

## Church Fenton Parish Council

### Minutes of the meeting – ORDINARY PARISH COUNCIL MEETING

#### Minutes of the Ordinary Council Meeting of Church Fenton Parish Council held on Thursday 16 September 2021 at Church Fenton Village Hall

In attendance: Cllr Sam Charlston (Chair), Cllr Jess Cooper, Cllr Stewart Ferris, Cllr Ross Higham, Cllr Andrew Mason, Cllr Jo Mason, Cllr Michelle Seguss, Georgina Ashton, Clerk to the Council. District Cllr Richard Musgrave. County Cllr Lee.

In addition 22 members of the public.

*Meeting started at 7.30pm*

#### 21/57. To note Apologies and Approve Reasons for Absence

none

#### 21/58. 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. None.*

- a. To note dispensation requests – Cllr A Mason and Cllr J Mason dispensation approved to discuss but not vote on all matters to do with Rose Lane Level crossing until the next planned election of the full council, May 2023. Cllr S Ferris dispensation approved for discussion and vote on all matters related to Church Fenton Community Shop until the next planned election of the full council, May 2023.

#### 21/59. 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 – Concerns over the gate access onto the Main Street play area. The resident is worried that children come out of the play park running and sometimes run into the road. Potential safety hazard, a barrier of sorts would need to be on the track to slow down children exiting the park and to make it safe for all users. Cllr Seguss suggested that this could be on the next agenda to look at the boundary fencing and gate onto Main Street to make it fit for purpose and safer for all. Suggestion that both play parks be put on the next agenda for a maintenance review.

Resident 2 – Concerns over the introduction of caravan and camping site at The Fenton Flyer. Resident is concerned that the LPA seem to allow development and then it has to be retrospectively referred to enforcement. Significant issues for local residents, loss of privacy, parking issues, vehicles parking on the pub car park, taxis, pub customers and takeaway customers. This is a busy corner, part of the village. Noise and disturbance as a result of the campsite. Signs have been erected to ask customers to be quiet between quiet hours (late evening, early morning). However, there is no one on site to enforce this. There appears to be no one monitoring the site after the pub closes.

Resident 3 – resident on Acme Terrace who has a live planning application. Has received 2 objections to their application from Highways and the Parish Council. Has lived in the parish for a considerable number of years and has developed the property in line with the historic core of the village. Highways have looked at the site and being willing to make reasonable adjustments to allow a potential access to be made. Stipulations made on the planning application since. The resident wanted to explain the human background to the application. Suggestion that the Clerk recirculates the planning application again.

Resident 4 – Additional and supporting concerns raised about the caravan site. This has changed the landscape.

Resident 5 – Additional and supporting concerns raised about the caravan site. One night this went on till 4am. 6 units on site, not monitored. Tents close to one another, cars on the grass, and mobile homes on the car park. Neighbouring resident has lived there 29 years and now feels that they cannot spend time in their own garden, kitchen, and conservatory. Does the Neighbourhood Plan say that we can't put businesses in the middle of residential areas?

Resident 6 – Additional and supporting concerns, no planning application, electricity points with no checks from HSE. Why are they still allowed to operate an illegal campsite.

Resident 7 – Additional and supporting concerns regarding the campsite. BBQS and an open fire on the campsite. Holidaymakers putting themselves at risk as well as local residents.

Resident 8 – Additional supporting concerns raised about the caravan site. Initially the takeaway consent was allowed as there was only one other business. There are now 4 businesses and additional outdoor structures on the car park.

## Church Fenton Parish Council

### Minutes of the meeting – ORDINARY PARISH COUNCIL MEETING

#### 21/60. Reports from other authorities

District Councillor(s), County Councillor, Police

District Cllr Musgrave – aware that residents have raised concerns over the new caravan and campsite. This will be a retrospective application. Cllr Musgrave offered to chase this up with SDC officers tomorrow. The Clerk explained that she had spoken to Sophie King, Senior Planning Enforcement Officer at SDC. The officer explained that the applicants have submitted a retrospective planning application which has not yet been validated by SDC.

Nonetheless, additional concerns raised that the campsite is running without a license. Suggest that Licensing Dept be contacted by the Clerk.

LGR –Local Govt reorganisation. New North Yorkshire Council from 1 April 2023. There will be elections in May 2022 to create a shadow council to that will set up and organise the functions of the new unitary authority. Presently 72 county councillors, would like to increase to 90 councillors. Currently working on a revised “wards”. This will run for 5 years to 2027. Current proposal is that there will be a ward called Church Fenton and Appleton Roebuck. One council delivering all your services. York City Council will remain as is.

