

# 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 10 April 2018 in the Old Library,  
Fulford Social Hall, School Lane, Fulford.  
Clerk/RFO: Rachel Robinson**

## **17186. Chair's welcome**

The Chair welcomed all present to the meeting.

## **17187. To receive apologies and approve reasons for absence**

- a. Present: Cllr. de Vries (Chair); Cllr. Aspden (Vice-Chairman); Cllrs. Clare (arrived at 21.10); Urmston; Vevers; G Walker; J Walker and the Clerk.
- b. Apologies were received and approved from Cllrs. Francis, Frusher and Gardiner. Apologies for lateness were received and approved from Cllr. Clare

## **17188. To receive any declarations of interest**

Cllr. Vevers & Cllr. Urmston declared an interest in Item 17196 18/00449/FUL and Cllr. Urmston declared a prejudicial interest in Item 17196 17/01969/FULM and 18/00495/FULM

## **17189. To receive and approve the Minutes of the Parish Council meeting held on 6<sup>th</sup> March 2018 & the Minutes of the Extra-Ordinary meeting held on 3<sup>rd</sup> April 2018**

The Minutes of the meetings held on 6<sup>th</sup> March 2018 and 3<sup>rd</sup> April 2018 were approved as a true record.

## **17190. To receive and consider Parishioners' Questions and comments and decide on any necessary action to include:**

- a. **Parishioner's suggestion for road signage on both sides of Fulfordgate at the junction with Heslington Lane to direct traffic towards the Sports Fields.**  
Following discussion of the suggested signage and consideration of the proposed location, it was resolved that the Clerk would write to residents on Fulfordgate to gauge their opinions on the prospect of a sign. The Clerk is also to inform the Tennis Club of the action being taken.
- b. **Parishioner's emailed concerns about the environmental impact at the Germany Beck site.**  
A number of emails from residents had been circulated for consideration. Following discussion, it was agreed that the Clerk would write to Yorkshire Water to further report the blocked sewer pipe. It was further resolved that Cllr. Apsden would raise the specific concerns directly with each of the relevant departments in his capacity as Ward Councillor and Parish Councillor and that the Parish Council will continue to raise general concerns as the work progresses.
- c. **Parishioner's emailed concerns about the temporary traffic lights at the Germany Beck site.**  
This concern had already been raised and received a negative response in respect of relocation of the temporary traffic lights. Cllr. Apsden is to send the Clerk the response for circulation to parish councillors. Circulated concerns about the road sweeper were also discussed but no resolution was made at this time.

Cllr. G Walker raised a resident's concern with regard to the camber of the temporary road causing glare from oncoming traffic at night. The Clerk is to forward this concern to Cllr. Aspden for him to raise with the relevant department.

## **17191. To receive and consider a report from the Ward Councillor and decide on any necessary action**

Cllr. Aspden reported that the next Ward Team meeting is on Thursday 19<sup>th</sup> April at 4 pm in Heslington Village Meeting Room. He further reported that new applications for ward funding would be considered and that £20,000 will be available during 2018-2019. The meeting will consider whether a significant proportion of the ward funding should be set aside for improvements to verges/installation of bollards to prevent verge damage.

Cllr. Aspden further reported the intention to use a Ward Committee meeting for discussion of flood plans to include presentations from the relevant agencies/departments of CoYC and Cllr. Aspden suggested that it may be appropriate for the Parish Council to have a stall/representation at the meeting.

**17192. To receive and consider a report from the Police and decide on any necessary action**

A report had been circulated and was noted.

