

The Cemetery Lodge Fordlands Road York YO19 4QG

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Minutes of the Ordinary Meeting of Fulford Parish Council from 19:30 on Tuesday 14th May 2024 at Fulford Social Hall, School Lane, York, YO10 4LS

Present: Cllr. Juliet Koprowska (Chair); Cllr. Simon Marsh (Vice Chair); Cllr. Vivienne Clare; Cllr. Mary Urmston; Cllr. Andrew Vevers; Cllr. Geofrey Walker, 2 members of the public and the Clerk.

24015. Chair's welcome.

The Chair welcomed all present to the meeting.

24016. To receive apologies and approve reasons for absence.

Cllr. Kate Ravilious had sent apologies. Reasons for absence did not have to be approved as Cllr. Ravilious is not required to attend.

24017. To receive any declarations of interest.

Cllr. Urmston declared an interest in Item 24025.a.iv). and Item 24025.b.ii).

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

It was **RESOLVED** to approve the Minutes of the Meetings of the Parish Council held on 9 April and 1 May 2024 as a true record.

24019. To receive and consider Parishioners' Questions:

A parishioner raised concerns relating to a public footpath's omission on the Definitive Map (Footpath 12 at Naburn Lane). The parishioner asked the council to coordinate organisation of all the information relating to the Public Rights of Way (PROW) in the parish. The Clerk reported that a group of Parish Councillors, the Local Area Coordinator, the Ward Councillor were in the process of setting up a meeting with another concerned resident. The Clerk offered to include the parishioner in arrangements for this meeting and the parishioner gave the Clerk their email address for this.

Cllr. Koprowska suggested that the local history society may be interested in the information that the parishioner has relating to the footpaths and the parishioner agreed to the Clerk passing their email address to Chas Jones (Battle of Fulford).

Another parishioner queried whether there were any plans to resurface the parking bay outside the Cemetery. The Clerk agreed to check the property deeds to clarify ownership and reported that no plans had been included within the budget for this financial year but could be considered within the next year's budget.

A parishioner reported overhanging trees outside Connaught Court. The Clerk agreed to report them to CYC.

The Chair closed Parishioners' Questions at 19:42.

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

The following items of correspondence were noted and further consideration was given where minuted:

a. General Correspondence

i) CYC Taxi Licensing Policy Consultation Email;

Deferred to the next meeting.

ii) Email from Fulford Community Sports Club with Year End Accounts It was **NOTED** that there is £15,000 in sundries in their accounts which seems a large sum for a vague allocation.

iii) Resident Email with 2 Questions (and the Clerk's Response);

It was **RESOLVED** that no further response was needed.

- iv) Emails between Cllr. Ravilious and Cllr. Vevers re Fulford Ings sewage;
- v) Yorkshire Water email re Fulford Ings sewage;

Items iv & v were be considered together and it was **NOTED** that Cllr. Ravilious had actions in hand.

vi) Email re Street Trading Consent Policy Consultation **Deferred** to the next meeting.

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;

It was **NOTED** that the Parish Council is registered with the Find a Grant digital service and the Clerk will share the log in with councillors.

It was **NOTED** that the Clerk is preparing feedback for the Unity Trust Bank Consultation. Some difficulties with response to calls was mentioned and the Clerk will follow this up through the online account message service.

Woodland Trust free trees: It was **RESOLVED** to apply for free trees for delivery in November 2024. Law & Governance Bulletin April 2024.

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

The following report received from Cllr. Ravilious was NOTED.

 Fulford Ings sewage leaks – Cllr. Ravilious reported that Yorkshire Water had committed to repairing the manhole cover and a full remediation plan for the first of 3 leaks and they have been in touch with Natural England to discuss relining the sewer pipe but that the 2 subsequent leaks would be followed up with the Yorkshire Water Corporate Asset Manager that week.

It was **NOTED** that sandbags had not been removed from near the Fordlands Road playing field and the Clerk will file a report with CYC.

