

# Kirkby Fleetham with Fencotes Parish Council

**Minutes of meeting – 21 September 2023 at 7.30 pm.**

**Present:** Parish Councillors: Mr Jones, Mr Walker, Mrs Herbert, Mrs Edwards-Heathcote and Mr Lamperd.

Residents raised no issues.

## 1. Apologies

North Yorkshire Councillor Wilkinson

## 2. Minutes of the Parish Council Meeting held on Monday, 17 July 2023 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

### The Close

The Clerk hasn't received a response from Highways. Cllr Lamperd will check if the build-up of soil and grass at the curbside has been cleared.

### Chapel Crescent

Broadacres contacted the Clerk to inform the Council that the work was completed on 07 August 2023. The Council would like to thank the Residents who have helped clear the area over the last few weeks.

### Village Green, Great Fencote

The Parish Council's response to the resident was emailed to the complainant.

### Vehicle Activated Speed Sign (VAS)

The VAS was moved 180 degrees on 27 July 2023 to record cars entering the village from the North East. The Clerk has downloaded a new cache of data. The Clerk will send Cllr Walker the archived data and Cllr Walker will conduct analysis of the results.

### Urban Grass Cutting 2023/24

Highways have still yet to send a purchase order to the Parish Council for the urban grass-cutting. The Clerk has emailed Highways but hasn't received a response. The Clerk will contact Cllr Wilkinson for assistance.

### Common Lands and Village Greens

YLCA replied to the Council's questions and the Clerk emailed the reply to the Councillors prior to the meeting. It was agreed for Cllr Herbert to further check the regulations to clarify responsibilities for the maintenance of Village Greens.

### Community Transport

The Clerk submitted the Council's comments to Integrated Passenger Transport, North Yorkshire Council regarding North Yorkshire Council's renewal process for supported local bus services.

### Trees

The local resident arborist crown lifted and removed the epicormic growth around the base of the trees situated around the Parish village greens.

### Local Access Forum

The article on InfoNet to advertise membership application to the North Yorkshire Local Access Forum was published in July.

### Speedwatch

Cllr Walker will request the Community Speedwatch equipment from the scheme coordinators. When the equipment is returned the Community Speedwatch will resume in the parish.

#### **4. Burial Grounds**

##### **a) Parish Cemetery**

The Parish Cemetery contractor completed the outstanding ground works identified from the 3-month review.

CE & CM Walker has cut the long grass in the cemetery. Councillors agreed to arrange a working party to clear the grass.

Hedgerows on the northern side of the cemetery are yet to be cut. The Clerk is to engage with the contractor to hasten this work.

The Burial fees were last increased in September 2021, and recorded in the minutes that the Council would review them again in 24 months' time. Following a discussion of a possible rate of increase, it was agreed for Cllr Walker to complete a cost analysis on the Burial fees. This would take into account inflation, outstanding loan payments, contingency fees and maintenance of the cemetery in perpetuity. This analysis would inform the Council's future decisions.

##### **b) St Mary's Churchyard**

There were no issues raised.

##### **c) St Andrew's Churchyard**

The survey to create an accurate digital record of the churchyard through the recording of headstones, trees and buildings has now been conducted by Tim Viney, Atlantics Geomatics. They are now working on arrangements for digitising the records.

#### **5. Correspondence**

NALC Chief Executives Bulletins (0109/23), YLCA Annual Review (0209/23), The Rural Bulletins (0309/23), NYC bulletins (0409/23), White Rose Updates (0509/23), Training E-Bulletins (0609/23), COUNTY HALL video and press coverage (0709/23), Bus service route 54 (0809/23), YLCA Information Bulletin (0909/23), 39522 - Lumley Lane, Kirkby Fleetham (1009/23), YLCA Law and Governance Bulletin (1109/23), The Rural Bulletins (1209/23), Chapel Crescent (1309/23), Consultation on Draft Destination Development Plan North Yorkshire (1309/23), SW-41345-Low Street North, Leeming Bar (1309/23), Speed Limit note to PC&TC (1309/23), D Day 80- 6 June 2024 (1309/23), NALC consultation on Local Plans (1309/23), Councillor's Discussion Forum (1309/23).

