

# Fulford Parish Council

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

www.fulfordparishcouncil.org.uk

Tel: 01904 633151

Mobile: 07719 211979 Email: clerk@fulfordpc.org.uk

**Minutes of the Annual Meeting of Fulford Parish Council held at 19.00  
and subsequent Ordinary Meeting on  
Tuesday 8 May 2017 in the Old Library,  
Fulford Social Hall, School Lane, Fulford.  
Clerk/RFO: Rachel Robinson**

## Annual Meeting

**Present:** Cllr. de Vries, Cllr. Clare (arrived at 20:00), Cllr. Urmston, Cllr. Vevers, Cllr. G Walker, Cllr. J Walker (arrived at 19:40 and left at 21:15) and the Clerk.

### 18001. Chair's welcome

The outgoing Chair welcomed all present to the meeting.

### 18002. Election of Chair:

#### a. To accept nominations and elect the Chair for the forthcoming year

Nominated by Cllr. G Walker and seconded by Cllr. Vevers, Cllr. de Vries was elected as Chair of Fulford Parish Council

#### b. The elected Chair to sign the Declaration of Office Form

The Declaration of Office Form was duly signed and witnessed.

### 18003. To receive apologies and approve reasons for absence

Apologies were received and approved from Cllrs. Francis, Frusher and Gardiner. Apologies for lateness were received and approved from Cllrs. Clare and J Walker.

### 18004. To accept nominations and elect the Vice-Chair for the forthcoming year

In the absence of Cllr. Aspden, no nominations were received and this item was deferred to the next meeting.

### 18005. To receive any declarations of interest

Cllr. Urmston declared a prejudicial interest in Item 18028.a. in respect of applications 18/00495/FULM and 17/01969/FULM

### 18006. To confirm the terms of reference for Committees

It was resolved to confirm the existing terms of reference for Committees.

### 18007. To appoint Committee Members, Officer and Representatives for the forthcoming year to the following (please note that Committees and working groups will appoint a Chair at the first meeting):

#### a. General Purposes Committee

Cllrs. K de Vries, K Aspden, V Clare, A Vevers and G. Walker

#### b. Cemetery Committee & working groups

Committee Members: Cllrs. K de Vries, A Francis, M Urmston and J Walker; S McCabe and representatives from City of York Council: Cllr. K Aspden; P Stuchfield G Fewkes, H Malam and A Jobbins

Working Group Members: Cllrs. K de Vries, A Francis, M Urmston, G. Walker, J Walker and S McCabe.

Cemetery Lodge Working Group: Cllrs. K de Vries, A Francis, G Walker and M Urmston

#### c. Planning Committee & working group

Committee: Cllrs. M Urmston, V Clare, D Gardiner, K de Vries and G Walker.

Working Group: Cllrs. M Urmston, V Clare; D Gardiner, K de Vries, G Walker.

- d. **Social Hall working group**  
Cllrs. V Clare and A Vevers
- e. **Opens Spaces working group**  
Cllrs. A Vevers, K Aspden, K de Vries, T Frusher
- f. **Sports Club Representative(s) (2)**  
Cllr. A Vevers. The second representative to be appointed at the next meeting.
- g. **YLCA Representatives (2)**  
Cllr. V Clare. The second representative to be appointed at the next meeting.
- h. **Publicity Officer (if appropriate)**  
Chair & Clerk
- i. **Health & Safety responsibility**  
All Councillors and Staff
- j. **HR Panel**  
Cllrs. D Gardiner, V Clare, K de Vries, M Urmston, G Walker and J Walker
- k. **Residents' Committee representatives**  
Inactive
- l. **Trustees of the Mary Key charity (all councillors are trustees)**  
All councillors

**18008. To confirm the Standing Orders adopted in May 2017 in line with the updated Financial Regulations and to consider whether additional Standing Orders or amendments to the existing ones are required**

It was resolved to confirm the existing Standing Orders as adopted in May 2017.

