



Fulford

Parish Council

The Cemetery Lodge
Fordlands Road
York
YO19 4QG

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www.facebook.com/FulfordParishCouncilYorkshire

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**Notice is given that the Annual Meeting of Fulford Parish Council
will be held at 19:00 on Tuesday 14th May 2024
in The Old Library, Fulford Social Hall, School Lane, Fulford, York.**

Members of the public and press in attendance may address members of the Council during the Parishioners' Questions Item of the Ordinary Meeting in accordance with the procedural requirements set out in the Meeting Agenda.

Agenda for the said meeting is shown below.

Rachel Robinson
Clerk and RFO, Fulford Parish Council

ANNUAL MEETING AGENDA

24000. Election of Chair:

- a. To accept nominations and elect the Chair for the forthcoming year;
- b. The elected Chair to sign the Declaration of Office Form.

24001. To receive apologies and approve reasons for absence.

24002. To accept nominations and elect the Vice-Chair for the forthcoming year.

24003. To receive any declarations of interest.

24004. To confirm the terms of reference for Committees and Working Groups.

24005. To appoint Committee Members, Officers 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;
- b. Cemetery Committee & working group;
- c. Planning Committee & working group;
- d. Social Hall working group;
- e. Opens Spaces working group;
- f. Sports Club Representative(s) (2);
- g. YLCA Representatives to attend YLCA Branch meetings as voting representatives (2);
- h. Climate & Ecological Emergency working group;
- i. Publicity Officer (if appropriate);
- j. Health & Safety responsibility;
- k. HR Panel.

24006. Internal Control - To review and consider the effectiveness of the following areas of Internal Control and decide on any necessary action:

- a. To consider and/or confirm the Annual Review of the System of Internal Control;
- b. To appoint the Internal Auditor for 2024/2025 and confirm the audit plan;
- c. To re-appoint the Clerk as the Responsible Financial Officer;
- d. To consider and/or confirm the Risk Management Report dated May 2024;
- e. To receive, review and consider the Standing Orders dated May 2024 for adoption.
- f. To receive, review and consider the Financial Regulations dated May 2024 for adoption;
- g. To appoint a councillor (other than the Chair) to verify bank reconciliations and the original bank statements at least once each quarter;
- h. To note the Asset Register dated 31 March 2024;
- i. To confirm appointment of Came & Co. Insurance Brokers to prepare insurance quotations for renewal in October 2024;
- j. To consider the adoption of any new policies or amendments to existing policies;
- k. To review/update the Register of Gifts and Hospitality;
- l. To review and affirm acceptance of the Local Government Association Councillor Code of Conduct;
- m. To note the Bank Reconciliation for 2023/2024;
- n. To note the Statement of the PWLB at 31.03.2024;
- o. To consider and agree continuation of the standing order/direct debit instructions to/with the bank at Appendix 1 for the year 2024/2025;
- p. To approve payment of the regular payments listed at Appendix 2:

24007. To resolve to renew the annual memberships with YLCA, ICCM and SLCC.

24008. To resolve 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.

24009. To schedule staff performance reviews for November 2024.

24010. To choose from the options listed at Appendix 3 to set the times, dates and place of ordinary meetings of the full council for the year.

24011. To note the Clerk's report to include 2023/2024 Budget v Year End Accounts Statement;

24012. To note the Internal Auditor Report dated 24.04.2024.

24013. To consider the Annual Governance and Accountability Return (AGAR):

- a. To consider the Accounting Statements;
- b. To approve the Accounting Statements by resolution;
- c. To sign and date the Accounting Statements by the person presiding at the meeting;
- d. To confirm the dates for the period for the exercise of public rights as 3rd June to 12th July 2024.