These were all circulated via email.

##### **Councillor Discussion Forum**

The Chairman commended the Councillors Discussion Forum to councillors. The next discussion forum is scheduled for 21 September 2023. This is an opportunity for Councillors to liaise/network together, sharing information and asking questions. A YLCA officer is present throughout for support. The forum is free of charge and they are organised frequently.

##### **Trees on Kirkby Lane**

The Council has had reports from residents of the urgent need to crown lift trees on Kirkby Lane, from Butchers Bank to St Mary's church. As the trees are overhanging the public highway, large farm machinery and heavy goods vehicles are colliding with overhanging branches, restricting this route for these types of vehicles. The Clerk will report the issue to NYCC, Highways on the Parish Portal and ask for a survey to be conducted.

#### **6. Finance**

The Clerk has completed and submitted the VAT return for the financial year 2022/23 and April to July 2023.

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

Chq	Amount	Payee	Service
BACS		N.Lowe	Wages for August and September
BACS	£297.60	CE & CM Walker Limited	Parish Grass Cutting - Inv 23196
BACS	£446.40	CE & CM Walker Limited	Parish Grass Cutting - Inv 23250
BACS	£315.00	AW Dick	Burial ground cut and strimmed
BACS	£45.00	AW Dick	3x Parish cut
BACS	£1200.00	V.Arrowsmith	Heritage consultant fees - Inv 2023-24 012
BACS	£120.00	T Duffield	Crown raise trees on the village green - Inv 44
BACS	£137.50	R Richards	Mowing and strimming at St Mary's

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

Chq	Amount	Payee	Service
BACS	£3000.00	Kirkby Fleetham Village Hall	Solar Farm Community Grant
BACS	£2000.00	Kirkby Fleetham Parish Council	Lychgate build

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

b) Income:

There has been £293.53 income into the Burial Authority for this month.

## 7. Planning

a) Applications

**ZB23/01772/MRC:** Modification of condition 2 (Drawings) from previously approved application 20/02536/MRC- Variation of Conditions attached to Application Reference Number 19/01882/FUL-Installation and operation of a solar farm and associated infrastructure

**Location:** Landguard Forestry and Wood Fuel South Lowfields Farm Lowfield Lane Kirkby Fleetham

**Applicant:** N/A

Overall, the proposed changes within the planning application do not significantly alter the scale or layout of the approved plan, nor alter the appearance of the Solar Farm development. Therefore; The Councillors had no objections.

**ZB23/01019/FUL:** Demolition of existing outbuildings and construction of replacement dwelling with associated parking as amended by plans received by North Yorkshire Council on 16th, 22nd and 29th August 2023.

**Location:** Moorhills Lumley Lane Kirkby Fleetham Northallerton

**Applicant:** Mr and Mrs D Garner

As a consequence of the absence of recorded measurements giving basic dimensions on the amended plans listed on the public access portal, the Parish Council is unable to make a collective informed decision on this planning application. The expectation from NYC that councillors will individually utilise the pdf measurement tool is totally impracticable for councillors and the general public alike. This outcome has been further compounded by the refusal of Planning Services, NYC to extend the consultation response date to 22 Sep, to allow group discussion at the scheduled Parish Council meeting.

**ZB23/01775/OUT:** Outline planning with some matter reserved (Considering Access and Layout) for a detached Bungalow and new vehicular entrance.

**Location:** Conifer House Lumley Lane Kirkby Fleetham Northallerton

**Applicant:** Mr Luettker

The Councillors had no objections.

