

Kirkby Fleetham with Fencotes Parish Council

Minutes of meeting – 16 February 2023 at 7.30 pm.

Present: Parish Councillors: Mr Jones, Mr Walker, Mrs Herbert, County Councillor Wilkinson and 2 Residents.

Issues raised in the 10-minute session:

Coronation Weekend

People are being encouraged to spend a day volunteering in their local community, as part of celebrations for King Charles III's Coronation on Monday 8 May 2023. Events are now being organised within the parish for the Coronation Weekend.

Further discussions on events to be organised for the Coronation weekend will occur at the Community Working Together Meeting in April.

1. Apologies

District councillor Phillips

2. Minutes of the Parish Council Meeting held on Thursday, 19 January 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 Herbert.

3. Matters to Report

Highways

Should the Parish wish to escalate the Parish Council requests in the matter of speed concerns and the Area 2, Highways response to the meeting notes and the action points, Cllr Wilkinson recommended emailing, Jayne Charlton, the Hambleton Area Highways Lead.

Cllr Wilkinson recommended the Council invite the Community Police Officer to future Parish Council meetings and that any Highways concerns be raised to them during the meeting. Cllr Jones will invite the Community Police Officer to the next meeting.

Flagpole Maintenance

Maintenance of the flagpole has now been completed. Whilst the flagpole was lowered the intent was for the Parish time capsule to be opened and the contents reviewed. However, the time capsule is secured below ground level, under a metal plate and access was not available at this time.

Chapel Crescent, Great Fencote

The Parish Council wrote to the Head of Repairs and Maintenance, Broadacres on 19 January 2023 in reference to the obstruction of the public pavement. A letter of response has been received back, acknowledging our complaint. With access denied to the landscape maintenance contractor, the issue has now been raised as a tenancy management issue and the Housing Officer is to further engage with the tenant to find a resolution. In the absence of a response to the Housing Officers' communications, a letter has been written and hand-delivered. Updates will be provided to the Parish Council in due course.

Trees on Kirkby Lane

Highways have requested the names of any adjacent landowners on Kirkby Lane, as the majority of trees will be boundary trees and the responsibility of the landowner. Cllr Herbert is to investigate.

Asset Register

The Councillors agreed to remove a picnic table from the Parish Council's Asset Register as it is beyond economical repair and is to be safely disposed of.

Parish Charter

A single response from each Parish Council is to be returned to North Yorkshire Council by 12 April 2023. Each Councillor is to review the draft Parish Charter and compile an individual response using the Parish Charter Consultation Questionnaire format. Responses are to be sent to Cllr Jones no later than Monday 13 March 2023. Cllr Jones will then will collate the responses and coordinate a single response from the Parish Council, to be discussed and approved at the March Parish Council meeting.

4. Co-option of Parish Councillor

The Parish Council were in a position to receive a written application for the office of Parish Councillor, and to co-opt a candidate to fill an existing vacancy.

Cllr Jones welcomed Mrs Edwards-Heathcote. The written application had been circulated to Councillors ahead of the meeting. Mrs Edwards-Heathcote introduced herself, gave information on her background and experience, and explained why she wished to become a Parish Councillor.

Cllr Jones proposed Mrs Edwards-Heathcote's application and it was seconded by Cllr Walker. The Councillors voted in favour of Mrs Edwards-Heathcote's application, and then signed a Declaration of Acceptance of Office. The Parish Clerk is to notify the Electoral Services Officer at Hambleton District Council of the council appointment.

Cllr Jones will create a notice for the local Social Newsletter to publicly welcome Mrs Edwards-Heathcote to the team as our 4th councillor.

5. Burial Grounds

a) Parish Cemetery

The pest control treatment for moles has been completed at the Parish Cemetery and St Andrews churchyard.

A Schedule of Works for the 2023/24 season has been agreed upon and the Clerk has spoken to two contractors to discuss the works and to secure outline costs. Responses by the contractor will be considered by councillors at the March Parish Council meeting.

Cllr Walker will design a template for the 'Parish Cemetery' signage to clarify the wording, font, dimensions and mounting options for additional comparable quotes. The councillors will consider the design and quotes at ensuing meetings.

b) St Mary's Churchyard

The Council are in receipt of two quotes for the proposed plan to erect a fence alongside the churchyard and parallel to Kirkby Fleetham Hall. The Councillors agreed to accept the quote of Contractor 2, at the cost of £311.00. The Clerk will inform Kirkby Fleetham Hall when the work is to take place.

With input from Cllr Herbert, the Clerk will create a Schedule of Works document of the groundwork that is required for the 2023/24 season. The document will articulate the nature, standard and frequency of works required by and from the contractor. With the document in place, the Clerk will secure the costs of the works.

c) St Andrew's Churchyard

There have been no further updates received on outstanding repairs as a consequence of the headstone stability test, commissioned by Hambleton District Council.

