

## Church Fenton Parish Council

### Minutes of the Meeting of Church Fenton Parish Council held on Thursday 28<sup>th</sup> November 2019 at the Village Hall, Main Street, Church Fenton

Present: Cllr Sarah Chester (Chair), Cllr Ross Higham, Cllr Andrew Mason, Cllr Craig Blakey, Cllr Samantha Charlston, Cllr Michelle Seguss, Cllr Paul Herbert

Jeremy Sherlock (Clerk); SCE Cllr Richard Musgrave;

20 members of the public;

67. Apologies, Declarations, and Dispensations

Cllr Blakey declared an interest in item 74 – Screening Opinion.

68. Public Session

Neil Cowan from Save our Station – Ulleskelf asked for support for improved services to Ulleskelf Station which he felt would reduce the parking pressures at Church Fenton. He advised that additional services were being introduced in the December Council. Councillors advised that they would be happy to support this group.

It was reported that parking near to the Station has increased significantly in recent weeks, though this may be due to Christmas shoppers. There are examples of people parking in the Car Park for some days reducing the spaces for shorter term users. It was agreed that the Clerk would raise this with Northern Railway. In addition people have been parking across the tactile paving crossing.

A question was raised about the administration charge included within the Church Fenton Community Hub rent. It was confirmed that this only applied to the White Horse lease and not the Community Shop lease.

It was reported that the area cut at Main Street had reduced during the current Contract.

The planning application for the land next to the Church is likely to be included on the agenda for the next meeting on 15<sup>th</sup> January.

69. Reports

Cllr Musgrave advised that a Local Plan Issues and Options paper is due to be produced for consultation at the end of January.

70. Minutes of the Meeting held on 10<sup>th</sup> October 2019

**Resolved that the minutes of 10<sup>th</sup> October 2019 represent a true record of the meeting.**

71. Matters Arising

None

72. For Discussion

a. **Budget Review 2019-20** - the Clerk reported that he had undertaken a review of the budget. The budget will be presented as net of VAT in future years as the accounts package works in that way VAT is more or less neutral particularly as returns are now done quarterly. The budget position is slightly better than was reported in May, but the Revenue Reserve is still below the £14,000 figure agreed at that meeting, so there is no opportunity for additional expenditure. It was suggested that the fee to the Council for the White Horse should be recorded separately. The Clerk advised that this will be done for next year's budget.

It was asked whether the Sandwath endowment could be used for improvement or additional provision at Sandwath Play area as this had been raised at the Playground meeting. It was agreed to include this on the next agenda.

**Resolved that the revised budget for 2019-20 as follows be approved.**

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INCOME	Budgeted	Revised May	Actual to date	Proposed	EXPENDITURE	Budgeted	Revised May	Actual to date	Proposed
Carry forward*	£16,500	£31,699	£31,699	£31,699	Revenue reserve	£11,700	£8,988	£8,988	£9,642
Precept	£21,000	£21,000	£21,000	£21,000	Salaries	£6,250	£6,250	£4,666	£6,250
VAT	-£1,500	-£1,500	£2,466	£3,140	Administration	£1,850	£1,850	£988	£1,400
Interest	£500	£500	£135	£500	Audit	£350	£350	£1,685	£1,685
Other	£175	£175	£36	£211	Insurance	£900	£900	£807	£807
Shop rent/ Insurance	£13,700	£13,730	£9,285	£13,730	Repairs and Maintenance	£7,600	£7,600	£3,506	£5,500
WH rent/ Insurance/ fee~	£23,050	£22,944	£15,442	£20,009	Projects	£10,114	£8,664	£375	£8,775
CIL	£5,408	£5,408	£5,408	£5,408	Electricity	£1,200	£1,200	£1,063	£1,063
Neighbourhood Plan		£4,596	£4,596	£4,596	Loan Repayment - CS	£13,297	£13,297	£7,311	£13,297
					Loan Repayment - WH	£17,264	£17,264	£8,633	£17,264
	<b>£78,833</b>	<b>£98,552</b>	<b>£90,067</b>	<b>£100,293</b>	CS Insurance	£400	£430	£430	£430
					WH Insurance	£1,500	£1,394	£1,399	£1,399
*Includes £7,626.47 advance rent, and Shop/ White Horse expenditure					Shop/ White Horse		£18,361	£17,745	£17,745
~Includes £350 insurance valuation carried out in 2018-19					Neighbourhood Plan	£1,000	£4,596	£3,176	£4,596
					Unallocated CIL	£5,408	£5,408		£5,408
					Election costs		£2,000	£1,761	£1,761
					VAT			£2,449	£3,271
						<b>£78,833</b>	<b>£98,552</b>	<b>£64,982</b>	<b>£100,293</b>

