

## Church Fenton Parish Council

### Minutes of the meeting – ANNUAL COUNCIL MEETING

#### Minutes of the Ordinary Meeting of Church Fenton Parish Council held on Thursday 24 June 2021 at Church Fenton Village Hall (live streamed)

In attendance: Cllr Sam Charlston (Chair), Cllr Jess Cooper, Cllr Andrew Mason, Cllr Jo Mason, Cllr Michelle Seguss, Georgina Ashton, Clerk to the Council.

In addition 14 member of the public. (5 members of the public watched via livestreaming)

Meeting started at 7.32pm

Chairman used her Chairman's prerogative to move the agenda items. It was suggested that 21/28(c) Rose Lane Level Crossing proposals be moved to the beginning of the agenda in public interest, due to the large number of residents in attendance. (moved after 21/24).

21/20. To note Apologies and Approve Reasons for Absence

Cllr R Higham and Cllr S Ferris had provided apologies in advance of the meeting. Council agreed to approve reasons for absence for both Council members. District Cllr Musgrave had provided his apologies.

21/21. To note any Declarations of Interest and to approve any Dispensation requests

It is a requirement in law, Localism Act (2011, s31) that Council members declare any Disclosable Pecuniary Interest. Cllr J Mason and Cllr A Mason both declared an interest in 21/28 (c) as they believe this could be a negative pecuniary interest to their property.

21/22. Public Participation Period (no longer than 30 minutes)

Members of the public are politely reminded to speak for no more than 5 minutes.

Resident 1 – wished to request to an audio recording of the meeting. Also this resident wanted to establish the progress of their research report presented to Council in summer 2020 with regard to questioning the boundary line of the Village Hall in the Title Deed that was reissued in 2012. The resident also requested an update on the position of a Forensic Surveyor which the PC had previously suggested they would pursue the support of a professional in establishing the boundary line.

Resident 2 – Had received no formal communication from Network Rail regarding the Rose Lane Crossing alternative access road proposals. Instead had been notified by a neighbour which had come as a shock. Very concerned that their property would be directly affected and blighted by these proposals. Chair of PC explained that NR had admitted this was an oversight by not including all those in the neighbouring vicinity who will be affected by these proposals.

Resident 3 – Concerned over the tight timeframes afforded to residents by NR in order to respond to their initial proposals and options for a new road access to Rose Lane properties. In addition, only 2 options were put forward and one of those was impossible and does not fit with any HS2 proposals crossing Common Lane.

Resident 4 – Equally concerned about the tight turnaround for residents to respond to the NR Rose Lane crossing neighbour consultation. Also felt that no suggestions being put forward for a pedestrian bridge was a huge concern and could NR look at the potential of putting a pedestrian bridge over the non-electrified line (to Sherburn).

Resident 5 – Short time scale provided by NR for feedback from neighbours. Understood the need for an access road as the time taken to gain access over the level crossing was anything from 18-28 minutes on average.

Resident 6 – Resident welcomed the possibility of an access road being built to Rose Lane cottages. Again suggested feasibility of using the Sherburn/Sheffield line to cross back to the village rather than the Leeds line to Common Lane.

21/23. Reports from other authorities

District Councillor(s), County Councillor, Police

None received.

21/24. To approve Minutes of the Annual Council Meeting of Church Fenton Parish Council held on 27 May 2021.

**Resolution: It was resolved that the minutes of the meeting which took place on 27 May 2021 were a true and accurate record.**

b. To retrospectively ratify decisions made at the May meeting due to a change in published venue.

**Resolution: It was resolved to retrospectively ratify decisions made in the May Annual Council meeting due to a change in the published venue.**

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#### 21/28 Environment - (c) moved up the agenda.

c. To note correspondence received and consider the proposed developments at the Rose Lane Crossing Network Rail had released consultation information and a road access proposal to local residents and landowners. This was to remove 3 level crossings (Rose Lane residential access and 2x farm access crossings) on the Leeds line between CF train station and Barkston Ash (London Road bridge). All in the room acknowledged that safety is paramount and a road access bridge to Rose Lane is the best option.

