

## Church Fenton Parish Council

### Minutes of the Annual Meeting of Church Fenton Parish Council held on Thursday 18th May 2017 at the Village Hall, Main Street, Church Fenton

Present: Cllr Sarah Chester; Cllr Jo Mason; Cllr Andrew Mason ;Cllr Craig Blakey; Cllr Stephen Newbould; Cllr Rebecca Hunt

Jeremy Sherlock (Clerk)

SDC Cllr Keith Ellis; NYCC Cllr Andrew Lee

7 members of the public

Cllr Sarah Chester in the Chair

#### 1. Appointment of Chair

Sarah Chester, Stephen Newbould and Rebecca Slade were nominated as Chair for 2016-17. Stephen Newbould advised that he did not wish to be considered for Chair this year. It had been agreed in the past that Chairs should be rotated on an annual basis to prevent a long-term Chair from dominating the Council. There was discussion about this was too frequent as a medium term Chair provided some consistency. It was acknowledged that Sarah Chester had done a good job.

**Resolved that Cllr Sarah Chester be Parish Council Chair for 2017-18.**

It was acknowledged that the principle of rotation should continue in future years.

#### 2. Appointment of vice Chair

Cllr Stephen Newbould was nominated as vice Chair for 2017-18

**Resolved that Cllr Stephen Newbould be the Parish Council vice-Chair for 2017-18.**

#### 3. Apologies, Declarations, and Dispensations

Apology – SDC Cllr Richard Musgrave

#### 4. Co-option of a Councillor

An application had been received from Stuart Spensley to fill the Council vacancy. His submission had been circulated to Councillors.

**Resolved that Cllr Stuart Spensley be co-opted to the Council**

Cllr Spensley signed the declaration and was welcomed to the Council.

#### 5. Appointments to outside bodies

It was noted that the Council was entitled to up to 3 representatives on the Village Hall Committee.

**Resolved that Cllrs Sarah Chester, Stephen Newbould and Rebecca Hunt would be the Council's representatives on the Village Hall Committee.**

YLCA had requested a representative on the Selby Area Committee

**Resolved that Cllr Jo Mason be appointed as the Council's representative on the Selby Area Committee.**

#### 6. Public Session

It was reported that DPP are intending to submit the application for the site next to the Church in the next 2-3 weeks and a query was raised about advanced preparation for a response. It was commented that the details of the application was not known, and that as a major application the determination period should be 13 weeks. In addition it may be a further full application if it exceeds the indicative plans in the outline. If the timeframe above is met it can be discussed in detail at the next meeting.

Cllr Andrew Mason advised that he had met with Historic England regarding the proposal. They are not happy, but may not formally object. Evidence to be considered include aspect, and historic field boundaries.

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### 7. Reports

Cllr Ellis advised that Selby DC will shortly be appointing a permanent Chief Executive. Janet Waggot the Temporary Chief Executive is being interviewed.

Adam Wood from North Yorkshire Police has advised that he has moved areas and Angela Hollywood is now the contact for Church Fenton.

### 8. Minutes of the Last Meetings held on 20<sup>th</sup> April 2017 and 2<sup>nd</sup> May 2017 (extraordinary)

**Resolved that the minutes represented a true record of the meetings.**

### 9. Matters Arising

The Clerk advised that he had received a response from NYCC regarding the mini roundabout. They advised that there have been no recorded injury accidents and requested more details regarding the issues. It was commented that the main problem was for traffic along Station Road as traffic from Church Street is not visible. There are particular issues at School time.

### 10. For Discussion

a. **Annual Return 2017-18** – the Clerk circulated the Annual Return including the Annual Governance Statements, Accounting Statements, and Internal Auditors report. There were no issues arising from the Internal Auditor's report. The Clerk advised that significant variances compared to last were a result of the Neighbourhood Plan grant and street light works.

**Resolved that the Governance Statement and Accounting Statements in the Annual Return be approved, and the Chair and Clerk be authorised to sign them for submission to the External Auditor**

b. **Code of Conduct, Complaints Procedure, Standing Orders and Financial Regulations** – these documents had been circulated for review. The Clerk recommended no changes.

**Resolved that the existing Code of Conduct, Complaints Procedure, Standing Orders and Financial Regulations be adopted by the Council**

c. **Neighbourhood Plan** – a further meeting has been held. Good progress is being made with data gathering, and a start is being made on policy development. The Working Group is aiming to submit the Plan by the end of the summer. A further grant application will need to be submitted to cover the consultants' costs in 2017-18. The Clerk will develop and submit this, and report to the next meeting.

d. **Community Shop** – a Community Shop Company has been established. The owners of the shop have agreed in principle to rent the shop to the Company. It is intended to open on Sunday 11<sup>th</sup> June using volunteers as staff. A long-term Business Plan will be prepared on the basis of using the building as a Community hub. Should this demonstrate viability, grants will be sought.

A letter has been received from the Post Office confirming closure. They are happy in principle for it to reopen as a Post Office local.

An offer has been received from Makin Enterprises to use the former guard house as a shop on a peppercorn basis. It was felt that this is in the wrong location for the majority of the village.

e. **Revised Budget 2017-18** – the Clerk circulated a report which allows for the approved allocation for the Community Shop and the actual carry forward figure from 2016-17. On the basis of these figures there is a shortfall of about £2K in reserves. This will need to be monitored and addressed as part of next year's budget setting process.

