

Church Fenton Parish Council

Minutes of the Meeting of Church Fenton Parish Council held on Thursday 22nd November 2018 at the Village Hall, Main Street, Church Fenton

Present: Cllr Sarah Chester, Cllr Ross Higham (Chair), Cllr Jo Mason, Cllr Andrew Mason, Cllr Craig Blakey, Cllr Stuart Spensley

NYCC Cllr Andrew Lee; Jeremy Sherlock (Clerk); Howard Ferguson (MP's Office)

12 members of the public

68. Apologies, Declarations, and Dispensations

The Chair advised that she was feeling unwell so with the agreement of the Council the vice Chair chaired the meeting..

69. Public Session

A query was raised about whether further drainage/ sewerage works were needed in the highway associated with The Laurels development. In addition concerns were raised regarding dust from the site. The Clerk will investigate and report back.

A request was made for the Council to consider funding an additional access next to the Cricket Club entrance so that field adjacent can be accessed independently. This has been agreed in principle by the Council in the past, but never implemented. The Clerk requested a sketch of the proposal so that he could explore cost. It was agreed to include this on the agenda for the next meeting.

70. Reports

Cllr Lee reported that he had attended a meeting held between HS2 and North Yorkshire CC covering issues covered in item 73i.

71. Minutes of the Meeting held on 18th October 2018

A minor typing error was identified.

Resolved that, subject to the correction of the typing error, the minutes of 18th October 2018 represent a true record of the meeting.

72. Matters Arising

The Clerk reported that North Yorkshire CC had inspected the footpath outside the shop and included it on a list for future works. A response was awaiting from Selby DC regarding the hedge along Main Street.

73. For Discussion

a. **Standing Orders** – YLCA have circulated revised Model Standing Orders prepared by NALC for consideration by Councils. Proposed new Standing Orders based on their recommendations had been circulated. The main changes have been introduced to allow for changes to Data Protection introduced as part of GDPR. Amendments are also included to remove the inconsistency with The Code of Conduct. This means that:

- For Disclosable Pecuniary Interests (and no Dispensation) – a Councillor must withdraw and not participate/ vote.
- For other Interests – a Councillor may withdraw and not participate/ vote.

Whilst the Clerk and Monitoring Officer can give advice regarding interests it is the responsibility of individual Councillors to consider the Standing Orders and take appropriate action. For "Other Interests" the principal test should be that the Interest could be reasonably seen to lead to bias even when no bias occurs. In many cases the potential benefit would be so small that no reasonable person would consider that it would influence a decision. The nature of the decision should also be taken into account. In some cases the Council will be a minor consultee with the impact of any comments limited. However if the decision impacts directly on Council activities and its finances more case should be taken.

Resolved that the revised Standing Orders be adopted.

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- b. **GDPR – email addresses** – under new GDPR arrangements there have been suggestions by YLCA that Councillors should have independent email addresses for Council business. A number of Councillors said that this would not be practical for them, so it was agreed for Councillors to consider this on an individual basis the Clerk as necessary.
- c. **White Horse Grant Application** – when the application for borrowing powers for the acquisition and refurbishment of the White Horse was submitted £130,000 was included for the refurbishment which was a maximum figure drawn from quotations that the White Horse group had received at that time. It was indicated by the group that the actual figure would be lower. At Council on 17th May 2018 the principle of grant aiding the refurbishment of the refurbishment works at the White Horse was agreed. This had been requested by the White Horse Community Benefit Society (CBS) on the basis that it would be easier to integrate with other works being implemented (such as by volunteers and the tenants). A schedule of works was included as an attachment to the lease. The works include:
- Roof – dealing with water ingress by removing and rebidding tiles, repointing and repairing chimney stacks, and replacing flat roofs
 - Windows – 15 new upvc with sliding sash used to front elevation.
 - Electrical – complete rewiring
 - Damp proofing – includes waterproof render to the interior
 - Air conditioning
 - Scaffolding
 - Plastering – complete replastering of ground floor.

The CBS have now submitted a grant application (attached) for £83,000 out of the total cost of £98,216.50 (quotations - £89,394.50+VAT; corporate sponsorship - £4,756+VAT; Plunkett Foundation - £2,500; Volunteer time - £1,070). The grant application takes no account of the interior fitting out which will be undertaken by the tenant (H&P Pubs).