- Germany Beck S106 sports funding Cllr. Ravilious is liaising with CYC highways and Fulford School regarding concerns the implications for traffic with the planning application for a 3G pitch at the school. She is also working with CYC officers to engage "Make Space for Girls" to do some further consultation work around how the remainder of the S106 funding is spent, with a view to understanding how we can best support the needs of the entire community, and in particular understand what will encourage groups that perhaps don't participate in sport as much as others, such as teen girls and older people
- **Germany Beck pumping station** Cllr. Ravilious has made the case for appointing a new flood manager at the council as soon as possible but it will take some time to find someone with the right qualifications. This scheme will only start to progress once we have a flood manager in place to project manage the scheme.
- McDonald's Planning application (at the old Iceland Store) Cllr. Ravilious thanked the Parish Council for their comprehensive objection and has submitted her objection to the planning portal. It was NOTED that Highways have asked for more information about traffic and parking.
- Ward Funding It was noted that the full year allocation for ward funding for Fulford & Heslington Ward is £5,477 with priority areas of:
 - Health and wellbeing
 - o Tackling the cost of living crisis
 - Environment and Climate Emergency
 - Equality of opportunity

It was **NOTED** that a Ward team meeting was being arranged.

A mayor for York & North Yorkshire – Cllr. Ravilious reported that David Skaith had been elected
as Mayor for York & North Yorkshire and that he will be based in both York and Northallerton council
offices and is currently establishing his team who will be working with him. It was NOTED that the
combined authority should some good opportunities for working regionally and collaborating with
North Yorkshire, especially on issues such as flooding, which need a regional approach.

24022. To receive and consider any report from the Police and decide on any necessary action. The Police Reports for April were **NOTED**.

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

a. To approve the payments presented for authorisation; It was **RESOLVED** to approve the following payments and it was noted that 2 councillors would provide the online authorities with Unity Trust Bank.



Fulford Parish Council York

13 May 2024 (2024-2025)

PAYMENTS LIST

	Date	Descripti		VAT Type		Net
	04/04/2024	Apartment Rent Guarantee Fee & Management Fe		31.20		31
9	04/04/2024	Apartment Rent Guarantee Fee & Management Fe	Martin & Co	65.70	13.14	78.8
10	07/04/2024	Monthly Fee	Microsoft Ireland Operations Ltd			110.0
	08/04/2024	Monthly Fee	GiffGaff Ltd	20.60	4.12	24.
	14/04/2024	Monthly Fee	HP Instant Ink	5.00	1.00	6.
	15/04/2024			4.57	0.92	5.
	15/04/2024	Commercial Waste Collection Social Hall Commercial Waste Collection Cemetery	City of York Council	75.00		75.
	15/04/2024	Service Charges	City of York Council	545.08		545.
	15/04/2024		Clover (Fiserv/First Data)	20.33	4.07	24.
	18/04/2024	Fuel for Cemetery Vehicles & Machinery Road Tax	Fuel Genie	120.78	24.16	144.
	22/04/2024		DVLA	335.00		335.
	23/04/2024	Noticeboard Repair Materials	Cllr Andrew Vevers	31.75	6.35	38
	23/04/2024	Quarterly Playground Inspections	Hags_Smp Ltd	140.00	28.00	168.
		Electricity	SSE Energy Solutions	140.16	7.01	147.
	23/04/2024	Electricity	SSE Energy Solutions	128.50	6.43	134.
	23/04/2024	Annual Subscription	Institute of Cemetery and Crematorium Management	100.00		100
	23/04/2024	MOT & Repairs	Bryn Craven Motor Engineer	300.00		300
	23/04/2024	Loose Wheel Repair & Tube	Tech Tyres Ltd	26.00	5.20	31
	26/04/2024 26/04/2024	Internal Audit Fees	Elkerlodge Services Ltd	400.00	80.00	480
		Contract Cleaning	Smart Cleaning Group Limited	350.00	70.00	420
	28/04/2024	Net Salaries Monthly Standing Order		10,601.72		10,601
	28/04/2024	Additional Hours Net Payment	All Employees	1,015.90		1,015
	28/04/2024	PAYE, NI & Employer NI	HM Revenue & Customs	3,506.90		3,506
	28/04/2024	Pension Contributions & Oncost	North Yorkshire Pension Fund	3,654.95		3,654
	29/04/2024	Grass Cutting Contract Fordlands Road	Sleightholm Landscapes	240.00	48.00	288
	29/04/2024 29/04/2024	Grass Cutting Contract School Lane	Sleightholm Landscapes	180.00	36.00	216
22	25/04/2024	Grass Cutting Contract Village Green	Sleightholm Landscapes	80.00		96
40	30/04/2024	Home Working Allowance	Clerk	26.00		600.
41	01/05/2024	Broadband Monthly Charge	York Data Services		7.00	26
42	01/05/2024	Business Rates	City of York Council	35.00	7.00	42
	03/05/2024	Apartment Rent Guarantee Fee & Management Fe		1,060.00		1,060
	03/05/2024		Martin & Co	31.20	12.14	31
		, and a second s	Tidi directo	65.70	13.14	78 110.
33	03/05/2024	Water/Sewage Rates	Business Stream	111.16		111
44	05/05/2024	Monthly Fee	Microsoft Ireland Operations Ltd	20.60	4.12	24
35	07/05/2024	Broadband and Telephone Monthly Charge	TalkTalk Business	35.99	7.20	43
34	10/05/2024	Drainage Rates	Ouse & Derwent IDB	38.52		38
23	10/05/2024	Water/Sewage Rates	Yorkshire Water	96.90		96
49	13/05/2024	Monthly Fee	Expend Limited	9.99	2.00	11
47	13/05/2024	Monthly Fee	GiffGaff Ltd	5.00	1.00	6
48	13/05/2024	Monthly Fee	HP Instant Ink	4.57	0.92	
49	13/05/2024	Monthly Fee	Expend Limited	9.99	2.00	5
31	15/05/2024	Legal Services Interim Account	Walton & Co	1,662.50		1 005
	15/05/2024	Strimmer Line & Auto Cut Head	Elcocks Ltd	57.98	332.50	1,995
	15/05/2024	Rabbit Control	MJ Backhouse Environmental Services	313.14	11.60	69.
	15/05/2024	Repair Wheel	Tech Tyres Ltd		62.63	375.
			and the second s	39.00	7.80	46.

