

## Church Fenton Parish Council

### Minutes of the Meeting of Church Fenton Parish Council held on Thursday 21<sup>st</sup> April 2011 at 7.30 p.m. at the Village Hall, Main Street, Church Fenton

Present: Cllr Stephen Johnson – Chair  
Cllr Andrew Mason  
Cllr Craig Blakey  
Jeremy Sherlock (Clerk)  
David McSherry (Selby Community Safety Champion) – for item 133  
2 Members of the public

131 Apologies and Declarations

Apology received from Cllr Helen Lennon

133 Reports

Community Police – At the last meeting it was agreed to consider in more detail request from the PCSO to promote Neighbourhood watch in the village. David McSherry (DM) had been asked to attend by the PCSO. This item was brought forward to allow DM to leave the meeting as he had others to attend in the same evening.

DM advised of the social and community benefits of Neighbourhood Watch. There is a particular emphasis at the moment as police cuts will reduce the on the ground police presence. Normally there is a need for 20-25 participants in a neighbourhood watch scheme. The scheme is then registered, and signs erected.

DM also promoted Ringmaster. This is a system that allows people to be notified of incidents in their Neighbourhood. He encouraged Parish Councillors to participate, and circulated registration forms that should be returned to Caroline Ward (PCSO).

**Resolved that:**

1. **The scheme be promoted in a newsletter later in the year**
2. **The issue be considered further at the Annual Meeting/ Parish Meeting when a larger attendance is anticipated**
3. **The issue be considered on a regular basis by the Parish Council**

132 Public Session

- a) Grass verges – this is an issue for the District Council
- b) The Community event to be arranged by ELF will be held later in the year.

134 Minutes of the Last Meeting

**Resolved that these represented a true record of the meeting.**

135 Matters Arising

None

136 For Discussion

- a) **Process for co-opting additional Councillors** – there will be 4 vacancies once the properly nominated Councillors take office after the May elections. The following process was proposed:
  - a. Notices be posted in the Village by 9<sup>th</sup> May advising that the Council intends to co-opt 4 additional Councillors, and asking interested parties to submit an expression of interest by 23<sup>rd</sup> May.
  - b. An expression of interest form (see proposal attached) will be made available on request from the Clerk in either electronic or hard copy.

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- c. Submission will be sent electronically to the 3 remaining Councillors asking for a decision by 30<sup>th</sup> May. A meeting may be considered if there are more applicants than vacancies.

**Resolved that the above process be used to co-opt additional Councillors.**

- b) **Parish Council Plan** – a proposal to produce a Parish Council Plan was discussed. This would identify priorities and link these to proposed expenditure. It was agreed that this would be useful to introduce at the Parish Meeting.

**Resolved that a 4 year Parish Council Plan be prepared during 2011-12.**

- c) **Section 106/ Community Infrastructure Levy** – approximately £7,000 remains from the S106 from the Triesse development. It was agreed at the last meeting that this should be shared between cricket club and bowls club proposals on a 50:50 basis. The Council consider that the funds were intended for public open space rather than Sports Clubs, though this is not clear in initial agreement.

**Resolved that a case be submitted to the Council for the funding to be used for the cricket club and bowls club.**

- d) **Fence along Common Lane** – deferred to the next meeting
- e) **Play area on Sandwath Drive Estate** – Cllr Blakey has received an estimate for the works needed to make the area suitable for adoption. It was agreed to progress this to finally resolve the issue.

**Resolved that an order be issued for the remedial works at the Sandwath Lane Play area a cost of £868-00.**

- f) **Appointment of Clerk** – a detailed Contract developed from a NALC/ SLCC model Contract was circulated based on the following:
- i. The duties of the Church Fenton Clerk are at the lower end of profile 2. It is therefore recommended that an appointment be made on scale point 30 (£13.24 per hour). Increments are not included as this makes the budget harder to manage.
  - ii. Payment is made on a pro rata basis for the hours worked each week. The Contract is for 4 hours per week (208 hours per year) which would result in a monthly payment of £229-49 which is close to the level for payment for the previous clerk. The contract includes 24 hours a year paid leave. It is proposed that this is managed between the Chair and Clerk to ensure appropriate availability each month.
  - iii. This arrangement should be reviewed on an annual basis. In addition the salary level would change in line with national agreements.

The purchase of a Parish Council computer was proposed at a cost of around £300.

It was proposed that the Clerk attend the SLCC Regional Conference in June.

**Resolved that the following be agreed:**

- 1. The Contract for the appointment of the Clerk**
- 2. The purchase of a laptop computer at a cost of up to £300 inc VAT**
- 3. The Clerks attendance at the Regional Conference at a cost of £65 plus VAT plus travel.**

138 Planning

Appeal determined

2009/0565/FUL – Land adjacent to Hall Farm, Church Fenton – erection of 3 blocks of 7 loose boxes, indoor riding arena etc in connection with the establishment of a horse livery and training centre – appeal allowed subject to a number of detailed conditions

139 Finance

- a) It was agreed in principle that the Financial Regulations should be changed to 2 signatures, though this should be a matter for the Council to resolve after the elections.
- b) Bank statements should be available at future meetings

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c) **The following payments were agreed:**

**J Sherlock – salary - £229.49**

**T Freeman – salary - £247.87**

**S Johnson – Xmas lights - £90.00**

**J Sherlock – expenses - £14.64**

**M Richardson – e mail addresses - £10.00**

**Npower – street lighting - £2623.05**

140 Income

None

141 Representatives Reports

a) A request had been received for a contribution towards a Royal Wedding Party.

**Resolved that a contribution of up to £50 towards a Royal Wedding Party be agreed subject to the production of receipts.**

b) There is problem with the lights in Nanny Lane. This is being pursued by the Clerk.

c) A flier has been received regarding Emergency Planning and Community Resilience training. It was agreed this should be considered by the new Council.

143 Meeting dates for 2011-12

19<sup>th</sup> May

16<sup>th</sup> June

21<sup>st</sup> July

18<sup>th</sup> August

15<sup>th</sup> September

20<sup>th</sup> October

17<sup>th</sup> November

15<sup>th</sup> December

19<sup>th</sup> January

16<sup>th</sup> February

15<sup>th</sup> March

19<sup>th</sup> April

All meetings at 7:30 at the Parish Hall unless otherwise advised.

144 Agenda Items for Next Meeting on Thursday 21<sup>st</sup> April 2011 at 7:30 pm:

Election of Chair and Vice Chair

Fence along Common Lane from Sandwath Lane to Bowling Green

Play area on the Sandwath Drive Estate

Millennium Signs

Neighbourhood Watch

Meeting closed at 8:50 pm

**Jeremy Sherlock**

**Clerk**