The quotations have been considered and the building inspected by the Council's Quantity Surveyors. Their report has been circulated. As the works are underway there are limits to the advice that the QS can give.

The CBS were assisted by the tenant in procuring the works as they had previous expertise in undertaking pub refurbishments, who are also supervising the works. They sought to achieve value for money by approaching a number of contractors they have used previously, though comparison quotes were not provided other than for the electrical works.

Normally the grant detail would have been agreed in advance, and the works subject to competitive quotations. However the Council has previously agreed to fund the refurbishment works so the key consideration now is to assess value for money.

- The grant application request is well below the figure including in the borrowing powers application
- There is a leverage of £15,216.50 which represents 15.5% of the project cost. In addition the CBS will cash flow the VAT.
- The QS report indicates that lower prices may have been achieved for some of the work by use of alternative contractors, though the overall cost is similar, so the leverage would remain largely unchanged.
- The use of the tenants expertise is sensible as it ensures that the works are carried out in such a way to ensure the efficient fitting out of the building.

The Council has recovered £63,900 from VAT incurred a part of the purchase, leaving a balance of £19,100 to be drawn down from the Public Works Loan Board. The interest costs would then be received through rent. This would mean that the total drawn down would be £461,200 which is below the full borrowing powers figure of £510,000.

If the grant is approved the QS will advise on the value for money of individual invoices before the

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grant is paid.

Resolved that:

1. **A grant of £83,000 to Church Fenton Community Hub Ltd be approved as a contribution to the refurbishment of the White Horse**
 2. **Grant payments be made on receipt of invoices with confirmation from the Council's Quantity Surveyor that they represent value for money**
- d. **Community Shop** – the Clerk reported that the Shop Company had requested paying their Insurance Rent as a lump sum rather than apportioning it monthly. As this is to the benefit of the Council and invoices needed raising this had been agreed by the Clerk.

A small area of land has been identified where the Post Box is sited where the vendors have been unable to prove title. The Council can claim a possessory title with the support of a statement of fact from the vendors which will allow the freehold and lease to be aligned in the future. There would be a small Land Registry charge.

Resolved that:

1. **The revised arrangement for payment of Insurance Rent be endorsed**
 2. **The Council claim possessory title for the "Post Box" area of land with a view to claiming full title in the future.**
- e. **Speeding** – Cllr Andrew Mason reported that as agreed the Council has formally joined the national 20 is Plenty group. They recommend following a process whereby local areas try to influence local decision makers before anything else is implemented. As a first step it was agreed that the Clerk would write to a number of Councillors and to arrange for a petition which can be made available in the Community Shop and Fenton Flyer.
- Cllr Lee advised that the County Council still do not support 20 mph limits due to concerns about their impact, and potential cost (as other measures such as chicanes may be necessary).
- f. **Railway Station Parking** – the Clerk reported that he had received some complaints about parking near the Station. It was noted that there was no easy solution. The issue has been raised in the past with Northern Rail without any action being taken (though the potential of extending the car park is limited). The introduction of parking restrictions would probably just move the problem. A resident agreed to raise the issue at the next Rail Users meeting and the issue will be considered further at the next Council meeting.
- g. **Neighbourhood Plan** – the Awards for All application is being processed. A further draft plan will be circulated shortly, and will be sent to Selby DC.
- h. **Lengthsmans Salary** – when the Lengthsman was appointed it was agreed that his pay would match the National Living Wage set by the Living Wage Foundation. This increased on 1st November from £8.75 per hour to £9.00 per hour.

Recommended that the Lengthsman's pay be increase from £8.75 per hour to £9.00 per hour with effect from 1st November 2018.

- i. **HS2 - Consultation on draft Environmental Statement and Draft Equality Statement** – Howard Ferguson from the MP's Office was in attendance. One particular aim is to find ways to reduce the size and impact of the viaduct. He had read these lengthy documents and raised a number of questions and issues on behalf of the MP including:
- Some of the plans are incorrect
 - The proposal includes the lowering of Common Lane by 4m to go under the railway, but this seems incompatible with flood risk
 - Junction configurations
 - Creation of extra flood plains north of Church Fenton
 - Viaduct elevation

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It was agreed to post a link to the consultation documents on the village website, and post questions and responses on the Neighbourhood Plan website.

