The Cemetery Lodge
Fordlands Road
York
YO19 4QG
Tel: 01904 633151 | Mobile: 07719 211979
| Email: clerk@fulfordpc.org.uk
www.facebook.com/FulfordParishCouncilYorkshire
www.fulfordparishcouncil.org.uk

# Minutes of the Meeting of Fulford Parish Council held at 19:30 on Tuesday 28th November 2023 in The Old Library, Fulford Social Hall, School Lane, Fulford, York.

**Present:** Cllr. Juliet Koprowska (Chair); Cllr. Simon Marsh (Vice-Chair); Cllr. Vivienne Clare; Cllr. Mary Urmston; Cllr. Andrew Vevers; Ward Councillor, Kate Ravilious, Steve Wragg (Flood Risk Manager, City of York Council); one member of the public and the Clerk.

**23147. Chair's welcome.**
The Chair welcomed all present and initiated introductions. The Chair informed all present that the meeting would be recorded for the purposes of taking the minutes and the recording would be deleted once the minutes have been approved.

**23148. To receive apologies and approve reasons for absence.**
No apologies or reasons for absence were received. *Post meeting Clerk's note, Cllr. Aspden had in fact given apologies in advance of the meeting.*

**23149. To receive any declarations of interest**
No interests were declared.

**23150. To receive and approve the Minutes of the Meeting of the Parish Council held on 17th October 2023.**
It was RESOLVED to approve the Minutes of the Meeting of the Parish Council held on 17th October 2023 as a true record.

**23151. To consider any applications for co-option to the Parish Council.**
There were no applications to consider.

**23152. To receive an update from Steve Wragg on planning application 23/00283/FUL Fulford Flood Alleviation Scheme Pt Fulford Ings and Pt Playing Fields Selby Road York and decide on any necessary action.**
Steve Wragg (SW) provided an update on the planning application for the flood alleviation scheme and outlined how the objections from Sport England had been resolved and the application was due to go to Planning Committee on 12th December. Councillors expressed support for the scheme, queried at what point of the process the compensation for loss of open space land would begin and stressed that the Parish council did not wish this aspect to hold up the scheme in any way. SW believed that the compensation aspect would be dealt with after this initial planning stage as part of the legal process and there was no indication at this stage if the compensation would be in the form of replacement land or monetary value for the land. The Clerk advised that a budget for legal services and land valuation in relation to the transfer of land and the resulting compensation should be included in the 2024/2025 budget. Councillors thanked SW for taking the time to attend the meeting and the useful information.



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**23153. To receive and consider Parishioners' Questions:**
No questions were received.

**23154. To note correspondence received at Appendix 1 and decide if any action is necessary.**
The following correspondence was noted and considered further where recorded.

**a. General Correspondence**

i) Email from Heslington Residents to Ward Councillor
ii) Consultation Email from CoYC re Traffic Regulation Order Notice
iii) CoYC Consultation - Proposed Amendments to Traffic Regulation Order Notice
Following consideration of Items 23154.ii) & iii) together, it was RESOLVED to support the proposals.
iv) Email from Charity Bank - Interest Rate increase
v) Email from CoYC with Invitation to York Climate Commission Event
It was RESOLVED to nominate Cllr. Marsh to attend. Cllr. Ravilious mentioned that other community groups would also be invited, including Greener Cleaner Fulford (GCF). Cllr. Vevers expressed an interest in attending for GCF.
vi) Email from LNRS North Yorkshire re Local Nature Recovery Strategy Webinar
It was noted that both Cllr. Marsh and Cllr. Vevers had attended.
vii) Email from Resident re 141 Broadway planning breach
viii) Email from resident re Social Hall roof tile
ix) Email from Residents re 47 Heslington Lane Decision
x) Email from Ward Councillor to Yorkshire Water - Fulford Ings Sewage Leak
Cllr. Ravilious reported that a response from Yorkshire Water on how a repeat of this incident can be avoided was awaited. Cllr. Vevers reported that he had checked the site that day and there was still sewage debris present.
xi) Email re Heslington Fulford Ward Team Meeting 26 October
xii) Sports Club Email re Sport England Grant Funding
This correspondence was considered within the Open Spaces Item 23165.c.ii)
xiii) Ward Committee 20231026 Summary of grant applications
Cllr. Ravilious reported that 5 projects which applied for funding received part funding from the Ward Committee and the 2 remaining applications were referred to a central fund.

