

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

Draft Minutes of the Annual Parish Meeting for Fulford held on Tuesday 4 May 2021 Online via Zoom, commencing at 6.30 pm.

Present: Cllr. Mary Urmston (Chairman of Fulford Parish Council), Cllr. Karin de Vries, Cllr. Juliet Koprowska and Fulford Parish Council Clerk, Rachel Robinson

Cllr. Mary Urmston welcomed all present to the meeting.

APM20/21.01. Apologies for absence

There were no apologies for absence.

APM20/21.02. Approval of minutes of Annual Parish meeting held on 14 May 2019

The minutes of the Annual Parish meeting held on 14 May 2019 were approved as a true record.

APM.20/21.03. Annual Report from Fulford Parish Council

The Chairman of Fulford Parish Council provided Annual Reports for the past two years, there being no meeting possible during 2020. The Annual Report is appended to these minutes.

APM20/21.04. Annual financial statement and report by the Clerk of Fulford Parish Council

The Clerk to the Parish Council provided the Annual Financial Statement for the Parish Council which is appended to these minutes.

APM20/21.05. Any other matters that Fulford Parishioners would like to raise.

No other matters were raised.

The Chairman closed the meeting at 6.42pm

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Chairman's Report — APM 4th May 2021

The Parish Council was unable to hold an annual meeting last year, due to the pandemic. My report therefore covers two years rather than just one.

We've welcomed two new councillors during this time. Firstly Cllr Koprowska, who has already proved to be a hugely valued member with a wealth of skills. Cllr Hughes joined us more recently and this was particularly pleasing because he's a resident of Germany Beck and he's been able to give us a very helpful perspective on issues within the development and has already contributed a great deal in his areas of expertise.

Now that the new dwellings on the Germany Beck development are being built and occupied, I would like to extend a very warm welcome to all our new Fulford parishioners and wish them happiness in their new homes.

The pandemic has of course affected us all over the past year, but especially the cemetery. Mr McCabe and all the cemetery workers have coped brilliantly in very difficult circumstances and I am very grateful to all of them.

The Social Hall has also been affected and was closed for most of last year but thanks are due to Cllr Clare who has been on hand to keep the hall in good order and attend to any problems.

During the past two years the Council has worked hard on various projects:

After many years of planning, the renovations at Cemetery Lodge, were finally completed. The upgraded offices are functioning well and the tenant in the flat appears to be well settled. So, thanks go to the cemetery working group under the chairmanship of Cllr DeVries, for progressing this scheme to completion.

New security fencing has been installed at the allotments as well as the village green and replacement and repairs of the play equipment has progressed well. Work is also underway on a scheme for the parish field and the extension land, which will hopefully improve the sports and recreation facilities for all residents. So thank you to everyone on Open Spaces.

Good progress is being made on a joined-up flood defence scheme to protect residents of Fordlands Crescent and Fordlands Road. It will require planning permission in due course but funding has been secured and thanks are due to Cllr Aspden for his hard work in taking this important project forward.

It's been a real pleasure to chair the planning working group who've dealt with a great many planning issues with tireless commitment and enthusiasm, so enormous thanks are due to Cllrs Clare, Walker and de Vries.

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Persimmon's most recent application to replace 12 bungalows with 14 large houses has resulted in many objections but is not yet determined. I know that the Parish Council will continue to argue against these plans, which are causing such anxiety for those affected.

The application to expand Fulford School was recently submitted and these proposals are also a worry for many residents. But the Council will do all it can to achieve the best outcome for everyone concerned.

On a happier note, the new care home on Fordlands Road opened last year and I know the Council would wish to extend good wishes for the success of the home into the future.

One huge disappointment for us all was that we failed to secure the purchase of the Ings land next to the village green, despite having a very large pot of money available. Even though the result was disappointing, it was really heart-warming that so many residents and organisations came forward wishing to contribute towards the purchase. This community spirit demonstrates the value placed on our green spaces by Fulford residents and the wider community.

