

Kirkby Fleetham with Fencotes Parish Council

Minutes of meeting – 19 May 2022 at 7.30 pm.

Present: Parish Councillors: Mrs Herbert, Mr Jones and Mr Walker. 2 residents.

There were no issues from residents

1. **Apologies:** District Councillor Phillips and County Councillor Wilkinson
2. **Election of Chairperson**

Cllr Herbert proposed Cllr Jones and seconded by Cllr Walker. This was agreed upon unanimously.
3. **Election of Chairperson**

Cllr Jones proposed Cllr Walker and seconded by Cllr Herbert. This was agreed upon unanimously.
4. **Minutes of the Parish Council Meeting held on Thursday, 21 April 2022** were accepted and signature agreed upon.

Acceptance was proposed by Cllr Jones and seconded by Cllr Herbert.
5. **Matters to Report**
 - Flooding:** The highway drainage at Fleetham Lane, Little Fencote was inspected on 04 May and the Highway Officer noted that all the gullies and manholes appear to be working without obstruction. However, the Officer has added the Fleetham Lane site to the list for the 'big jetter' at the end of May to ensure there is no deep obstruction.

Todd Lane was also inspected on 04 May and the Highway Officer who carried out the inspection noted that he located a blocked gully. Unfortunately, there is a BT cable across the cover so he was unable to open it. This has been reported to BT for attention.
 - Playground:** The Clerk hasn't received a response from the landowner following the Council's letter. Cllr Herbert will contact the landowners directly.
6. **Review of the Council's policies, procedures and practices**

The Kirkby Fleetham with Fencotes Parish Council Policy and Procedure Action Plan was reviewed. The plan outlines the current policies in place and when the policy was first published, the current author/owner and the review dates of policies.

The Councillors all agreed to the plan and upcoming review dates.
7. **Burial Ground**
 - a) **Parish Cemetery**

After the request of the Parish Council, the groundsman will cut the grass short up to where the wooden markers are placed after Area 2.

The gravedigger has levelled the identified three graves.
 - b) **St Mary's Churchyard**

The Clerk hasn't received a response from the Parish Council's letter to arrange a meeting with the Kirkby Fleetham Hall, Parish Councillors and the Churchwarden to discuss the plans to erect a fence alongside the churchyard from Kirkby Fleetham Hall. It was agreed for the Clerk to hand-deliver the letter.

It was agreed to arrange a working party to clear up ivy and deal with the weeds.

c) St Andrew's Churchyard

It has been brought to the attention of the Parish Council that a tree branch/spur has broken and fallen into the graveyard; falling over graves and headstones. The Hambleton District Council Grounds Team has removed the branch.

8. Correspondence

LGA 20s Plenty Training for Parish Clerks and Councillors (0105/22), The Rural Bulletins (0205/22), NYCC bulletins (0305/22), Guiding Councils through a Playground or Sports Project (0405/22), White Rose Updates (0505/22), North Yorkshire Police, Fire and Crime Commissioner meeting (0605/22), YLCA Branch Meetings - Your council's representatives (0705/22), The agenda, powers, meeting procedures and policies (0805/22), Councillor's Discussion Forum (0905/22), Training E-Bulletins (1005/22), 20s Plenty Presentation Slides and Training update (1105/22).

These were all circulated via email.

Dog Waste Bin:

Little Fencote has a small dog waste bin in comparison to the rest of the Parish. A resident has complained that it often fills to overflowing and is not emptied as frequently as it needs to be. The Clerk contacted Hambleton District Council to increase the frequency but this request was declined.

The Clerk looked into replacing the bin with a larger one. Hambleton District Council recommended a bin that covers both litter and dog waste. The cost for this bin is £254.60 plus VAT. It was proposed by Cllr Jones and seconded by Cllr Herbert to purchase the bin from Hambleton District Council. The Clerk will confirm the dimensions prior to ordering the bin.

9. Finance

It was nominated and accepted to remove Mrs Booth and Mr Coop as bank account signatories and replace them with Cllr Jones and Cllr Walker.

