

# Kirkby Fleetham with Fencotes Parish Council

Minutes of meeting – 16 May 2024 at 7.30 pm.

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

## 1. Apologies

County Councillor Wilkinson. The Council accepted this apology.

## 2. Election of Chairman

Cllr Lamperd proposed Cllr Walker and this was seconded by Cllr Edwards-Heathcote and agreed upon unanimously.

The Councillors thanked Cllr Walker for his excellent work for the few months since becoming Chairman.

## 3. Election of Vice-Chairperson

For the time being the Councillors decided against appointing a Vice Chair, although this situation will be reconsidered in forthcoming months.

## 4. Minutes of the Parish Council Meeting held on Thursday, 18 April 2024 were accepted as an accurate record of the meeting proceedings and signature agreed upon.

Acceptance was proposed by Cllr Walker and seconded by Cllr Edwards-Heathcote.

## 5. Matters to Report

### Todd Lane

Cllr Edwards-Heathcote and Cllr Lamperd need to register for the Parish Portal, the Clerk cannot create an account. The Clerk has passed on the registration details.

### Asset Register

The Clerk contacted the Parish insurers to add the Lychgate to the Parish's policy. The Council received a quotation to add the Lychgate to the policy until the renewal date, which will generate an additional premium of £151.44.

Cllr Walker proposed to accept the quotation and the Councillors unanimously agreed. The Clerk will inform the Parish insurers.

### D-Day 80th Anniversary Celebrations

The plans for the D-Day 80th Anniversary Celebrations are in the final stages. Cllr Herbert will create an ad for InfoNet to notify the community of the plans.

## 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 when each policy was first published, the current author/owner and the impending review dates of policies.

The Councillors all agreed to the plan and upcoming phased review dates.

## 7. Burial Authority Committee

The Council voted to keep the Burial Authority Committee comprised of all members of the Parish Council and one or possibly two representatives from the Church.

## 8. Burial Grounds

### a) Parish Cemetery

The Kirkby Fleetham Primary School will visit the Parish Cemetery next week to view the contents of bird boxes. Further wildflower seed plugs have also been planted recently. It was agreed it is

desirable to retain the surplus topsoil from the Lychgate construction and to arrange its storage together with surplus soil from future graves at a discrete position.

The noticeboard will be erected. The sunken grave has been re-seeded and filled again.

The Clerk will update the maintenance rota and circulate it to the Councillors.

**b) St Mary's Churchyard**

A new wooden 4-seater oak bench placed on a stone slab base was installed in the Churchyard.

**c) St Andrew's Churchyard**

The work has started and a temporary fence has been erected around the old church. The work continues to relocate the chosen memorials and three yew trees and one ash tree which were located in the area designated for a new driveway have been removed. It is also understood that the cremated remains have been disinterred and reinterred in a new location.

**9. Correspondence**

NALC Chief Executives Bulletins (0105/24), Transport (0205/24), The Rural Bulletins (0305/24), NYCC bulletins (0405/24), White Rose Updates (0505/24), Training E-Bulletins (0605/24), 54 Bus Service (0705/24), A Basic Understanding of the Planning System Webinar (0805/24), YLCA Law and Governance Bulletins (0905/24), YLCA New website launching next week (1005/24), Flagpole (1105/24), Consultation being administered by the Committee on Standards in Public Life (1205/24), D-DAY 80 June 6, 2024 (1305/24), Parking at The Close and adjacent to the village green (1405/24).

These were all circulated via email.

Also circulated 'Clerks and Councils Direct May 2024 Issue 153 (1505/22).

**Flagpole**

After a recent change of the flags, it was reported there was difficulty in raising and lowering the flag. The Council agreed for the Clerk to arrange maintenance for the flag pole.

**Parking at The Close**

It has been reported to the Council that a vehicle is parking on the Village Green adjacent to The Close. The vehicle recently impeded the emergency services from carrying out their duties with a resident of the Parish.

Cllr Walker will draft a letter to the resident to remind the household that there is a Byelaw in place for the village greens within our parish, that states, 'A person shall not drive or park on any part of the village greens'.

**10. Solar Farm Grants**

The Parish Council discussed the St Mary's Bench project. After considering the revised quotation the Council unanimously agreed to award the project with a £396.00 grant towards installing a new wooden bench at St Mary's churchyard.

