

## Church Fenton Parish Council

### Minutes of Meeting

**Minutes of the Meeting of Church Fenton Parish Council held on Thursday 19 March 2020 at the Village Hall, Main Street, Church Fenton.**

In attendance: Cllr Sarah Chester (Chair), Cllr Andrew Mason, Cllr Craig Blakey, Cllr Michelle Seguss, Cllr Samantha Charlston, Cllr Paul Herbert. Georgina Ashton (Clerk). 5 members of the public.

The meeting started at 7.30pm

107. To note Apologies and Approve Reasons for Absence

Cllr Ross Higham (Vice Chair). Apologies provided in advance of the meeting due to the current health concerns over Covid-19 virus. District Cllr Keith Ellis provided apologies.

107a. To note any Declarations of Interest and to approve any Dispensation requests

None

108. Public Participation Period

*Proposed Footpath diversion 35.22/17* - Concerns were expressed over the proposed footpath diversion as detailed under 2019/114(f). The proposed footpath diversion is to move 35.22/17 near Sycamore Farm. The member of the public stated that there have been numerous diversions / obstructions along the present path. The proposed new path will be made with a grass margin between two field boundaries. The resident had concerns over the surface of the new path, how it will be maintained and how it will be marked.

109. Reports

No reports provided.

110. To approve Minutes of the Ordinary Meeting of Church Fenton Parish Council held on 20 February 2020  
**Resolved that the minutes of the 20<sup>th</sup> February 2020 represent a true record of the meeting.**

111. Planning

a. Neighbourhood Plan

Presentation by David Gluck, Consultant to the Neighbourhood Plan. Questions were raised by Council and the process was explained. Issues raised about Climate Change not presented within the plan, however, it was explained that at this time, this would be a substantial and substantive change and would delay the referendum. The Council, could if they so wish, develop a new document to sit alongside it to cover Climate Change. The "task and finish" group met in February for final modifications to the plan, discussed and appointed a final designer (A Hall). Consultation with landowners has taken place re Green Spaces and Heritage Assets and as a consequence, some properties have been removed. Policies Map needs completing, which involves working with the District Council to produce. Further "Regulation 16 consultation" period to follow. Group to choose the Planning Inspector whom best meets the need of the local environment. Covering letter required from the Council Chair, along with a Consultation Statement and The Basic Conditions Statement for submission.

**Resolved to approve the draft plan and agree to submit the Neighbourhood Plan asap** (*in light of the present government guidelines regarding Covid-19 virus that may prevent meetings*).

b. Applications to be considered

Noted that there are no new planning applications since the last meeting.

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c. Applications **approved and declined**

2019/0564/FUL	Permitted
2019/1095/TPO	Permitted
2019/1314/DOC	Condition Decision
2019/1315/DOC	Condition Decision
2019/1316/DOC	Condition Decision

Council made no comments.

d. Planning Decision Notices

2019/0927/COU	Permitted	Leeds East Airport
2017/0736/REMM	Declined	50 new houses south of Main Street

Council made no comments.

e. To consider any Planning Enforcement Issues

No enforcement notices to report.

112. Policy

a. *Policy Committee*

The Clerk explained that the Council needed to update and introduce a number of key policies including those that are of a statutory requirement and those which are directed by NALC as best practise.

**Resolved that a Policies “Task and Finish Group” be created with Cllr Charlston, Cllr Mason and the Clerk to progress a number of key policies and report back to full Council for adoption of those policies. The Committee Terms of Reference and Rules for Public Participation policy both approved.**

b. *Other – Website*

It was agreed to defer this item.

113. Staffing

a. *Staffing - Training for new Clerk*

The Clerk provided a presentation of CiLCA (Certificate in Local Council Administration) and the LCAS (Local Council Award Scheme). Clerk explained that the Council currently have “delegated powers” as at the time of the last election (May 2019), the incumbent at the time had the CiLCA qualification. If the new Clerk does not achieve this qualification by the time of the next election (May 2023), the council would lose their delegated powers. In addition, the Clerk explained the Award Scheme and how this would be a “quality mark” to celebrate the successes of Church Fenton Parish Council with the local and wider community.

