

Kirkby Fleetham with Fencotes Parish Council

Minutes of meeting – 17 July 2023 at 7.30 pm.

Present: Parish Councillors: Mr Jones, Mr Walker, Mrs Herbert, Mrs Edwards-Heathcote, Mr Lamperd and North Yorkshire Councillor Wilkinson.

Residents raised no issues.

1. Apologies

None

- 2. Minutes of the Parish Council Meeting held on Thursday, 15 June 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 Edwards-Heathcote.

3. Matters to Report

Drones

The 'No Drone Zone' in place around RAF Leeming awareness information was published on InfoNet.

D-DAY 80th Anniversary

The Community Working Together Group discussed the 80th anniversary of the D-Day landings at their July meeting and agreed to coordinate event activities. The Village Hall has been booked in preparation.

Vehicle Activated Speed Sign (VAS)

The Clerk hasn't received a response from an engineer, however after downloading a number of updates, it has come apparent that the VAS holds 64 days of data. Cllr Jones will arrange to move the VAS 180 degrees to record cars entering the village from the North East. 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 yet to send a purchase order to Parish Council for the urban grass-cutting. The Clerk is to chase.

The Coronation of His Majesty The King

The plaque has arrived to mark the Coronation of His Majesty King Charles III. An article with photographs for the Social Newsletter will be created, by Cllrs Walker and Herbert, to capture the moment of the plaque being installed.

4. Burial Grounds

a) Parish Cemetery

Cllr Walker has conducted a 3-month review of the maintenance contract of the Parish Cemetery and identified a number of findings. The Clerk will arrange for Cllr Walker to meet the Parish Cemetery contractor to discuss the outstanding works that have been identified.

The Clerk will contact CE & CM Walker to cut the long grass.

A family has contacted the Burial Clerk to arrange for cremated remains to be interred into an existing grave. Direction as to the processes to follow has been provided. However, it is apparent that the Burial Regulations will need to be amended to record these processes for future instances of this nature.

b) St Mary's Churchyard

The Council is content with the standard of maintenance being delivered at St Mary's Churchyard.

c) **St Andrew's Churchyard**

The public meeting was held at the former church on 27 June 2023. The Church Commissioners and Diocesan staff, led by Revd Smith, presented the plans regarding the relocation of headstones and memorials.

The key points from the meeting were:

- Three sets of remains identified in the garden of remembrance are to be moved to another area of the churchyard.
- The 30-35 headstones marked on the plan provided by the Diocese, are to be removed, and placed elsewhere in the churchyard. No human remains are to be disturbed.
- The Director of Church Revitalisation proposed exploring the option to place an interpretation board in the publicly accessible part of the churchyard, explaining and detailing the headstones that have been moved.
- Headstones remaining in the private area of the churchyard, post-sale, are to be protected by the Church of England covenants, in perpetuity, as part of the sale.
- The placement of the font remains under discussion. As the font has held holy water for baptisms it cannot be repurposed and therefore will need to be sealed. The plan is to place the font in a publicly accessible part of the churchyard with a plaque to commemorate all those baptised in it.

It was agreed that the Parish Council would be kept informed of decisions by the Church Commissioners.

5. **Correspondence**

NALC Chief Executives Bulletins (0107/23), Yorkshire and Humber Climate Commission (YHCC) Consultation (0207/23), The Rural Bulletins (0307/23), NYCC bulletins (0407/23), White Rose Updates (0507/23), Training E-Bulletins (0607/23), Review and Renewal of North Yorkshire Council Subsidised Local Bus Services (0707/23), RSN Rural Funding Digest (0807/23), New Local Transport Plan engagement - for stakeholders (0907/23), Letter from Will Quince, MP, Minister of State for Department of Health and Social Care (DHSC) regarding defibrillator registration (1007/23), YLCA Law and Governance Bulletin (1107/23), 3LocalAccessForum (1207/23), 3852 - A68 Bypass (1307/23).

These were all circulated via email.

Local Access Forum

People with a passion for the great outdoors are being invited to apply for membership in a group set up to improve access to North Yorkshire's countryside. The North Yorkshire Local Access Forum is currently recruiting new members. Applications are being invited between Monday, July 10, and Friday, August 4.

Cllr Jones will publish the article on InfoNet, to advertise the opportunity to residents of the parish.