Information and correspondence received by residents has quickly filtered into the community and to the Parish Council since the announcement in the past 10 days. It was suggested by many that Network Rail had not handled the situation as well as they could have; people missed off the list for consultation, quick turnaround time, incomplete drawings (omitting heights/widths/distances/ track clearances, street lights, etc) were provided. Incorrect information shared regarding no possibility of a pedestrian bridge which changed to a possibility. Only 2 options provided to residents and landowners, one of which conflicts directly with the HS2 proposals. Consensus in the room was that residents should be provided a suitable pedestrian access to the village that is within easy reach. Some felt that NR had not seriously considered the viability of a footbridge and the importance of this to the local community. Many unanswered questions including the adoption of the new road, choosing the best environmentally/eco friendly option, closeness to CF village yet affecting the least number of homes etc. Council members had a meeting with members of Network Rail on 23/6/2021 and are firm to maintain these communication links with and on behalf of residents going forward. Chair suggested that she had asked NR how much longer they intend to be carrying out “works” in Church Fenton and it was said that this could be up to 10 years. In summary, all agreed in principal that it is important going forward to share agreed principles, so that the project affects the least amount of people, reduces environmental impact, protects pedestrian’s access to the village and provides the best solution for those involved.

7 residents left the meeting

#### 21/25. Planning

##### a. Applications to be considered since the last meeting and acknowledged if date passed

Date Received	Consultee deadline	Planning reference	Address	Details
02 June	30 June	2021/0686/DOC	LEA, Busk Lane	DOC in relation to Travel Plan.
27 May	25 June	2021/0642/FUL	Gay Lane, CF	Planning application for dog exercise area and timber structure.

##### 2021/0658/DOC

Council thought there was a lack of robustness in the travel plan. Travel Plan doesn’t offer protection for local residents, LPA need to consider this alongside the volume of other planning applications for this site. Also, there is much in the way of explanation of public transport which does not necessarily exist. Agreed for council to comment to LPA with regard to lack of robustness in the travel plan.

2021/0642/FUL – no comment.

##### b. Planning Decision Notices – approved and declined

2021/0435/DOC	Joiners Worksoop, Sandwath Lane	<b>Condition part discharged</b>
2021/0528/MAN2	Non-material amendment to 124 dwellings at LEA	<b>Granted</b>
APP/3258833	REM – 50 homes to rear of the Church, south of Main Street	<b>Appeal upheld</b>

##### c. To consider any Planning Enforcement Issues

Request from Council for Clerk to contact Planning Enforcement with regard to the static caravan placed on site at “land at Church Fenton Station”.

d. To note the decision of Planning Appeal by Public Inquiry APP/N2739/W/20/3258833. The Planning Inspector published the report on 11 June which upheld the decision of the applicant. This means that the REM application will be approved and work can commence on the build. The Parish Council acknowledges the amount of time and effort committed by residents to this Appeal.

#### 21/26. Policy

##### a. Revised Budget 2021-2022

Clerk provided updated budget to Council. Resident noted that the PC would have to pay for the Neighbourhood Plan Referendum. This is incorrect, the referendum (circa£4-5,000) will be funded by the LPA, Selby District Council. Confirmation from SDC received retrospectively after the meeting.

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- b. To note any new policies to be written by the Clerk  
Clerk suggested new policies for the council to consider. These include Expenses Policy, Financial Risk Assessment and a Records Management Policy. Council agreed with these suggestions.

#### 21/27. Staffing

- a. To consider appointment of the Lengthsman.

Cllr Charlston and Cllr Cooper interviewed one applicant for the role and were happy to offer him the post subject to proof of eligibility to work in the UK. Discussion also around providing PPE equipment for the new incumbent including Hi Vis jacket, litter pickers, industrial gloves, sack hoop etc.

#### 21/28. Environment

- a. Highways Committee update (including AJ1 Fund interim reporting and Main St bridge repairs)  
Cllr Seguss provided a verbal report of her meeting with Gary Lumb, NYCC Highways Engineer after a “walk through” the village to discuss road safety and traffic calming measures. This will be presented to the Highways Committee next week and then brought back to full council in the July meeting.

- b. To note update on Main Street bridge repairs.

Current published start date is Monday 26<sup>th</sup> July 2021 for a period of 4 weeks.

- c. *Moved up the agenda*

- d. Public Rights of Way - *To note any updates on public footpaths within the Parish*

Clerk has spoken to landowners of FP no 13 and FP no 17 with regard to complaints from a resident. The overgrown trees/branches at the end of FP no13 closest to Little Fenton will be cleared in the next 2/3wks. The illegal diversion due to a potato crop being planted across FPno17 was discussed with the landowner who felt he had put in a more than suitable / wide path diversion along the field edge while the potatoes had been planted. This would be in place until the crop is harvested (Oct/Nov time). Clerk agreed with landowner to copy him into a communication to the NYCC Paths team. Action completed.

