

Church Fenton Parish Council

Minutes of the meeting – ANNUAL PARISH ASSEMBLY (MEETING)

Minutes of the Annual Parish Assembly held on Thursday 19th May 2022 at 7pm in the Village Hall, Main Street, Church Fenton, LS24 9RF.

Present: Cllr Sam Charlston – Chair

Georgina Ashton (Clerk), 9 parishioners (2 late arrivals)

The meeting opened at 7pm

1. **Apologies** – none received.
2. **To approve as an accurate record, the Minutes of the Annual Parish meeting of 20th May 2021.**
Minutes of the meeting Thursday 20th May 2021 agreed as a true and accurate record.
3. **To receive a report from the Chairman regarding the Parish Council's work over the past year.**

Annual Report 2021/2022

Councillors and Staff

1. The composition of the Council in 2021/2022 was as follows:
Cllr Samantha Charlston (Chair) – from July 2020 *(no Vice Chair appointed)*
Cllr Ross Higham
Cllr Andrew Mason
Cllr Michelle Seguss
Cllr J Mason – appointed at a by-election in May 2021
Cllr S Ferris – appointed at a by-election in May 2021
Cllr J Cooper – appointed at a by-election in May 2021 – resigned October 2021.
From October 2021 to May 2022 the council has functioned with 6 councillors.
Cllr G Ashton was additionally elected in the uncontested election on 5th May 2022
2. The Council staff comprised Georgina Ashton, Proper Officer and Responsible Finance Officer with the position of Lengthsman, a vacant position. On 1st July 2021, Andrew Briggs was appointed as the new Lengthsman for the Parish Council. Georgina Ashton, the Clerk resigned on 1st March 2022 but is currently working for the Council on a locum basis.

Activities in 2021-22

1. Parish Council activities fall into 4 main categories – projects, service delivery, advocacy and representation and finance and administration.
2. **Projects**
 - a. **Community Shop** – the Community Shop, like all other customer facing services, has suffered throughout Covid. However, it continues to adapt and thrive during difficult circumstances. It is now almost back to full capacity, since pre-Covid times and we wish the Management Committee all the very best in their endeavours to provide such an outstanding local community service.
 - b. **White Horse** – the pub has re-opened in post Covid times and is thriving as a local asset to the community. Church Fenton Community Hub continue to support local community groups and events and we are grateful of their support with new Christmas lights to enhance the Christmas experience in the parish.
 - c. **Play Area** – “planning Gain” funding for the enhancement of play provision in the village has been used to support a £30,000 expenditure in the Main Street play area. Improvements include picnic benches, a multi gym play area, and improvements to the hill slide. The Parish Council have also gone out to public consultation recently and are working with residents on Sandwath Drive to improve the play area provision there.

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3. Service delivery:

- a. The Council is responsible for the 2 Play Areas, the Village Green and the old school playing field. This includes ensuring that equipment is safe, tidying and grass cutting. Repairs were carried out on both Play Areas during the year.
- b. Grass cutting of the Parish Council owned sites and highway verges (formerly cut by NYCC) is undertaken by a contractor appointed by the Parish Council. This contract terminates in 2024 for both verge and grass cutting with inflation incremental rises year on year.
- c. The Council owns 34 street lights, paying electricity and repair costs. A programme of replacements was recommended by an engineer, and this has been phased over a number of years. During 2017-18 five lighting columns were replaced, and 1 removed as it was very close to an NYCC column. A further 6 columns have been replaced. In addition, 12 lanterns are obsolete and have been replaced. The Parish Council continues to work with residents to report any streetlight issues. For example there has been a long standing issue (almost 12 months) with the lamppost on the snicket between Brockley Close and Station Road, this has finally been resolved in March of 2022.
- d. The village Lengthsman continues to carry out general maintenance which has a positive impact of the appearance of the village. Our new Lengthsman, appointed during 2021 has recently been working on the refurbishment of the newly acquired traditional red phone boxes on Main Street – one opposite the White Horse and one opposite the Fenton Flyer. The one opposite the Fenton Flyer is having a defibrillator fitted in the next 4 weeks, however the one opposite the White Horse pub is open for discussion as to it's usage, so please get in touch with any ideas.
- e. The Council owns the boundary highway signs and Millennium signs, together with a number of benches, a bus shelter and 3 defibrillators. The 2 newly acquired ones, will be fitted in the phone box opposite the Fenton Flyer pub and one inside the station adjacent to the Sunar Bangla by kind permission of Nige.
- f. Support has been given to the new community libraries in Sherburn-in-Elmet for the forthcoming year.
- g. The Parish Council have received a MCF grant from District Cllr Ellis towards the purchase of a new Oak noticeboard which will be sited outside the village hall and is due to be delivered early June. We have also received a kind donation for the defibrillator which is waiting to be installed at the phone box opposite the Fenton Flyer, huge thanks to RJC Services. In addition, County Cllr Andrew Lee provided a locality budget grant towards the 2nd defibrillator to be fitted inside the railway station, adjacent to the Sunar Bangla.
- h. The Parish Council have supported the Jubilee events for this summer and have purchased 400 china commemorative mugs for each child in the parish.
- i. Cllr Seguss has led the bins project to replace and repair all bins across the parish. This is just waiting approval from SDC and grant monies were received from District Cllr Musgrave to support this project.
- j. In August of last year, 3 sockets and 2 Vehicle Activated signs were purchased through grant donations from District Cllr Musgrave, County Cllr Lee and CIL monies. These have been regularly rotated from Busk Lane, to Common Lane to Church Street and valuable data has been recorded and data has been monitored by the Highways Committee.

4. Advocacy and Representation:

- a. **Neighbourhood Plan** – the NHP was completed and ratified in the summer of 2021. This means that amongst other things, we can claim an uplift on the CIL contributions of 25% rather than 15 % which is the usual contribution without an adopted NHP Plan.
- b. **Planning** – the Council has submitted comments on the latest Selby DC consultation on its proposed Sites plan. The next public consultation goes live in June/July 2022, the Parish Council will monitor this consultation and respond accordingly. The new settlement at Leeds East Airport is still a viable option so the Council welcome views from local residents.

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- c. **HS2** – the Council has continued to engage with HS2 Ltd. Whilst opposed in principle to the proposal it has recognised that there was a need for engagement to protect the interests of the village should it go ahead. Main areas for discussion have been the compensation arrangements and the potential for reducing the impact of the line. With the events of the past 12 months, the Parish Council are keeping a close eye on events.
 - d. **Leeds East Airport** – the Council has continued to monitor proposals for the Airport, and when relevant raise concerns with the operators. Selby Council have been lobbied to oppose the possible designation of the site as “brownfield”.
 - e. **Assets of Community Value** – following applications by the Council the Village Shop, Fenton Flyer and White Horse were designated as Assets of Community Value. Unfortunately, an application for the Restaurant was rejected as it is operational rail land. The Council has agreed to submit further applications for the Methodist Hall and Football Ground.
 - f. **Footpaths** – with the support of a local resident problems with local footpaths have been highlighted to North Yorkshire County Council, and local landowners. This has become increasingly difficult during Covid times, but the Parish Council continue to support parishioners with their concerns.
5. **Finance and Administration** – the Council has to operate legally and efficiently. Additional information is now included on the website. The Council continues to receive few Audit comments and positive comments were received from both the Internal and External Auditor for the 2021 end of year accounts.