Village Green, Great Fencote

A resident emailed the Parish Clerk to complain about households using the village green as car parking for private events. This is contrary to the published byelaw. Cllr Jones will draft a response to the resident.

None of the parties sort out the permission of the Parish Council in advance of these events. The Parish Council would like to remind any resident that as custodians of the Village Greens, the Parish Council is responsible for managing and maintaining village greens on behalf of the landowner for the benefit of all residents. A great deal of public money and a high proportion of the parish precept is spent on village green maintenance. Protocol directs that permission is requested from the Parish Council for temporary usage of village greens for both private and organised events in advance. Cllr Walker will publish an article on InfoNet to restate this process.

6. Finance

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

Chq	Amount	Payee	Service
BACS		N.Lowe	Wages for July
BACS	£297.60	CE & CM Walker Limited	Parish Grass Cutting - Inv 23141
BACS	£102.00	AW Dick	Burial ground cut and strimmed
BACS	£1350.00	V.Arrowsmith	Heritage consultant fees - Inv 2023-24 007
BACS	£42.00	Kirkby Fleetham Village Hall	Village Hall rental - Inv KFBVH 198

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

b) Income:

There has been no income this month.

c) Financial Statements

The first quarter financial statements were circulated to the Councillors ahead of the meeting. The Clerk will update the Financial Statements again for the October meeting to provide a detailed update of accounts and the anticipated expenditure for 2023/24 ready for the Council to make the decision on the 2024/25 precept.

i) To certify Kirkby Fleetham with Fencotes Parish Council as exempt from external audit for the fiscal year 2022/23

It was resolved that Kirkby Fleetham with Fencotes Parish Council is exempt from external audit for 2022/23 as its annual turnover or expenditure does not exceed £25,000. This was proposed by Cllr Jones, seconded by Cllr Walker and agreed unanimously.

7. Planning

The Planning Inspectorate held a hearing on 31 May 2023 on the planning appeal APP/G2713/W/23/3315877. The Land south of Leeming Substation, west of the village of Scruton, bordering Fence Dike Lane, part of Low Street and Feltham Lane, DL7 0RG.

Decision: The appeal is allowed and planning permission is granted for the installation of a solar photovoltaic array/solar farm with associated infrastructure. This, in accordance with the terms of the application, Ref 21/01362/FUL, dated 29 April 2021, is subject to the conditions set out in Annex A of the appeal.

a) Applications

None

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) **Standing Orders** – Cllr Jones proposed that the updated Standing Orders as of July 2023 are accepted and adopted by the Parish Council immediately, and Cllr Walker seconded this. It was resolved to adopt the Standing Orders.
- b) **Terms of Reference - Burial Authority** – Cllr Walker proposed that the updated Terms of Reference - Burial Authority as of July 2023 be accepted and adopted by the Parish Council immediately, which Cllr Jones seconded. It was resolved to adopt the Terms of Reference - Burial Authority.
- c) **Terms of Reference - Parish Council** – Cllr Walker proposed that the updated Terms of Reference - Parish Council as of July 2023 be accepted and adopted by the Parish Council with immediate effect, and Cllr Jones seconded this. It was resolved to adopt the Terms of Reference - Parish

Council.

- d) **Complaints Procedure** – Cllr Jones proposed that the updated Complaints Procedure as of July 2023 be accepted and adopted by the Parish Council immediately, and Cllr Walker seconded this. It was resolved to adopt the Complaints Procedure.
- e) **Business Continuity Plan** – Cllr Jones proposed that the updated Business Continuity Plan as of July 2023 be accepted and adopted by the Parish Council immediately, which Cllr Walker seconded. It was resolved to adopt the Business Continuity Plan.

9. Common Lands and Village Greens

Cllr Herbert attended a webinar, organised by YLCA, on the subject of Common Lands and Village Greens. Cllr Herbert then briefed the full Parish Council on the pertinent points of the training. Which included:

- There are two pieces of legislation which are central to governing the regime for the registration and management of common land and greens. These are the Commons Act 2006 (partly in force) and the Commons Registration Act 1965 (which will be repealed in full once the Commons Act 2006 is brought fully into force).
- The introduction of section 15 of the Commons Act 2006, made it easier to register land as a Village Green and so be protected from development or encroachment.

The Clerk will check if the Parish Council holds the Common Land and Village Green registration documents and if not contact the YLCA to enquire how the Council can secure a copy. The Clerk will also contact the YLCA to check if the land owner's rights supersede Bylaws and Village Green rules and regulations.