Concerns were raised that the documents made no reference to alternatives that had been discussed with HS2 which would mitigate the impact if accepted. It was agreed that objections should be raised in line with previously submitted comments.

There was a discussion on submission of Parish Council comments by the deadline of 21st December. In the absence of a further meeting it was agreed to delegate this to the Clerk. Cllr Jo Mason agreed to draft some comments for consideration.

Notwithstanding the above residents are encouraged to submit individual comments as well.

Resolved that the Clerk submit comments on the draft Environmental Statement and draft Equality Impact Statement in consultation with Councillors.

74. For Information

None

75. Planning

Applications **approved**

2018/0765/HPA – Proposed demolition of existing outbuilding and construction of new rabbit enclosure at kennel Garth Farm, Nanny Lane, Church Fenton

2018/1072/HPA – Proposed erection of a kitchen extension and construction of new walls to car park/garden area at White Horse Inn, Main Street, Church Fenton

76. Finance

- a. Clerk's Finance Report - An up to date receipts and payments analysis has been undertaken. This shows a balance of £145,493.08. A copy of the Accounts and reconciliation have been circulated separately. The first VAT payment since registration has been submitted and has been received. There was a small reduction due to the way that the Council were being invoiced for grass cutting. This has now been revised and the reduction can be reclaimed in the next quarter.

The Clerk estimated a General Fund balance at Year End as £6,534. 3 issues were highlighted:

- The Neighbourhood Plan grant has not yet been approved. If the application is unsuccessful the Council will need to consider directly funding the design and printing work.
- An invoice has not yet been received or the Community Shop legal fees, though I understand it is imminent.
- The Council should retain a level of reserves.

In the light of the above it was agreed that the Council would not enter any further commitment at this stage.

It was intended that a further phase of street lighting would be carried out this year. In order to progress it was agreed that a quotation is sought for a further phase, and that a budget allocation of up to £10K is made in 2019-20 to cover this. The actual allocation can be adjusted by adding or removing individual columns.

Resolved that:

1. **The finance report be noted**
2. **Quotation's be sought for a further phase of street lighting and reported back to Council.**

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b. Income

| | | |
|-------------------|----------------|-----------|
| CF Community Shop | Insurance rent | £151.04 |
| CF Community Shop | Rent | £1,108.07 |
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c. Payments

| | | |
|------------------------------------|----------------------------|-----------|
| HAGS-SMP | Playground Repairs | £1,390.80 |
| J Sherlock | Expenses | £20.70 |
| Transfer to Redwood Bank - £10,000 | | |
| Church Fenton Village Hall | Room Hire | £36.00 |
| Viking | Stationery | £83.35 |
| Came & Company | Insurance (Community Shop) | £119.49 |
| Armstrong Watson | VAT Advice | £696.00 |
| HAGS-SMP | Playground Inspection | £91.20 |
| J Sherlock | Salary | £272.20 |
| S Fisher | Salary | £105.58 |
| HMRC | Tax | £122.92 |
| Shed Grounds Maintenance | Grass Cutting | £403.89 |
| Shed Grounds Maintenance | Grass cutting (Sandwath) | £22.42 |
| Viking | Stationery | £72.86 |

77. Representatives Reports

Cllr Jo Mason reported that arrangements were in place for the Christmas Carols including the provision and erection of the tree (funded by the Parish Council).

Cllr Sarah Chester thanked residents for their attendance at the event at the Village Hall to consider the Planning Application next to the Church. A number of residents have funded a Planning consultant to submit comments. It was agreed that the Clerk would confirm the Council's support for this letter, subject to the consideration of the text by Councillors. Residents are still encouraged to submit their own comments.

Cllr Hunt advised that the problem of dog fouling seemed to have increased. It was agreed to ask the School whether they could design a poster, and explore the provision of bags next to the bins.

Cllr Higham reported that the Seniors' Christmas Lunch will be held on 2nd December. Transport will be available.

78. Agenda Items for Next Meeting

Budget and Precept, Cricket Club entrance, Neighbourhood Plan, Speeding, HS2 consultation, Station Car Parking

79. Date and time of next meeting – Thursday 10th January at 7:30 at the Village Hall, Main Street, Church Fenton

Meeting closed at 9:27 pm

Jeremy Sherlock; Clerk; clerk@church-fenton.net; 07981 371937