**23155. To consider and confirm any decisions taken using delegated powers listed at Appendix 2.**
It was RESOLVED to confirm the following decision taken using delegated powers:

a. Decision taken 24th October 2023: It is RESOLVED to instruct Team Sport & Play to carry out groundworks at School Lane and Fordlands Road in accordance with their quote numbers Q2023-1467a; Q2023-1467d & Q2023-1467b at a total cost of £16,319.00. It is further RESOLVED to fund said works using virement within the Open Spaces Budget for 2023/2024 together with the £10,000 funds earmarked to Play Equipment Maintenance & Repairs at the end of the last financial year.
b. Decision taken 13th November 2023: It is RESOLVED to comment on planning application 23/01362/CPD | Certificate of lawfulness for proposed development of double detached garage, two storey rear extensions, single storey side extension and hip to gable roof extension | Kanoni 138 Heslington Lane York YO10 5ND in accordance with the circulated draft letter.

**23156. To receive and consider a report from the Ward Councillor and decide on any necessary action.**
Cllr. Ravilious reported that CoYC has launched its Transport Consultation online and there will be a range of methods to take part both online and in person. The Clerk confirmed that the materials would be added to the Parish Council website and Facebook page. Cllr. Koprowska commented that the policy document looked



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impressive and Cllr. Ravilious confirmed that the officers and team have worked hard to get it to this stage and that the public's views were actively being sought to inform the plans moving forward.

Cllr. Ravilious provided an update on the changes to Double Taxation claims for inclusion of receipts to gain a wider view for the city as a whole about what can be claimed.

*Item 23162 was brought forward to this point of the meeting but will be recorded in the minutes in order.*

It was noted that Cllr. Ravilious and one of the officers have been invited to meet with the developers involved in the planning application 23/01234/FUL (Conversion of Nos. 100-102 to provide 4no. dwellings with external alterations and extensions. Erection of 1 no. dwelling to the rear and parking. (resubmission). 100 Main Street Fulford York YO10 4PS). Cllr. Urmston confirmed that the planning working group was recommending an objection to the application and the Clerk confirmed that the letter of objection would be copied to Cllr. Ravilious.

*Cllr. Ravilious left the meeting at 20:40.*

**23157. To receive and consider any report from the Police and decide on any necessary action.**
The Police Reports for October were noted, and no action was deemed necessary.

**23158. Financial Matters**

**a. To approve the payments presented for authorisation;**

It was RESOLVED to approve the following payments and it was further RESOLVED that two councillors would log in to the Unity Trust account to provide online authorisations.



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27 November 2023 (2023-2024)

