

# Fulford Parish Council

The Cemetery Lodge, Fordlands Road, Fulford, York, YO19 4QG

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**Minutes of the Meeting of Fulford Parish Council held at 19:30 on  
Tuesday 5 December 2017 in the Old Library,  
Fulford Social Hall, School Lane, Fulford.**

**Clerk/RFO: Rachel Robinson – Minutes taken by Cllr. Aspden in the Clerk's absence.**

## **17157. Chair's welcome**

The Chair welcomed all present to the meeting

## **17158. To receive apologies and approve reasons for absence**

- a. Present: Cllr. de Vries (Chair); Cllr. Aspden (Vice-Chair); Cllrs. Clare, Francis, Gardiner, Urmston and G. Walker.
- b. Apologies were received and approved from Cllr. Vevers and the Clerk.

## **17159. To receive any declarations of interest**

No declarations of interest were received.

## **17160. To receive and approve the Minutes of the Parish Council meeting held on 7<sup>th</sup> November 2017**

The Minutes of the meeting held on 7th November 2017 were approved as a true record.

## **17161. To consider the introduction of timings for each agenda item and appointment of timekeeper.**

Following discussion, it was resolved that timing of key agenda items would be trialled and that Cllr. Gardiner would act as time keeper for future meetings.

## **17162. To receive Parishioners' Questions and comments to include:**

- a. To consider parishioner's emailed concerns regarding the removal of emergency vehicle access to the river and A64 at Bishopthorpe Bridge, York and decide upon any necessary action.  
Following discussion, it was resolved to write to Public Rights of Way at CoYC.
- b. To consider matters arising from the Residents' Information Evening and decide upon any necessary action.  
Cllr. Clare reported that there had been a high number of residents who attended the information evening. It was agreed that an update from the evening would be uploaded onto the Parish Council website, the wording of which will be agreed by the Planning working group. It was also agreed to ask Cllr. Aspden to request a smaller meeting with CoYC officers and a future public meeting, if agreed. Cllr. Aspden noted that Cllr. Clare had already been invited to a meeting on cycling improvements.
- c. A resident in attendance at the meeting thanked the Parish Council for the Information Evening and asked the Parish Council to refrain from agreement to any works until the whole area has a solution for flooding.
- d. The resident also raised concern for the state of Germany Lane and it was resolved to contact the developers and CoYC.
- e. It was reported that vehicles were still inappropriately turning from Germany Beck construction site into roads such as Pasture Farm Close. It was resolved to further report this issue.
- f. Following discussion, it was also resolved to write to the Carstairs Trust raising issues including parking that have been raised. The planning working group will send the draft letter to the Clerk.
- g. It was reported that a tour bus had been parked in St Oswalds Road. It was agreed that Cllr. Francis would keep a record of any similar incidents.

## **17163. To receive a report from the Ward Councillor**

All matters of report are included within other agenda items.

## **17164. To receive a report from the Police**

A report from the Police had been circulated and was noted.

**17165. Financial Matters****a. To approve the following payments:**

	£
<u>Cemetery</u>	
BT – Cemetery Lodge Phone	39.60
City of York Additional Commercial Waste collections	38.95
Petty Cash Replenishment	179.31
Clerk's Authorisation of Pole Cutter Purchase	490.00
City of York Recruitment Advert – Administrative Assistant	65.00
Reimbs Clerk – Lloyds Pharmacy - Wheelchair	125.78
Reimbs Clerk – Easylocks – RADAR Lock and keys	30.95
Fulford Flowers	400.00
MJ Backhouse – Pest Control Service Agreement (1.11.17-30.4.18)	302.82
PWLB – Loan Payment	3483.45
Viking Signs – Safety Signs for Cemetery	149.96
B&Q – Store for Wheelchair and unslotted post	107.00
B&Q – Macadam – base for wheelchair store	82.50
B&Q – Unslotted post, mastercrete, building sane, steel spikes	57.74
<u>Office</u>	
Printing – Residents' Information Evening Leaflets – Reimbs Cllr. Clare	25.00
Viking – USB Stick for laptop backup & Stationery	65.48
YLCA – Good Councillors Guide to Finance & Transparency	4.24
Postage – Reimbs Clerk	14.49
Large envelopes for tender invitations & lever arch file – Reimbs Clerk	5.50
GiffGaff – Clerk's Mobile Phone – Reimbs Clerk	7.50
HP Instant Ink – Reimbs Clerk	32.99
<u>Staff Costs</u>	
Wages & Salaries	7140.67
HMRC	1505.52
NYPF	2567.90

All payments were approved. It was agreed that the Clerk would investigate the cost of Fulford Flowers.

**b. To note the bank reconciliation to 30/11/2017**

The bank reconciliation had been circulated and was noted.