Common Lane footpath – the grass will be cut by NYCC H/ways as a “special cut” in the next couple of weeks. State of footpath reported to NYCC who said that it will not be considered as part of their repairs and maintenance programme until 2023/2024. Cllr Lee offered to make some enquiries regarding this.

- e. To consider the purchase of the land – response to the Hub correspondence.

Number of issues still unresolved with land purchase and criteria which need to be met in order to progress this project. Need to ascertain additional information from PCC and reports from external agencies. There has been some misunderstanding/miscommunication between the PC and the Hub committee for which the Parish Council wish to apologise. The PC are sorry to hear that the Hub no longer wish to be involved in the joint project but thank them for their time and effort.

- f. To consider quotations for tree felling in Main Street Play area.

Four quotations received ranging from £100 to £360. (Fenton Landscape - £300, King Arboriculture - £100, Azure Tree Services - £180, Branch Tree Line - £360). Council requested to seek clarification from King Arboriculture in terms of disposal of all waste and suitably qualified for the role).

- g. To consider the purchase of additional bins in the Parish.

*Deferred to next meeting.*

- h. To consider the use of the newly acquired phone boxes on Main Street and Station Road.

Council members approached Cllr Lees with the possibility of the Locality Budget provided the funds for two new defibrillators. Cllr Lees was happy to agree this in principal and requested a quotation from the Clerk.

**Resolution: It was resolved to purchase 2 defibrillators and make requests from volunteers to clean up the two red phone boxes on Main Street (opp Fenton Flyer and next to mini roundabout, adj to Station Road).**

- i. To consider response from the LPA with regard to planning consent at LEA for aviation purposes.

Clerk received part response from Clare Dickinson, Principal Planning Officer at SDC. Will update at next meeting.

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21/29. Finance

- a. RFO Finance Report -To approve the Bank Reconciliation to 21 June 2021 and to note budget monitor.

#### Additional Ring fenced funds not banked in PC accounts

S106/CIL Funds held at SDC with planning reference	Date issued	Date to be used by	Amount
S106 – 2008/1017/FUL		Nov-21	£3,853.01
S106 – 2015/0760/OUT		Jan-22	£23,817.60
Funds released for Main St Play area & benches		April-21	26,275
	Remaining	Total	<u>£1,395.61</u>

#### b. Bank Balances at 23 June 2021

Bank Account	21 June 2021
Unity Trust Online	£32,964.78
Cambridge & Counties	£37,896.20
Redwood	£10,266.70
<b>Totals</b>	<b>£81,127.68</b>

#### Ringfenced funds at 21 June 2021

CIL	£5,407.50
Shop Bond	£20,000.00
S106 Sandwath Endowment Balance	£23,024.40
Grant: NHPlan Balance	-£143.05
AJ1 Road Safety Fund Grant	£4,245.76
<b>S106 Funds drawn down (Main st)</b>	<b>£1,395.61</b>
<b>Total Ringfenced Funds</b>	<b>£53,930.22</b>
General Fund - not ringfenced	£27,197.46
<b>Total funds equals total bank ac's</b>	<b>£81,127.68</b>

- c. To consider and approve the invoices for the payment schedule from 24 May to 23 June 2021

Date	Code	VC	Description	Income	Expenditure	Totals
25/05/2021	Gcutting	14/15	Fenton Landscape Services - APRIL invoice		£504.00	
26/05/2021	Elect	9	BT: NYCC Energy Account		£909.08	
28/05/2021	Audit	17	Parker, Hartley & CO		£168.00	
01/06/2021	S106	INC15	BT: SDC (S106 draw down for picnic benches first half)	£1,275.00		
01/06/2021	ShopRent	INC12	AC: Lease Payment: CF Community Shop Ltd	£1,108.07		
02/06/2021	HubRent	INC13	AC: Lease Payment: CFCHub	£1,697.75		
02/06/2021	HubRent	INC14	AC: Lease Payment: CFCH admin charge	£98.33		
14/06/2021	Vcutting	20	BT: Shed Grounds Maintenance Ltd 20127 (mth fee) JUNE		£159.84	
14/06/2021	Elect	18	NYCC: streetlighting maintenance 2020/2021		£296.68	
14/06/2021	Salaries	19	BT: Clerk May salary		£494.80	
14/06/2021	Gcutting	25/26	BT: Fenton Landscape Services - May invoice 2/2021		£356.00	
14/06/2021	R&M	23/24	BT: HAGS SMP Ltd Annual Inspection		£108.00	
18/06/2021	LoanRep	21	PWLB: The White Horse loan repayments		£7,972.23	
21/06/2021	Subs	10	Information Commissioners Officer		£40.00	
<b>Totals</b>				£46,971.89	£44,489.82	
<b>23/06/2021</b>			<b>Closing balance at BANK at 23 June 2021</b>			<b>£32,964.88</b>