**Resolved that the new Clerk should register for CiLCA and research into LCAS, providing additional information and feasible timeframes for accreditation within a reasonable timeframe (2-6 months) for the Local Council Award Scheme.**

b. *Asset upgrade – Use of laptop for Clerk*

Clerk’s Report presented to explain the recent cost layout on the present laptop machine and provided 4 quotations of cost of a new laptop machine up to £399. Clerk presented cost of basic laptop bag and MS Office 360 (if required). The discussion of a new email account for the Clerk alongside the new Parish Council website took place.

**Resolved that Clerk go ahead and purchase new laptop and associated equipment as required.**

114. Environment

a. *Highways*

Consideration of the correspondence from a resident regarding the level crossing on Rose Lane; including the changes in staffing, procedure for using the level crossing which have changed considerably in recent times and affected the 15 residential homes situated between the two railway lines. In addition, residents have been told from Network Rail that this current measure is only a short time resolution for 12-18 months.

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**Resolved that the Clerk write to Network Rail to ask for a succession plan for the level crossing at Rose Lane and to write back to the resident with actions of Council.**

*b. Highways*

It was reported to Council that County Cllr Lee had progressed the concerns of the Council to the Highways dept regarding the car parking issues adjacent to Bridge Close on Common Lane (down the hill towards Station Road) and at the entrance to Oakwood Close on Station Road. Cllr Seguss had written to County Cllr Lee who had reported back with a proposal put forward by Highways for lining at the areas in the village which have been highlighted as dangerous. This proposal should ameliorate the problem in these locales but will of course raise questions as to whether it will cause issues with parking elsewhere. Others say lining causes urbanisation which some find undesirable.

**Resolved that Council in favour of double yellow lines adjacent to Bridge Close (on Common Lane and down the bridge towards Station Road) and Oakwood Close/junction with Station Road. In addition, resolve that the Chair will investigate current situation with lining at the entrance to Chapel Close.**

*c. Developer Contributions for Education*

It was agreed to defer this item. Council to provide comments to Clerk to collate and use delegated powers to respond to NYCC before the end of the consultation period (1 April 2020).

*d. Defibrillator*

It was agreed to defer this item.

*e. Play Provision Consultation*

It was agreed to defer this item.

*f. DMMO Proposed Footpath Diversion - 35.22/17 Sycamore Farm*

Discussed in the public session with local Rambler present.

**Resolved that the Council have no objections to the footpath being diverted.**

*g. Covid-19*

**Resolve that the Council delegate powers to the Council Officer (Clerk) to continue to conduct council business during the period of Covid-19 virus outbreak. Council to resolve to follow national guidelines going forward.**

115.

Finance

*a. RFO Finance Report*

Clerk (RFO) presented the Finance Report with an explanation of current financial situation (based on bank statements up to 5 Feb 2020, due to correspondence change of address on the account not being completed). New universal bank mandate to be completed and signed to be re-presented at the bank to add 3 and remove 3 signatories.

Clerk's Finance Report – an up to date receipts and payments analysis has been undertaken. This shows a balance of **£73,840.86**.

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

**Ringfenced funds**

CIL	£5,407.50
Shop Bond	£20,000.00
S106 Sandwath Endowment Balance	£24,994.17
Grant: NHPlan Balance* query	£350.55
Net Rental Income - CFCH & CFCSLtd	£11,314.02
<b>Total Ringfenced Funds</b>	<b>£62,066.24</b>
General Fund - <i>not ringfenced</i>	£11,774.62
	<b>£73,840.86</b>