**c. To note the budget year to date comparisons, consider and decide upon any options for virement and spend**

This item was deferred to the January meeting.

**d. To consider the proposed Double Taxation Claim for 2018/2019**

A proposed Double Taxation Claim for 2018/2019 had been circulated and was agreed, subject to any small changes made by the Clerk.

**e. To consider and decide upon the Budget for 2018/2019**

This item was deferred to the January meeting.

**f. To consider application for accounts with Jewsons, Screwfix, Toolstation and Plumbase and decide upon any necessary action.**

Following consideration, it was resolved to apply for each of the accounts.

**17166. To consider the response from the Returning Officer regarding a Councillor vacancy and if necessary, consider a by-election or candidates for co-option and decide on any necessary action.**

Upon receipt of confirmation from the Returning Officer that insufficient requests had been made for a by-election, it was agreed that candidates interested in joining the Parish Council would be invited to the January meeting.

**17167. To consider and decide on systems for IT equipment maintenance for the Clerk and the Cemetery**

It was agreed that the Clerk would bring costings to the January meeting.

**17168. To note the Report from the Internal Auditor's First Interim Visit**

The report had been circulated and was noted.

**17169. To consider and decide upon Parish Council meeting dates for 2018/2019.**

It was agreed, from April 2018 to change the dates of Parish Council meetings to the second Tuesday in the month and the following dates were agreed:

10 <sup>th</sup> April 2018	8 <sup>th</sup> May 2018	12 <sup>th</sup> June 2018
10 <sup>th</sup> July 2018	14 <sup>th</sup> August 2018	11 <sup>th</sup> September 2018
9 <sup>th</sup> October 2018	13 <sup>th</sup> November 2018	11 <sup>th</sup> December 2018
8 <sup>th</sup> January 2019	12 <sup>th</sup> February 2019	12 <sup>th</sup> March 2019
9 <sup>th</sup> April 2019	14 <sup>th</sup> May 2019	

**17170. To consider methods of communication for Parish Council business.**

This item was deferred to the January meeting.

**17171. Planning:**

**a. To receive a report of planning applications and questions considered by the Planning Working Group and to decide on any further action required:**

*New applications*

17/02479/FUL - Single storey rear extension and new enlarged rear dormer - 5 Heslington Lane York YO10 4HN - it was resolved that there were no objections

17/02710/FUL - 3no. dormer windows to rear, 1no. dormer and new first floor opening to front - 34 School Lane Fulford York YO10 4LS – it was resolved that there were no objections

*On-going applications*

17/00904/FUL - Installation of wetland habitat suitable for water voles (retrospective)

17/00971/FUL - Variation of condition 9 of permitted application 12/00384/REMM to alter bat mitigation strategy and removal of condition 13 to allow landscaping works on land south of plots 137 to 159

17/00972/FUL - Variation of conditions 13 and 32 of permitted application 01/01315/OUT to allow drainage works within archaeological zone and to allow construction of spine road into phase 1 as a continuous operation with the associated access and junction with the A19

12/01749/REMM - Reserved matters application for details of appearance, landscaping, layout and scale of 655 dwellings and associated facilities granted under outline permission 01/01315/OUT (duplicate application) (revised scheme)

*i) Enforcement Action*

Connaught Court temporary car-park;  
34 Eastward Avenue

**b. To note details of planning applications decided by City of York Council and decide upon any necessary action**

Cllr. Urmston declared a possible prejudicial interest. She stated that she had sought legal advice on the possibility of challenging the decision and therefore left the room during the discussion of this item.

17/01969/FULM Revised Drawings Erection of 64 bedroom care home, car parking and landscaping following the demolition of existing care home Site of Former Fordlands House 1 Fordlands Road York – Approved

Following discussion, it was agreed that the planning working group would investigate whether a complaint should be made regarding the conduct of two members of the committee that approved the application. It was also agreed to request TPO's for certain trees within the site that are to be retained as part of the development.

17/02535/TCA Fell Lime; crown lift and reduce Oak; crown lift and remove co-dominant stem from Beech in a Conservation Area - 34 School Lane Fulford York YO10 4LS – Partially approved/partially refused.

**17172. To receive an update on matters pertaining to Germany Beck and to decide on any necessary action to include consideration of:**

- a. To receive an update on the proposed A19 Flood Alleviation Works Fordlands Road Playing Field Bund Plan and decide upon on any necessary action.**

Following discussion, it was agreed that Walton & Co would send a letter on behalf of the Parish Council to CoYC based on the advice that had been circulated.

- b. To consider email correspondence from Persimmon**

It was agreed that the Clerk would continue with correspondence with Persimmon as appropriate. It was also agreed to write to Persimmon with regard to archaeology works, a draft letter will be sent to the Clerk.