- b. **Investment Strategy 2019** – Cllr Herbert had prepared a revised version of the Investment Strategy. A number of amendments were proposed.

**Resolved that the Investment Strategy (including the agreed amendments) be approved and posted on the website**

- c. **Highway Issues** – the Clerk circulated a revised version of the Strategy which included suggestions for Phase 1 priorities. There is a need to agreed leads so it was agreed to circulate for Councillors to consider further at the next meeting.

It was reported that parking in the Oakwood Close area continues to be a problem. This includes vehicles making deliveries at the shop.

- d. **Play provision consultation and meeting** – the meeting held to discuss play provision was a success. An all-weather pitch was not seen as the highest priority with other options seeming to be more popular. A sub group comprising Cllr Chester, Cllr Seguss, Rebecca Hunt and Stuart Spensley
- e. **Grass Cutting** – the Contract for grass cutting will ends at the end of March 2020. This includes amenity land owned by the Council, and highway verges that the Council have cut since the County Council withdrew this service. The amenity grass cutting and verge cutting require different types of equipment. Over the last 4 years this has been a joint Contract with Sherburn in Elmet and South Milford PC's. It was hoped that this would lead to a cost saving but this did not prove to be the case. In addition there have been some concerns expressed about the quality of the amenity area cuts. It was agreed that the Clerk would seek independent quotes for separate contracts or verge cutting and amenity grass cutting.
- f. **Cemetery** – the PCC had submitted a request for the Council to provide additional Cemetery space as the churchyard is largely full. It was agreed that this was something that the Council would wish to support, but that detailed proposal and business plan would be needed. The Clerk was asked to contact the PCC so that options to progress this can be discussed and considered further.
- g. **HS2** – there was limited attendance at the drop in session. HS2 staff were limited in what they could say due to Purdah. They are now working alongside the Trans Pennine proposals. A meeting with Councillors will be arranged early next year, after the Election.
- h. **Mint Festival** – deferred.
- i. **Village Entrance Signs** – the signs that have been damaged could be replaced, removed or replaced by a more attractive sign. It was agreed to defer this as no budget is available at the moment.
- j. **Website** – prior to considering a new website it was agreed that further consideration was needed regarding design and content. Councillors were encouraged to look at other similar websites

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including other Parishes and the School. The Councillors confirmed that they would wish to continue to support the existing village website.

- k. **Climate Change** – the Council had been contacted by Friends of the Earth regarding the Council taking measures to support the Climate Change campaign. It was agreed that this should be considered by the Council, and Cllrs Higham and Mason agreed to take a lead and report back.
- l. **Christmas Event** – the lights will be installed for switch-on on 1<sup>st</sup> December. Arrangements are in place for the Carols around the tree with proceeds for the collection going to a homeless charity. The Clerk was asked to write to request the lanterns and hymn sheets.
- m. **Clerk Vacancy** – the Clerk advised that he will leave the Council next year due to relocation, but is happy to continue until a new Clerk is in post. It was agreed to appoint a sub group to progress the appointment (including interviews) who would report back to Council as necessary. The Council thanked the Clerk for the work he has done since his appointment in 2011.