Local Plan – carry on work on the Local Plan. Hope to carry it on to April 2023 and handover in a good form. Next public consultation in January 2022 with regard to a new settlement. Thanks provided by council members to Cllr Musgrave for his members Community Fund Grant of £1,000 towards the VAS signs.

#### 21/61. To approve Minutes of the Ordinary Meeting of Church Fenton Parish Council held on 27 July 2021.

**Resolution: It was resolved that the minutes of the meeting which took place on 27 July 2021 were a true and accurate record. Cllr Mason suggested two typo errors on 21/56.**

21/62 d. Concerns raised by residents regarding the Campsite at The Fenton Flyer – 9 written complaints received from residents, 2 phone calls. Sophie King, Senior Enforcement Officer is dealing with the case. An application was submitted last week by the applicants (by the enforcement deadline of 7<sup>th</sup> September). However there are a couple of issues with the application so the applicants have been requested to submit further information to support the application and make it valid. Also, there are some issues currently with the planning portal so until these are resolved, the application cannot be uploaded into the public domain. (No planning reference can be provided as yet). Clerk to collate information received from residents so far. Residents encouraged to comment on the planning portal once the application is live. No planning reference provided as yet due to the application not been validated. Takeaway approved with planning conditions e.g. parking spaces. 4 spaces have been removed to use as an access to the campsite. This is creating increasing parking pressures in the area. Protection of the amenity is important.

**Resolution: Clerk to write to Enforcement, Planning and Licensing departments for an update on the situation. In addition, to contact the local Fire Brigade to explain the potential fire hazards.**

e. Selby Local Plan – Evidence base documents Consultation (Green Belt Review, Greenspace Audit)

Cllr A Mason looked at the CIL Viability Report (dated Jan 2021). In terms of CIL and viability, the document states that Burn Airfield is not the preferred choice but that LEA is the preferred option alongside the developments and increase in size of Eggborough parish. The report suggests that the current road infrastructure around LEA only has capacity for additional 495 homes. It goes on to say that new road infrastructure will be required to accommodate any new sites over 495 homes, even more infrastructure over 900 homes. The report suggests that Burn Airfield is still a viable option for a new settlement site but not necessarily the preferred choice.

This is a consultation process and it was stressed by District Cllr Musgrave that the Parish Council are encouraged to submit comments through the consultation portal. Pg 75 – provides the strengths/opportunities of Church Fenton can be a starting point. Clerk to provide a template to the council members by Thursday 22<sup>nd</sup> September. Cllrs Mason to focus on the Local Plan and CIL Viability Report. No proposals to alter the Green Belt. Worth replying to the Green Belt review if only to support that there should be no release of Green Belt. Cllr Cooper, Ferris and Seguss to look at the Green Space Audit. Cllr Higham and Cllr Charlston to look at Green Belt Review. Cllrs Charlston, Cllr A Mason and Cllr J Mason to look at the Viability Report.

**Resolution: Clerk to provide a template for circulation to council members by Thursday 22nd September. Deadline is 15<sup>th</sup> October. Delegated powers to the Clerk to submit comments to the consultation portal.**

## Church Fenton Parish Council

### Minutes of the meeting – ORDINARY PARISH COUNCIL MEETING

**Resolution: Clerk to collate comments into an A4 double sided sheet with links to the portal and a summary of the comments created from council members. Delegated powers to the Clerk to organise 800 leaflets for distribution, week commencing 4<sup>th</sup> October. Leaflets to be produced by Creative Shed Agency, cost up to £200. Distribution to all households in Church Fenton and on the Old Airbase.**

*County Cllr Lee arrived.*

County Councillor Lee has provided £2,000 towards the VAS signs, as well as £2,000 towards the 2 new defibrillators to be ordered in the village. Concerns raised by council members to County Cllr Lee with regard to the footpath on Common Lane which has been encroached so significantly that it is almost impossible to push a pushchair/ wheelchair along the footpath.

#### 21/62. Planning

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

Date Received	Consultee deadline	Planning reference	Address	Details
16 Aug	10 Sept	2021/0715/HPA	James Nicolson Square	Retrospective application for boundary wall

Council members commented on the reduction in visibility on the junction with Busk Lane and Nanny Lane.