**17193. Financial Matters**

**a. To approve the following payments:**

	£
<u>Cemetery</u>	
British Gas - Electricity - Cemetery 0212.2017-01.03.2018	567.36
Fuel Genie - Cemetery Vehicle Fuel	129.65
BT - Cemetery Lodge Broadband	134.40
Fuel Genie - Cemetery Vehicle Fuel	62.81
Crockey Hill Lawnmowers - supply accelerator lever for lawn mower	32.40
Elcocks - PPE Cemetery Staff (Padded Hiker Bumps)	129.42
Elcocks - PPE Cemetery - Ear Defenders and Jackets	139.74
Elcocks - PPE Cemetery - Ear Defender	7.14
Viking - Keyboard & mouse for laptop, floor mat & Hand towels	156.62
Epson - Ink Refill for Cemetery Printer	20.93
<u>Office</u>	
HP Ink – Reimburse Clerk	20.99
Giff Gaff – Clerk’s Mobile Phone	7.50
Viking IT - Filing Cabinet & USB Sticks (GDPR Prep)	95.94
Viking - Pens & Paper & Filing products	66.11
<u>Training</u>	
YLCA - GDPR Training Course for Clerk	45.00
SLCC - North Yorks AGM & Training Day Fee	25.00
ILCA -Qualification Course for Chair	118.80
<u>Open Spaces</u>	
Broxap - New Litter Bin - School Lane Playing Field - Reimbs Clerk	427.14
M J Backhouse - Playing Fields Rabbits service agreement 01.03.18-31.08.18	290.46
City of York Grass Cutting	2,905.80
<u>Social Hall</u>	
British Gas - Gas - Social Hall 06.12.2017-06.03.20178	1325.54
British Gas - Electricity Social Hall 27.12.2017-26.03.2018	326.82
Edwardes Bros - Social Hall Hand Dryers - Reimbs VC	312.00
Edwardes Bros - Social Hall Hand Dryers - Reimbs VC	156.00
Nortons Heating - Repairs to boilers	95.78
Kevin Burbidge Electrical - Installation of Hand Dryers	45.00
<u>Staff Costs</u>	
Wages & Salaries	7202.43
HMRC	1,069.60
NYPF	2,579.89
City of York Trading - Temporary Street Cleaner/Social Hall Cleaner	178.93

All approved

**b. To note the bank reconciliation to 31/03//2018**

The bank reconciliation was noted.

**c. To note the end of year budget**

The end of year budget was noted. The Clerk reported that there may be some changes as not all invoices for 2017-2018 had been received/processed by the end of March.

**17194. To consider draft documents for the GDPR in conjunction with the advice from YLCA for the GDPR and decide on any necessary action.**

Following discussion, it was resolved to add the circulated Privacy Notice to the email footer for the Clerk and display the general Privacy Notice on the website. Appointment of a DPO and other GDPR matters were deferred to the next meeting.

**17195. To consider any candidates for co-option and decide on any necessary action.**

No candidates had come forward.

**17196. Planning:**

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

*New applications*

Having declared an interest, Cllr. Urmston left the room for the discussion of planning application 18/00495/FULM and ongoing application 17/01969/FULM

18/00495/FULM - Erection of 64 bedroom care home, car parking and landscaping following the demolition of existing care home (revised scheme) - Site Of Former Fordlands House 1 Fordlands Road York.

A draft letter had been prepared by the Planning Working Group and had been circulated for consideration. Following lengthy discussion, including consideration of contradictory flood risk assessment, the need for care home provision in Fulford and the scale of the development, it was resolved to send the letter as drafted subject to minor changes. Cllr. Aspden requested that his abstention be recorded for the minutes.

18/00449/FUL - Two storey side and single storey rear extensions - 22 Fulford Park York YO10 no objections

18/00503/FUL - Two storey front, side and rear extensions and single storey rear extension - 28 Heslington Lane York YO10 4LX – no objections

18/00653/TCA - Crown reduce Holly by 30%; crown lift Silver birch tree in a Conservation Area - 29 Heslington Lane York YO10 4HN - no objections

*On-going applications*

17/02687/NONMAT - Non-material amendment to permitted application 12/00384/REMM to alter approved plans, amend approved bat mitigation strategy and to allow installation of drainage outfall - Germany Beck Site East of Fordlands Road York. – nothing new

18/00175/FULM - Variation of condition 2 of permitted application 13/03481/FULM (erection of 14no. dwellings following demolition of bowling clubhouse and garage block) to alter elevational treatment and increase height of dwellings to facilitate formation of additional floorspace in roofspace (plots 1 to 6 only) - Royal Masonic Benevolent Institute Connaught Court St Oswalds Road York YO10 4QA – Following discussion, it was resolved to comment to reiterate that the “Proposed Site Layout” plan has not been updated; in view of the additional bedrooms and occupancy levels, the developer should be required to make a contribution towards play facilities as required by policy; whilst not opposed to the new railings the Parish Council has concerns about the design of the gate finials; if a new kerb is approved, the developer should be required (by a condition) to reinstate the grass - the Parish Council would resist any proposal to replace the grass with a tarmac path; Re “External Materials Plan”. The two lengths of 1.8m close boarded fencing shown to the west of Area B are not appropriate within flood zone 3 – request that these be replaced with 1.2m post and rail fencing.