**b) Outcomes**

None

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

The following had all been circulated for consideration prior to the meeting:

- a) **Community Emergency Plan** – It was agreed to defer consideration of the Community Emergency Plan to the next Parish Council meeting.
- b) **Financial Regulations** – Cllr Jones proposed that the updated Financial Regulations as of September 2023 be accepted and adopted by the Parish Council immediately, which Cllr Lamperd seconded. It was resolved to adopt the Financial Regulations.
- c) **Health, Safety and Welfare Policy** – Cllr Jones proposed that the updated Health, Safety and Welfare Policy as of September 2023 be accepted and adopted by the Parish Council with immediate effect, and Cllr Lamperd seconded this. It was resolved to adopt the Health, Safety and Welfare Policy.
- d) **Data Protection Policy** – Cllr Jones proposed that the updated Data Protection Policy as of September 2023 be accepted and adopted by the Parish Council immediately, and Cllr Walker seconded this. It was resolved to adopt the Data Protection Policy.
- e) **Co-Option of a Parish Councillor** – Cllr Jones proposed that the updated Co-Option of a Parish Councillor as of September 2023 be accepted and adopted by the Parish Council immediately, which Cllr Walker seconded. It was resolved to adopt the Procedure for Co-Option of a New Parish Councillor.
- f) **Disciplinary and Grievance Policy** – Cllr Jones proposed that the updated Disciplinary and Grievance Policy as of September 2023 be accepted and adopted by the Parish Council immediately, which Cllr Walker seconded. It was resolved to adopt the Disciplinary and Grievance Policy.

**9. Lychgate - National Lottery Heritage Grant**

Councillor Walker met with George Harland of Harland Builders on 18 September (together with Alison Booth from the NLHF sub-committee) The signed Lych Gate contract letter was handed over by Harland and therefore a formal contract is now in place between the parties. The detailed work scope was discussed and a clear understanding was established. Harland indicated that he plans to commence ordering of dressed stone and oak framing materials imminently and that work on site on the foundations will commence in two to three weeks time. Harland were advised that a number of variations will be requested, primarily the creation of a paved bin storage area, the resetting of pavings under a bench, installing the cemetery sign and potentially two bollards either side of the cemetery entrance drive, Harland agreed that this additional work can be accommodated in his programme.

The Project sub-committee together with a wider team from the History Group attended a valuable visit to the NY County Records Office on 24 August.

The Project sub-committee met by zoom call on 31 August and plans for Project evaluation, volunteer agreements, oral history gathering, arrangements for the gathering of school children for environmental work, etc. were all progressed.

Following cutting of the long meadow grass the school children are to participate in raking up and education relating to the environmental benefits of the meadow area followed by further education relating to the historical relevance of the project and of St. Andrew's churchyard.

#### **10. Community Transport and Social Care**

There are reports of a possible amalgamation of the Parish's bus service (54) with that of Leeming Village (53). It was agreed for the Clerk to write to Integrated Passenger Transport, NYC to verify if the services are to join and if the Parish Council can contribute to the setup of any new service.

An InfoNet advert asking residents to come forward and offer their services as Volunteer Community Car Scheme drivers, has also been published and will be again later in the year.

Thanks to the generosity of Mr and Mrs D Garner, a marquee was erected as part of the Feast programme in order for the Hambleton Community Action charity to be able to meet villagers and introduce them to the various services that they have to offer to the primarily older residents. The Hambleton Community Action charity managed to distribute 73 flyers and recorded 11 villagers who discussed the services on offer. In particular the Community Car Scheme and the Respite Sitting Service. Additionally they signed up one villager for the Community Car Scheme and overall the charity were very pleased with the outcome of their attendance.

New InfoNet adverts are being prepared to advertise Hambleton Community Action services, to be published in the coming months.

#### **11. Solar Farm Grants**

The repainting of the Kirkby Fleetham Village Hall external walls has been completed. The Clerk is in receipt of the final invoice. Cllr Jones proposed and seconded by Cllr Walker to transfer the previously awarded £3,000 grant to the Kirkby Fleetham Village Hall.

#### **12. Any Other Business**

##### **Risk Assessments**

The risk assessments are due to be undertaken over the course of the next month. The Clerk will circulate blank forms to each Councillor in preparation.

##### **Jubilee Plaque**

The canopy plaque to mark the planting of the oak tree for Her Majesty's Platinum Jubilee in 2022 has become ineligible. Councillors agreed for Cllr Herbert to source a plaque for the tree at a cost not to exceed £60.00.

**The meeting closed at 10:22 p.m.**

**Date of Next Meeting: 19 October 2023.**