

Church Fenton Parish Council

Minutes of ORDINARY COUNCIL MEETING held on 21st November 2024

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

In addition, 6 members of the public

Meeting opened at 19:30

24/81 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.

24/82 To welcome two newly elected members to the Council:

Sue Babington
John Atthews

24/83 To note any Declarations of Interest and to consider any dispensation requests.
Cllr Atthews declared an interest in CFCS item 24/88 (8).

24/84 Public participation period

A resident spoke about vibrations in her property that is close to piling work being carried out on Swann Gate Development. She commented that the site staff were pleasant and helpful when she spoke to them.

Representatives of Jigsaw attended to hear comments regarding their Planning Application (see 24/90 - 1)

24/85 For Council to consider for approval as a true and fair record, minutes of the Ordinary Meeting of Church Fenton Parish Council held on 17th October 2024.

Resolved: To accept the minutes as presented as a true and fair record.

24/86 Reports

1. Police
2. Cllr Lee has not attended the past several meetings and will be asked to make every effort to attend in January 2025

24/87 Declaration of Eligibility for the General Power of Competence

The Chair informed the Council that the Clerk has confirmed they meet the eligibility criteria for the General Power of Competence, as set out under the Localism Act 2011.

Resolved:

1. It has met the criteria set out in the Localism Act 2011 and the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 to adopt the General Power of Competence.
Specifically:
 - o **Electoral Mandate:** At the time of this Resolved, at least two-thirds of the council members have been elected (i.e., not co-opted or appointed).
 - o **Qualified Clerk:** The Clerk holds Certificate in Local Council Administration (CiLCA)], which includes the General Power of Competence module.
2. It has reviewed and confirmed its eligibility and resolves to adopt the General Power of Competence with immediate effect.
3. The General Power of Competence will remain in force until the Annual Meeting of the Council following the next ordinary elections, unless renewed by resolution at that time.



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The Council expressed their appreciation to the Clerk for having completed CiLCA earlier than hoped, enabling the Council to make the foregoing resolutions at this date.

24/88 To receive information on the following matters and to decide further action as required.

1. Budget & Precept. To discuss the budget proposals made by the clerk and to consider initiatives for 2025/26. To consider the level of general reserves required (currently forecast to end the year at 13 weeks) and to resolve on a precept for 2025/26. Budget to include £500 to purchase Remembrance Day poppies to display on lighting poles in the village.

Resolved

- a. The budget proposed by the Clerk be accepted with planned expenditure of £66,989.
 - b. The precept be set at £36,110 which represents an £11 per annum increase for band D households
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2. Parish Council Plan
Objectives that show significant progress since the previous meeting were highlighted:
 - a. Staffing committee has met and appointed Cllr Ferris as Chair. Minutes of that meeting will be published in the normal manner.
 - b. The new website is under construction and will use the 'churchfenton-pc.gov.uk' domain. The target is to have the first pages live this year. The Clerk will then be able to add / remove / change content and pages.
 - c. Email addresses using the 'churchfenton-pc.gov.uk' are ready for use. Cllrs Atthews and Babington will be assisted to move directly onto these, whilst other councillors will each plan a migration when practical.
 - d. Training – councillors were reminded to consider training opportunities especially those highlighted in weekly YLCA publications (Weekly Digest to councillors). New councillors were recommended to consider "Off to A Flying Start" as the most relevant course.
 - e. Community Speed Watch (CSW) has been established and is carrying out regular monitoring of speeds at permitted locations in the village - Cllr Babington is co-ordinating these. 8 volunteers have been trained and more are anticipated. Thanks were expressed to Cllr Higham for getting this programme started and to William Monkman for providing expert training and guidance on a voluntary basis.
 - f. Playground inspections and maintenance schedule is being update monthly. Cllr Higham offered to add a column for comments to permit jobs that have been completed and those needing attention to be highlighted. All items currently are low risk and therefore can be addressed gradually.
 3. Policies for review and adoption
 - a. Harassment, Sexual Harassment and Bullying Policy.