*To consider exclusion of the press and public from the discussion of any aspect of item 17172.c by virtue of s.1(2) of the Public Bodies (Admission to Meetings) Act 1960.*

No exclusion was deemed necessary.

- c. To receive an update on the boundary dispute and decide upon any necessary action.**

A letter from Walker Morris was circulated and it was agreed that the Clerk would contact the insurers in connection with a lack of action.

- 17173. To receive an update from the Neighbourhood Plan working group and decide upon any necessary action**

Nothing to report at this time.

- 17174. To receive a report from the cemetery working group to include:**

- a. To receive an update on the proposed renovations at Cemetery Lodge**

A response is awaited from David Horsley regarding the division of cost between the two aspects of the project.

- b. To consider the VAT implications of the Cemetery Lodge renovations and decide on any necessary action.**

Deferred to the January meeting

- c. To consider the use of a Chip & PIN machine to receive payments at the Cemetery.**

Following discussion, the idea was agreed in principle. The Clerk is to research to find the least expensive option.

- 17175. To receive a report from the Open Spaces working group and to decide on any necessary action to include:**

- a. To consider options for School Lane Playing Field drainage and decide on any necessary action**

Deferred to the January meeting.

- b. To consider the Ward Grant costings for the village green fencing and decide on any necessary action.**

The Ward Grant application has been submitted.

- c. To note the issue of invitations to tender for new equipment for School Lane Playground scheme tender process.**

Noted.

- d. To further consider new rents at the allotments and decide on any necessary action**

Deferred to the January meeting to which Cllr. Vevers will report further.

- e. To consider an update from Open Spaces following a meeting with the Tennis Club about security concerns from the Tennis Club and their proposed fence and decide on any necessary action.**

A meeting has been arranged between the Open Spaces working group and representatives of the Tennis Club.

- f. To consider the purchase of a new replacement bin for School Lane Playing Field**

Following discussion, it was resolved to delegate the choice of a new bin to Cllr. Vevers and the Clerk.

- 17176. Further consideration of the following requests from the Sport Clubs:**

All aspects of Item 17176 were deferred to the January meeting pending further information.

- a. To consider the Sports Club's request to lease the playing field from the Parish Council**

- b. **To consider the Sports Club's suggestion for the Parish Council to be a joint applicant in their application for funding for maintenance equipment and decide on any necessary action;**
- c. **To consider the potential location of the Sports Club proposed container and decide on any necessary action;**
- d. **To consider the Sports Club request for partial match funding a grant being applied for and decide on any necessary action;**
- e. **To consider the proposal for grass cutting services to be supplied by the Sports Club to Fulford Parish Council in exchange for contributing towards the maintenance equipment (upon receipt of the maintenance equipment) and decide on any necessary action.**

**17177. To receive a report from the Social Hall working group and to decide on any necessary action to include:**

- a. **To consider a request from the Scouts for a sign advertising the Brownies to be placed on the side of the Social Hall**

Following discussion, the sign was agreed subject to approval of final design.

It was further agreed that Cllr. Clare would apply for a Ward Grant on an 80%/20% split for new hand dryers for the social hall.

**17178. To receive a report from the HR panel and to decide on any necessary action to include:**

- a. **To consider approval of the appointment of the Administrative Assistant and note the commencement date of 6<sup>th</sup> December 2017.**

The appointment was approved.

- b. **To consider the performance reviews of the groundstaff at the Cemetery and recommendations resulting from them.**

This item was deferred to the January meeting to allow for an HR Panel meeting to be convened in the meantime. Cllr. Gardiner will suggest dates for the HR Panel meeting.

- c. **To consider the possibility of training the Social Hall & Street Cleaner to assist in the Cemetery to provide cover for holidays and sickness.**

This item was deferred to the January meeting to allow for an HR Panel meeting to be convened in the meantime. Cllr. Gardiner will suggest dates for the HR Panel meeting.

- d. **To consider updating all Contracts of Employment & Job Descriptions to the most recent format.**

This item was deferred to the January meeting to allow for an HR Panel meeting to be convened in the meantime. Cllr. Gardiner will suggest dates for the HR Panel meeting

**17179. To consider any update with regard to the sale of the Fulford Shilling.**

Following consideration of two offers received for purchase of the Fulford Shilling, it was resolved to accept the higher offer of £8,500 from Mr Abramson who has promised to display the coin in Yorkshire. The Clerk and Cllr. de Vries are to confirm any arrangements.

**17180. Footpath 12 – to consider any update regarding proposed changes to the Definitive Map.**

Following receipt of the response from the Carstairs Trust, it was resolved to request the PROW Officer to commence arrangements to change the Definitive Map.

**17181. Confirm date and time of next meeting.**

The next meeting of the Parish Council is on Tuesday 9<sup>th</sup> January 2018 at 7.30 pm.

Meeting closed at 10.01 pm.

Chair