

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 Meeting of Fulford Parish Council held at 19:30 pm on
Tuesday 12th March 2019 in the Old Library, Fulford Social Hall, School Lane, Fulford.**

18269. Chair's welcome

In the absence of the Chair and the Vice-Chair, it was resolved that Cllr. Urmston would chair the meeting. Cllr. Urmston welcomed all present to the meeting.

18270. To receive apologies and approve reasons for absence

- a. Present: Cllrs. Clare (arrived at 20:35), Francis, Russell, Urmston, Vevers, G Walker and J Walker; Michael Courcier and the Clerk
- b. Apologies were received and approved from Cllrs. de Vries, Aspden, Frusher and Gardiner and apologies for lateness received and approved from Cllr. Clare.

18271. To receive any declarations of interest

Cllr. Urmston declared a non-pecuniary interest in Items 18284 19/00204/TCA and 18/02169/FULM. Cllr. J Walker declared a non-pecuniary interest in Item 18285

18272. To receive and approve the Minutes of the Parish Council meeting held on 12th February 2019.

The Minutes of the meeting of the 12th February were approved as a true record.

18273. To receive and consider nominations for the position of Chair.

There were no nominations received and the election of Chair was deferred to the next meeting.

18274. The elected Chair to sign the Declaration of Office Form

In the absence of an elected Chair this item was deferred to the next meeting.

Item 18286 was brought forward to this point but will be reported in numerical order.

18275. To receive and consider Parishioners' Questions and comments and decide on any necessary action.

No parishioners' questions were raised.

18276. To receive and consider a report from the Ward Councillor and decide on any necessary action

In the absence of the Ward Councillor, no report was received.

18277. To receive and consider a report from the Police and decide on any necessary action

A report had been received and circulated. Councillors noted that there had been more incidents than usual and expressed the hope that this would not continue. It was also noted that the web links on the report do not work.

18278. To note correspondence received and decide on any necessary action to include:

- a. **Email from North Yorkshire Police Fire & Crime Commissioner regarding a crime survey**
An email had been circulated and was noted.
- b. **Emails from prospective purchasers at Germany Beck development**
Two emails had been received and draft responses had been circulated by the Planning working group. Following consideration, it was resolved to send the responses as drafted.
- c. **Email regarding drug paraphernalia found at Landing Lane**
An email had been received reporting the presence of litter and drug paraphernalia in the Landing Lane area and the Clerk had reported it to CoYC and the Police. The area involved is on private land, not owned by the Parish Council but the landowner has also been informed. Cllr. Vevers had followed up the report with CoYC and the Police and Cllr. Russell reported that during the summer months there had been tents in that area. The residents of the tents had been moved on.

d. Email regarding the Homeshare service

An email had been received and circulated and it was resolved to permit a poster to be added to the website and noticeboards.

18279. Financial Matters

a. To approve the payments at Appendix 1.

The payment to Designition was queried and the Clerk explained that the increased cost was due to the set-up of email accounts for councillors following the introduction of GDPR. It was queried if IT assistance could be provided to councillors and it was agreed that the Clerk would investigate this. Following consideration, the following payments were approved:

	£
<u>Cemetery</u>	
First Data – Chip & Pin Machine	21.76
Fuel Genie – Cemetery Vehicles Fuel (Feb-March)	181.53
BT – Monthly Phone (Feb)	72.10
BT – Monthly Phone (March)	
BT – Quarterly Broadband	155.88
Viking – Cleaning Supplies	147.13
Npower – Electricity	16.02
CNG – Gas Contract First Payment	196.39
British Gas – Electricity	638.95
Designition – Website & Email Hosting	99.60
Npower – Gas & Electricity Dual Fuel	399.20
Yorkshire Electric Gates Ltd – New Electric Gates at Cemetery Entrance	5040.00
<u>Open Spaces</u>	
Broxap - New Bin for School Lane Playing Field	283.14
<u>Parish Council</u>	
GiffGaff – Clerk’s Mobile	15.00
HP Instant Ink	12.99
Expend – Monthly Top Up	21.00
Expend – Subscription Prepaid Card	8.39
Amazon – Ergonomic Armrest	15.48
Viking – Stamps & IT Cleaning Products	2.96
Designition – Website & Email Hosting	402.00
YLCA – Play Area Inspection Training – KDV	80.00
<u>Social Hall</u>	
Plusnet – Broadband + 2 Months Line Rental	40.39
JJB Corp. – Blue Roll Holder for Library Kitchen	21.95
CNG – Gas Contract First Payment	116.51
British Gas – Final Gas Payment	2208.16
Smart Cleaning – Contract Cleaning Month 1	339.00
<u>Planning</u>	
Kings Chambers – Counsel Fees	1800.00
Shoosmiths – Submission of Evidence Fee	528.00
<u>Staff Costs</u>	
Wages & Salaries	7929.19
HMRC	2083.02
NYPF	2973.27
Clerk Homeworking Allowance	18.00
NYPF – Corrections to April 18 & January 19 Payments	84.24

b. To note the receipts at Appendix 2

The following receipts were noted:

Cemetery agreement	0.00	3,425.00
Section 106	0.00	0.00
Total income	61,676.22	65,211.00

d. To consider options for Budget Virement and items to earmark for 2019/20

The Clerk had circulated a breakdown of the budget year to date figures with suggestions for options for virement and items to be earmarked for 2019/20. Following consideration, all suggestions were approved.

e. To approve the bank reconciliation to 28/02//2019

The bank reconciliation had been circulated and was noted.

f. To consider any additional transfer to the Expend Prepaid card

There being no anticipated additional expenses, no transfer of funds was necessary.

18280. To note the timetable and process for the local elections and decide on any necessary action.

The Clerk had circulated information provided by CoYC and the timetable and process for the local elections were noted.

18281. To decide on a date for the Annual Parish Meeting

Following consideration, it was agreed to hold the Annual Parish Meeting on 14th May 2019 at 19:00, immediately before the Annual Meeting of the Parish Council on 14th May 2019 at 19:30 in the Old Library, Fulford Social Hall.

18282. To receive and consider a draft Newsletter and decide on any necessary action.

A draft newsletter and been circulated. The draft was reviewed and amended and it was agreed that the final text of the Ward Councillor's article would be approved by majority view by email to enable the newsletter to be submitted to the printers at the earliest opportunity. Cllr. Clare offered to assist organise distribution prior to the 19th March and all councillors were encouraged to assist in ensuring all newsletters were distributed before 26th March. Cllr. Russell offered assistance.

18283. To consider changes to the website to include additional information and review existing information in line with The Public Sector Bodies (Website and Mobile Applications (No.2) Accessibility Regulations 2018.

The Clerk had liaised with the website provider who responded that because the website pre-dates 23rd September 2018, the regulations do not apply but that the Parish Council may wish to consider making the website more accessible on mobile devices which would cost in the region of up to £1700 + VAT. Following discussion, it was agreed that the Clerk would investigate the costs involved in redesigning the website. It was further resolved that councillors would submit updated photographs to be included in the existing website together with any necessary additional text.

18284. 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

19/00227/ADV - Display of 2 no. wall mounted banner signs, 1 no. V board, 6 no. double sided post mounted signs, 1 no. post mounted price board, 2 no. fascia and wall mounted signs to sales office and 9 no. flag pole signs (retrospective) Germany Beck Site East of Fordlands Road York – The Planning working group had drafted and circulated a letter of its recommended objections and comments. Following consideration, it was resolved to send the letter as drafted.

19/00204/TCA - Reduce in height by 25% row of Cupressus trees in a Conservation Area. Chestnut Lodge 19 Fulford Park York YO10 4QE – no objections

18/02483/FUL - Dormer to front. 16 Cherry Wood Crescent York YO19 4QN – Following consideration, it was resolved to object as follows:

- The width of the dormer is excessive for the size of the roof and will dominate the roof, contrary to the guidance on dormer windows in York's SPD.

- If approved, it would serve as a precedent for other similar sized dormers on the front elevations of the neighbouring bungalows.

18/02793/FUL - Erection of replacement single storey industrial unit. 1 Forest Business Park Fulford York YO19 4RH – Following consideration, it was resolved to comment that the Parish Council generally supports small local businesses and understands why the applicant wishes to replace a dilapidated building with something more substantial. However, the site is in the green belt and the 3m height increase of the replacement building will reduce the openness of the green belt to a certain degree. As a result, the proposed unit will appear more prominent in views from the A19. No very special circumstances have been put forward to justify the harm to the green belt; therefore, the application cannot be supported at this time.

18/02640/FUL – Amended Plan - Two storey side and front extension and single storey rear extension. 11 Fulfordgate York YO10 4LY – Revised plans were considered and Cllr. Urmston reported a resident's conversation. Following consideration, it was resolved to comment: The small reduction in the height of the extension is welcome although there is still a large increase in the massing of the original building, which has the potential to impact on the streetscene and the amenity of the neighbouring property at no 9. The Parish Council maintains its previous comments regarding the limited space available for off-street parking, taking into account the loss of the existing garage.

On-going applications

18/02169/FULM - Change of use of existing care home bungalows (use class C2) to residential dwellings (use class C3) and construction of associated car park and access road from Fulford Park. Royal Masonic Benevolent Institute Connaught Court St Oswalds Road York YO10 4QA – The Planning working group reported that this application is going to Committee. The Clerk is to request a volunteer speaker from the Parish Council when the date of the Committee is available.