Resolved:

 - a. The draft policy (the NALC template with personalisation) circulated to councillors be adopted subject to clause 19.6 having a 5-day period inserted in the marked position.
 - b. A simple risk assessment be carried out.
 4. Staff salaries – Reference points (NJC scales and Real Living Wage) have been increased. Clerk awarded CiLCA qualification and contract provides an increase of one point on the NJC scale. To consider and resolve on implementing these new rates of pay:
 - a. Clerk NJC Level 24 April – October 2024 £17.79/hr
 - b. Clerk NJC Level 25 November 2024 – March 2025 £18.26/hr
 - c. Lengthsman Real Living Wage - November 2024 onwards £12.60/hr



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Resolved:

- a. To increase the Clerk's hourly rate to £17.79 from April 2024
- b. To increase the scale point of the Clerk from 24 to 25 because of now holding the CiLCA qualification. To increase his hourly rate from November 2024 in line with this to £18.26.
- c. Lengthsman hourly rate increased to £12.60

5. To resolve on payment to the clerk for hours worked on CiLCA qualification.

Resolved: To pay 100% of the hours worked

6. To resolve on a donation to the Citizens Advice Bureau (last year the Council donated £250)
Resolved: To propose to CFCS & CFCH that they each donate half of the £250 to Citizens Advice Bureau on behalf of residents of CF.

7. To consider a request from CFCS Ltd. for consent to begin building the stockroom and lean-to extension as detailed in planning approval ZG2023/0702/FUL.

Resolved:

- a. To seek legal advice regarding the lease terms with Church Fenton Community Shop Ltd (CFCS), specifically on the following points:
 - i. The Council's right to re-let the premises, including any extensions constructed by CFCS, in the event of CFCS defaulting.
 - ii. Management of the first-floor flat tenancy in the event of CFCS defaulting.
 - iii. Form of document required from the property vendors that an overage event will not be triggered.
 - iv. The costs of this legal advice are to be covered by CFCS as stipulated in the lease: "12.1. The Tenant shall pay the costs and expenses of the Landlord including any solicitors' or other professionals' costs and expenses incurred (both during and after the end of the term) in connection with or in contemplation of any of the following: 12.1.5. any consent or approval applied for under this lease, whether or not it is granted unless the Landlord unreasonably withholds consent in circumstances where the Landlord is not to unreasonably withhold it"
- b. To commission professional valuations of the premises, both in their current state and with the proposed extension, as retail space. These valuations are to ensure that the proposed extension does not reduce the overall value of the premises. The costs of these valuations are to be covered by CFCS as stipulated in the lease.
- c. That consent for the proposed alterations or extensions by CFCS will be withheld until:
 - i. Legal advice on the specified lease matters has been resolved satisfactorily.
 - ii. Professional valuations have been completed and reviewed to ensure the extension does not reduce the value of the premises for the purposes envisaged.

8. To consider and resolve on a nomination from the Council to the Royal Garden Party 2025 as the YLCA representative.

Resolved: – To nominate Cllr Seguss.

9. Schedule of meetings 2025/26 – to agree proposed dates provided by the clerk.

Resolved: To adopt the proposed meeting schedule subject to the July meeting being brought forward to July 10th July 2025.



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24/89 For Information

1. Neighbourhood Development Plan
 - a. Steering Group met for second time
 - b. David Gluck accepted invitation to provide expert guidance
 - c. Andrea Hall is willing to do the design work for the updated document
 - d. Grant of £3130 awarded which will cover costs up to End March 2025
 - e. Council's new web site will be used to make all information publicly accessible
2. Boundary work on Main Street play area is scheduled for 5th December 2024. The park will be closed for this day for safety.

24/90 Planning

1. Applications to be considered
 - (a) ZG2024/1043/FUL Land adjacent to Laurels Farm Drive Church Fenton. Erection of two storey modular buildings following demolition of existing buildings.
 - Council considers that further work is required to clarify:
 - i. impact on traffic volumes and parking about the implied increase in number of registered children.
 - ii. visual impact on streetscape with reference to the Neighbourhood Development Plan policies.
 - Council recognises the value to residents provided by Jigsaw and does not wish to object

Resolved:

- a. To submit agreed comments to the attention of the planning authority for consideration.
- b. That the Clerk will submit consolidated comments to the Planning Authority by 29th November 2024 based on those made in the meeting, together with any further ones submitted to him by Wednesday 27th November 2024.

- (b) ZG2024/1128/DOC Land south of Main Street Church Fenton. Discharge of condition 02 (materials) of approval ZG2024/0187/S73 Section 73 application to vary conditions 01 (approved plans), 03 (landscaping scheme), 06 (use of land), 07 (boundary treatment) and 08 (emergency access) of approval 2017/0736/REMM Reserved matters application relating to appearance, landscaping, layout and scale for erection of 50 dwellings of approval 2015/0615/OUT for outline application to include access for a residential development granted on 11 June 2021.

- (c) ZG2024/1130/DOC Land south of Main Street Church Fenton. Discharge of conditions 03 (landscape details), 07 (boundary treatment) and 09 (construction management plan) of approval ZG2024/0187/S73 Section 73 application to vary conditions 01 (approved plans), 03 (landscaping scheme), 06 (use of land), 07 (boundary treatment) and 08 (emergency access) of approval 2017/0736/REMM Reserved matters application relating to appearance, landscaping, layout and scale for erection of 50 dwellings of approval 2015/0615/OUT for outline application to include access for a residential development granted on 11 June 2021.