**18009. Internal Financial Control**

- a. **To confirm the Internal Auditor for 2018/2019 as J Bennett, Yorkshire Audit Services and to consider and the audit plan**  
It was resolved to confirm the appointment of J Bennett, Yorkshire Audit Services to carry out 3 audit visits within the year. It was further resolved to schedule an additional meeting of the GPC to include a financial check by councillors.
- b. **To re-appoint the Clerk as the Responsible Financial Officer**  
It was resolved to appoint the Clerk as the Responsible Financial Officer
- c. **To confirm the Council's Financial Risk Assessment and the Financial Regulations dated 28 April 2017.**  
It was resolved to confirm the Council's Financial Risk Assessment and the Financial Regulations dated 28 April 2017.
- d. **To consider and agree continuation of the standing order/direct debit instructions to/with the bank for the year 2018/2019**  
It was resolved to agree to the continuation of the standing order/direct debit instructions to/with the bank for the year 2018/2019
- e. **To approve payment of the Business Rates & Council Tax for Cemetery Lodge by monthly direct debit as set out in the Demand Notices for 2018/2019**  
It was resolved to approve payment of the Business Rates & Council Tax for Cemetery Lodge by monthly direct debit as set out in the Demand Notices for 2018/2019
- f. **To note the Asset Register dated 31 March 2018**  
The Asset Register dated 31 March 2018 was noted.
- g. **To confirm appointment of Came & Co Insurance Brokers to prepare insurance quotations for renewal in October 2018**  
It was resolved to confirm the appointment of Came & Co Insurance Brokers
- h. **To note the Bank Reconciliation for 2018/2019**  
The Bank Reconciliation for 2018/2019 was noted
- i. **To note the Statement of the PWLB at 31.03.2018**

The Statement of the PWLB at 31.03.2018 was noted

- j. To note the Clerk's report to include 2017/2018 Budget v Year End Accounts Statement**  
The Clerk's report including the 2017/2018 Budget v Year End Accounts Statement were noted

**18010. To confirm continuance of the existing Health & Safety Policy and note scheduled review for September 2018**

The existing policy was continued and the policy was scheduled for review in September 2018.

**18011. To appoint a Data Protection Officer**

Subject to appointment of a Data Protection Officer being a requirement of the GDPR when enacted on 25<sup>th</sup> May and subject to the scheme being offered by YLCA being feasible and affordable, it was resolved to appoint YLCA as Data Protection Officer.

**18012. To resolve to renew annual membership of YLCA, ICCM and SLCC**

It was resolved to renew annual membership of YLCA, ICCM and SLCC.

**18013. To confirm that wages and salaries will be in accordance with recommendations of NJC agreement for local government workers and that all staff are eligible to join the North Yorkshire Pension Fund. Wages and salaries should be reviewed annually.**

It was resolved to confirm that wages and salaries will be in accordance with recommendations of NJC agreement for local government workers and that all staff are eligible to join the North Yorkshire Pension Fund. It was further resolved that wages and salaries be reviewed annually.

**18014. To schedule staff performance reviews for October 2018**

It was resolved to schedule staff performance reviews for October 2018.

**18015. To set the times, dates and place of ordinary meetings of the full council for the year end as follows:**

5 <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

It was resolved to set the dates of ordinary meetings of the full council for the year end in accordance with the suggested dates with meetings to be held at 19:30 in the Old Library, Fulford Social Hall, School Lane, Fulford.

### Ordinary Meeting

**18016. To receive and approve the Minutes of the Parish Council meeting held on 6<sup>th</sup> March 2018.**

The minutes of the meeting of 6<sup>th</sup> March 2018 were approved at the meeting on 10 April 2018 and it was therefore resolved to approve the Minutes of the 10<sup>th</sup> April 2018 as a true record.

**18017. To receive Parishioners' Questions and comments**

A request from a representative of the Fulford Show had been made regarding advertising in the programme by the Parish Council. Following discussion, it was agreed to advertise the Social Hall on the usual no charge arrangement. It was further resolved that the Clerk would check and update the details on the Social Hall advertisement.

Cllr. J. Walker reported that a parishioner had informed him that a child had fallen off their bike into nettles at the back of Beverley House on the footpath side and that Cllr. Walker had advised the parishioner to report the nettles to Howard Engineering which they had done.

Cllr. J. Walker also reported that he had received a complaint relating to a mobile home that has been parked near to the cemetery causing delays on Fordlands Road, particularly during times of funerals. It has been reported to Highways at COYC.

**18018. To receive a report from the Ward Councillor:**

There was no report from the Ward Councillor.

**18019. To receive a report from the Police**

The circulated report had been received and was noted.

**18020. To consider any candidates for co-option and decide on any necessary action.**

There were no candidates for consideration at this time.

**18021. Financial Matters**

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

	£
<u>Cemetery</u>	
YLCA – Annual Fee 50%	347.00
DVLR – Road Tax – Truck	240.00
ICCM – Annual Fee	90.00
Ouse & Derwent IDB – Annual Drainage Fee 50%	16.38
BT – Monthly Telephone	43.08
Viking – A4 Paper, USB Stick & Stamps	103.14
CoYC – Commercial Waste	445.62
First Data – Monthly Lease - April	11.96
First Data – Monthly Lease – May	11.96
Npower – Gas – Cemetery Lodge	97.71
Post Office – Recorded Delivery letters	4.94
Fuel Genie – Cemetery Vehicles Fuel	136.38
<u>Social Hall</u>	
CoYC – Commercial Waste	55.75
Advance Fire – Bi-Annual Inspection & replacement batteries	143.40
<u>Office</u>	
Ouse & Derwent IDB – Annual Drainage Fee 50%	16.38
YLCA – Annual Fee 50%	347.00
Viking – File Dividers & Pockets for filing cabinet	29.83
HP Ink	26.99
Reimbs Clerk Expenses - Card	2.80
GiffGaff Mobile Phone	7.50
<u>Staff Costs</u>	
Net Wages	7326.75
HMRC	1474.45
NYPF	2557.73
Clerk’s Homeworking Allowance	£18.00
CYT Trading – Temp Social Hall/Street Cleaner	151.40