Finally, to our Clerk Rachel, who has shown such amazing commitment and expertise in guiding the Parish Council and ensuring that it functions well even in very challenging times.

Rachel has successfully integrated the Scribe system ensuring that our finances are kept in good order. She has worked incredibly long hours and I would particularly like to thank her for everything she's done for me personally over the last two years. We are indeed fortunate to have such a wonderful Clerk - so thank you Rachel for everything.

It's been a privilege to be the Chairman for these two years and I thank you all for your support and friendship. I'm confident that the parish council will be in very good hands under the new Chairman to be elected later this evening.

Cllr M Urmston – 4th May 2021

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CLERK'S FINANCIAL REPORT FOR THE YEAR ENDED 31 MARCH 2021

As Fulford Parish Council's appointed Responsible Financial Officer I have responsibility for maintaining and preparing accounts in the form required by the auditor and in accordance with the current Audit and Accounts Regulations.

The council is responsible for ensuring that its financial management is adequate and robust. This includes a financial risk management process and a sound system of internal control. During the year, the council employed Yorkshire Audit Services as its internal auditor and has received reports as to their findings which have been satisfactory. After the council has approved the Annual Governance and Accountability Return for 2020/2021 it will be submitted to PKF Littlejohn LLP who is the appointed external auditor.

As the council's income and expenditure exceeds £200,000 the accounts are prepared on an income and expenditure basis. These accounts are divided into two main parts, the general Parish Council account and the Cemetery burial account. The general Parish Council account is further divided into revenue and capital accounts and the Parish Council also holds monies for development of the Cemetery.

The accounts have been prepared, went before the Internal Auditor on the 26th April 2021 and will be presented to the Council for approval at the Annual Meeting of the Parish Council. Subject to approval by the Council, I believe the figures to be a true reflection of the year-end financial state. For ease of comprehension, I have rounded the figures to full pounds.

The general Parish Council account shows a surplus of income over expenditure of £26,403. This is due in part to some projects not reaching fruition prior to the end of the financial year such as installation of a Toddler Multiplay at Fordlands Road Playing Field, purchase of new IT Software, renovations to the Social Hall, renovations to Naburn Bus Shelter, Tree Survey & Tree Works and improvements for the Parish Field. Allotment rents in the sum of £400 were also received in advance for 2021/2022 which will be allocated to the 2021/2022 accounts.

The Cemetery burial account at the end of March showed a deficit of £1,272 based on cleared funds received in the bank account. However, once all receipts pertaining to 2020/2021 business at the Cemetery were received, a surplus of £4,884 can be transferred to the Cemetery Development Fund.

The numbers of burials were lower than in the previous year. The budgeted fee increase was reversed as a result of the Coronavirus Pandemic and this, together with reduced the numbers of plots reserved and memorials installed over the first half of the year as a result of restrictions imposed due to the Coronavirus Pandemic, resulted in a reduction in budgeted income. To counter this, the Cemetery kept costs to a minimum and no major purchases or renovations were made over the year to minimise the impact of the fee freeze and reduction in income generating services.

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In accordance with the Agreement with City of York Council, the annual contribution made by the City to the Parish Council for use of the cemetery by the Citizens of greater York amounted to £3,919. As a result of the measures taken to minimise costs. no further contribution has been necessary from City of York Council this year.

The cemetery development account consists of the remains of a loan from the Public Works Loan Board and any annual surplus of income over expenditure. The sum of £10,372 was used from the cemetery development account towards new security fencing and gates between the Cemetery and Allotments during 2020/2021 in accordance with the project planned and approved the previous year. No other expenditure has been made in 2020/2021 and after adding the interest received and the surplus for the year (once received in full), the balance will stand at £27,390.

The following Parish Council Capital expenditure was paid in 2020/2021:

- £2,531 for the remaining retention due from the Cemetery Lodge Renovation in 2019;
- £2,285 for IT equipment and software.

