

Kirkby Fleetham with Fencotes Parish Council

Minutes of meeting – 28 September 2022 at 7.30 pm.

Present: Parish Councillors: Mr Jones, Mr Walker, Mrs Herbert and 1 resident.

Issues raised in the 10-minute session:

St Andrew's

A local family have given notice that they intend to remove the family memorial bench, sited under the yew tree in St Andrew's churchyard, due to concerns over the planned change of use development. The family stated that they do not trust the Church to conserve and preserve the churchyard following a lack of information, clarity and protection surrounding the decision to sell the church and a proportion of the churchyard to develop a dwelling house and gardens.

The bench is to be removed in the coming weeks. The family have informed the Churchwarden. The Clerk will also contract the Churchwarden.

1. Apologies

District Councillor Phillips and County Councillor Wilkinson.

2. Minutes of the Parish Council Meeting held on Thursday, 21 July 2022 were accepted as an accurate record of the meeting proceedings and signature agreed upon.

Acceptance was proposed by Cllr Walker and seconded by Cllr Herbert.

3. Matters to Report

Buses

The Clerk has received North Yorkshire County Council's comments about the loss of the Local Bus Service during the road closure in Scruton in June 2022, as a consequence of 'emergency road works'. The Clerk will circulate the comments to the Councillors.

4. Her Majesty Queen Elizabeth II

It was with great sadness that the parish Council learned of the death of Her Majesty Queen Elizabeth II. The Parish Council published a tribute to the late Queen on InfoNet, with the Parish Council flag at half-mast during the national mourning period. A book of condolence was open at the Kirkby Fleetham Village Hall.

5. Burial Grounds

a) Parish Cemetery

The Parish Council agreed to investigate options for 'Parish Cemetery' signage to be installed concurrently with the delivery of the Lychgate project. Cllr Walker is to lead this study and present options at the October Parish Council meeting.

The side and front hedgerows are still to be cut. Cllr Herbert will engage with the boundary landowner in an attempt to hasten the annual cut.

Councillors will arrange for a working party to tidy both the Burial Ground and St Mary's churchyard. When dates have been arranged the Council will publish the date via InfoNet and request help from the local community.

A memorial stone request has been received by the Clerk, the width of the memorial falls outside the Burial Regulations stipulated dimensions and its size cannot be modified. It was agreed to reject the request.

b) St Mary's Churchyard

The Clerk contacted the churchwarden to confirm the next steps for the proposed plans to erect a boundary fence alongside the churchyard from Kirkby Fleetham Hall. The Parish Council will now go ahead and erect the fence whilst taking into account the Church's observation, for the installation of the fence posts being a sufficient distance from the graves. Cllr Herbert shall seek to obtain 3 estimates for the works, to be put to the October Parish Council meeting for consideration.

c) St Andrew's Churchyard

The Parish Council has not yet received a response from the Church following the community consultation of the pastoral scheme. Cllr Jones will draft a letter to the Diocese to ask when will a decision be received, and in what format. Within the letter the Parish Council will acknowledge the local History group's ongoing works.

A Memorial Stone marking a double grave has been removed from the graveyard at St Andrew's church in recent weeks. The Council are concerned that the remains are now unmarked. The Clerk has reported the incident to the closed churchyard burial authority via the Churchwarden.

6. Correspondence

Government Reform of the Planning System (0109/22), The Rural Bulletins (0209/22), NYCC bulletins (0309/22), NALC Chief executive's bulletins (0409/22), White Rose Updates (0509/22), Hambleton District Council: New event available (0609/22), Proposed devolution deal announcement - stakeholder pack (0709/22), Cemetery Management and Memorial Safety Webinar (0809/22), York and North Yorkshire Devolution stakeholder briefing note (0909/22), Training E-Bulletins (1009/22), Increased Activity RAF Leeming (1109/22), 4th LGR all partner update (1109/22), Letter for the Parish Council from local Citizens Advice (1209/22), Analysis of parish precepts (1309/22), Richmond (York) Area Constituency Committee 5th September 2022 (1409/22), Hosepipe ban and hanging baskets/planting (1509/22), 20s Plenty in North Yorkshire 1 year anniversary September 2022 (1609/22), Operation London Bridge (1709/22), NALC Update on issues related to the death of The Queen (1809/22), Tributes paid to "unstinting commitment" of Queen's reign following her death (1909/22), Speed Limit along Fleetham Lane between Kirby Fleetham and Great Fencote (2009/22), National Moment of Reflection: 18 September 2022 (2109/22).

These were all circulated via email.

Defibrillator Pads

The adult pads for the Parish Council defibrillator are about to expire. It is the responsibility of the Parish Council to replace them. The Clerk will get quotes for replacement pads.

Flag Pole Maintenance

Harrison Flagpoles have received payment for the maintenance of the Parish Council's flag pole. The Clerk will arrange for a time and date for the pole to be serviced. A Councillor will be in attendance at the service in order to check the content and condition of the village 'time capsule' hosted below the flagpole base and to receive instruction on the flag raising / lowering procedures.

7. Finance

a) It was resolved to pay the following and cheques were signed accordingly:

Chq	Amount	Payee	Service
363		N.Lowe	Wages for Aug and Sept to date + £7.70 for stamps and paper
364	£339.60	CE & CM Walker Limited	Parish grass cutting
365	£273.60	CE & CM Walker Limited	Parish grass cutting

This was proposed by Cllr Jones and seconded by Cllr Walker.

b) Income:

Received £3,700, the second payment of the precept.

c) BACS Payment Services

The Clerk received recommendations of best practices from the local auditor if the Council enabled BACS payments to the Council's accounts.