Priorities and Challenges in 2022-2023

1. **Local Plan, SDC** – the consultation draft of the Plan is due to be published by Selby DC in July 2022. This will be closely scrutinised by the Council with detailed comment submitted.
2. **Local Government Reform** – The new North Yorkshire will be fully implemented and rolled out from 1st April 2023.
3. **Neighbourhood Plan** – the plan has been completed and scrutinised by the External Examiner on 30 March 2021. Referendum is planned for June/July 2021.
4. **Additional Graveyard Space** – the land acquisition to secure additional graveyard space in perpetuity is on hold pending development of the site at the rear and communications with the PPC.
5. **Planning** – the Council will continue to monitor planning applications (including the application on the site next to the Parish Church) and the Selby Local Plan process. The site next to the Church went to the planning appeal process in the February of 2021 and was overturned, subsequently, the site has been recently sold to a different developer.
6. **HS2** – the Council will continue to monitor announcements and comment on consultations.
7. **Leeds East Airport** – the Council will monitor and comment where necessary on current activities that are subject to time restricted planning approvals.

Finance

8. The Council's total income in 2021/2022 was £106,615.96 and expenditure was £105,867.60. The Expenditure includes £1,523.67 on Sandwath Play area which is funded through a S106 endowment that now has a balance of £21,794.23.
9. **Expenditure was on the following items:**

Admin	£7,120.30
Asset Purchases	£10,629.10
Audit	£528.00
Electricity	£1,205.76
Grass Cutting	£2,818.00
PWLB	£30,561.94
Salaries	£8,420.41
R&M, Projects	£35,197.16
Subscriptions	£1,717.35
Training	£1,102.50
VAT	£1,286.53
Verge Cutting	£1,919.28

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INCOME on the following

CFCHub admin charge	£1081.62
Grants received	£8776.26
CF Community Shop rent	£13,296.84
S106 Monies drawdown	£22,923.00
CFC Community Hub rent	£20,373.00
Donation for defib	£1,909.99
CIL Monies rec'd	£2,649.52
Precept	£23,887.41
VAT Received	£6,207.37

10. The approved budget for 2022/2023 is as follows:

	Projected
	2022-2023
Bank Interest	£ 750.00
Selby SDC Grant	£ -
NYCC Grass Cutting Grant	£ 175.26
Admin fee CFCHub	£ 1,179.96
Donations Received	£ -
Grants Awarded	£ -
Recovered VAT on payments	£ -
Insurance Recharge - pub & shop	£ 1,900.27
CIL Income	£ -
S106 Drawdown from SDC	£ -
S106 Sandwath Endow recharge	£ -
CFCHub Rent	£ 17,625.00
CF Community Shop Rent	£ 13,296.84
	£ 34,927.33

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		Projected
Expenditure		2022-2023
	Salaries	£ 9,017.97
	Administration	£ 1,000.00
	Asset Purchases	£ 4,195.00
	Bank Charges	£ 54.00
	Subscriptions	£ 1,449.35
	Training	£ 400.00
	Auditor	£ 528.00
	Insurance	£ 3,362.92
	Repairs & Maintenance	£ 1,000.00
	Projects	£ 6,000.00
	Electricity	£ 1,300.00
	Loan Repayment - CFCSshop	£ 13,297.00
	Loan Repayment - CFCHub	£ 17,265.00
	Neighbourhood Plan	£ -
	VAT Repayments	£ 641.00
	Chairpersons Allowance	
	Verge Cutting	£ 2,000.00
	Marketing - website and advertising	£ 350.00
	Grass Cutting	£ 2,818.00
	Miscellaneous Expenditure	£ 200.00
	Donations Made	£ -
	Election Expenses	£ 1,750.00
Total Expenditure		£ 66,628.24

4. To consider any matters raised by registered electors present at the meeting.

Resident 1 – With reference to LEA, the detrimental and cumulative impact of the traffic flow as well as the number of businesses is rapidly increasing. Concerns raised with regard to the traffic management plan and the damage to the road from Biggin to Church Fenton via Oxmoor Lane; the edges of the road and the tarmac are constantly been broken off and damaged as the road is being naturally widened as the days and weeks pass by. *The Chairman explained that council members are aware of concerns raised by the local community and are currently working with external agencies to consider ways to minimise the effects on local residents.*

The meeting closed at 7.25pm.