**Resolution: Clerk to make comments regarding the visibility splays, increased in parking.**

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

2021/0812/HPA	Pear Tree Cottage, garden room extension	<b>Permitted</b>
2021/0314/HPA	Parsons Pond, garage conversion	<b>Permitted</b>
2020/0787/HPA	10 Laurels Farm Drive, 1 <sup>st</sup> floor extension	<b>Permitted</b>
2021/0642/FUL	Gay Lane, COU for Dog exercise and activity area	<b>permitted</b>

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

2021/0212/LWCU – Land adjacent to Church Fenton Railway Station Car park, Station Road. No update provided, likely to be a retrospective application for a single static caravan unit.

#### 21/63. Policy

a. To ratify and approve the Records Management Policy.

**Resolution: To accept and ratify to approve the Records Management Policy.**

b. To consider reviewing the Scheme of Delegation.

No changes proposed.

#### 21/64. Staffing

None.

#### 21/65. Environment

- a. To consider and note any updates of the CIL money spend on the purchase of a VAS sign and associated fixtures and fittings for 3 lampposts on the three main entrances to the village.  
Cllr Seguss – over the summer break Cllr Seguss has led the installation of 2 VAS signs and one additional bracket on Church Street. These are up and working. The VAS sign on Station Road, on the bridge has a data box attached whereby council can download data to look at times, days of the week when speeding occurs.
- b. To consider remaining S106 spend and repairs at Main Street Play area.  
Deferred to 21/65 (i)
- c. To note Highways Committee update (including AJ1 Fund re-submission/ interim report)  
Cllr Seguss provided an update from the Highways Committee who met on 7<sup>th</sup> September 2021. In discussion with Gary Lumb, Highways dept to look at expenditure of the AJ1 fund. In addition, that a

## Church Fenton Parish Council

### Minutes of the meeting – ORDINARY PARISH COUNCIL MEETING

traffic speed survey be conducted on Main Street outside the primary school. Thanks raised to Cllr Seguss for leading on the Highways group and related spend.

- d. To note update on Main Street bridge repairs

Bridge completed at the end of August 2021, fencing completed on both sides of the bridge and cleared away.

- e. To note correspondence received and consider the proposed developments at the Rose Lane Crossing.

Cllr J Mason explained that she had attended a meeting as a resident with Network Rail. The new road will potentially be moving further away from Church Fenton, with a potential footbridge closer to Rose Lane. There is going to be some landtake with a 3<sup>rd</sup> track, particularly on the corner close to the current road access on Rose Lane. Not all residents are keen to see a footbridge. Potentially plans will be drawn up by the end of year and shown to Rose Lane residents prior to a public consultation.

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

Concerns raised by Mr & Mrs Knaggs, over the footpath (35.22/6/1) leading from Northfield Lane across to Ulla Green on the old airbase. There is a wide path that has developed over this footpath.

**Resolution: Clerk to contact NYCC Footpath Officer to request new fingerpost signage, which may involve passing this back to the landowner. Information to be posted on facebook and on the website to remind walkers to stick directly to the footpath. Clerk to forward the correspondence to Ulleskelf PC.**

- g. To consider the report received from a resident regarding Village Hall boundary.

Report received before the July meeting. Additional questions posed to the resident from council members which was responded to on 13<sup>th</sup> September.

**Resolution: Clerk to invite the parishioner to a meeting at the village hall to look at the plans / maps regarding the boundary and to “walk” the boundary line.**

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

Cllr Seguss provided her verbal report on the purchase of bins. Currently have 22 bins. The proposal is to include 3 removals, 9 new bins would be a cost of £2,515.10 inc VAT. (In addition removal cost is about £35 per bin). The remaining S106 spend of £120.61 can be put towards this. Cllr Seguss to ask District Councillors for any community members funding towards this.

**Resolution: To accept and ratify the decision to purchase 9 new bins.**

- i. To consider the purchase of two defibrillators and associated accessories.

The current defibrillator at the village hall requires 2 new adult pads urgently.

**Resolution: Clerk to purchase 2 adult pads for the current defibrillator at the village hall. Clerk to organise purchase of 2 new iPadSP1, 2 external lockable cabinets and associated accessories.**

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

Defer to the next meeting

*Cllr Higham left the meeting.*

- k. To note update from the Christmas Committee

Cllr Cooper organised the first meeting on 28 September. Agenda ready to be published. Invitation extended to all residents present. 3 of the existing Christmas lights need repair – red rope lighting is £100 per roll. Fields Garden £155, 3 quotes sourced. £40 quotation to create a box lid on the Christmas tree hole on the village green.