AOD/15/00053 - Condition 36 - 01/01315/OUT. Germany Beck Site East of Fordlands Road York
17/02687/NONMAT - Non-material amendment to permitted application 12/00384/REMM to alter approved plans and to amend approved bat mitigation strategy required under condition 9. Germany Beck Site East of Fordlands Road York – this application is not determined and there was nothing additional to report.

The following Appeals were noted.

Application No: 18/01031/FUL - Erection of garden shed to front (retrospective). 1 Eastward Avenue York YO10 4LZ - Appeal Reference: APP/C2741/D/18/3218049

Application No: 18/01753/FUL – Construction of vehicle access from Heslington Lane 99 Heslington Lane York YO10 4HP - Appeal Reference: APP/C2741/D/18/3219366

The following decided applications were noted

19/00062/TCA Crown lift and deadwood Oak tree in a Conservation Area St Oswalds Church of England Primary School Heslington Lane York YO10 4LX – Approved

18/02860/EIASN Screening opinion for proposed development site at York Designer Outlet. York Designer Outlet St Nicholas Avenue York YO19 4TA - EIA not required

18/01480/FUL Variation of condition 2 (approved plans) of permitted application 16/02665/FUL (Conversion of garage into 1no. dwelling) to alter position of rooflights, omit enclosed yard to rear to provide bedroom with roof terrace, incorporation of vehicle turntable, alterations to first floor windows with associated internal alterations (retrospective) Fishergate County Garage 14 Heslington Lane York YO10 4LR – Approved

b. Enforcement Action

34 Eastward Avenue

Unauthorised development at the Germany Beck site relating to 01/01315/OUT and 12/00384/REMM - Marketing suite, New sign at A19 junction

No updates have been received from Enforcement. The Clerk is to follow them up with a reminder and request for an update.

18285. To receive and consider an update on matters pertaining to Germany Beck and decide on any necessary action to include:

- To consider any update on the Liaison Advisory Committee.**

No update has been received. It was resolved that the Parish Council would need alternative representatives on the Liaison Advisory Committee following the resignation of Cllr. Vevers and during the sabbatical of Cllr. de Vries. Appointment of replacement representatives was deferred.

To consider exclusion of the press and public from the discussion of any aspect of items 18285.b-e by virtue of s.1(2) of the Public Bodies (Admission to Meetings) Act 1960

Following consideration, it was resolved to exclude the press and public from the discussion of any aspect of items 18285.b-e by virtue of s.1(2) of the Public Bodies (Admission to Meetings) Act 1960

- b. **Any update on 17/02687/NONMAT - Non-material amendment to permitted application 12/00384/REMM to alter approved plans and amend approved bat mitigation strategy. Germany Beck Site East of Fordlands Road York.**

Judgment is awaited.

Cllr. Clare arrived at 20.35

- c. **Draft responses to prospective purchasers**

See Item 18278.b

- d. **Website content**

Discussed during the decision at Item 18283.

- e. **CrowdJustice**

An email had been received from CrowdJustice offering assistance. Following discussion, it was agreed to consider the offer at a more appropriate time and the Clerk would write to thank them for their offer.

- f. **Text for newsletter**

This was considered at Item 18282.

18286. To receive and consider any update on the Local Plan and decide on any necessary action including

- a. **To note the deletion of site Strensall Barracks site;**
- b. **To consider text for the newsletter**

Michael Courcier briefed councillors on the deletion of the Strensall Barracks site, the change of housing figures and consequent delays to the examination process. If further public consultation is proposed, it was agreed that a response be delegated to Michael Courcier as the Parish Council's representative for the Local Plan. It was further resolved not to include an article on the Local Plan in the current edition of the Newsletter.

18287. To note the Heslington Neighbourhood Plan consultation and consider any necessary action

Following consideration, it was resolved to congratulate Heslington Parish Council on their Neighbourhood Plan and express the hope that it will pass to adoption.

18288. To receive and consider a report from the Cemetery working group and decide on any necessary action to include:

- a. **To note the budget year to date figures at Appendix 4 and consider options for virement or items to earmark for 2019/20.**

The Clerk had circulated a breakdown of the budget year to date figures with suggestions for options for virement and items to be earmarked for 2019/20. Following consideration, all suggestions were approved.

- b. **A request for a memorial bench**

A response to a request for a memorial bench at the Cemetery had been sent explaining the policy on new benches. The requestor had asked for an exception to be made to the policy. Following discussion, it was agreed that it would be unfair to others who had made similar requests if an exception be made in this instance but it was decided to explore the option to offer a memorial plaque on the shelter in the Cemetery, in exchange for a donation towards the renovations identified for repair to the roof of the shelter.

