

Kirkby Fleetham with Fencotes Parish Council

Minutes of meeting – 15 June 2023 at 7.30 pm.

Present: Parish Councillors: Mr Jones, Mr Walker, Mrs Edwards-Heathcote, Mr Lamperd and 2 residents.

Bus Shelter

A resident has kindly replaced the broken tile on the Kirkby Fleetham bus shelter but the guttering has been identified as requiring clearing of debris.

Community Speedwatch

A resident asked for an update as to the Community Speedwatch action plan and whether it will resume within the parish in the coming months. Cllr Walker confirmed that the Community Speedwatch will restart shortly in Kirkby Fleetham. He will also advertise for more volunteers to assist with the programme.

1. Apologies

County Councillor Wilkinson and Mrs Herbert.

- 2. Minutes of the Parish Council Meeting held on Thursday, 18 May 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

Council Tax Harmonisation

Councillor Wilkinson provided the answers to Parish Council questions and these have been published more widely via InfoNet on 02 June 2023 and emailed to the resident who initially raised the issue. The supporting news release article and NYCC Executive Report on Council Tax Harmonisation, are hosted on the Parish Council website.

Smelt Charity

The Leonard Smelt and Thomas Tennant Charity have been notified of Cllr Walker's nomination to fill the vacant position.

Bus Shelter

Cllr Jones thanked the resident for replacing the broken roof tile.

Vehicle Activated Speed Sign (VAS)

The Clerk has raised the issue of 2 months' worth of data missing from the VAS archive. A fault has been raised to the National Fault Service and an Engineer will contact the Clerk.

Parish Charter

The Parish Charter will be considered for adoption at the North Yorkshire Council Executive meeting on 18 July 2023.

Urban Grass Cutting 2023/24

Highways have informed the Clerk that they intend to send a purchase order to enable the Parish Council to invoice North Yorkshire Council for the urban grass-cutting in mid-June.

The Coronation of His Majesty The King

A plaque has been ordered to accompany the oak tree on the Village Green, Great Fencote to mark the Coronation of His Majesty King Charles III.

4. Burial Grounds

a) Parish Cemetery

Regency Graphics Print Services has produced the Parish Cemetery roadside entrance sign and Cllr Walker will collect the sign from the company in the coming days.

It was agreed for the Clerk to contact the grass cutters to remind them not to cut the meadow parts of the parish cemetery until they receive a request from the Parish Council. The meadow forms part of the project for the lottery funding.

Cllr Walker will conduct a 3-month review on the maintenance contract of the Parish Cemetery, against the agreed schedule of works. Review findings are to be given to the Parish Clerk, to provide the contractor with feedback.

b) St Mary's Churchyard

The Council is happy with the standard of maintenance at St Mary's Churchyard.

c) St Andrew's Churchyard

A Pastoral (Church Buildings Disposal) Scheme, dated 23 May 2023, authorised the Church Commissioners to sell the closed church building of Great Fencote, St Andrew and part of the churchyard for residential use.

A public meeting will be held at the former church at 7 pm on 27 June 2023 to put forward the proposals for moving the tombstones, monuments and memorials within the property and their relocation plans. Church Commissioners and Diocesan staff will be available to answer any questions the public may have.

The Clerk has received a copy of the public notice that is to appear in the Northern Echo. The notice has been published in the Social Newsletter and the Clerk will publish the notice via InfoNet.

6. Correspondence

NALC Chief Executives Bulletins (0106/23), Planning call for evidence- NALC request for information (0206/23), The Rural Bulletins (0306/23), NYCC bulletins (0406/23), White Rose Updates (0506/23), Training E-Bulletins (0606/23), Let's Talk Transport (0706/23), Meeting with Assistant Chief Constable Scott Bisset (0806/23), Community Led Housing Awareness Roadshow (0906/23), St Andrew's Churchyard (1006/23), YLCA Law and Governance Bulletin (1106/23), Richmond (Yorks) Area Constituency Committee (1206/23), Drone Flying near Airfields (1306/23), D-DAY 80 - 6th June 2024.