All payments were approved

**18022. To consider draft documents for the GDPR in conjunction with the advice from YLCA for the GDPR and decide on any necessary action.**

The Clerk had circulated the completed Data Audit, consent forms and privacy notices. Following discussion, it was resolved to confirm the data audit and adopt the consent forms and privacy notices as drafted. Consideration of appointment of a DPO was discussed at Minute 18011.

**18023. To consider delegation of responses to GDPR consent requests to the Clerk.**

The Clerk reported that a number of requests for GDPR consent had been received. Following discussion, it was resolved to delegate response to GDPR consent requests to the Clerk.

**18024. To consider allocation of email addresses for all parish councillors and decide upon any necessary action.**

The Clerk reported that YLCA had recommended that all parish councillors have a parish council email address and not use their own personal email for parish council business, particularly in light of the GDPR. The Clerk reported that the cost to use a fulfordpc.org.uk email address would be £18 per year per email. Following discussion, it was agreed to set up fulfordpc.org.uk email addresses for each councillor.

**18025. To consider any nominations for parish representatives on the CYC Joint Standards Committee**

There were no nominations for the CYC Joint Standards Committee.

**18026. To consider a letter from Fulford School outlining proposed changes to the school day and decide on any action.**

The letter had been circulated. Following discussion, it was resolved that the Parish Council had no response to the letter. It was however resolved to add issues relating to parking around the school to the agenda for the next meeting.

**18027. To consider a request under the Freedom of Information Act 2000 and decide on any necessary action.**

The Clerk had circulated the request together with the proposed response and information. It was resolved that there were no items within the information that would be considered exempt under the Freedom of Information Act 2000 and as no additional information was available, it was further resolved to send the FOI response electronically as requested.

**18028. 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 to include:**

*New applications*

18/00617/LHE - Erection of single storey extension extending 4.5 metres beyond the rear wall of the original house, with a height to the eaves of 2.3 metres and a total height of 3.3 metres.  
- 14 Fordlands Crescent York YO19 4QQ –no objections

18/00559/FUL - Change of use from large house in multiple occupation to 6no. bedsits. - 129 Main Street Fulford York YO10 4PP – Following discussion, it was resolved to comment that the kitchen areas in some rooms have doorways opening straight into bathrooms without any lobby area (e.g. room 4) and query compliance with regulations; the conversion to 6 bedsits would allow 12 future occupants which is an increase in the current number permitted; there is no information on parking arrangements or covered cycle storage and query whether the current provision will be sufficient to cater for a potential increase in occupants.

*On-going applications*

Having declared an interest, Cllr. Urmston left the room for the discussion of ongoing 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 – Following discussion of proposals for a letter to the case officer by the planning working group, it was agreed to send a letter drafted in accordance with the circulated proposals. It was further noted that revised plans were submitted on 4<sup>th</sup> May and an internal report had been displayed on the website. It was resolved to schedule a meeting of the Planning Committee for Wednesday 23<sup>rd</sup> May at 19:30 to consider the revised plans and information on the website.

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 – there was nothing new to discuss.

Cllr. Urmston returned to the meeting.

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 – No response had been received to the letter sent on 7<sup>th</sup> March. Following discussion, it was resolved to write for an urgent response to the letter, to request confirmation that the LPA's view is that the application is considered to be "non-material"; to query whether the case officer intends to determine the application and if so, when; to reiterate the view of the parish council that it was irrational to validate the application due to material changes proposed; to request that the applicant be asked to withdraw the application and to refer to the continuance of construction of the spine road and driveways in breach of conditions. It was further agreed to consider making a formal complaint if the application continues to be held in abeyance and consider requesting legal advice from David Walton.

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). Following discussion, it was resolved to follow the planning working group's recommendation and write to Hannah Blackburn to query the status of the application, whether she intends to determine it and if so, when.

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 – nothing new to report or consider.

i) *Enforcement Action*

Connaught Court temporary car-park;  
34 Eastward Avenue

The Clerk reported that a request for a further update had been sent but no response had been received.