# Fulford Parish Council

## PAYMENTS LIST

| Description | Supplier | Total |
|---|---|---|
| Amblers Steel FS209 Size 10 Safety Boots | Elcocks Ltd | 65.94 |
| Cemetery Vehicles Fuel Charges | Fuel Genie | 258.46 |
| Chip & PIN Machine Service Charges & Fees | Clover (Fiserv/First Data) | 83.95 |
| Commercial Waste Charges | City of York Council | 523.77 |
| Commercial Waste Charges | City of York Council | 71.11 |
| Water Rates Payment | Yorkshire Water | 68.45 |
| Storage Boxes, Ergonomic Mouse Replacement & Stamps | Viking | 74.53 |
| Training Webinars | Yorkshire Local Councils Association | 60.00 |
| Training Webinars | Yorkshire Local Councils Association | 90.00 |
| Accessibility Report | Aubergine 262 Ltd | 96.00 |
| Grass & Hedge Cutting | Sleightholm Landscapes | 475.20 |
| Grass & Hedge Cutting | Sleightholm Landscapes | 356.40 |
| Grass & Hedge Cutting | Sleightholm Landscapes | 158.40 |
| York Fibre Pro Set Up | York Data Services | 60.00 |
| Training - Community Engagement Summit | SLCC | 72.00 |
| Boiler Repairs & Landlords Gas Safety Record | Nortons Heating | 576.32 |
| Data Protection Fee Annual Renewal | ICO - Information Commissioner's Office | 17.50 |
| Data Protection Fee Annual Renewal | ICO - Information Commissioner's Office | 17.50 |
| Rabbit Control - Cemetery November to April | MJ Backhouse Environmental Services | 375.77 |
| Broadband and Phone Payment | Plusnet | 32.28 |
| Commercial Cleaning Charges | Smart Cleaning Group Limited | 396.00 |
| Monthly HMRC Payment | HM Revenue & Customs | 3,022.87 |
| Monthly HMRC Payment | HM Revenue & Customs | 6,307.82 |
| Gas Charges | SSE Energy Solutions | 53.91 |
| Gas Charges | SSE Energy Solutions | 140.94 |
| Water Rates Payment | Business Stream | 123.49 |
| Net Salaries | All Employees | 10,157.16 |
| Electricity Charges | SSE Energy Solutions | 62.02 |
| Electricity Charges | SSE Energy Solutions | 109.12 |
| Business Rates Monthly Payment | City of York Council | 918.00 |
| Cemetery Lodge Apartment Rent Guarantee Fee | Martin & Co | 31.20 |
| Property Management Fee | Martin & Co | 78.84 |
| Cemetery Lodge Apartment Gas Renewal Certificate | Martin & Co | 79.20 |
| Cemetery Lodge Apartment Tenancy Renewal Fee | Martin & Co | 150.00 |
| Broadband and Phone Payment | TalkTalk Business | 39.50 |
| Water Rates Payment | Business Stream | 100.05 |
| Monthly NYPF Payment | North Yorkshire Pension Fund | 3,193.25 |
| Monthly NYPF Payment | North Yorkshire Pension Fund | 5,102.01 |
| Broadband and Phone Refund at End of Contract | Plusnet | -30.19 |
| Water Rates Payment | Yorkshire Water | 62.76 |
| Monthly Subscription Payment | HP Instant Ink | 4.49 |
| Monthly Subscription Payment | HP Instant Ink | 4.49 |
| Mobile Phone Charges- Clerk | GiffGaff Ltd | 6.00 |
| Monthly Subscription Payment | Microsoft Ireland Operations Ltd | 24.72 |
| Electricity Charges | SSE Energy Solutions | 80.42 |
| Electricity Charges | SSE Energy Solutions | 136.44 |
| Commercial Cleaning Charges | Smart Cleaning Group Limited | 396.00 |
| Supply & Install 3 External Signs - School Lane Playing Fields | Signs Express (York) Ltd | 657.18 |
| Cemetery Vehicles Fuel Charges | Fuel Genie | 337.50 |
| Chip & PIN Machine Service Charges & Fees | Clover (Fiserv/First Data) | 81.54 |
| Monthly Subscription Payment | Expend Limited | 11.99 |
| Monthly Subscription Payment | Expend Limited | 11.99 |
| Annual Subscription Fee | Avast | 38.99 |
| Leaving Card - KDV | Moonpig.com | 8.69 |
| Replacement Keyboard | Amazon | 38.98 |
| Telephone for Cemetery Office Replacement & Mouse | Amazon | 55.93 |
| Bow Saw with Blade (24") | Elcocks Ltd | 15.98 |
| 2 x Iseki Deck Belts | Crockey Hill Lawnmowrs | 98.40 |
| Allotment Clearance (Plots 18 & 23) | Sleightholm Landscapes | 192.00 |
| Stationery Supplies | Viking | 55.46 |
| Cemetery Vehicle Insurance - Named Drivers | Arthur J Gallagher Insurance Brokers Limited | 470.63 |
| Basketball Court Markings | Guideline Surface Marking Ltd | 630.00 |
| | | **36,989.35** |

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**b. To note the receipts presented;**
The following summary of receipts since the last meeting was noted.

**Fulford Parish Council**

**Summary of Receipts**

All Cost Centres and Codes (Between 17/10/2023 and 31/03/2024)

**CEM1 Cemetery Income**

| Code | Title | Receipts |
|---|---|---|
| 6001 | CEM1 Cemetery Fees - Burial Rights Purchases | 6,241.00 |
| 6002 | CEM1 Cemetery Fees - Interments | 18,209.00 |
| 6006 | CEM1 Cemetery Fees - Memorials | 2,177.00 |
| | **SUB TOTAL** | **26,627.00** |

**CEM6 Cemetery Miscellaneous Expenditure**

| Code | Title | Actual |
|---|---|---|
| 8304 | CEM6 PWLB Cemetery Extension Loan Repayments | 3,483.45 |
| | **SUB TOTAL** | **3,483.45** |

**PC1 Parish Council Income**

| Code | Title | Actual |
|---|---|---|
| 1012 | PC1 Other Income - Sundry Receipts | 25.00 |
| 1014 | PC1 Rents - Allotments | 35.00 |
| 1016 | PC1 Rents - Social Hall | 2,128.25 |
| | **SUB TOTAL** | **2,188.25** |
| | **TOTAL** | **£32,298.70** |

Created by Scribe

**c. To approve the bank reconciliation;**
It was RESOLVED to approve the bank reconciliations of the 16th and 28th November.