Resolved:

To object to both applications due to the significant reduction in number of trees intended to be planted especially in the area south of the Village Hall.

- (d) Light Valley Solar – Environmental Impact report – scope consultation (9th December 2024 deadline).
No comments.



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2. Decisions
 - 2) ZG2024/1102/DOC Level Crossing Rose Lane, Church Fenton. Discharge of condition 09 (unexpected contaminated land) of TWA/22/APP/03 Network Rail (Church Fenton Leve Crossing Reduction) Order 2024 No 526
3. Comments submitted by Clerk on behalf of Council
NONE

24/91 Finance

1. Bank reconciliation end October 2024

Church Fenton Parish Council RECONCILIATION - Unity 31-10-2024

From Accounts	£23,175.65
Payments not cashed Add Receipts not entered Subtract	
Statement should be	£23,175.65

2. Account balances

	Total
Unity	£23,175.65
Cambridge & Counties 95 Day Notice	£55,609.38
Redwood 35 Day	£10,780.47
	£89,658.85

3. Earmarked reserves

	Total
CFCS Bond	£20,000.00
Highways	£2,196.75
CIL	£20,073.50
Sandwath S106	£13,491.81
Christmas	£3143.17
	£58,905.23

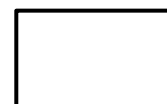
4.

5. Payments in October other than for authorised contracts

Supplier	Reason	Net	VAT	Total
PKF Littlejohn	External Audit	£420.00	£84.00	£504.00
Aubergine	Website	£499.00	£99.80	£598.80
Unity Bank	Monthly charge	£4.05	£0	£4.05

6. Receipts in October other than for authorised contracts

Source	Reason	Net	VAT	Total
Donations	Christmas light sponsorship	£200.00	£0	£200.00
NYC Grant	Christmas	£500	£0	£500.00



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Cricket Club	Annual rent x 6 years	£6	£0	£6.00
VAT	Refund	£26.64	£0	£26.64

24/92 Representatives reports

Cllr Higham: Has identified some land use matters which will be included on the agenda of the January 2025 meeting.

Cllr Seguss (Christmas Working Group) made the following statement:

“Church Fenton Christmas Working Group in 2024 has had its best year yet in sponsorship, we've managed to raise over £3600. This consists of grants from the Community Hub and Church Fenton Community Shop, sponsorships from local residents and local businesses and North Yorkshire Council. With the donations we have managed to pull together hopefully the best Christmas displays yet in Church Fenton. This year we have managed to buy 16 additional steel frame battery lights, a star for the tree. one additional main lamp post light and we have also managed to decorate all three main entrances of the village. We also bought some boring but absolutely essential things that all the lampposts had new sockets attached to them and additional supports. On the 1st of December we will hold our third light switch on to celebrate the start of Christmas in Church Fenton. This year we have had amazing amount of support to help us do this Church Fenton air cadets, community shop and RJC with their jolly drive through. This is a free event for everyone in Church Fenton with cookies, hot chocolate, crafts, and Santa himself. We will also be doing carols around the tree on Christmas Eve at 7:00 PM there will be mince pies, cookies, soup, and plenty of Christmas cheer. We will have a live brass band to sing along to. None of this would be possible without the amazing support of so many people the Christmas Committee themselves who have been an absolute pleasure to work with the volunteers who have gone out and put signs up put trees up painted lights decorated trees Not all these people are part of the Church Fenton Christmas group but as a community we have worked together and I would like to personally thank every single person who has donated financially, skills, and their time without all you none of this would be possible a community together at Christmas”

Cllr Charlston: Highlighted that YLCA are running a consultation on remote / hybrid council meetings and urged councillors to respond individually if they had views on the matter.

24/93 Correspondence received

- Sandwath Drive hedge damaged by children retrieving balls
- Enforcement – HGVs accessing Swann Gate
- No replies from: Traffic Warden, Maple Woods (missing dog waste bin), LEA (meetings with Council), or Steve Naylor (Main Street play area gate)

24/94 Agenda items for next meeting

Environmental Group
Land use around village – Cllr Higham

24/95 Date and time of next meeting - Thursday 16th January 2025 at 7:30pm in the VILLAGE HALL, Main Street, Church Fenton

Meeting Closed 21:34

Robin Harris, Proper Officer, Church Fenton Parish Council, 21st November 2024