These were all circulated via email.

D-DAY 80th Anniversary

The Parish Council has received the official guidance document for the 80th anniversary of the D-Day landings on 06 June 2024.

The guidance has been forwarded to the Community Working Together Group to discuss possible coordinated activities at the July meeting.

Drones

RAF Leeming has notified the Council that they have unfortunately become aware of two incursions on the airfield by drones. Incidents like this present a significant safety risk, which is why regulations and Restriction Zones have been imposed by the Civilian Air Authority.

There is a 'No Drone Zone' in place around RAF Leeming.

The Clerk will raise awareness by publishing the information on InfoNet to assist in resolving the issue.

Ducks

The two Muscovy ducks that were roaming Kirkby Fleetham, and for which residents had raised fears over poor health and welfare concerns, have now moved to a new home at an animal rescue centre, near Thirsk.

Let's Talk Transport

The North Yorkshire Council (NYC) 'Let's Talk Transport' conversation launched on Monday 22 May and runs until Monday 17 July.

NYC is conducting an important data-gathering exercise and would like residents to complete a survey to tell us about how they travel in, and around, North Yorkshire. The public survey can be found by following this link <https://letstalkny.commonplace.is/>.

Cllr Lamperd will advertise and coordinate the survey response on behalf of the Parish Council.

Parishioner Letter

The Clerk received a letter from a resident after witnessing the removal of the heap from a grave plot. The Clerk has spoken to the complainant to apologise for any distress and the Parish Council will look to improve communication between funeral directors, the Parish Council and families in the future.

Egg Boxes

Residents have asked if an Egg box can stand on the Kirkby Fleetham Village Green opposite Lime Cottage, 31 Forge Lane, but on the side nearest to the main road. That site was chosen to avoid traffic using Forge Lane as a run-through and potentially causing issues at the school.

The Parish Council agreed to the proposal and asked if the box could be routinely rotated to avoid long-term damage to the short grass.

7. Finance

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

Chq	Amount	Payee	Service
BACS		N.Lowe	Wages for Apr
BACS	£297.60	CE & CM Walker Limited	Parish Grass Cutting - Inv 23086
BACS	£40.00	AW Dick	Burial ground cut and strimmed
BACS	£130.52	NYC	Pest Control Treatment for Moles - Inv 7036495
BACS	£33.40	YLCA	Common Land and Village Greens Training - INV-0690
BACS	£48.95	The Sign Maker UK Memorials	& Coronation Plaque
BACS	£150.00	HMRC	PAYE Income Tax (Apr-Jun 23)

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

b) Income:

There has been £23,043.50 income this month.

c) Financial Statements 2022/2023

i) To note the Annual Internal Audit Report for 2022/23 included on page 3 of the Annual Governance and Accountability Return 2022/23

It was resolved that the Annual Internal Audit Report for 2022/23 included on page 3 of the Annual Governance and Accountability Return 2022/23 be noted. This was proposed by Cllr Jones, seconded by Cllr Walker and agreed upon unanimously.

ii) To approve Section 1 - Annual Governance Statement 2022/23 for Kirkby Fleetham with Fencotes Parish Council on page 4 of the Annual Governance and Accountability Return 2022/23

It was resolved that Kirkby Fleetham with Fencotes Parish Council approve Section 1- Annual Governance Statement 2022/23 for Kirkby Fleetham with Fencotes Parish Council

on page 4 of the Annual Governance and Accountability Return 2022/23. This was proposed by Cllr Cllr Jones, seconded by Cllr Walker and agreed upon unanimously.

- iii) **To approve Section 2 - Accounting Statements 2022/23 for Kirkby Fleetham with Fencotes Parish Council on page 5 of the Annual Governance and Accountability Return 2022/23**

It was resolved that Kirkby Fleetham with Fencotes Parish Council approve Section 2 – Accounting Statements 2022/23 for Kirkby Fleetham with Fencotes Parish Council on page 5 of the Annual Governance and Accountability Return 2022/23. This was proposed by Cllr Jones, seconded by Cllr Walker and agreed upon unanimously.