**d. To note the statement of reserves;**
The Net Position containing the Statement of Reserves to 16 November was noted.

**e. To reconsider the banking arrangements;**
Following further consideration, it was RESOLVED to keep the existing three bank accounts and refrain from opening additional ones.

**f. To consider the Internal Auditor letter of engagement and information for approval and signature;**
It was RESOLVED to approve and sign the letter of engagement and information.

**g. To consider the Double Taxation claim.**
It was RESOLVED to approve the claim as drafted.

**23159. To consider the draft budget for 2024/2025 and decide on any necessary action.**



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The first draft of the budget was considered, and it was agreed to continue work on the budget by email prior to its finalisation and approval at the next meeting.

**23160. To consider a report of planning applications and questions considered by the Planning Working Group and decide on any further action:**

**a. New applications**

**i) 2302035/FUL - Single storey rear extension and first floor balcony to rear. Lodge Farm Cross Lane York YO19 4RA**

It was RESOLVED to object as follows:

- The dwelling is located within the green belt and the original building has already been very significantly extended in the past.
- The exception in NPPF 149 (c) does not apply because it would result in disproportionate additions over and above the size of the original building.
- The proposal is inappropriate development in the green belt and is harmful by definition. No very special circumstances have been put forward to justify the harm.

**ii) 23/01981/LHE - Erection of single storey extension. 63 Thornton Road York YO19 4AB**

It was RESOLVED that there were no objections.

**iii) 23/01944/FUL - Double patio doors with a Juliet balcony to first floor side elevation. 45 Ewden Street York YO19 4AU**

It was RESOLVED that there were no objections.

**iv) Construction of new ramp for disabled access to church hall building following removal of existing ramp. St Oswalds Church Main Street Fulford York YO10 4HJ**

It was RESOLVED that there were no objections.

**v) 23/01965/FUL - First floor side extension, two storey and single storey rear extension with solar panels to rear. 48 St Oswalds Road York YO10 4PF**

It was RESOLVED that there were no objections, provided that the LPA is satisfied that the outlook of the nearest neighbour will not be unduly affected.

**vi) 23/02105/FUL - Single storey side extension, veranda to side and porch to front, 32 Key Way York YO19 4QS.**

It was RESOLVED that there were no objections.

**b. Ongoing applications**

**i) 22/01502/FUL - Single storey rear extension and erection of 2no. rear garden outbuildings for additional living space. 151 Main Street Fulford York YO10 4PR**

It was noted that a cursory reply had been received from the Head of Legal Services & Deputy Monitoring Officer. It was agreed that a response would be considered by email and if deemed necessary before the next meeting, a decision could be taken using delegated powers.

**ii) 23/01234/FUL - Conversion of Nos. 100-102 to provide 4no. dwellings with external alterations and extensions. Erection of 1 no. dwelling to the rear and parking. (resubmission). 100 Main Street Fulford York YO10 4PS. Amended plans to include consideration of seeking advice from a Heritage Consultant.**

A draft letter of objection had been circulated and was considered. It was RESOLVED to send the letter of objection as drafted.



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iii) **22/02437/FUL Conversion of Nos. 100-102 to provide 4no. dwellings with external alterations and extensions. Redevelopment of outbuildings at rear to provide 1 no. dwelling and parking. 100 Main Street Fulford York YO10 4PS**

It was noted that there was no update on when the costs of the Judicial Review will be recovered.

iv) **23/01362/CPD - Certificate of lawfulness for proposed development of double detached garage, two storey side extension, single storey side extension and hip to gable roof extension. Kanoni 138 Heslington Lane York YO10 5ND**

It was noted that a letter was sent on 13th November outlining concerns but there was no further update.

v) **23/00283/FUL Fulford Flood Alleviation Scheme Pt Fulford Ings and Pt Playing Fields Selby Road York 22/02437/FUL**

The update from Steve Wragg is recorded at Item 23152.

vi) **23/01147/FUL - Temporary/seasonal change of use from agricultural field to car park. York Designer Outlet St Nicholas Avenue York YO19 4TA**

It was noted that National Highways have extended their hold on the application for another six months.

