

Kirkby Fleetham with Fencotes Parish Council

Minutes of meeting – 17 November 2022 at 7.30 pm.

Present: Parish Councillors: Mr Jones, Mr Walker, Mrs Herbert, District Councillor Phillips and 1 Resident.

There were no issues raised by residents

1. Apologies

County Councillor Wilkinson

2. Minutes of the Parish Council Meeting held on Thursday, 20 October 2022 were accepted as an accurate record of the meeting proceedings and signature agreed upon.

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

3. Matters to Report

Highways

The Clerk has emailed the letter confirming the meeting notes and the action points to all Stakeholders and the Clerk has received confirmation that the letter was received.

The Council have been invited to a workshop at the Thirsk Highway Area Office. At this meeting, a short presentation on the Parish Portal will be given and then a discussion on informal environment issues and any currently 'hot topics' for Parish/Town Councils across the District, for example, drainage and speeding. The Clerk will book a place for Cllr Walker to attend.

Defibrillator Pads

The Clerk has purchased and replaced the pads that expired for the defibrillator. The clerk has updated the Circuit system.

Flagpole Maintenance

The maintenance for the flagpole is due the week beginning 3rd January. Harrisons will contact the Clerk on 03 January to give an exact day. It has been noted that a Councillor must be in attendance.

4. Burial Grounds

a) Parish Cemetery

Cllr Walker will contact the external funding office for an update on the Lychgate grant application.

The current short grass contractor for the Parish Cemetery will no longer be able to continue next season. The Clerk will draw up a list of replacements and get quotes.

Cllr Walker will draw a template for the 'Parish Cemetery' signage to clarify the wording, options and dimensions.

b) St Mary's Churchyard

Cllr Herbert met the contractor for the proposed plan to erect a fence alongside the churchyard and parallel to Kirkby Fleetham Hall. The contractor gave two solution options; posts and rail or posts and pig wire. The Councillors all agreed to posts and pig wire.

c) St Andrew's Churchyard

A churchwarden contacted the Clerk to enquire if the Parish Council held any records of when burial plots were purchased at St. Andrew's. The Parish Council do not hold any records relating to St Andrew's, the Councillors all agreed that the belief is the Church of England, as the burial authority, holds the records.

Headstone stability testing took place in St Andrews' churchyard on June 2022, commissioned by Hambleton District Council. Retrospectively, Dales of Thirsk, stonemasons, have inspected the now 'laid headstones' and provided a rectifying report to Hambleton District Council. The stonemason is to reinstate the memorials but will not be able to carry out this work until 2023. District Councillor Phillips was asked if the Parish Council could have visibility of the stonemason's report; failing that for a synopsis of the report that identifies what works will / will not be delivered.

In a letter, dated 2 November 2022, the Diocese of Leeds confirmed they were satisfied that it would be right to allow the sale of St Andrew's Church and part of the annexed land for residential purposes should proceed. The Bishop also set out his understanding that the proposal could lead to the relocation of a maximum of 35 tombstones but that it is not proposed to disturb human remains and that the prospective purchaser had indicated the intention to mark the location of each memorial with a ground marker. In this case, the Commissioners' Case Officer has also agreed to hold a further public meeting to set out the proposals for the relocation of the tombstones when these have been confirmed.

There are multiple molehills in St Andrew's churchyard. The Clerk is to contract Hambleton District Council to deal with the problem.

5. Correspondence

Kirkby Fleetham PC update (0111/22), The Rural Bulletins (0211/22), NYCC bulletins (0301/22), NALC Chief executive's bulletins (0411/22), White Rose Updates (0511/22), Help shape the future of devolution for York and North Yorkshire (0611/22), Email Carl Les (0711/22), Parish Workshops (0811/22), Invitation to TPC Briefings November 2022 (0911/22), Training E-Bulletins (1011/22), North Yorkshire Council (1111/22), Appointment Of An External Auditor For The Period 2022 To 2027 (1211/22), Hambleton Business Awards 2023 (1311/22), Commissioner Zoë launches Public Trust and Confidence Survey (1411/22), Law and Governance Monthly November 2022 (1511/22), Timetable for adoption of the parish charter for North Yorkshire Council (1611/22), YHCC Climate Action Pledge Press Release (1711/22)

These were all circulated via email.

Village Hall

The Village Hall 2023 bookings are now available and are accepted on a first-come, first-served basis. The Clerk has booked all scheduled 2023 council meetings.