b. To note the receipts presented;

The following summary of receipts were **NOTED**.

13 May 2024 (2024-2025)

Fulford Parish Council York Summary of Receipts Summary - Cost Centres Only (Between 10/04/2024 and 31/03/2025)

Cost Centre	Receipts			
	Budgeted	Actual	Variance	
Borrowings			0.00	(N/A)
CEM1 Cemetery Income	212,827.24	9,970.00	-202,857.24	
CEM3 Cemetery Admin & Office Expenditure		705.60		(70560%)
CEM4 Cemetery Health & Safety				(N/A)
CEM5 Cemetery Maintenance & Overheads				(N/A)
CEM6 Cemetery Miscellaneous Expenditure	6,966.90		-6,966.90	JAN 185
CEM7 Cemetery Property Maintenance & Repairs				(N/A)
CEMCAP2 Cemetery Capital Income				(N/A)
CEMCAP9 Cemetery Capital Expenditure				(N/A)
EM CEM - Employment Costs Cemetery				(N/A)
EM PC - Employment Costs Parish Council				(N/A)
PC1 Parish Council Income	76,236.00	24,965.50	-51,270.50	
PC3 Parish Council Admin & Office Expenditure				(N/A)
PC4 Parish Council Grants			0.00	(N/A)
PC5 Parish Council Open Spaces		15,510.00		(1551000%)
PC6 Parish Council Planning	6,000.00		-6,000.00	
PC7 Parish Council Projects			0.00	(N/A)
PC8 Parish Council Social Hall				(N/A)
TNCY1 Parish Council Tenancy Account	8,030.00	730.00	-7,300.00	
VAT				(N/A)
NET TOTAL	310,060.14	51,881.10	-258,179.04 (-83%	318,882.69
Total for ALL Cost Centres V.A.T.		51,881.10 3,278.79		
GROSS TOTAL		55,159.89		
		Created by	Scribe	

It was **NOTED** that income from Social Hall rents is included within Parish Council Income. At the date of the meeting the Social Hall income was £1,951.50.

c. To approve the bank reconciliation;

It was **NOTED** that the bank transactions reconcile but an issue with the software transfer of information at year end needed to be raised with the software provider before the Bank Reconciliation to date could be approved.

d. To note the statement of reserves and net position report;

The Statement of Reserves and Net Position to date were **NOTED**.

- 24024. To consider the following governance matters and decide on any necessary action:
 - a. To consider any draft and updated policies for adoption.