**b. To note details of planning applications decided by City of York Council**

18/00653/TCA - Crown reduce Holly by 30%; crown lift Silver birch tree in a Conservation Area - 29 Heslington Lane York YO10 4HN – Approved.

**c. Consideration of Fulford Boat Moorings building works**

Cllr. Vevers reported that there has been an alteration to the footpath for the moorings and the Rights of Way officer at CoYC has been informed. Following discussion, it was resolved to write to enforcement at CoYC to formally report the footpath alteration and seek rectification.

**18029. 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.**

Nothing new to consider

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

Nothing new to consider

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

Cllr. de Vries reported that she had received an email from Robin McGinn at Persimmon Homes inviting her to attend the first Liaison Advisory Committee (LAC) meeting on 30<sup>th</sup> May 2018 at 3pm. The email also attached the terms of reference for the LAC. No email has been received by the Clerk as officer for the Parish Council. Following discussion, including consideration of why there are not 2 representatives from the Parish Council as previously discussed and why the Parish Council has not been given the option to decide which councillor(s) should attend, it was resolved to write to Richard Watson, the Chair of the LAC regarding the Terms of Reference, querying the representation by the Parish Council on the LAC and also querying who the local representatives are to be and how these will be selected.

*To consider exclusion of the press and public from the discussion of any aspect of item 18029.d by virtue of s.1(2) of the Public Bodies (Admission to Meetings) Act 1960.*

*It was resolved to exclude the press and public from the discussion of any aspect of item 18029.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.**

There was nothing new to report. The Clerk is to contact the insurer for an update from the solicitors.

**18030. To receive a report from the Cemetery Superintendent and to decide on any necessary action**

A report from the Cemetery Superintendent had been circulated and was noted.

**18031. To receive a report from the Cemetery working group and to decide on any necessary action to include**

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

The Clerk reported that the Cemetery Superintendent and Administrative Assistant are seeking quotes for consideration the next meeting.

**18032. To receive a report from the Open Spaces working group and to decide on any necessary action to include:**

**a. Consideration of a suggestion for a new bus shelter on Fordlands Road**

Cllr. Vevers reported that the bus shelter in question is owned by the Parish Council and it would benefit from being replaced if this can be achieved. Following discussion, it was agreed that options for replacement using ward funding/sponsorship would be investigated by the Clerk to report to the next meeting.

Cllr. Vevers reported that the works currently taking place on the end of Landing Lane which prevent vehicular access have had an impact on litter on the Village Green area as CoYC have been unable to drive down to empty the bin. Following discussion, it was resolved that the Clerk would contact Howard Engineering to seek their assistance in keeping the area/bin litter free whilst their works continue to restrict access.

**18033. To receive a report from the Social Hall working group and to decide on any necessary action**

Cllr. Clare and the Clerk reported that further quotes have been sought from damp proofing companies.

*To consider exclusion of the press and public from the discussion of any aspect of item 18034 by virtue of s.1(2) of the Public Bodies (Admission to Meetings) Act 1960.*

*It was resolved to exclude the press and public from the discussion of any aspect of item 18034 by virtue of s.1(2) of the Public Bodies (Admission to Meetings) Act 1960.*

**18034. To receive and consider a report from the HR panel and to decide on any necessary action to include**

**a. To note Clerk's report regarding updated contracts of employment and payment dates**

The Clerk reported that all updated contracts have been signed and new payment dates are due to commence from 1st June 2018

**b. To consider adoption of draft Lone Worker Policy**

The Clerk reported that there were still some aspects that required amending but that these should be ready in time for the policy to be adopted at the meeting in June.

**c. Salary Scale Review of members of staff**

The Clerk had circulated a report which included a proposed increased increment for some members of staff. Following discussion, it was unanimously resolved to approve the proposed increases and backdate them to 1<sup>st</sup> April. It was further agreed that the Clerk would pass on councillors' thanks to the members of staff for their hard work.

**d. Review Administrative Assistant working hours**

Following discussion, it was resolved to increase the hours of the Administrative Assistant to 12 hours per week for a period of 3 months (June, July & August) to allow for training and provision of some holiday cover for the Clerk.

**e. Review Temp Street Cleaner/Social Hall Cleaner hours**

Following discussion, it was resolved to increase the temporary worker's hours to 10 hours per week over 5 days.

**18035. Footpath 12 – to consider any reply from the Carstairs Trust regarding proposed changes to the Definitive Map.**

Nothing new to report.

**18036. Confirm date and time of next meeting.**

Meeting of the Planning Committee 23<sup>rd</sup> May 2018 at 19:30;

Meeting of the Parish Council 5<sup>th</sup> June 2018 at 19:30

**The Chair closed the meeting at 21.35**

Chair.