Transition to BACS payment services has received support from the local auditor. The service will provide greater flexibility when making online purchases, speed up purchases and reconcile outgoing transactions.

It was agreed for the Clerk to enable BACS payments to the Council's account.

The RFO is to develop and publish an Internet Banking Policy for the parish council's accounts.

d) Financial Statement

The financial statement was circulated to the Councillors ahead of the meeting. The Clerk will update the Financial Statements again for the October meeting to provide a detailed update of accounts and the anticipated expenditure for 2022/23 ready to inform the decision for the 2023/24 precept.

8. Planning

a) Application

Proposal: 22/01930/FUL: New porch and single storey rear extension replacing existing flat roofed extension

Location: 5 St Marys Terrace Kirkby Lane Kirkby Fleetham
Applicant: Mrs F White

The Council had no objections.

b) Outcomes

Proposal: 22/00919/FUL: Application for construction of a small side extension to the Annex to include conversion of existing coalhouse to bathroom. Addition of timber framed porch to North elevation of the dwelling.

Location: The Manor House 16 The Green Kirkby Fleetham Northallerton
Applicant: Mrs Charlotte Denny

The decision on this proposal was Granted

Proposal: 22/00924/FUL: Listed Building Application for construction of a small side extension to the Annex to include conversion of existing coalhouse to bathroom. Addition of timber framed porch to North elevation of the dwelling.

Location: The Manor House 16 The Green Kirkby Fleetham Northallerton
Applicant: Mrs Charlotte Denny

The decision on this proposal was Granted

Proposal: 22/00924/FUL: Proposed Residential Conversion of Existing Church Premises, Construction of Energy Hub Outbuilding, New Site Access, Car Parking, Turning, Site Boundary Works and Amenity Areas.

Location: St Andrews Church Todd Lane Great Fencote North Yorkshire
Applicant: Mr Ian Shipley

The decision on this proposal was Granted

9. Review of the Council's policies, procedures and practices

The following had all been circulated prior to the meeting:

- a) **Health, Safety and Welfare Policy** – The Council unanimously agreed to propose that the updated policy should be accepted. It was resolved to adopt the Health, Safety and Welfare Policy as of September 2022.
- b) **Community Emergency Plan** – The Council unanimously agreed to propose that the updated procedures should be accepted. It was resolved to adopt the Community Emergency Plan as of September 2022.
- c) **Discipline and Grievance Policy** – The Council unanimously agreed to propose that the updated policy should be accepted. It was resolved to adopt the Discipline and Grievance Policy as of September 2022.
- d) **Freedom of Information Policy and Publication Scheme** - The Council unanimously agreed to propose that the updated policy should be accepted. It was resolved to adopt the Freedom of Information Policy and Publication Scheme as of September 2022.

10. Playground

The Clerk contacted the landowners and check if they had received the Parish Council's latest letter and explained that the Council require a written response. Cllr Jones will contact the landowners for a response.

11. Highways / Road Safety

The Parish Council met with Cllr Wilkinson, a representative from the North Yorkshire Police, Highways and Road Safety - North Yorkshire County Council and Kirkby Fleetham School on 22 September 2022 to discuss the concerns around road safety and speed limits within the Parish.

The Road Safety officer is to engage directly with Kirkby Fleetham School regarding temporary / portable signage, provision of hi-vis jackets for the children and other initiatives to improve road safety around the school entrance. The Parish Council is to write to Area 2, Highways to formally request a review of speed limits and road signage on Fleetham Lane, between Great Fencote and Kirkby Fleetham.

12. Solar Farm Grants

The Parish Council discussed an update of the selected projects for further development. Primarily the Vehicle Activated Sign and Goal Posts.

After considering technical options and estimates, it was proposed by Cllr Jones and seconded by Cllr Walker to purchase a moveable Solar Powered Vehicle Activated Sign from Swarco, at an advertised cost of £3,097.50 (plus VAT).

The goal posts have now been ordered to be delivered at an address on the village green. On arrival they will need to be assembled and positioned. The grounds maintenance team will be advised by the Clerk on the safe handling of the goal posts.

The Clerk has published a list of applications received with a detailed breakdown of the Parish Council's decision on each application. The Clerk will continue to update the document and publish it on the Parish website each month.

13. Co-option of Parish Councillor

The Council has published the two Parish Councillors vacancies on InfoNet and the Council has not received any applicants. It was agreed for Cllr Walker to produce a letter for the Council to deliver to each household around the Parish, to reach a larger audience.

14. Any Other Business

Bus Service

The bus service in the community is scarcely used. It was agreed for Cllr Herbert write an article for InfoNet to promote the worthwhile service to try and prevent the closure of the service.

Freedom of Information

The Clerk received a freedom of information request. The Clerk has replied to the request, per the parish policy, and will record the information provided in the disclosure log.

Parking - Village Green, Great Fencote

The council has received complaints in regard to car parking on and around the village green in Great Fencote, where the Parish Notice Board is located.

The Clerk has written to each property that boundary the Village Green to remind residents that vehicles should not cause an obstacle to the manoeuvre of other vehicles and of the Byelaw that states 'a person shall not drive or park on any part of the village green.'

The meeting closed at 9:41 pm.

Date of Next Meeting: 20 October 2022.