A total of £41,753 has been added from 2020/2021 to the funds earmarked as follows in accordance with audit regulations for ongoing projects in 2021/2022:

IT Software Purchases & Improvements	£	4,161.00
PC Newsletters	£	300.00
PC Tools & Equipment	£	29.00
Training & Resources	£	1,460.00
PC Tree Survey & Tree Works	£	3,000.00
Allotments (plot clearance, skips & contingency	£	300.00
Play Equipment Purchases & Repairs	£	9,020.00
Fordlands Road Playfield Maintenance	£	300.00
Parish Field Projects	£	2,000.00
Grass Cutting	£	798.00
Pest Treatment	£	300.00
Community Grants	£	550.00
Naburn Bus Shelter Project	£	6,000.00
Noticeboards/Signs	£	100.00
Seat repairs in 2021/2022	£	500.00
Village Green Planting Projects	£	410.00
Planning Advice/Contingency 2021/2022	£	6,000.00
Social Hall Renovation Projects	£	5,125.00
Social Hall Equipment in 2021/2022	£	370.00
Social Hall Gas in 2021/2022	£	860.00
Social Hall Water/Sewerage in 2021/2022	£	170.00

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Reserves are required for the purposes of cash flow particularly in respect of the Cemetery business. In addition to the above earmarked funds, the Parish Council currently holds the following funds in reserves:

Represented by:

General fund Balance 8,328.65

Reserves:

Capital 137,940.14

Earmarked 96,591.74

Adjustments 0.00

242,860.53

The Council has received financial reports showing comparison to budget and a breakdown of income and expenditure for the full year for both general and burial accounts and this is appended to this report.

The Freedom of Information Act provides that the accounts and supporting papers be made available to anyone who wishes to see them and I will be happy to supply copies as soon as they become available. They will also be displayed on the Council's website as soon as they have been approved.

I will be happy to take any questions and would like to thank you for your attention.

Rachel Robinson

Clerk & Responsible Financial Officer to Fulford Parish Council

4th May 2021

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Appendix 1 Net Income & Expenditure 2020/2021

4 May 2021 (2020 - 2021)

Fulford Parish Council Income & Expenditure Account 01/04/2020 to 31/03/2021

(Current) Year Ended
31 Mar 2021

Income

PC5 Parish Council Open Space	50.00
PC7 Parish Council Projects	77.56
PC9 Parish Council Staff Expenc	0.02
PC10 Parish Council Tenancy A	8,400.00
CEM1 Cemetery Income	190,993.23
CEM8 Cemetery Staff Expenditui	0.02
PC3 Parish Council Admin & Off	291.25
PC1 Parish Council Income	80,313.30
zzzNot Used - redundant codes	0.01
	<u><u>£280,125.39</u></u>

Expense

PC1 Parish Council Income	0.00
PC3 Parish Council Admin & Off	5,575.75
PC5 Parish Council Open Space	25,545.64
PC7 Parish Council Projects	0.00
PC8 Parish Council Social Hall	5,381.44
PC9 Parish Council Staff Expenc	18,434.64
PC10 Parish Council Tenancy A	2,975.00
PC11 Parish Council Capital Exp	4,816.38
CEM1 Cemetery Income	1,278.00
CEM4 Cemetery Health & Safety	683.36
CEM5 Cemetery Maintenance &	5,710.03
CEM6 Cemetery Miscellaneous E	7,648.10
CEM7 Cemetery Property Mainte	2,187.54
CEM8 Cemetery Staff Expenditui	152,480.75
CEM9 Cemetery Capital Expendi	800.00
zzzNot Used - redundant codes	0.01
CEM3 Cemetery Admin & Office	14,574.53
Restated	746.99
	<u><u>£248,838.16</u></u>

General Fund

Balance at 01 Apr 2020	23,949.84
ADD Total Income	280,125.39
	<u>304,075.23</u>
DEDUCT Total Expenditure	248,838.16
	<u>55,237.07</u>
DEDUCT Reserves Balance	46,908.42
Balance at 31 Mar 2021	<u>£8,328.65</u>

Reserves:

Capital Reserve Balance £137940.14

Earmarked Reserve Balance £96591.74