



Fulford

Parish Council

The Cemetery Lodge
Fordlands Road
York
YO19 4QG

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**Minutes of the Meeting of Fulford Parish Council
at 19:30 on Wednesday 24 July 2024
in The Old Library, Fulford Social Hall, School Lane, Fulford, York.**

Present: Cllr. Juliet Koprowska (Chair); Cllr. Vivienne Clare; Cllr. Mary Urmston; Cllr. Andrew Vevers; Cllr. Geoffrey Walker and the Clerk.

24062. Chair's welcome.

The Chair welcomed all present to the meeting and initiated introductions.

24063. To receive apologies and approve reasons for absence.

Apologies for absence were received and reasons for absence **APPROVED** for Cllr. Simon Marsh. It was **NOTED** that Cllr. Kate Ravilious had sent apologies.

24064. To receive any declarations of interest.

Cllr. Urmston declared a personal interest in Item 24072.a.i). Cllr. Walker declared a personal interest in Item 24072.a.iii).

24065. To receive and approve the Minutes of the Meeting of the Parish Council held on 26 June 2024.

It was **RESOLVED** to approve the Minutes of the Meeting held on 26 June 2024 as a true record.

24066. To receive and consider Parishioners' Questions:

- a. **Parishioner's Question re application to add Footpath 12 to the Definitive Map assistance.**

A resident is seeking assistance with collating evidence for their application to add Footpath 12 to the Definitive Map.

It was **RESOLVED** to circulate a survey through social media and the website and next newsletter to assist the search for evidence to support the application for Footpath 12 and to include a newsletter item about footpaths within the parish to seek residents' experiences of footpaths. It was further **RESOLVED** to contact the local history group to discover if they have any evidence to support the resident's application.

24067. To note the correspondence received at Appendix 1 and decide if any action is necessary.

The following correspondence was **NOTED**, and additional action was taken where mentioned in the minutes.

a. General Correspondence

i) Minute 23264b email

ii) Resident email re open space and grey belt

It was **NOTED** that the Clerk had responded to the enquiry and no further response was deemed necessary.

iii) Germany Beck revised planting schedule emails

iv) York Environment Weeks 2024 email

Deferred to Item 24078.

v) CYC email re Cemetery accounts.

It was **NOTED** that this will be considered by the Cemetery working group and the HR Panel before the September meeting of the Cemetery Committee.

b. NALC Correspondence:

i) Chief Executive's Bulletins dated 27 June and 4th, 7th, 11th & 18th July.

ii) Newsletters dated 26th June and 3rd, 10th & 17th July.

c. YLCA Correspondence at News | Yorkshire Local Councils Associations (yorkshirelca.gov.uk) including:

i) White Rose Bulletins dated 28 June and 5th, 12th July;

ii) YLCA Training & Discussion Forum Bulletin 16 – 24 July

iii) Nominate YLCA for the County Association of the Year Award feature 2 July

iv) YLCA Annual Review 2023-2024.

24068.To receive and consider any report from the Ward Councillor and decide on any necessary action.

Councillors **NOTED** Cllr. Ravilious' written report as follows:

- a. **Summer holiday activities** – Fulford & Heslington and Fishergate Ward Councillors have allocated some ward funding on children's summer holidays activities and details for some activities for adults at St Oswald's Church Hall will follow shortly.
- b. **Ward funding** – the deadline to submit bids for ward funding is the end of September.
- c. **Resident's Footpath 12 Definitive Map application** – Cllr. Ravilious had suggested asking the Parish Council to include a request for evidence to support the application in the next newsletter to the resident. It was **NOTED** that the resident will need to collect 20 accounts from people who have used the footpath over the last 20 years. A decision was taken at Item 24066.a.
- d. **Fulford Ings sewage leak** - The last communication from Yorkshire Water informed that their ecologist would be taking samples from the Ings and that they were drawing up a remediation plan. Cllr. Ravilious will chase them further on these issues on return from leave.

- e. **Germany Beck S106 funds** – the CYC legal team is being consulted to determine the definition of the term “recreation” to explore if this can be applied to recreational activities beyond specific sports.
- f. **New MP** – The newly elected York Outer MP, Luke Charters wishes to meet as many local people as possible and listen to people’s experiences of living in York. He has expressed an interest in meeting Parish Councils and Cllr. Ravilious would be happy to assist.

It was **RESOLVED** to write to Luke Charters MP to inform him of the date of the Fulford Show as an opportunity to meet residents and to let him know the Parish Council meeting dates, expressing an open invitation to any meetings.

24069. To receive and consider any report from the Police and decide on any necessary action.
The June Police Reports were **NOTED**.

24070. 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 with two councillors to log on to Unity Trust Bank to provide online authorisations.

