receive an update from the Open Spaces Working Group
One quote received for Main Street play park and one awaited. Needs careful consideration.
4. Councillors:
 - a. Cllr Charlston - None
 - b. Cllr Ferris
FixMyStreet is working. Footpath adjacent to Fenton Flyer cleared.
There is damaged fencing and overhanging vegetation alongside the footpath between Oakwood and Church Street which is believed to belong to The Old School House property. Clerk will write to owners kindly requesting the encroachment onto the footpath be rectified.
Footpath from Church to footbridge is being eroded by recent building work. Cllr Ferris will take photographs and report details.
 - c. Cllr Higham - None
 - d. Cllr Seguss
Noted that deer are often sighted in the Common Lane area - a resident added also near Lockwood Court and on Busk Lane. Clerk to request NYC highways consider erecting warning signs.
Some street lights on Common Lane are not working. NYC have been informed but no action taken so far. Clerk to contact NY Lighting requesting urgent attention given the two recent burglaries in that area.
The barrier and groundwork on the entrance to Maple Woods from Bridge Close appears to be in a dangerous and unfinished state. Clerk to write to Enforcement with photographs.
 - e. Cllr Whyte - None

24/65 To note correspondence received not covered on the agenda.

1. Request from a resident for a bench at the junction of Gay Lane and Broad Lane is noted.
2. Resident of Northfield Terrace – discussion and email. Would like to plant a screening hedge along eastern side of access road to Main Street play park. Requested the laurel not be reduced in height more than necessary as it provides screening.



Church Fenton Parish Council

Minutes of ORDINARY COUNCIL MEETING held on 12th September 2024

3. Trees on western side of Sandwath Lane need cutting back. Clerk to ask Gary Lumb (Highways) if anything can be done, given that previously it has not been possible to identify an owner.
4. Parking on Sandwath lane corner restricts access for farm vehicles.
5. VAS sign on Busk Lane – recalibration requested and awaited.
6. The area on the corner of Northfield Lane and Main Street requires maintenance (2 residents). Previously done voluntarily by a resident who is not able to continue. New volunteer would be ideal.
7. Hedge growing into Sandwath play park – resident will cut back.
8. Negative comment about new double yellow lines around the railway bridge.
9. Selby & Ainsty Area Committee meeting on 19th September 2024

24/66 To note agenda items for next and future meetings

- Specific items to be included in 2025/26 budget
- To consider the future of the Environment Group following the resignation of Cllr J Mason. Clerk to contact the active member informing her of the situation and that until a councillor is willing to engage with the group there should be no activities – the Council cannot risk being liable for events outside its control.
- Result of Sandwath hedge cutting and potential next steps.
- Dog Waste Bin on boundary of Maple Woods development that is missing.
- Councillor training needs.

24/67 **To confirm date and time of Ordinary Council Meeting on Thursday 17th October 2024 at 7:30pm in the VILLAGE HALL, Main Street, Church Fenton**

Meeting Closed 21:43

Robin Harris, Proper Officer, Church Fenton Parish Council, 13 September 2024