17/01969/FULM - 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

An email from a resident had been received in connection with this application. Following discussion, it was resolved to respond to the resident to inform them that the judicial review was not instigated by the Parish Council and whilst the Parish Council had objected to the application on a number of grounds and maintains those objections, it would not be appropriate for the Parish Council to support or oppose the judicial review. The Parish Council will maintain a neutral stance.

*i) Enforcement Action*

Connaught Court temporary car-park;  
34 Eastward Avenue

The Clerk reported that an update had been received from the enforcement officer to confirm that a site visit was being arranged for both sites and he will report further once these have taken place. The Clerk is to follow this up in advance of the next meeting.

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

18/00042/TPO - Fell Lime tree protected by Tree Preservation Order.: CYC377 - 34 School Lane Fulford York YO10 4LS – Refused – It was reported that it had been noticed that the roots to this tree have recently been exposed. This is to be investigated and reported if necessary.

18/00106/FUL - Two storey side extension, single storey rear extension and dormer to rear - 41 Fordlands Road York YO19 4QR – Approved.

**17197. To receive and consider an update on matters pertaining to Germany Beck and decide on any necessary action to include:**

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

There was nothing new to report but it was suggested that a complaint should be made that work is taking place without planning permission. It was suggested that the Annual Parish Meeting would be a good forum for a discussion of this matter and that it may be appropriate for a newsletter to be sent to residents updating them on this and other matters. Cllr. de Vries stressed the importance of communication with parishioners. Following discussion as to whether the Annual Parish Meeting or the Ward Meeting would be best for such a forum, it was resolved that each parish councillor would submit an article to Cllr. Aspden for inclusion in a newsletter at the earliest opportunity and, if possible, distribute the newsletter before the Annual Parish Meeting on 8<sup>th</sup> May. The newsletter is to include information on the new playground equipment at School Lane, matters relating to the development at Germany Beck, the new Clerk and new hand dryers at the Social Hall.

**b. Any correspondence with Persimmon and decide upon any necessary action**

There had been no response to the most recent correspondence from the Clerk.

**c. Any update with regard to the Liaison Committee and decide upon any necessary action**

There had been no response to the Clerk's request for information. Following discussion, it was resolved that the Clerk would write to request a response and forward this request to Mike Slater at City of York and to Cllr. Aspden for follow up.

*To consider exclusion of the press and public from the discussion of any aspect of item 17197.d by virtue of s.1(2) of the Public Bodies (Admission to Meetings) Act 1960.*

*Press and public were not excluded from the discussion of any aspect of item 17197.d by virtue of s.1(2) of the Public Bodies (Admission to Meetings) Act 1960.*

**d. Any update on the boundary dispute and decide upon any necessary action.**

No update was received.

**17198. To receive and consider an update from the Neighbourhood Plan working group and decide on any necessary action**

No update was received.

**17199. To receive and consider a report from the cemetery working group and decide on any necessary action to include:**

**a. Options for automated barrier/bollard installation at the entrance to the Cemetery**

Deferred to the next meeting to allow for quotes to be received.

**b. Potential closure of the public toilets at the Cemetery**

The Clerk had circulated a report outlining regular instances of misuse of the public toilets at the Cemetery. Following discussion, it was resolved to keep the toilets locked (with a notice on the door) but allow visitors to request use of the key during office opening hours.