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**Resolved that the revised figures be adopted as the budget for 2017-18:**

<b>BUDGET 2017-18</b>	<b>Approved Budget 2017-18</b>	<b>Revised Budget 2017-18</b>
<b>General Funds</b>		
Carry forward	£7,400	£8,580
Precept	£19,970	£19,970
Selby DC Grant	£420	£420
Recovered VAT	£2,000	£1,500
Interest	£300	£300
Other		
	<b>£30,090</b>	<b>£30,770</b>
<b>Budget Head</b>		
Revenue reserve	£5,000	£3,101
Salaries	£5,190	£5,190
Administration	£1,600	£1,400
Audit	£300	£300
Insurance	£1,000	£900
Repairs and Maintenance	£7,860	£7,860
Projects	£7,540	£10,576
Electricity	£1,600	£1,443
	<b>£30,090</b>	<b>£30,770</b>

- f. **Community Right to Buy** – the submission of additional properties as Assets of Community Value was considered.

**Resolved that the Restaurant and Methodist Chapel be submitted to Selby DC as Assets of Community Value**

11. For Information

A complaint had been received about noise levels from vehicles at the Airfield from “Supercar” activity. This is being investigated by Selby DC Environmental Health.

12. Planning

Applications for Consideration

Section 73 for variation of condition 13 (plans condition) of approval 2016/0484/REM relating to access, appearance, landscaping, layout, and scale of approval 2015/0760/OUT for 25 dwellings at The Laurels, Main Street, Church Fenton

Whilst concerns remain about this development it was noted that this application dealt with changes to details.

**Resolved that no objections be raised**

2017/0502/HPA – Erection of a front porch at 4 Station View, Church Fenton

**Resolved that no objections be raised**

Application refused

2017/0058/OUT – Outline planning permission for a residential development with all matters reserved at Land South of Hall Lane, Church Fenton

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### 13. Finance

#### a. Clerk's Finance Report

The Clerk had circulated a financial report which showed at the end of last month a balance of £45,695.29. This shows a general balance of £17,734.82, and a Sandwath endowment balance of £27,960.47. In view of the additional expenditure approved at the Extraordinary meeting £4,000 will be withdrawn from the Notice Account to cover cash flow.

Insurance for the Parish Council is arranged through Came and Company who are a broker who specialise in Parish Council work. Following the end of a long term agreement they have sought quotations for 2017-18 which have resulted in the following returns:

Inspire	£1,300.61 inc IPT
Hiscox	£1,392.95 inc IPT
Ecclesiastical	£1,462.60 inc IPT

Inspire have also offered a 3 year agreement which would reduce the premium by 5% to £1,235.58. As well as providing a saving this year this provides additional certainty for budgeting purposes. Part of the Insurance costs are met through the Sandwath budget.

The Clerk wishes to attend the SLCC Regional Training Seminar in August. This provides useful updates on a variety of issues relevant to Clerks. The cost is £79.00 +VAT plus mileage. These costs can be met through the Administration budget.

#### **Recommended that:**

- 1. The finance report be noted**
- 2. Inspire be appointed as the Council's Insurer on a 3 year agreement at a cost of £1,235.58 in 2017-18**
- 3. The expenditure on the Regional Training Seminar be approved**

#### b. Payments

Church Fenton Village Hall	Room Hire	£120.00
Church Fenton Village Hall	Neighbourhood Plan Room Hire	£36.00
Sherburn-in-Elmet PC	Grass cutting	£410.03
HMRC	Tax	£115.20
Jeremy Sherlock	Salary	£218.06
Stephen Fisher	Salary	£99.23

#### Income

Selby DC – Precept - £9,550.00
Selby DC – Grant - £244.18

#### **Resolved that the above payments and income be noted**

### 14. Representatives Reports

Cllr Blakey – advised that there will be no further car boot sales on the site recently used as it is no longer available

Cllr Andrew Mason – attended a YLCA Neighbourhood Plan seminar which was useful

Cllr Jo Mason – had received complaints about speeding farm vehicles along Nanny Lane. It was agreed that the Clerk would write to the farmer to raise concerns.

Cllr Newbould – had met representatives from Makin Enterprises with the Chair. Currently there are no plans for charter flights or air shows. They will continue to explore commercial activity as a

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“brownfield” site, but wish to work with the local community.

There was a discussion about the status of the site and how best to protect the amenity for local residents. It was agreed that the Clerk would write to SDC Planning to check its status, and to include the Airfield as an agenda item at the next meeting.

He also reported that he had received a letter from Network Rail regarding track works, and asked the Clerk to check whether Richard Isaac from Northern Rail is to attend a meeting.

Cllr Hunt raised concerns about mud on the road from the Laurels development. The Clerk will raise this with Highways.

She would like to thank the local community for the support given to the Neighbourhood Plan and Community Shop.

15. Agenda Items for Next Meeting

Airfield, Community Shop, Site next to Parish Church, Neighbourhood Plan

16. Date and time of next meeting – Thursday 15<sup>th</sup> June at 7:30 at the Village Hall, Main Street, Church Fenton

Meeting closed at 9:50 pm

**Jeremy Sherlock; Clerk; [clerk@church-fenton.net](mailto:clerk@church-fenton.net); 07981 371937**