**Resolution: Delegated powers to the Christmas Committee to spend up to £400.**

## Church Fenton Parish Council

### Minutes of the meeting – ORDINARY PARISH COUNCIL MEETING

- l. To consider the boundary line at the railway station and liaison with the TOC  
Email from a resident regarding the ditch adjacent to the railway station car park. Resident has contacted SDC and the Northern Rail property division. Both have admitted that this is unlawful. Potentially causing flooding issues in this area as well as a landgrab over some NR land boundary.  
**Resolution: Clerk to write to Enforcement and Northern Rail property division.**
- m. To note planning consent at LEA for Aviation purposes  
Cllr J Mason concerned that the SDC response was not good enough and did not address the questions concerned. Clerk to recirculate Cllr J Masons comments for council members to add or amend and then to respond to SDC.

21/66. Finance

a. RFO Finance Report

*To approve the Bank Reconciliation to 12 September 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		Apr-June 21	27,550
	Remaining	Total	<u>£120.61</u>

#### Bank Balances at 08 September 2021

Bank Account	09 Sept 2021
Unity Trust Online	£27,864.57
Cambridge & Counties	£37,896.20
Redwood	£10,266.70
<b>Totals</b>	<b><u>£76,027.47</u></b>
<b>Ringfenced funds at 15 July 2021</b>	
CIL	£0
Shop Bond	£20,000.00
S106 Sandwath Endowment Balance	£22,062.73
Grant: NHPlan Balance	-£143.05
AJ1 Road Safety Fund Grant	£4,195.76
<b>Total Ringfenced Funds</b>	<b>£46,115.44</b>
General Fund - <i>not ringfenced</i>	£29,912.03
<b>Total funds equals total bank ac's</b>	<b><u>£76,027.47</u></b>

b. Payments- *To consider and approve the invoices for the payment schedule from 15 July to 08 Sept 2021*  
Current Bank Balance as at 12 July 2021 is £30,195.09



## Church Fenton Parish Council

### Minutes of the meeting – ORDINARY PARISH COUNCIL MEETING

Date	Cost code	Vcode	Description	Income	Expenditure	Totals
28/07/2021	Gcutting	35	BT: Fenton Landscape Services - JUNE invoice 3/2021		£534.00	
28/07/2021	Training	34	BT: YLCA Off to a Flying start training (JC)		£30.00	
02/08/2021	LoanRep	32	PWLB: The White Horse loan repayments		£203.87	
02/08/2021	LoanRep		AC: Lease Payment: CF Community Shop Ltd	£1,108.07		
02/08/2021	LoanRep		AC: Lease Payment: CFCHub	£1,697.75		
02/08/2021	LoanRep		AC: Lease Payment: CFCH admin charge	£98.33		
09/08/2021	Admin	42	AC: Creative Shed Agency		£103.20	
09/08/2021	Gcutting	#43/44	AC: Fenton Landscape Services		£356.00	
09/08/2021	Admin	36	BT: ARC Workwear & PPE Limited (new lengthsman equipment)		£44.76	
09/08/2021	Vcutting	41	BT: Shed Grounds Maintenance Ltd - AUGUST		£159.94	
09/08/2021	Salaries	38	BT: Clerk July Salary		£494.80	
09/08/2021	Training	46	BT: YLCA Off to a Flying start training (JC)		£30.00	
09/08/2021	Salaries	40	BT: Lengthsman Salary July (19.5hrs x £9.50)		£185.25	
09/08/2021	Salaries	39	BT: HMRC PAYE		£37.00	
23/08/2021	LoanRep	45	PWLB: SHOP loan repayments		£5,839.47	
01/09/2021	R&M	47	BT: Streetscape		£240.00	
01/09/2021	ShopRent		AC: Lease Payment: CF Community Shop Ltd	£1,108.07		
02/09/2021	Salaries	#57	BT: Lengthsman Salary August = Gross £185.25		£111.25	
02/09/2021	Salaries	#56	BT: HMRC PAYE		£37.00	
02/09/2021	Salaries	#55	BT: Clerk July Salary		£494.80	
02/09/2021	Vcutting	#52	BT: Shed Grounds Maintenance Ltd - SEPT		£159.94	
02/09/2021	Gcutting	49/50	AC: Fenton Landscape Services		£356.00	
02/09/2021	Admin	48	BT: CF Village Hall Mgt - Room Hire		£84.00	
02/09/2021	LoanRep		AC: Lease Payment: CFCHub	£1,697.75		
02/09/2021	LoanRep		AC: Lease Payment: CFCH admin charge	£98.33		
<b>Totals</b>				<b>£58,859.61</b>	<b>£61,477.85</b>	
<b>08/09/2021</b>			<b>Closing balance at BANK at 08 September 2021</b>			<b>£27,864.57</b>
			<b>Known Financial Commitments</b>			
	Gcutting	INC11	NYCC: Grass Cutting Grant	£175.26		
	VAT		BT: VAT Return for Q1 to 30/6/2021		£821.94	
	Asset	#51	BT: TWM Traffic Control Systems Ltd (VAS)		£8,274.70	
	LoanRep	#53	DD: PWLB SHOP		£146.34	
	LoanRep	#54	DD: PWLB White Horse		£95.81	
	Training	#58	BT: SLCC - Clerk's CILCA qualification fee		£410.00	
	Training	#59	BT: Yorkshire & Humber RTP (CILCA training provider)		£325.00	
	Admin	#60	BT: CF Methodist Church Hall - room hire		£24.00	
	Audit	#61	BT: PKF Littlejohn - External audit		£360.00	