**17200. To receive and consider a report from the Open Spaces working group and decide on any necessary action to include:**

**a. An update on the School Lane Playground scheme, in particular to consider the queries raised by email from a resident.**

Cllr. Vevers reported that work on the playground scheme had commenced on 3<sup>rd</sup> April and was now well underway. A resident had contacted the Parish Council expressing a number of concerns including a request that the slide be retained. Cllr. Vevers had met with the resident and it had been agreed that the slide would be retained subject to investigations as to its condition and safety. Cllr. Urmston also reported other residents' dismay at the potential loss of the slide. A draft response to the resident's concerns had been drafted and circulated and it was resolved to send the response as drafted.

**b. Draft Data Protection Consent Form for allotment tenants.**

The Clerk had circulated a general consent form for data protection purposes and it was resolved that it be sent to allotment tenants in preparation for the GDPR.

**c. To further consider installation of a bench on Heslington Lane.**

Cllr. Vevers reported that as a result of the playground renovation, a bench is now available for use in the parish. Installation of a bench had been considered last year but at that time no bench was available. Following discussion, it was resolved that the Clerk would contact the residents of the areas immediately surrounding the proposed location of the bench to gauge their views on its installation.

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

- i) The Sports Club's request to lease the playing field from the Parish Council**
- ii) The Sports Club's suggestion for the Parish Council to be a joint applicant in their application for funding for maintenance equipment;**
- iii) The potential location of the Sports Club proposed container;**
- iv) The Sports Club request for partial match funding a grant being applied for;**
- v) 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).**

A draft Formal Community Usage Agreement had been received from the Sport Clubs for consideration. Cllr. Vevers stated that he would like to see progress towards a resolution made of this matter. Following discussion, it was resolved that the Clerk would contact YLCA and Dave Meigh and Vicky Japes at CoYC to obtain their advice from their experience in dealing with similar issues to include advice regarding the use of third party volunteers for grass cutting services on parish land.

**17201. To receive and consider a report from the Social Hall working group and decide on any necessary action to include:**

**a. Consideration of quotations for damp proofing works.**

Cllr. Clare had not received the first quotation from the Clerk. The Clerk is to resent the quotation and chase up 2 further quotations for consideration.

Cllr. Clare reported that the hand dryers that had been removed from the social hall following installation of the new ones, had been taken to the cemetery office in case they can be made use of in future. Cllr. Clare is awaiting a quote for installation of a new light outside the social hall but there was nothing else to report.

*To consider exclusion of the press and public from the discussion of any aspect of item 17202 by virtue of s.1(2) of the Public Bodies (Admission to Meetings) Act 1960.*

*Press and public were excluded from the discussion of any aspect of item 17202 by virtue of s.1(2) of the Public Bodies (Admission to Meetings) Act 1960.*

**17202. To receive and consider reports from the HR panel and Clerk and decide on any necessary action to include:**

**a. Update from Clerk with regard to updated contracts of employment**

The Clerk reported that she had arranged a meeting with staff on 12<sup>th</sup> April and would report further after the meeting.

**b. Lone Worker Policy adoption**

In the absence of Cllr. Gardiner, this was deferred to the next meeting.

**c. Review Social Hall Cleaner/Street Cleaner situation.**

Following discussion, it was resolved that the Clerk and Cllr. J Walker would seek advice.

**d. To consider the Clerk's working hours, availability and homeworking arrangements**

Following consideration of report circulated in advance of the meeting, it was resolved that the Clerk's place of work was the Clerk's home and that a homeworking allowance of £18 per month be permitted. It was further resolved that any increase in insurance incurred by the Clerk resulting from homeworking would be reimbursed subject to proof of payment. It was further resolved that the Clerk's general working week will not include Fridays.

The Clerk left the room and discussion of the Clerk's annual pay increment resulted in a resolution to increase the Clerk's pay by one increment from 1<sup>st</sup> April.

The Clerk returned to the room.

**17203. Footpath 12 – to consider any update regarding proposed changes to the Definitive Map.**

There was no further update.

**17204. Confirm date and time of next meeting.**

**The next meetings are:**

Annual Parish Meeting - Tuesday 8<sup>th</sup> May 2018 at 6.30 pm;

Annual Meeting of Fulford Parish Council - Tuesday 8<sup>th</sup> May 2018 at 7 pm;

Parish Council Meeting - Tuesday 8<sup>th</sup> May 2018 at 7.30 pm.

The Chair closed the meeting at 10.15 pm.

CHAIR