It was **RESOLVED** to defer the new and updated policies consideration to the next meeting.

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

This item has been recommended by the Internal Auditor and will appear on each agenda from now on to demonstrate if there have been any reports of risks received and keep a record of any action that has been taken.

i) Cemetery grounds and buildings;

It was NOTED that no risk reports had been received.

ii) Allotments;

It was NOTED that no risk reports had been received.

iii) Social Hall:

It was NOTED that no risk reports had been received.

iv) Fordlands Road Playing Field;

It was NOTED that the HAGS Inspection Report Received and will be considered within Item 24029.f

v) School Lane Playing Field:

It was **NOTED** that the HAGS Inspection Report Received and will be considered within Item 24029.f and that a report from a resident of a trip hazard had been inspected and remedied.

vi) Village Green;

It was NOTED that no risk reports had been received.

vii) Pinfold land:

It was NOTED that no risk reports had been received.

viii) Street Furniture.

It was **NOTED** that an inspection of Naburn Lane Bus Shelter by Open Spaces to be considered within Item 24029.h.

24025. To consider a report of planning applications and questions considered by the Planning Working Group and decide on any further action:

It was **RESOLVED** to approve all recommendations of the Planning Working Group as follows:

- 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.

It was **NOTED** that this is a non-material amendment so no response is required.

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.

No objections (the proposals are supported by a full arboricultural report).

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.

It was **RESOLVED** to comment that the application is not supported by any arboricultural report to demonstrate that the trees are affected by ash die-back but if this can be confirmed by officers, the Parish Council would have no objections to the work proposed.

Having declared an interest, Cllr. Urmston left the meeting.

iv) 24/00812/TCA | Fell 1no. Beech damaging property - tree in a conservation area | The Coach House Fulford Park York YO10 4QE.

It was **NOTED** that the tree is damaging the building and preventing access to the roof for repairs. It was **RESOLVED** to support the application and recommend planting a replacement native tree in a more suitable location.

Cllr. Urmston returned to the meeting.

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
 It was RESOLVED to exclude 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 – consideration of legal advice is confidential.

Having declared an interest, Cllr. Urmston left the meeting.

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.

Following consideration of Counsel's advice, it was **RESOLVED** that whilst it was agreed that there may be some merit in proceeding further with the action, no further legal action would be taken on this occasion.

It was **RESOLVED** to report breaches of condition 3 of the planning permission to enforcement and to the Police to have a wildlife officer investigate.

Cllr. Urmston returned to the meeting.

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.

No update except that from the Ward Councillor.

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. No update.

d. To note the LPA decided applications (https://planningaccess.york.gov.uk/online-applications/)

The LPA decided applications were **NOTED**.

24026. To receive and consider any update on matters pertaining to the Germany Beck Liaison Advisory Committee (LAC).

It was **NOTED** that the next meeting of the LAC is to be held on 24 June and the minutes from the meeting held on 11 March were awaited.

24027. To receive and consider any update on the Local Plan Examination (Phase 1) and decide on any necessary action.

It was **NOTED** that the Inspectors have proposed Main Modifications to the traveller/gypsy policy, which will require consultation. This will result in further delay to the plan's adoption.

- 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;

It was **NOTED** that the Cemetery ended the 2023/2024 financial year with a deficit of £12,003.12. There were 149 burials in 2023/2024 compared to 174 in the previous year. Of the 149 burials, 7 (4.7%) were for Fulford residents; 118 (79.2%) other York residents and 24 (16.1%) for non-York residents. it was further **NOTED** that under the terms of the Cemetery Agreement, Fulford Parish Council is responsible for 20% of the deficit at £2,400.62 with the remaining 80% at £9,602.50 to be paid by City of York Council.

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;

It was **RESOLVED** to submit a claim for payment of £9,602.50 to City of York Council for reimbursement of 80% of the deficit.

- To consider a legacy request for long-term maintenance of a grave;
 It was RESOLVED to accept the legacy and implement a system of maintenance management.
- d. To consider an email from a visitor and the Clerk's response. It was **NOTED** that the Clerk had responded to the email and it was **RESOLVED** that no further response was required.
- 24029. To receive and consider a report from the Open Spaces working group and decide on any necessary action to include:
 - a. Biodiversity Policy;

Deferred pending Cllr. Vevers' circulation of work in progress to other members of the Open Spaces working group.

b. Tree Survey; Nothing reported.

c. Allotments;

i) Allotments administration issues.