Memorial Bench

The Parish Council received a request from a family to install a memorial bench on the single track 'Greengate Lane' as it bends to the left to join Kirkby Lane - on the outskirts of Kirkby Fleetham. The Councillors all agreed to support the idea in principle, and the family will need to seek the landowner's approval. The family is to place the bench and ensured that the bench is loose, not mounted, and does not cause an obstruction to highways. The family must retain ownership of the bench and keep up its maintenance. The Council also reserve the right to remove the bench without notice if the bench becomes a health and safety concern.

Women's Institute

The Clerk has received daffodil bulbs from the Kirkby Fleetham Women's Institute in memory of four members who have died over the past couple of years. The Councillors agreed on the possible locations to place the daffodil bulbs. When dates have been arranged for the planting of the bulbs, the Council will publish the date via InfoNet and request help from the local community.

6. Finance

a) 2022-2023 National Salary Award

The National Joint Council for Local Government Services (NJC) has agreed on the new rates of pay applicable from 01 April 2021. The Clerk calculated the back pay and distributed it to the Councillors before the meeting. It was agreed that the back pay is paid to the Clerk.

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

Chq	Amount	Payee	Service
372		N.Lowe	Wages for Nov
373	202.80	CE & CM Walker Limited	Parish grass cutting Inv 22352
374	203.50	Kirkby Fleetham Village Hall	Village Hall rental Inv KFBH 128

This was proposed by Cllr Jones and seconded by Cllr Walker

c) Income:

There has been £980.00 income received for the Burial Authority account.

7. Planning

a) Application

Proposal: **22/02493/FUL:** Replacement single-storey rear extension, erection of entrance porch, replacement roof and addition of timber cladding to externals.

Location: 14 The Green Kirkby Fleetham Northallerton North Yorkshire

Applicant: Mr & Mrs Harper

The Councillors had no objections.

b) Outcomes

None

8. Playground

Cllr Jones has not been able to arrange a meeting with landowners. Cllr Jones will approach the landowners again in the new year to further discuss the proposal and options.

The Councillors agreed for the Clerk to write to Mr Lawson about the idea to build a playground on the Kirkby Fleetham village green. Cllr Jones will draft the letter.

9. Risk Assessment

The Clerk contacted a local resident arborist to remove the growth around the base of the trees for those trees situated around the Parish village greens. The local resident has kindly offered to conduct the work free of charge and immediately started.

The Parish Council has conducted risk assessments throughout the Parish. The Councillors will pass notes from the risk assessments to the Clerk, who will type them up and distribute them to the Councillors. Any actions from the risk assessments will then be actioned in subsequent months; weather dependent.

a) Asset Register

The clerk updated the register of assets and circulated it prior to the meeting.

The register of assets incorrectly records the number of signs owned by the Parish Council; the Clerk will update. The Councillors discussed if the picnic table recorded on the register was now owned by the Parish Council or the Village Hall. The Clerk is to investigate.

The Councillors agreed to the revised version subject to the two observations being served.

10. Solar Farm Grants

The Parish Council discussed an update of the selected projects for further development. Primarily the Vehicle Activated Sign, Goalposts, St Mary's Bench and Village Hall external decoration.

After considering the revised Village Hall repaint grant application, it was proposed by Cllr Jones and seconded by Cllr Walker to award the Kirkby Fleetham Village Hall with a £3,000 grant towards the cost of repainting the Village Hall external walls.

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.

11. Co-option of Parish Councillor

The Clerk has produced the final letter and circulated it to the Councillors. The letter will be printed and the Councillors will organise to distribute the letters out of the meeting.

12. Precept 2023/24

The Clerk had updated the financial statement which showed that whilst there is still a healthy balance in the Parish accounts, the Parish's annual expenditure is significantly above the income being generated. Costs are anticipated to rise further in 2023 in line with inflation, subsequently, it was agreed that the Parish Council meets these costs halfway, and addresses the rising costs with a small precept increase.

Cllr Herbert proposed to increase the Precept by £400, to £7,800 for the 2023/24 financial year and this was seconded by Cllr Walker.

13. Policies & Procedures

The following had all been circulated prior to the meeting:

a) Internet Banking Policy

The Councillors agreed to accept the draft policy, but the policy requires further detailed work to accurately capture the practical implementation of banking processes. The policy will be updated when the Council starts using the online banking system.

b) Financial Regulations

Cllr Jones proposed these should be accepted and this was seconded by Cllr Herbert. It was resolved to adopt the Financial Regulations with immediate effect.

14. Any other business

Parish Charter – Timetable for Adoption

From 20 January 2023 there is to be a twelve-week consultation period with Parish and Town Councils to consider the draft document version. From mid-April, North Yorkshire Council will hold further meetings with YLCA to discuss consultation feedback. The provisional date for the adoption of the Parish Charter is 19 July 2023.

The meeting closed at 09:26 pm.

Date of Next Meeting: 19 January 2023.