**Resolved that a recruitment sub group of Cllrs Seguss, Charlston, and Mason be appointed to carry out the recruitment process for a new Clerk**

### 73. For Information

None

### 74. Planning

**Applications to be considered**

2019/0927/COU – Proposed change of use of land for outdoor motor vehicle storage and use of buildings for associated uses alongside the continued use of land for aviation uses at Leeds East Airport, Busk Lane, Church Fenton

Concerns were raised regarding the traffic and safety implications of this proposal, and that an objection would send a message that the Council were seeking to protect the village. It was commented that the application proposes that transporters are routed via Ulleslelf, and Ullkelf PC had not objected to this.

**Resolved that no objections be raised subject to the site being screened by trees, and that conditions be included to prohibit transporters being routed through Church Fenton including during flooding on Raw Lane**

2019/1075/CPE – Lawful development certificate for existing operation of a groundworks business including the siting of two portable buildings, storage of associated equipment, and the storage, sale and distribution of aggregates at Ashfield, Ash Lane, Church Fenton

**No comment**

**Applications approved**

2019/0793/S73 - Section 73 application for proposed erection of 1 no dwelling without complying with condition 15 of approval 2016/1384/FUL granted on 9<sup>th</sup> February 2017 at Old Forge Cottage, Main Street, Church Fenton

2019/0774/HPA – Erection of a first floor rear extension with a pitched roof to form a bedroom at 45 Oakwood Close, Church Fenton

**Screening opinion**

The Town and Country Planning (Environmental Impact Assessment) Regulations 2017. Request for Screening Opinion: Transpennine Route Upgrade Project E1 as Set out in Table 1 and within SDC area only (Ref PSP; TSC; NOC/23; NOC/17L; NOC/12; ECMA/11A; ECO37– Sandwath Lane and ECO34 Braegate Lane)

### 75. Finance

- a. Clerk's Finance Report - an up to date receipts and payments analysis has been undertaken. This shows a balance of £71,597.13.

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An analysis of general funds allowing for advance rental income, Sandwath Endowment, Bond and CIL grant, shows the following.

General Fund	£13,366.00
Net Pub/ Shop rental income	£6,274.10
Neighbourhood Plan Grant balance	£1,438.00
Sandwath endowment balance	£25,111.53
CIL	£5,407.50
Shop Bond	£20,000.00
<b>TOTAL</b>	<b>£71,597.13</b>

It was reported that the Interest Rate on the Cambridge and Counties account was being reduced from 1.75% to 1.5% in March 2020. This will be considered further as part of the regular review of investments.

### **Resolved that this report be noted**

#### b. Payments

Tax	HMRC	157.60
Salary	J Sherlock	367.16
Salary	Stephen Fisher	105.58
Refund	Gateforth Parish Council	40.00
Computer Battery	Easthill Computers	45.00
Salary	J Sherlock	277.36
Salary	Stephen Fisher	105.58
Tax	HMRC	135.20
Subscription	SLCC	109.00
Stationery	Viking	25.07
Stationery	Viking	34.51
Grass Cutting	Shed Grounds Maintenance	412.77
Playground Inspection	HAGS-SMP	132.00
Playground Inspection	HAGS-SMP	132.00
Grass Cutting	Shed Grounds Maintenance	22.91
Room Hire	Church Fenton Village Hall	48.00

#### c. Income

VAT	HMRC	254.09
Rent	Church Fenton Community Hub	1,697.75
Rent	Church Fenton Community Shop Ltd	1,108.07
Rent	Church Fenton Community Hub	98.33
Interest	Redwood Bank	135.00
Rent	Church Fenton Community Shop Ltd	1,108.07
Rent	Church Fenton Community Hub	98.33
Rent	Church Fenton Community Hub	1,697.75

## Church Fenton Parish Council

76. Representatives Reports  
Covered during agenda items
77. Communications  
Christmas Event; Play Park meeting
78. Agenda Items for Next Meeting  
Budget and Precept 2020-21; Clerk recruitment; Highway Issues; Play Park; Sandwath Play Area, Website
79. Date and time of next meeting – Thursday 9<sup>th</sup> January 2020 at 7:30 at the Village Hall, Main Street, Church Fenton  
Meeting closed at 9:50pm  
**Jeremy Sherlock; Clerk; [clerk@church-fenton.net](mailto:clerk@church-fenton.net); 07981 371937**