6. Correspondence

NALC Chief Executives Bulletins (0102/23), NALC Parliamentary briefing- Levelling Up and Regeneration Bill (0202/23), The Rural Bulletins (0302/23), NYCC bulletins (0402/23), White Rose

Updates (0502/23), Training E-Bulletins (0602/23), PC Meeting (0702/23), North Yorkshire County Council Climate Change Strategy Draft for Public Consultation (0802/23), YLCA Hambleton Branch Meeting - Wednesday, 15 February (0902/23), 3 North Yorkshire Council - launching 1st April (1002/23), YLCA Law and Governance Bulletin (1102/23), 3 Lets Talk Climate (1202/23), registration of change of name (1302/23).

These were all circulated via email.

Community Emergency Plan

The Village Hall Committee has raised the concern that, in the event of a major incident, the Village Hall might fall short of its potential support through insufficient understanding and information in the Community Emergency Plan. The format of the published plan, reviewed by the Parish Council in September 2022, is provided by the North Yorkshire Local Resilience Forum. The author of our plan is Cllr Herbert; in the first instance, Cllr Herbert will liaise with the Village Hall Committee, answer any questions and provide hard copies of the relevant sections of the plan. Subsequent feedback will be reviewed with the intent of refining the plan.

7. Defibrillators

The Council have received requests for new defibrillators to be placed in Great and Little Fencote. Siting of defibrillators is complex and the cabinets require electrical mains connection in order to sustain a consistent storage temperature. Cllr Herbert will arrange for a local charity to meet the Councillors to discuss possible options and costs.

8. Finance

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

Chq	Amount	Payee	Service
BACS		N.Lowe	Wages for Feb
BACS	£123.14	Hambleton DC	Pest Control Treatment for moles - Inv 7036042

This was proposed by Cllr Jones and seconded by Cllr Walker

b) Income:

There has been £490.00 income received for the Burial Authority account.

c) Bankline - Online Banking Systems

The test-approved online payment to Defib Warehouse on the Bankline system last month was successfully completed.

The Clerk updated the 'draft' Internet Banking Policy to accurately capture the practical implementation of the payments process and circulated the updated policy ahead of the meeting. Cllr Jones proposed that the Internet Banking Policy, as at February 2023, should be accepted, this was seconded by Cllr Walker. It was resolved to adopt the Internet Banking Policy with immediate effect.

The Clerk will set up Cllr Edwards-Heathcote and Cllr Herbert on the Bankline system as signatories and Account Leaders.

9. Planning

a) Application

None

b) Outcomes

None

10. Playground

The Councillors met out of committee and have identified a potential location on which to establish outdoor play equipment on the village green. It is important that the equipment will be positioned so that it does not hinder or obstruct the use of the village green for known annual events. The play equipment is to be suitable for both early years and Key Stage 1/2 children. Cllr Jones will finalise a letter to Mr Lawson, to seek permission to go ahead with the project.

11. Solar Farm Grants

The Clerk has published a list of applications received with a detailed breakdown of the Parish Council's decision on each application and circulated the list to the Councillors prior to the meeting.

The Clerk will continue to update the document and publish it on the Parish website each month.

12. Grass Cutting Services

a. NYCC Urban Grass Cutting

Highway Asset Management, North Yorkshire County Council has written to the Parish Council reference Urban Grass Cutting. The Parish Council was asked if it would be prepared to accept the transfer of Urban Grass Cutting for the 2023/24 season. The Parish Council already conducts the majority of Urban Grass Cutting of highway visibility splays within the parish area, under its current grass-cutting contract. Should the Parish Council accept the transfer of responsibility of carrying out the Urban Grass Cutting in the parish for 2023/24, Highways Asset Management will fund five cuts a year, to a value of £377.20.

The Councillors agreed to accept North Yorkshire County Council's offer. The Clerk will inform Highways Asset Management of the Council's decision by 10 March 2023. The council will then receive a purchase order allowing us to invoice North Yorkshire County Council.

b. Parish Grass-Cutting Services

The Clerk has received a quote for grass-cutting services for the upcoming season from CE & CM Walker Limited. The Councillors resolved to accept the quotation of £124 per cut (14-15 cuts) for the village greens and £60.00 (2-3 cuts) for the Parish Cemetery.

13. Any Other business

Community Speed Watch

Cllr Walker briefed the meeting on the Community Speed Watch programme. The speed watch is to resume within the parish area from March.

The meeting closed at 9:46 pm.

Date of Next Meeting: 16 March 2023.