Fulford Parish Council York

24 July 2024 (2024-2025)

PAYMENTS LIST

1st July - 31st July 2024

Date	Description	Supplier	£
02/07/2024	Contract Cleaning	Smart Cleaning Group Limited	420.00
02/07/2024	Broadband Monthly Charge	York Data Services	42.00
02/07/2024	Gas	SSE Energy Solutions	273.96
02/07/2024	Business Rates	City of York Council	1,060.00
02/07/2024	Gas	SSE Energy Solutions	33.12
03/07/2024	Broadband and Telephone Monthly Charge	TalkTalk Business	43.19
03/07/2024	Apartment Rent Guarantee Fee & Management Fee	Martin & Co	31.20
03/07/2024	Apartment Rent Guarantee Fee & Management Fee	Martin & Co	78.84
14/07/2024	Service Charges	Clover (Fiserv/First Data)	31.49
15/07/2024	Commercial Waste Collection	City of York Council	75.00
15/07/2024	Commercial Waste Collection	City of York Council	554.96
15/07/2024	Fuel for Cemetery Vehicles & Machinery	Fuel Genie	431.09
17/07/2024	Monthly Fee	CloudyIT	108.81
17/07/2024	Annual Subscription	Aubergine 262 Ltd	119.40
17/07/2024	Titan Carousel Swing	Hags_Smp Ltd	18,240.00
17/07/2024	Quarterly Playground Inspections	Hags_Smp Ltd	168.00
17/07/2024	Counsels Fees	Landmark Chambers	3,000.00
17/07/2024	Monthly Fee	CloudyIT	108.81
17/07/2024	Cleaning Supplies & Stationery	Viking	150.77
17/07/2024	Black Coverall	Elcocks Ltd	42.00
17/07/2024	Annual Subscription	Aubergine 262 Ltd	119.40
17/07/2024	Cleaning Supplies & Stationery	Viking	78.75
18/07/2024	Monthly Fee	CloudyIT	108.81
18/07/2024	Monthly Fee	GiffGaff Ltd	6.00
18/07/2024	Monthly Fee	HP Instant Ink	9.49
18/07/2024	Monthly Fee	CloudyIT	108.81
19/07/2024	Spare parts to repair tables	Gopak Ltd	106.80
23/07/2024	PAYE, NI & Employer NI	HM Revenue & Customs	3,464.80
25/07/2024	Grass Cutting Contract	Sleightholm Landscapes	870.00
25/07/2024	Street Cleaning Supplies	Viking	101.87
30/07/2024	Water/Sewage Rates	Yorkshire Water	81.70
31/07/2024	Net Salaries Monthly Standing Order	All Employees	10,600.92
31/07/2024	Additional Hours Net Payment	All Employees	466.78
31/07/2024	PAYE, NI & Employer NI	HM Revenue & Customs	3,232.17
31/07/2024	Pension Contributions & Oncost	North Yorkshire Pension Fund	3,452.78

Awaiting authorisation

Transactions which remain unauthorised for more than 1 month will automatically be cancelled

STEP 1

Approve or reject

STEP 2

Review and authorise

STEP 3

Confirmation

Email Reminder

Bill Payment Existing Beneficiary

From:
Unity Current Account T2
60-83-01 • 20445852

Reference:
FULFORD PC June

▼ Show authorisation history

To:
NYPF

Payment date Amount
ASAP -3,452.78 GBP

Approved

You have approved this item and it is awaiting further authorisation

Bill Payment Existing Beneficiary

From:
Unity Current Account T2
60-83-01 • 20445852

Reference:
HW Allowance

▼ Show authorisation history

To:
RACHEL ROBINSON

Payment date Amount
31 July 2024 -26.00 GBP

Approved

You have approved this item and it is awaiting further authorisation

Bill Payment Existing Beneficiary

From:
Unity Current Account T2
60-83-01 • 20445852

Reference:
PC WAGES ExtraHrs

▼ Show authorisation history

To:
RACHEL ROBINSON

Payment date Amount
31 July 2024 -169.92 GBP

Approved

You have approved this item and it is awaiting further authorisation

Bill Payment Existing Beneficiary

From:
Unity Current Account T2
60-83-01 • 20445852

Reference:
PC WAGES ExtraHrs

▼ Show authorisation history

To:
RICHARD THRUSH

Payment date Amount
31 July 2024 -148.43 GBP

Approved

You have approved this item and it is awaiting further authorisation

Bill Payment Existing Beneficiary

From:
Unity Current Account T2
60-83-01 • 20445852

Reference:
PC WAGES ExtraHrs

▼ Show authorisation history

To:
S KEGG

Payment date Amount
31 July 2024 -148.43 GBP

Approved

You have approved this item and it is awaiting further authorisation

Bill Payment Existing Beneficiary

From:
Unity Current Account T2
60-83-01 • 20445852

Reference:
INV 837 FULFORD PC

▼ Show authorisation history

To:
SLEIGHTHOLM LANDSC

Payment date Amount
ASAP -870.00 GBP

Approved

You have approved this item and it is awaiting further authorisation

Bill Payment Existing Beneficiary

From:
Unity Current Account T2
60-83-01 • 20445852

Reference:
739539 INV4507642

▼ Show authorisation history

To:
VIKING

Payment date Amount
ASAP -101.87 GBP

Approved

You have approved this item and it is awaiting further authorisation

JK
Chair's Initials

b. To note the receipts presented;
Please **NOTE** the following receipts, received since the last meeting.