c. To note the Conclusion of the External Audit by PKF Littlejohn.

To note receipt of the External Auditor Report and Certificate which states that the accounts are in good order with no discrepancies, carried out with regard to correct regulations and legal requirements. The Notice of Conclusion of the Audit is displayed in the Village Hall Noticeboard and the accounts are available to view by parishioners if they so wish.

Recommended that the Finance Report be noted by the Councillors.

## Church Fenton Parish Council

### Minutes of the meeting – ORDINARY PARISH COUNCIL MEETING

#### 21/67. To receive Representatives Reports

*Cllr Seguss* – Church Fenton signs coming in from Ryther on Brackenhill Lane, and on Oxmoor Lane near Nanny Lane end. Residents still complaining about the overgrown path on Common Lane. A resident has raised to Cllr Seguss that the notice board hasn't displayed the agenda and minutes recently. The Clerk explained that she had put up one sheet with the dates of future meetings and contact details. The agenda and minutes are always posted on the website. Perhaps time to look for a bigger notice board at the village hall and one which is updated, user friendly and not dangerous to use. Many residents thought that it was nice to see the Spitfire and traditional old planes flying over. Big Birthday Bash at the Cricket Club was a huge success, organised by the CF Community Hub.

*Cllr Ferris* – arranged a meeting with Kenny Smith to walk some of the public rights of way in the village.

*Cllr A Mason* – resident raised concerns about the tarmac footpaths in the village. 20 is plenty campaign. A Councillor at Barkston Ash has contacted Cllr Mason for some collaboration and support.

*Cllr Charlston* – contacted by a resident regarding a neighbour dispute. Some concerns raised by residents regarding the "pink house". Further transport report has been requested by the Highways dept with regard to ongoing planning applications at the LEA site. Concerns that the roads are getting busier with transport to and from LEA. Large trucks delivering stone to the airfield. Cllr Charlston to put something together to pass to the Clerk for submission.

#### 21/68. To note Correspondence received (not specifically dealt with on this agenda)

(i) Request for list of parish council owned land - HUB

(ii) Request from the Hub for a breakdown of the Building Insurance cover for The White Horse. Clerk already contacted the insurers for clarification.

(iii) Meeting with YLCA for Mediation / Education – Thursday 14<sup>th</sup> Oct 2021 not all confirmed, please let me know asap. Confirm on email.

(iv) S106 spend from development at LEA in relation to FP – RM chasing

#### 21/69. To note Agenda Items for:

a) Next meeting –Highways, Graveyard acquisition, Car Park at train station. Local Plan. Notice board at the Village Hall. S40 boundary report. Fencing at the playground. Fencing on all sides of the embankment at the station. LEA aviation developments. Christmas. *Queens Jubilee*.

Future meetings - Village Entrance boundary sign. Strategy Parish Plan. Use of Survey Monkey for communication with Parishioners. Policy. HS2. ST1 Post box.

#### 21/70. To confirm Date and time of next meeting – Thursday 21 October 2021 at 7.30pm, Village Hall, Main Street, Church Fenton.

*The meeting closed at 10pm.*

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

Date: 21 October 2021