24014. Close the Annual Meeting.

Appendix 1

List of Standing Orders and Direct Debit Payments

Beneficiary	Reason for Payment	SO / DD
All Staff	Net Salaries (basic)	SO
ATOS Fuel Genie	Fuel Card for Cemetery Vehicles	DD
Business Stream	Water Rates & Sewage Social Hall	DD
Business Stream	Water Rates Allotments	DD
City of York Council	Commercial Waste Cemetery	DD
City of York Council	Commercial Waste Social Hall	DD
City of York Council	Business Rates Cemetery	DD
DVLA	Vehicle Tax – Cemetery Truck	DD
FDMS	PDQ Machine at Cemetery	DD
GoCardless Ltd Smart Cleaning	Contract Cleaning Social Hall	DD
GoCardless Ltd York Data Services	Broadband Social Hall	DD
HMRC	PAYE & NI	DD
ICO	Data Protection Renewal	DD
Ouse & Derwent IDB	Drainage Fees	DD
Public Works Loans Board	Cemetery Extension Loan Payments	DD
SSE Energy Supply	Gas & Electricity at Social Hall and Cemetery	DD
TalkTalk Communications	Broadband Cemetery	DD
Yorkshire Water	Water Rates & Sewage Cemetery	DD

Appendix 2

List of Regular Payments

Beneficiary	Reason for Payment	£ in 2024/2025
North Yorkshire Pension Fund	Monthly Pension Contributions	Variable
Martin & Co	Monthly Agent Management Fees & Rent Guarantee Fee – Cemetery Apartment	110.04
HP Ink	Monthly Ink Subscription	5.49
Expend Limited	Monthly Subscription for pre-paid debit card	23.98
GiffGaff Ltd	Monthly Mobile Phone charges for Clerk	6.00
HAGS SMP	Quarterly Playground Inspection Payments	168.00
YLCA	Annual Subscription	816.00
ICCM	Annual Subscription	100.00
SLCC	Annual Subscription	279.00

Appendix 3

Meeting Dates Options:

Day of the week?

Monday	Tuesday	Wednesday	Thursday
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Option A: Monthly in the 2nd week of the month

Week Commencing			
10 th June	8 th July	12 th August (optional)	9 th September
14 th October	11 th November	9 th December	13 th January
10 th February	10 th March	14 th April	12 th May

Option B: 4-6 Weekly (with variations to avoid clashes with other commitments/Heslington PC Meeting dates)

Week Commencing			
24 th June	22 nd July	9 th September	21 st October
2 nd December	13 th January	24 th February	31 st March
12 th May			

Option C: circa. 5 Weekly (with Summer & Christmas breaks factored in)

Week Commencing			
17 th June	22 nd July	2 nd September	7 th October
11 th November	16 th December	20 th January	24 th February
31 st March	5 th May		



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will be held at 19:30 on Tuesday 14th May 2024
in The Old Library, Fulford Social Hall, School Lane, Fulford, York.**

Members of the public and press in attendance may address members of the Council during the Parishioners' Questions Item of the Meeting in accordance with the procedural requirements set out in the Meeting Agenda.

Agenda for the said meeting is shown below.

Rachel Robinson

Clerk and RFO, Fulford Parish Council

AGENDA

24015. Chair's welcome.

24016. To receive apologies and approve reasons for absence.

24017. To receive any declarations of interest.

24018. To receive and approve the Minutes of the Meetings of the Parish Council held on 9 April and 1 May 2024.

24019. To receive and consider Parishioners' Questions:

[Public Participation – Members of the public who wish to speak regarding an item within the remit of the Parish Council may do so. Each speaker is limited to 3 minutes and the maximum time for this item is 15 minutes].

24020. To note the correspondence received at Appendix 1 and decide if any action is necessary.

24021. To receive and consider any report from the Ward Councillor and decide on any necessary action.

24022. To receive and consider any report from the Police and decide on any necessary action.

24023. To consider the following financial matters and decide on any necessary action:

- a. To approve the payments presented for authorisation;
- b. To note the receipts presented;
- c. To approve the bank reconciliation;
- d. To note the statement of reserves and net position report;

24024. To consider the following governance matters and decide on any necessary action:

- a. To consider any draft and updated policies for adoption.

b. Risk Assessment - to note the status of assets & consider any action required.

- i) Cemetery grounds and buildings;
- ii) Allotments;
- iii) Social Hall;
- iv) Fordlands Road Playing Field;
- v) School Lane Playing Field;
- vi) Village Green;
- vii) Pinfold land;
- viii) Street Furniture.