- iv) **To approve the publication of documents required by Accounts and Audit Regulations 2015, The Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities**

It was resolved that, in accordance with the Accounts and Audit Regulations 2015, The Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities, Kirkby Fleetham with Fencotes Parish Council will publish the following documents on a public website:

- Annual Internal Report 2022/23
- Section 1 – Annual Governance Statement 2022/23
- Section 2 – Accounting Statements 2022/23
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

This was proposed by Cllr Jones, seconded by Cllr Walker and agreed upon unanimously.

It was agreed that the Notice of the Period of Public Rights would be placed on the notice boards as there is insufficient space for everything. This would be accompanied by a note to say full financial information would be on the website.

8. Planning

a) Application

ZB23/00958/CAT: Works to 3 trees in a conservation area

Location: Kirkby Fleetham Church Of England Primary School 35 Forge Lane Kirkby Fleetham Northallerton

Applicant: Mrs Emma Smith

Annex B to the tree report by the arborist is detailed and the recommendations to T1, T3 and T5 were proportionate to their condition.

The Councillors had no objections.

b) Outcomes

ZB23/00958/CAT: Works to 3 trees in a conservation area

Location: Kirkby Fleetham Church Of England Primary School 35 Forge Lane Kirkby Fleetham Northallerton

Applicant: Mrs Emma Smith

Application granted

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

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

- a) **Burial Regulations** – Cllr Jones proposed that the updated burial regulations as of June 2023 are accepted and adopted by the Parish Council with immediate effect, and Cllr Lamperd seconded this. It was resolved to adopt the Burial Regulations.

10. Community Transport

The Wheels2Work scheme which helps young people get to work, apprenticeships, or training, where no other form of transport is available was published on InfoNet in May. An advert for the HCA Community Car Scheme is scheduled for publication in the Social Newsletter in July/August.

Several posters have been created for local transport services for the Parish noticeboards. These will be on display at the Church coffee mornings.

Local bus services timetables have been created for the local community and are on display at the Village Hall. The Black Horse Inn has agreed to add a timetable to each guest welcome pack to promote the local bus services.

11. Lychgate - National Lottery Heritage Grant

The NLHF Grant Project Plan, planned schedule of events and Progress Report were circulated prior to the meeting.

Cllr Jones proposed the Parish Council create a sub-committee to manage the day-to-day delivery of the NLHF Commemorative Garden Space project, which will remain in place for the duration of the Grant Project. The proposal was seconded by Cllr Edwards-Heathcote.

The sub-committee is to be chaired by Cllr Walker. Cllr Walker will draft Terms of Reference for the sub-committee for the July meeting.

Cllr Walker and Mrs Booth talked through the Oral History training programme and associated project documentation. The Parish Council agreed to accept the documentation and to formalise our contractual arrangements in writing with the Heritage Consultant. After discussion, it was further agreed that all allied Oral History training support costs, less for the iPad, would also be funded from the Professional Fees grant allocation of £9950.

12. Parish Council Website

The Parish Council put forward a proposal to the Village Hall committee for consideration. The proposal was that the Contract Collection App and Platform Provision are split 50/50 between the Parish Council and Village Hall; for future charges and also the retrospective and advanced invoice.

The Village Hall Committee kindly agreed to the Parish Council's proposal on shared payment for website charges. The Clerk will invoice the Village Hall for the retrospective charges.

13. Solar Farm Grants

The Clerk will update the document which details the grant application progress and publish the table on the Parish website.

14. Any Other business

Policies and Procedures

Cllr Jones reminded the members of the Council about the Policy and Procedure Action Plan and the importance of keeping to the proposed review dates.

Neighbourhood Watch

Cllr Jones is standing down as the Parish's Neighbourhood Watch Coordinator. Cllr Walker has agreed to take over the position.

The meeting closed at 9:43 pm.