**c. To note the LPA decided applications**

The following LPA decided applications were noted:

The website was unavailable at the time of agenda publication, but the following decisions should be noted:

23/01779/TCA Pruning of 8 trees situated in the rear garden - trees in a conservation area – No TPO;

23/01558/TCA Reduce 2 no. conifers and 1 no. Eucalyptus by one-third - trees in a Conservation Area – No objections from LPA;

23/01537/TCA Fell 1 no. Magnolia (rear garden) and prune of 1 no. Cherry away from phone lines in front garden - trees in a Conservation Area – No objections from LPA

23/01981/LHE Erection of single storey extension – LPA Approved

23/01693/FUL Erection of 1no. detached dwelling to side – LPA Refused

23/01677/CLU Certificate of lawfulness for use as House in Multiple Occupation for five persons (use class C4) – LPA Granted

22/02108/FUL Erection of two storey detached dwelling after demolition of existing bungalow and outbuildings – LPA Refused.

**23161. To consider application for an Article 4 Direction to expand removal of permanent development rights to the Germany Beck development adjoining the Conservation Area.**

Deferred pending further investigation and consideration of the costs.

**23162. To receive and consider an update on matters pertaining to the Germany Beck Liaison Advisory Committee (LAC).**

Cllr. Koprowska reported that the meeting was more collaborative, that the architect was very responsive and there was a new resident on the committee who had clearly taken the role seriously and spoken with residents in preparation for the meeting.

Cllr. Ravilious reported that the shop will be opening in the new year (Budgens/Londis), but the bus route is still going to take some time to progress.



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It was noted that the main discussion considered the parish field, extension land and s.106 funding. It was noted that it was likely to take several months to resolve the legal matters between CoYC and Persimmon to prevent the prospect of the Parish council becoming a party to future deeds of variation at the development. However, the Committee Chair urged them to resolve the legal matters in time for the next meeting which is due to be held in three months.

Cllr. Ravilious reported that she had liaised with the CoYC officers working on the project with a view to working with an academic who specialises in methods for inclusive access to open spaces to consider how the field can be best used by all the different people using it. This work is to be carried out whilst the legal issues are being resolved so should not result in additional delays.

It was agreed that CoYC officers should be invited to attend future Parish Council meetings to provide regular updates to the council on any issues and progress of the project.

Cllr. Marsh and Cllr. Ravilious confirmed intention to locate and review the new trees that have been planted on the development.

**23163. To receive and consider any update on the Local Plan Examination (Phase 1) and decide on any necessary action.**

It was noted that no updates have been received. However, all Local Plan news and updates are available on CYC website at https://www.york.gov.uk/LocalPlanExamination and it was noted that the most recent information at the time of writing was from 30th October 2023.

**23164. To receive and consider a report from the Cemetery working group and decide on any necessary action.**

**a. Long term contingency for retirement(s) planning/phasing in use of contractors**

It was RESOLVED to get quotes from Sleightholm for aspects of the grass cutting at Fulford Cemetery as part of the future planning for retirement(s).

It was RESOLVED to obtain quotes from grave digging services together with information on the rates of hire and viability of ad hoc / retainer / contract with them to be phased in over the next few years to cover retirement contingency but also for occasional instances where additional cover is needed e.g. sickness/holiday cover.

**b. Update on Scribe data input**

It was noted that the past forty years of data has been input into Scribe Cemetery and work continues to input the remaining historical records. It was further noted that Scribe Accounts runs efficiently and effectively to manage both the Parish Council and Cemetery accounts.

**c. Training updates**

It was noted that a lawnmower course and the JCB course were to be booked for the Cemetery Assistant and the First Aid training records reviewed.

**d. Cloudy IT Microsoft 365 package and training**

It was noted that the Cemetery staff had been consulted about the proposed implementation of Microsoft 365 package through Cloudy IT and were on board with it.