24025. 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) 24/00723/NONMAT | Non-material amendment to permitted application 22/02559/FUL to add 1no. rooflight to front roofslope | 9 The Old Orchard York YO10 4LT 4PL.
- ii) 24/00748/TPO | Fell T67 - 1no. Horse Chestnut; T206 - Beech, reduce limb overhanging footpath by 2-3m; T291 - Austrian pine, reduce in height by 2 metres and reduce laterally by 2 metres - trees protected by Tree Preservation Order No.7 | York Designer Outlet St Nicholas Avenue York YO19 4TA.
- iii) 24/00785/TCA | Fell 1no. Ash and laterally reduce one Ash (clearing driveway) - trees in a conservation area | 15 Heslington Lane York YO10 4HN.
- iv) 24/00812/TCA | Fell 1no. Beech damaging property - tree in a conservation area | The Coach House Fulford Park York YO10 4QE.

b. Ongoing applications:

- i) *To consider exclusion of the press and public from the discussion of any aspect of item 24025.b.ii) by virtue of s.1(2) of the Public Bodies (Admission to Meetings) Act 1960*
- 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.
- iii) 23/02384/FUL - Construction of a 3G Artificial Grass Pitch with perimeter fencing, acoustic fencing, hardstanding areas, storage container, floodlights, an access footpath, and a modular building. Fulford School Fulfordgate York YO10 4FY.

c. Appeals:

- i) 23/01297/FUL - Change of use from public house (sui generis) to ground floor coffee shop (use class E), 3no. flats to first and second floor levels. Erection of a single storey rear extension following removal of conservatory with associated external works, boundary treatment and parking. Bay Horse Public House 105 Main Street Fulford York YO10 4PN.

- d. To note the LPA decided applications (<https://planningaccess.york.gov.uk/online-applications/>)
- 24026.** To receive and consider any update on matters pertaining to the Germany Beck Liaison Advisory Committee (LAC).
- 24027.** To receive and consider any update on the Local Plan Examination (Phase 1) and decide on any necessary action.
- 24028.** To receive and consider a report from the Cemetery working group and decide on any necessary action to include:
 - a. To receive the 2023/2024 Year End Accounts;
 - b. To decide to submit a payment demand for 80% of the Cemetery deficit to City of York Council under the terms of the Cemetery Agreement;
 - c. To consider a legacy request for long-term maintenance of a grave;
 - d. To consider an email from a visitor and the Clerk's response.
- 24029.** To receive and consider a report from the Open Spaces working group and decide on any necessary action to include:
 - a. Biodiversity Policy;
 - b. Tree Survey;
 - c. Allotments;
 - d. Fordlands Road;
 - e. Parish Field School Lane;
 - f. Play Equipment;
 - g. Village Green;
 - h. Street Furniture;
- 24030.** To receive and consider a report from the Social Hall working group and decide on any necessary action to include:
 - a. To receive an update on the renovation plans.
 - b. To decide on contractors to invite to tender.
 - c. To consider the tender arrangements.
- 24031.** To consider any updates or information resulting from recent training webinars and decide on any necessary action.
- 24032.** *To consider exclusion of the press and public from the discussion of any aspect of item 24033 by virtue of s.1(2) of the Public Bodies (Admission to Meetings) Act 1960.*
- 24033.** To receive and consider reports from the HR panel and decide on any necessary action.
- 24034.** To consider and propose any items for inclusion on the agenda for the next meeting.
- 24035.** Confirm date and time of next meeting.

Appendix 1

Correspondence Received

- a. General Correspondence
 - i) CYC Taxi Licensing Policy Consultation Email;
 - ii) Email from Fulford Community Sports Club with Year End Accounts
 - iii) Resident Email with 2 Questions (and the Clerk's Response);
 - iv) Emails between Cllr. Ravilious and Cllr. Vevers re Fulford Ings sewage;
 - v) Yorkshire Water email re Fulford Ings sewage;
 - vi) Email re Street Trading Consent Policy Consultation
- b. NALC Correspondence:
 - i) Chief Executive's Bulletins dated 11th & 25th April and 2nd & 8th May.
 - ii) Newsletters dated 10th & 17th April and 1st & 8th May.
- c. YLCA Correspondence:
 - i) 20240405 Information Bulletin & Training Notice;
 - ii) 20240416 to 20240424 Training Discussion Forums Bulletin
 - iii) 20240419 Information requests and vacancies bulletin;
 - iv) 20240423 to 20240502 Training Discussion Forums Bulletin;
 - v) 20240429 to 20240508 Training Discussion Forums Bulletin;
 - vi) White Rose Bulletins dated 12th & 26th April;
 - vii) Law & Governance Bulletin April 2024.