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			Known Financial Commitments			
	S106		BT: SDC (S106 draw down for picnic benches SECOND half)	£1,275.00		
	Gcutting	INC11	NYCC: Grass Cutting Grant	£175.26		
28/06/2021	LoanRep	22	PWLB: The White Horse loan repayments		£360.64	
25/06/2021	Admin	27	BT: Fenton in Focus - Summer edition Inv 4193		£50.00	
Uncashed transactions: June2021				£1,450.26	£410.64	

Projected Balance at Bank 30 June 2021

£34,004.40

Current Bank Balance as at 23 June 2021 is £32,964.78

c. To consider and approve the Parish Council Insurance renewal.

Brokers suggested split; For the shop - reduction of £11.82 on last year – at £537.81. For the Hub recharge - increase of £119.25 – to £1,362.46. Clerk has kept the Sandwath recharge the same % of the total fee eg 16.80% which is £561.67. This means the PC insurance premium has decreased by - £123.78 to £881.33. Overall cost to the Parish Council for renewal with Came & Co Insurers is £3,343.27. Council members agreed to approve the insurance recharges as per the recommendation from the brokers.

**Resolution: It was resolved to approve the Finance Report for June and to use the broker's split for insurance recharges to respective groups.**

21/30. To receive Representatives Reports

Cllr Seguss – received a complaint from a resident regarding wide load trucks on Oxmoor Lane; further complaints regarding the lack of usable footpath on Common Lane. Also, when MS met with NYCC Highways Engineer for on-site discussion, possibility of double yellow lines being put alongside Northfield Terrace was raised.

21/31. To note Correspondence received (not specifically dealt with on this agenda)

- a) Numerous resident complaints received regarding the air traffic / noise levels etc
- b) BT Completion notice received for box on Main Street (next to school)
- c) Resident complaint re incident with a motorbike, reported to Police and PC copied into communication
- d) LEA RNP Consultation – copy of response by Barkston Ash PC received
- e) Complaint from resident regarding hedge/trees at Hilahgarth encroaching on the road
- f) CFNP recommended for referendum stage
- g) Consultation on renewal of subsidised local bus services
- h) Affordable housing - letter received from Matthew Brown, Rural Housing Enabler at SDC (Action RH)
- i) Complaints from residents regarding wide load vehicles along Oxmoor Lane to LEA, especially in light of forthcoming road closure on Main Street and locals using Oxmoor Lane more. Confirmed they are flat packed modular homes, currently being stored at LEA, Mgr to contact the company to ask them to find an alternative route.
- j) Numerous correspondence regarding Common Lane grass cutting and encroachment onto footpath.
- k) Complaints from one resident regarding the play park, siting of the multi-goal area and grass cutting that has thrown up shards of plastic into their garden.
- l) Letter received from the Monitoring Officer, SDC on 10 June. Will be placed on the July agenda as a confidential part of the meeting to discuss outcomes and recommendations.

21/32. To note Agenda Items for:

Next meeting –Double yellow lines Northfield Terrace, Bins, Defibrillators, LEA storage on site. Renewal of subsidised bus services in Selby area. Highways, Graveyard acquisition, Car Park at train station, S106 completion. Rural Housing Enabler (RH), Rose Lane Level Crossing, Christmas Committee, Queen's Platinum Jubilee. Expenses Policy.

Future meetings – New Policies – Financial Risk Assessment and Records Mgt Policy. Village Entrance boundary sign. Strategy Parish Plan. Use of Survey Monkey for communication with Parishioners. HS2. ST1 Post box. Strategy documents.

21/33. To confirm Date and time of next meeting – Thursday 15<sup>th</sup> July 2021 at 7.30pm, Village Hall, Main Street, Church Fenton.

*The meeting closed at 10.09pm*

Signed: *Samantha Charlston, Chair, Church Fenton Parish Council:* \_\_\_\_\_

Date: 24 June 2021