**e. Financial position year to date**



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It was noted that the income for pre-purchases was down again this year, and this continued to impact the overall income for the Cemetery. It was noted that the reduction in income so far may result in a deficit for the Cemetery this financial year, but it was agreed that machinery was still required and should be purchased. It was further noted that it was not possible to accurately forecast the income. It was noted that a replacement ride on tractor was needed and had been included in the budgeted expenditure for this year. A quote had been received which included part-exchange of the current one from Crockey Hill Lawnmowers in the sum of £12,165. It was RESOLVED to purchase the tractor in accordance with the quote received.

**f. 2024/2025 Budget requirements**

It was RESOLVED to budget for a replacement pick-up truck in the 2024/2025 Budget if possible. Cllr. Koprowska requested that an electric vehicle be considered if viable.

**g. CWGC (Commonwealth War Graves Commission) Fees**

It was noted that the fees charged to CWGC for the scattered graves/non-war graves had not been increased for the past 7 years despite increases in employment and fuel costs. It was RESOLVED to approve recommendation of the 10% increase to the Cemetery Committee.

**h. Toilet Facilities**

It was noted that the Clerk had added location information to the website for nearby public toilets.

**23165. To receive and consider a report from the Open Spaces working group and decide on any necessary action to include:**

**a. Allotments;**

It was noted that half plots will now be offered and plot 3 is due to hand over next; It was further noted that the Allotments main gate lock has now been altered as requested.

i) **Rents:** It was agreed to consider YACIO information on rents to review the rents in the Budget. It was noted that any change in rent would need to be announced to plot holders before 1 February for implementation from 1 April.
ii) **Maintenance:** It was RESOLVED to ask Sleightholm for a quote for grass cutting of the public areas of the allotments including the lane and outside gates.
iii) **Plot marking:** It was RESOLVED to purchase stencils and paint to mark out the plot numbers.
iv) **Excess soil from previous plot clearances**: deferred for further consideration.
v) **Skip:** It was RESOLVED to order an 8 cubic yard skip next time.

**b. Fordlands Road;**

Not discussed at Open Spaces meeting. No recommendations to consider.

**c. Parish Field School Lane to include:**

**i) Consideration of proposal to allocate Sport England Grant monies to a verti-drainage programme for the field;**
ii) **Consideration of email from the football club**;

Both items were considered together. Following consideration of correspondence from Sport England and updates from the Clerk and Paul Forrest at CoYC It was RESOLVED to approve the suggestion for the Sport England grant to be applied to a Verti-Drain programme and to ask Paul Forrest to obtain quotes/put the contract out for tender if appropriate.

**d. Play Equipment;**

Not discussed at Open Spaces meeting, deferred for further consideration of which new equipment to order.



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It was noted that Team Sport & Play have been instructed to proceed with the works agreed at the last meeting and work should begin from mid-December provided the ground conditions are suitable. It was further noted that the Clerk will prepare a Facebook post and website item, together with some laminated notices to inform residents of the works and intended timescales.

**e. Village Green;**

No update.

**f. Street Furniture to include:**

i) Consideration of any renovations to the Noticeboard at Heslington Lane;

It was RESOLVED to ask the Cemetery staff to renovate the noticeboard. If they are unavailable, a contractor will be sought.

ii) Any update on the new signs for School Lane Parish Field.

It was noted that new signs had been installed at the Parish Field.

iii) It was noted that councillors had access to the list of all fixed assets including street furniture through Scribe. It was further noted that an up-to-date inventory may be sensible if time can be found. It was RESOLVED to ask Dave Meigh for information on possible contractors to maintain/clean the benches.

iv) Naburn Lane Bus Shelter: It was RESOLVED to ask JMark for a quote for the remaining repairs.

**g. Budget**

It was RESOLVED to merge some of the cost codes and liaise over precise figures by email for recommendations to the January meeting to include earmarked funds from this financial year for tree planting at Fordlands Road.

**h. Future OSWG meetings.**

It was noted that the next Open Space working group meetings were scheduled for 8/1/24; 21/2/24; 26/3/24; 29/4/24.

**i. Speeding boats**

Deferred.

**23166. To receive and consider a report from the Social Hall working group and decide on any necessary action.**

It was noted that the quote had been received from Phil Bixby and it was RESOLVED to instruct him in accordance with the quote of £1,700 received.

It was noted that one of the social hall regular users had requested to store some equipment at the hall. Following consideration, it was RESOLVED that use of an unused area could be granted provided the group were prepared to sign a waiver in respect of the security and any damage to their equipment.