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

| Chq | Amount | Payee | Service |
|------------|---------------|------------------------|-------------------------|
| 352 | | N.Lowe | Wages for May to date |
| 353 | £252.00 | Harrison Flagpoles | Maintenance on flagpole |
| 354 | £410.40 | CE & CM Walker Limited | Parish grasscutting |
| 355 | £193.10 | Anne Herbert | Queen coronation mugs |
| 356 | £471.91 | Anne Herbert | 4 display boards |

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

b) Income:

Received £5,700 of income for the Parish Council. £3,700, the first payment of the precept and £2,000, from the County Councillor Locality Budget towards the purchase of a Vehicle Activated Sign.

c) End of Financial Year Matters 2021/22:

i) To note the Annual Internal Audit Report for 2021/22 included on page 3 of the Annual Governance and Accountability Return 2021/22

It was resolved that the Annual Internal Audit Report for 2021/22 included on page 3 of the Annual Governance and Accountability Return 2021/22 be noted. This was proposed by Cllr Jones, seconded by Cllr Walker and agreed upon unanimously.

ii) **To approve Section 1 - Annual Governance Statement 2021/22 for Kirkby Fleetham with Fencotes Parish Council on page 4 of the Annual Governance and Accountability Return 2021/22**

It was resolved that Kirkby Fleetham with Fencotes Parish Council approve Section 1- Annual Governance Statement 2021/22 for Kirkby Fleetham with Fencotes Parish Council on page 4 of the Annual Governance and Accountability Return 2021/22. This was proposed by Cllr Cllr Jones, seconded by Cllr Walker and agreed upon unanimously.

iii) **To approve Section 2 - Accounting Statements 2021/22 for Kirkby Fleetham with Fencotes Parish Council on page 5 of the Annual Governance and Accountability Return 2021/22**

It was resolved that Kirkby Fleetham with Fencotes Parish Council approve Section 2 – Accounting Statements 2021/22 for Kirkby Fleetham with Fencotes Parish Council on page 5 of the Annual Governance and Accountability Return 2021/22. 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 2021/22
- Section 1 – Annual Governance Statement 2021/22
- Section 2 – Accounting Statements 2021/22
- 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.

10. Planning

a) Application

Proposal: **21/00806/OUT:** Outline Planning Permission for the construction of 1.no Dwelling (Use Class C3) with all matters reserved except access.

Location: Kenton 15 Lumley Lane Kirkby Fleetham Northallerton

Applicant: Mr Knaggs / Richard Roberts Ltd

The Councillors noted that the amended Proposed Site Plan and Location Plan had been adjusted to acknowledge the inaccuracy in the Red Line boundary. The Parish Council's original observations remain extant. In that; The Councillors had no objections to the construction of one dwelling with the condition that it is a single dwelling only and it should be a bungalow to follow the roof lines of adjacent properties, sympathetic to the existing streetscape on that side of Lumley Lane and that the boundary hedge is retained.

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 Councillors have no objections.

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 Councillors have no objections.

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 Councillors are concerned that the local community has not been consulted by the Diocese over the plans and removal of headstones as promised.

The Councillors have raised concerns over access plans. The initial concern is related to road safety issues, due to the driveway position being too close to the junction with poor visibility from oncoming traffic via Todd Lane. Vehicles are travelling into and through the Village of Great Fencote too fast. This can be evidenced by the most recent speed survey, conducted by Highways on 11-17 March 2022. The summary of the survey records that 32.3% of vehicle flow was travelling in excess of 30 mph. Should planning consent be ultimately granted, then Councillors would like to see a condition that site access is developed in the first phase of construction to enable construction and private vehicles to be removed away from the junction at the earliest opportunity.

The Council would like to know what is happening with the proposed removal of up to 40 headstones and memorials. The Council also noted that Hambleton District Council have not publicly published the 'Green' planning application notices in the vicinity of St Andrews church from which to inform the residents of the parish and local area of this planning application submission and their right and method of providing comment.

Councillors unanimously agreed to object to the plans until the Council and local community have been consulted and provided with further information from which to make a more informed decision.

b) Outcomes

No planning outcomes

10. Solar Farm Grants

The Parish Council discussed the selected projects for further development as well as previously declined applications.

The Clerk will publish a list of applications received with a detailed breakdown of the Parish Council's decision on each application. The Clerk will also respond to each updated application.

11. Village Hall Car Park

The Clerk has written to the Land Registry to clarify what evidence was used to register the land in 2005, but there has not been a response.

12. Queen's Platinum Jubilee

The plans for the Beacon Event have almost been finalised. The Friends of the School have kindly offered to help residents with the BBQ.

13. Appoint a Representative to Attend YLCA Local Meetings

The Councillors considered the request from YLCA to appoint a representative from the Parish Council to attend the YLCA local meeting. The Councillors agreed at the present time to decline the request due to limited capacity.

14. Any Other Business

Co-Option of Councillor

It has been confirmed by Electoral Services, Hambleton District Council that there was be an uncontested election for Kirkby Fleetham with Fencotes Parish. There are fewer nominations than seats, but sufficient for the Council to be quorate. There will be no election and the parish council can co-opt members.

Cllr Jones has published the two Parish Councillors vacancies on InfoNet and the Clerk has added the advert on the Parish's noticeboards. The deadline for application has been provisionally set for 20 June 2022.

The meeting closed at 10:12 pm.

Date of Next Meeting: 23 June 2022.