**11. Finance**

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

<b>Chq</b>	<b>Amount</b>	<b>Payee</b>	<b>Service</b>
BACS		N.Lowe	Wages for May
BACS	£316.80	CE & CM Walker Limited	Parish Grasscutting - Inv 24071
BACS	£140.00	R. Richards	Mowing and strimming of St Mary's Churchyard.
BACS	£900.00	V. Arrowsmith	Heritage consultant fees - Inv 2024-25 001

This was proposed by Cllr Walker and seconded by Cllr Edwards-Heathcote.

**b) Income:**

The Parish Council received the 1st part of the Parish Council precept, £4,100 and £18,434.80 from the National Lottery Heritage Fund (this being the second funding instalment based on 40% of the grant) this month.

**c) Financial Statements 2023/2024**

**i) To note the Annual Internal Audit Report for 2023/24 is included on page 3 of the Annual Governance and Accountability Return 2023/24**

It was resolved that the Annual Internal Audit Report for 2023/24 is included on page 3 of the Annual Governance and Accountability Return 2023/24 be noted. This was proposed by Cllr Walker, seconded by Cllr Herbert and agreed upon unanimously.

**ii) To approve Section 1 - Annual Governance Statement 2023/24 for Kirkby Fleetham with Fencotes Parish Council on page 4 of the Annual Governance and Accountability Return 2023/24**

It was resolved that Kirkby Fleetham with Fencotes Parish Council approve Section 1- Annual Governance Statement 2023/24 for Kirkby Fleetham with Fencotes Parish Council on page 4 of the Annual Governance and Accountability Return 2023/24. This was proposed by Cllr Walker, seconded by Cllr Herbert and agreed upon unanimously.

**iii) To approve Section 2 - Accounting Statements 2023/24 for Kirkby Fleetham with Fencotes Parish Council on page 5 of the Annual Governance and Accountability Return 2023/24**

It was resolved that Kirkby Fleetham with Fencotes Parish Council approve Section 2 – Accounting Statements 2023/24 for Kirkby Fleetham with Fencotes Parish Council on page 5 of the Annual Governance and Accountability Return 2023/24. This was proposed by Cllr Walker, seconded by Cllr Herbert 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 2023/24
- Section 1 – Annual Governance Statement 2023/24
- Section 2 – Accounting Statements 2023/24
- 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 Walker, and seconded by Cllr Herbert. 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.

## 12. Planning

**a) Application**

**ZB24/00854/FUL:** Change of use of land from Agricultural to domestic & mixed use land. Alterations and extension to dwelling

**Location:** Devon Planetree Lane Kirkby Fleetham Northallerton

**Applicant:** Mr And Mrs Wright

The Councillors had no objections.

**b) Outcomes**

**ZB24/00613/OUT:** Outline application with all matters reserved for the construction of a single, detached, four bedroom house with separate garage block

**Location:** Land Adjacent 6 Penfold Terrace Fleetham Lane Kirkby Fleetham North Yorkshire

**Applicant:** Mr A Allan

Application withdrawn

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

There is a heritage day scheduled at the Kirkby Fleetham Primary School on 19 June 2024 from 3:30 pm to 5 pm, which is open to all residents of the Parish. It is hoped that the Parish Council can be represented.

**14. Bus Shelter Roofs**

The Council discussed the 2 quotes it has received for the repair of the bus shelter roof. Despite additional enquiries, no further prices have been received. Cllr Walker proposed to accept the quote to repair the roof with an alternative pantile interlocking tile option in farmhouse red for £1275 with a small contingency to enable the contractor to repair the Great Fencote bus shelter too. Cllr Walker will contact the roofing contractor to check its availability and confirm the agreement for the work to go ahead.

The Clerk will contact Cllr Wilkinson to enquire about any funding towards the costs of the bus shelter.

**15. Any Other Business**

**Co-Option Councillor**

The Parish Council has not received any interest in the vacant Parish Councillor position to date.

The Clerk has created a new advert which has been sent to the local community via InfoNet.

**The meeting closed at 9:38 pm.**

**Date of Next Meeting: 20 June 2024.**