It was **NOTED** that the <u>allotments@fulford-pc.gov.uk</u> email account is accessible by the Clerk, the Cemetery Superintendent and the Administrative Assistant and is available for them to see through Outlook at any time to ensure that emails don't get missed. It was further **NOTED** that if councillors wish to see copies of allotments correspondence, they can receive redacted copies by email to remove personal data.

ii) Benefits.

It was **NOTED** that councillors will be copied into redacted correspondence once sent.

iii) The allotment tenancy agreement

It was **NOTED** that the allotment tenancy agreement is under review by the Open Spaces working group.

iv) Allotment skip

It was **RESOLVED** to permit Open Spaces to order a skip.

v) Good Gym.

It was **NOTED** that Good Gym may assist with cleaning up rough spots and unkempt plots and that councillors would consult with Nicola Ward at St Nicks about it. It was further **NOTED** that a pile of soil had been cleared by a tenant.

d. Fordlands Road;

Not considered by Open Spaces this time.

e. Parish Field School Lane:

It was **NOTED** that Cllr. Vevers whereby the watercourse leading from Fulford School to the Germany Beck has been culverted by Persimmon. It was **RESOLVED** to report it to Paul Forrest.

It was further **RESOLVED** to approach Yorkshire Water to query the current situation. Cllr. Vevers will send a draft to the Clerk to send.

f. Play Equipment;

It was **RESOLVED to** resolve any outstanding issues following the Team Sport & Play groundworks. The Clerk will report the litter bin itemised in the HAGS inspection report to CYC.

g. Village Green;

Not considered by Open Spaces this time and no matters reported.

h. Street Furniture:

Naburn bus shelter.

It was **RESOLVED** that Cllr. Marsh will liaise with the Clerk for the Clerk to seek 3 quotations.

- 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.

The updated plans and correspondence from Phil Bixby were **NOTED** with the estimated cost for Phase 1 being in the region of £22,000. The Clerk had prepared a draft application for a Ward Fund Grant to help make up the shortfall required to carry out Phase 1. It was **RESOLVED** to submit the application as drafted.

It was further **RESOLVED** to sign up for the Aviva Community Fund Volunteering Platform and the York Cares volunteer scheme at the University.

b. To decide on contractors to invite to tender.

It was **NOTED** that the value of the contract is likely to be under the £30,000 threshold that requires implementation of the tender process and it was **RESOLVED** to invite each of the following contractors to prepare quotations for Phase 1 for consideration at the next meeting.

- Keyway Building;
- JMark;
- Barker Joinery & Construction Ltd;
- Baker Developments;
- SWH Building Services;
- Sorrell:
- GEM Construction:
- William Birch.

c. To consider the tender arrangements.

It was **NOTED** that tender arrangements would not be required as the estimated value of the contract is under the tender threshold within the Financial Regulations.

24031. To consider any updates or information resulting from recent training webinars and decide on any necessary action.

It was NOTED that a free trial of the Scribe Civicly app would be used to monitor Parish Council assets.

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.

It was **RESOLVED** to exclude 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 as HR matters are confidential.

24033. To receive and consider reports from the HR panel and decide on any necessary action.

The HR Panel report was **NOTED**. It was **RESOLVED** to investigate payroll services.

It was agreed that the HR Panel would meet before the next meeting to consider recruitment and the payroll process.

24034. To consider and propose any items for inclusion on the agenda for the next meeting.

It was **NOTED** that agenda items can be submitted to the Clerk by email up to 4 working days before the meeting date and the following items should be included:

- Standing item for communications strategy.
- Newsletter
- Policies

24035. Confirm date and time of next meeting.

The next ordinary meeting of the Parish Council will be held on 26th June at 19:30.

The Chair closed the meeting at 21:18

SIGNED (Chair)

Appendix 1

Correspondence Received

- d. 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
- e. NALC Correspondence:
 - i) Chief Executive's Bulletins dated 11^{th} & 25^{th} April and 2^{nd} & 8^{th} May.
 - ii) Newsletters dated 10th & 17th April and 1st & 8th May.
- f. 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.