- c. **To consider change of Telephone & Broadband supplier**

It was noted that the BT telephone charges have increased significantly recently and the Clerk is to explore options for a reduction in cost/change of supplier.

d. To consider a request for a plot refund

The Clerk reported that a request had been made for a plot refund as the wishes of the purchaser had changed. Following consideration, the refund was approved and it was agreed that no charge would be made for the administration involved.

e. To consider the recommendations for the proposed new car park

Members of the Cemetery working group had met with representatives of McGoff Construction to consider their request for permission to build a car park on Parish land adjacent to the Cemetery. Councillors considered the viability of options:

- i. to decline permission;
- ii. to allow use of the land for a permanent car park initially for the use of the construction company and following completion of the construction, for the use of visitors to the Cemetery; or
- iii. to allow use of the land for a temporary car park for the use of the construction company.

A number of factors were considered including planning permission requirements, the type and size of surface, security issues relating to possible trespass and anti-social behaviour, possible costs of future maintenance, the proximity to archaeological investigations relating to the Battle of Fulford, existing parking difficulties causing access problems for buses, cyclists and residents down Fordlands Road during busy times at the Cemetery, reduction of parking availability following the changes to the road junction and increased traffic, parking difficulties in the area following completion of the Germany Beck and care home developments and the possible use of the car park during the renovations to Cemetery Lodge if this does not coincide with the construction works at the care home.

Following lengthy discussion, Options i & ii were rejected. It was resolved to agree to Option iii and that representative(s) of the Cemetery working group would liaise as to the planning permission application, the size, surface and access arrangements as discussed.

18289. To receive and consider a report from the Cemetery Lodge working group and decide upon any necessary action

Awaiting the revised tender.

18290. To receive and consider a report from the Open Spaces working group and decide on any necessary action to include

a. Consideration of dog walking through Fordlands Road open space

This item was deferred to a later meeting.

b. Consideration of removal and replacement of the slide at School Lane playground

Following initial discussion, it was agreed that the Open Spaces working group would consider the RoSPA Inspection report on the slide and that any decision relating to the slide be deferred to the next meeting.

c. To consider options for the replacement of the bus shelter on Fordlands Road

The Clerk had circulated two options for replacement bus shelters. It was agreed that the Open Spaces working group would investigate the options available and bring costings to the next meeting.

d. Review of ongoing projects and issues

Cllr. Vevers had circulated a report of ongoing projects and issues for councillors information prior to his departure from the Parish Council after the next meeting. Councillors thanked Cllr. Vevers for preparing the report.

To consider exclusion of the press and public from the discussion of any aspect of item 18290.e by virtue of s.1(2) of the Public Bodies (Admission to Meetings) Act 1960

Following consideration it was resolved to exclude the press and public from the discussion of any aspect of item 18290.e by virtue of s.1(2) of the Public Bodies (Admission to Meetings) Act 1960

e. Consideration of legal advice received with regard to the Sports Club requests;

Advice had been received from the solicitor and following consideration of the advice it was agreed that the grass cutting on the playing field should not be carried out by volunteers and would therefore remain with external contractors. It was also agreed that the Parish Council would consider any request from the Sports Club for a higher standard of maintenance of the field should they need it and options for how this could be achieved through the existing contractor.

f. Consideration of the Sports Club request for installation of a temporary storage container on the field at School Lane

The Sports Club had provided images and a plan for the installation of a temporary storage container. Following consideration, it was resolved to allow the container.

18291. To receive and consider a report from the Social Hall working group and decide on any necessary action to include:

a. Consideration of any quote received for external lighting

An electrician had attended the site to prepare the quote but it had not yet been received. It was agreed that Cllr. Clare would apply for a ward grant application in the sum of £500.

Cllr. Clare reported that the inventory of the crockery at the Social Hall revealed that no new crockery was needed.

To consider exclusion of the press and public from the discussion of any aspect of item 18292 by virtue of s.1(2) of the Public Bodies (Admission to Meetings) Act 1960.

The press and public were not excluded as there were no items to discuss

18292. To receive and consider reports from the HR panel and Clerk and decide on any necessary action

There were no reports from the HR panel or the Clerk for this item.

18293. To consider communications between councillors and officers and decide on any necessary action

The Clerk requested that responses to email requests be actioned more frequently but other aspects of this item were deferred.

18294. To consider draft logo and letterhead and decide on any necessary action

The Clerk had circulated a number of draft logos to be used on letterhead and official correspondence. Consideration of the logos was deferred.

18295. To note matters for information and items for the next monthly meeting agenda.

Matters deferred from this meeting to be included on the next monthly meeting agenda and any additional matters would be emailed to the Clerk.

18296. Confirm date and time of next meeting.

The next meeting of the Parish Council is Tuesday 9th April at 7.30pm

Chair.