Following consideration of the expression of interest for the Community Ownership Fund, it was RESOLVED to commit up to £50,000 from the reserves to match funding to try to achieve the maximum award of £250,000.

**23167. To consider the draft Newsletter and decide on any necessary action.**

It was RESOLVED to agree final amendments by email and order 1500 135gms copies of the newsletter from Helloprint for distribution as soon as possible.

**23168. To receive and consider any update from the Fulford Climate and Ecological Emergency Working Group and decide on any necessary action to include:**



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Chair's Initials

a. **Consideration of a proposal to arrange a visit to Yorwaste**
It was RESOLVED to request a Parish Council visit. Cllr. Vevers will provide the Clerk with information to answer the questions raised by Yorwaste.

**23169. To consider any updates or information resulting from recent training webinars and decide on any necessary action.**
There were no updates or information to share.

**23170. *To consider exclusion of the press and public from the discussion of any aspect of item 23171 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 23171 by virtue of s.1(2) of the Public Bodies (Admission to Meetings) Act 1960 (even if no members of the press or public are present).

*The Clerk left the meeting for discussion of the following item.*

**23171. To receive and consider reports from the HR panel and decide on any necessary action.**

a. **Clerk's Role**
It was RESOLVED to create a Deputy Clerk role for recruitment in accordance with the recommendations of the HR Panel.

b. **Cemetery staffing arrangements**
It was RESOLVED to seek quotes from Sleightholm to supply cover over spring and summer, for relevant maintenance tasks at the Cemetery in accordance with the recommendations of the HR Panel.

c. **To consider any HR implications of new IT/ Microsoft 365 packages**
It was RESOLVED that following additional information from the Clerk that the Parish Council should proceed with the new IT/ Microsoft 365 packages through Cloudy IT.

**23172. To consider and propose any items for inclusion on the agenda for the next meeting.**
It was noted that any items to be included in the January agenda can be received by email at any point before 10 January.

**23173. Confirm date and time of next meeting.**
It was noted that the next Parish Council meeting is scheduled for Tuesday 16 January at 19.30pm.

The Chair closed the meeting at 22:00

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Signed: Chair



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Chair's Initials

**Appendix 1**

**Correspondence Received**

b. General Correspondence
   i) Email from Heslington Residents to Ward Councillor
   ii) Consultation Email from CoYC re Traffic Regulation Order Notice
   iii) CoYC Consultation - Proposed Amendments to Traffic Regulation Order Notice
   iv) Email from Charity Bank - Interest Rate increase
   v) Email from CoYC with Invitation to York Climate Commission Event
   vi) Email from LNRS North Yorkshire re Local Nature Recovery Strategy Webinar
   vii) Email from Resident re 141 Broadway planning breach
   viii) Email from resident re Social Hall roof tile
   ix) Email from Residents re 47 Heslington Lane Decision
   x) Email from Ward Councillor to Yorkshire Water - Fulford Ings Sewage Leak
   xi) Email re Heslington Fulford Ward Team Meeting 26th October
   xii) Sports Club Email re Sport England Grant Funding
   xiii) Ward Committee 20231026 Summary of grant applications
c. NALC Correspondence:
   i) Chief Executive's Bulletins dated 19th & 27th October and 2nd & 23rd November.
   ii) Newsletters dated 25th October 9th & 22nd November.
d. YLCA Correspondence:
   i) White Rose Bulletins dated 20th October, 34d & 17th November
   ii) Email re York Branch Meeting & 20mph zones
   iii) Law and Governance Bulletin October 2023.

**Appendix 2**

**Decisions taken using delegated powers**

a. Decision taken 24th October 2023: It is RESOLVED to instruct Team Sport & Play to carry out groundworks at School Lane and Fordlands Road in accordance with their quote numbers Q2023-1467a; Q2023-1467d & Q2023-1467b at a total cost of £16,319.00. It is further RESOLVED to fund said works using virement within the Open Spaces Budget for 2023/2024 together with the £10,000 funds earmarked to Play Equipment Maintenance & Repairs at the end of the last financial year.

b. Decision taken 13th November 2023: It is RESOLVED to comment on planning application 23/01362/CPD | Certificate of lawfulness for proposed development of double detached garage, two storey rear extensions, single storey side extension and hip to gable roof extension | Kanoni 138 Heslington Lane York YO10 5ND in accordance with the circulated draft letter.



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Chair's Initials