10. Lychgate - National Lottery Heritage Grant

The NLHF Grant Project Progress Report was circulated prior to the meeting.

The Heritage Consultant has agreed to the terms set out in the formal letter of award to assist in completing the Project for a Commemorative Garden Space in Great Fencote.

The selected builder has confirmed that his price remains fixed for the Lychgate and that they hope to be able to commence the groundwork relatively soon. On this basis, a formal letter of award has been forwarded to Harland Builders Ltd.

Arrangements have been made, within the framework of the Oral History project, for an introductory talk and tour at the County Records Office in Northallerton, on 24 August. This visit is open to all members of the History Group, not just those involved in the Oral History project.

Cllr Walker proposed that the Terms of Reference - NLHF Commemorative Garden Space as of July 2023 be accepted and adopted by the Parish Council immediately, which was seconded. It was resolved to adopt the Terms of Reference - NLHF Commemorative Garden Space for the new sub-committee.

Cllr Walker will arrange the first meeting for the newly created Commemorative Garden Space sub-committee and arrange for the participants to sign a volunteer and privacy statement and discuss the creation of an interpretation board.

11. Community Transport

The North Yorkshire Council 'Let's Talk Transport' conversation launched on Monday 22 May and ran until 17 July. The survey is an important data-gathering exercise for North Yorkshire Council to check how residents travel in, and around, North Yorkshire. The survey was sent out via InforNet urging all residents to complete the survey. Targeted paper copies of the survey were also distributed to residents.

North Yorkshire Council are undertaking the renewal process for supported local bus services to commence in April 2024. North Yorkshire Council have requested the Parish Councils' comments on the delivery of these services, no later than 6 September 2023. A draft-worded response was circulated to

councillors prior to the meeting for their deliberation. Councillors agreed on the contents of the response. The Clerk will now submit the comments to Integrated Passenger Transport, North Yorkshire Council.

As part of the development of North Yorkshire Council's new Local Transport Plan, they will be talking in detail to stakeholders. As a key stakeholder, the Parish Council has been requested to complete an online survey on behalf of the Parish about transport and travel in North Yorkshire. The survey will capture comments on transport, in its widest sense, in our area. This includes public transport, walking and cycling, roads, taxis and trains. Only one response is required from the Parish Council. The closing date is 11 August. Cllr Jones will collate the individual paper responses from each Councillor and capture the collective thoughts of the council into a single online response.

During discussions on community transport, the historical route of the 54-bus service was debated. The original route of the 54 ran from Northallerton to Richmond. During the construction work of the new A1/A1M the service was temporarily terminated at Kirkby Fleetham. The full service was never restarted, with no explanation given as to why. The original bus stops and associated notice boards are still present along the route. North Yorkshire Councillor Wilkinson will seek an answer to this question.

12. Solar Farm Grants

The Clerk has published the updated grant application progress document on the Parish website.

13. Community Speedwatch

Community Speedwatch equipment used by the Speedwatch team is to be shared with a second local parish. Equipment will be rotated between the two parishes. The frequency of use will be managed by the respective scheme coordinators. When the equipment is returned the Community Speedwatch will resume.

14. Any Other business

Social Care

The Hambleton Community Action charity has kindly accepted the Parish Council's invitation to attend the Village Feast. The CEO of the charity, Ms Lockey and one of her team will be in attendance to speak with residents about the various social services and support that the Charity is able to offer residents.

Trees

The Councillors agreed for Cllr Walker to instruct a local resident arborist to both crown lift and remove the epicormic growth around the base of the trees for those trees situated around the Parish village greens. To allow people and mechanical grass mowers to pass safely underneath. The Councillors set a price limit of £120.

The Close

Some residents have reported that there is a build-up of soil and grass at the curbside of The Close. It was agreed for the Clerk to report the issue to Highways.

Chapel Crescent

Multiple households of Great Fencote have raised verbal complaints about the unkempt nature of the pavement and cobbled parking area of Chapel Crescent. The poor condition of this space does not reflect well on the landowner's and resident's properties in the crescent. It was agreed for the Clerk to write to the landlord about these complaints and to seek a speedy resolution.

Policies

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.

The meeting closed at 10:46 pm.

Date of Next Meeting: 21 September 2023.