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b. Payments and Receipts

VC	Payments	Date	Cost Centre	Supplier	Total
130	Repairs and Maintenance	20/02/2020	Grass Cutting	Shed Grounds Maintenance	412.77
131	Inspection and Maintenance	20/02/2020	Grass Cutting	Shed Grounds Maintenance	22.91
123	Salaries	25/02/2020	Salary	J Sherlock	277.16
124	Salaries	25/02/2020	Salary	Stephen Fisher	109.05
127	Loan Repayment	12/03/2020	Loan payment	PWLB	95.81
133	Administration	19/03/2020	Printing	Creative Shed	84.00
134	Grass Cutting	19/03/2020	Grass Cutting	Shed Grounds Maintenance	412.77
135	Inspection and Maintenance	19/03/2020	Grass Cutting	Shed Grounds Maintenance	22.91
136	Salaries	19/03/2020	Expenses	J Sherlock	54.90
137	Salaries	19/03/2020	Salary	J Sherlock	224.40
138	Neighbourhood Plan	19/03/2020	Consultancy	David Gluck	277.20
139	Administration	19/03/2020	Room Hire	Church Fenton Village Hall	90.00
140	Neighbourhood Plan	19/03/2020	Room Hire	Church Fenton Village Hall	12.00
141	Contribution	19/03/2020	Asset purchase	BT Payphones	1.00
132	Loan Repayment	20/03/2020	Loan payment	PWLB	146.34
129	Loan Repayment	20/03/2020	Loan payment	PWLB	146.34

  

VC	Receipts	Date	Refund	Invoice to	Total
37	Administration	24/02/2020	Refund	Chronicle Publications	10.00
39	CS Rent	29/02/2020	Rent	Church Fenton Community Shop Ltd	1108.07
40	CFCH (Admin fee)	20/03/2020	Admin	Church Fenton Community Hub	98.33
38	CFCH Rent	20/03/2020	Rent	Church Fenton Community Hub	1697.75

\*VC = voucher code

**Resolved that the Finance Report be noted by Council.**

c. Grant Application

K Biddlestone explained that the grant application would be redacted due to the current situation and government guidelines over Covid-19 virus. Easter Eggstravaganza cancelled but Easter Egg Hunt and donation box to go ahead as a social distancing activity. Application may be re-presented in September 2020.

117. To receive Representatives Reports

Cllr Seguss – noted that complaints received from numerous residents in contact with SDC over the conditions on the planning permission at Hall Farm Stables.

Cllr Chester – received letter from a parishioner regarding the 13% increase on the Precept for 2020-2021. Chair to reply to the resident detailing reasons for increasing the precept.

Recent Landlords Meeting – It was agreed to defer this item.

Clerk – acquisition of the phone box outside the Fenton Flyer for £1 has taken place.

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118. To note Correspondence received (not specifically dealt with on this agenda)  
Streetlighting on Busk Lane – Clerk received an email from Clerk to Ulleskelf PC, regarding the query over funding of potential streetlights on Busk Lane. Ulleskelf Clerk confirmed that they have not received any requests from residents for street lights to be installed. They are awaiting the outcome of planning permission on Busk Lane before making any decisions on infrastructure spend.  
Bridge Close entrance – noted that Clerk received an email from a concerned resident on Bridge Close regarding the commuter car parking on Common Lane (adjacent to Bridge Close entrance and down the bridge).  
Grass Cutting – noted that Clerk received an email from Fenton Landscapes to start grass cutting next week.  
PCC – noted that Clerk had a conversation with Secretary to PCC regarding possible purchase of land for additional burial ground space. The Clerk was asked to engage an email discussion with PCC.
119. To note Agenda Items for Next Meeting  
PCC meeting for additional graveyard space. Streetlighting. Village Entrance boundary sign. GDPR email addresses of Cllrs. Chapel Close entrance (highways). Website.
120. To confirm Date and time of next meeting – *Provisionally the date of the next meeting is set for Thursday 18 April 2020 at 7:30 at the Village Hall, Main Street, Church Fenton.* However, due to the unprecedented circumstances of the Covid-19 virus outbreak, the Council will monitor closely government guidelines as to the suspension of Council meetings in the future.

The meeting closed at 9.52pm

Georgina Ashton, Clerk; [clerk@church-fenton.net](mailto:clerk@church-fenton.net)