Fulford Parish Council York

24 July 2024 (2024-2025)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 26/06/2024 and 24/07/2024)

CEM1 Cemetery Income

Receipts

Code Title	Actual
6001 CEM1 Cemetery Fees - Burial Rights Purchases	2,446.00
6002 CEM1 Cemetery Fees - Interments	11,157.00
6005 CEM1 Cemetery Fees - Grave Maintenance (Upkeeps)	
6006 CEM1 Cemetery Fees - Memorials	978.00
SUB TOTAL	14,581.00

PC1 Parish Council Income

Receipts

Code Title	Actual
1014 PC1 Rents - Allotments	45.00
1016 PC1 Rents - Social Hall	142.00
SUB TOTAL	187.00

RESERVES Administration

Receipts

Code Title	Actual
9999 RESERVE Grave Maintenance Legacy Management	5,250.00
SUB TOTAL	5,250.00

TNCY1 Parish Council Tenancy Account

Receipts

Code Title	Actual
3702 TNCY1 Tenancy - Income Gain to Repay Reserves	730.00
SUB TOTAL	730.00

Year End-Adj Refunded Income/Expenditure

Receipts

Code Title	Actual
9208 Cemetery Deficit 80% Contribution	9,602.50
SUB TOTAL	9,602.50

Summary

NET TOTAL	30,350.50
V.A.T.	4,310.84
GROSS TOTAL	34,661.34

Created by  Scribe

c. To approve the Bank Reconciliation;

The Bank Reconciliation was **APPROVED**.

d. To receive and approve Cllr. Walker's quarterly check of the bank statements to the bank reconciliation;

It was **NOTED** that Cllr. Walker had carried out the quarterly check of the bank statements against the reconciliations and Scribe records on 8 July 2024.

e. To note the Net Position Report including the Statement of Reserves;

The Net Position Report and Statement of Reserves was **NOTED**.

f. To consider a quote for remote property valuations from the insurers.

It was **RESOLVED** to order remote property valuations of the Social Hall and Cemetery Lodge through Gallagher to inform the insurance renewal process.

24071. To consider the following governance matters and decide on any necessary action:

a. To consider any updated and new policies for approval to include:

i) Draft Biodiversity Policy;

It was **RESOLVED** to adopt the Biodiversity Policy as drafted and it was **NOTED** that the Biodiversity Audit would be an ongoing project. Councillors thanked Cllr. Vevers for his work on the policy.

ii) Draft Grievance Policy

It was **RESOLVED** to defer approval of the policy pending amendments by Cllr. Koprowska to simplify the language on page 2 from the fifth bullet point.

iii) Draft Investment Policy.

It was **RESOLVED** to adopt the policy as drafted incorporating amendments made during the meeting.

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

i) Cemetery grounds and buildings;

No reports.

ii) Allotments;

It was **NOTED** that some empty, untended plots may need some clearance prior to re-letting.

iii) Social Hall;

No reports.

iv) Fordlands Road Playing Field;

No reports.

v) School Lane Playing Field;

No reports.

vi) Village Green;

No reports.

vii) Pinfold Land;

No reports.

viii) Street Furniture;

It was **NOTED** that the CYC Bus Shelter cleaning service has been instructed for all Parish Council shelters. It was further **NOTED** that the Clerk will seek quotes for the Naburn Road Bus Shelter repairs on return from leave.

ix) Trees.

No reports.

24072.To consider a report of planning applications and questions considered by the Planning Working Group and decide on any further action:

It was **NOTED** that Cllr. Urmston was elected as Chair of the Planning Committee and working group for the coming year.

a. New applications:

- i) 24/01233/TCA | T1 - Sycamore - crown reduce by approx. 3m in height and 2m on the sides - tree in a conservation area | 11 Fulford Park York YO10 4QE

It was **RESOLVED** that there were no objections.

- ii) 24/01186/TCA | Fell 2no. Leyland Cypresses in rear garden - trees in a conservation area | 3 Palace View Prospect Terrace Fulford York YO10 4PU

It was **RESOLVED** that there were no objections.

- iii) 24/01157/TCA | Reduction back to boundary of 79 Main Street of 1no. Oak and 1no. Rowan overhanging from 62 School Lane - trees in a conservation area | Lone Thorn 62 School Lane Fulford York YO10 4LS

It was **RESOLVED** that there were no objections.

- iv) 24/01141/FUL | Single storey side/rear extension | 21 Low Moor Avenue York YO10 4NH

It was **RESOLVED** that there were no objections.

- v) 24/01259/TCA | Fell 1no. Cherry and 2no. Sycamore - trees in a conservation area | Elmfields 142 Main Street Fulford York YO10 4PS24

It was **RESOLVED** that there were no objections.

- vi) 24/00934/FUL | Single storey rear extension, shed to rear, replacement fence to rear | 83 Bishopdale Way York YO19 4AE.

It was **RESOLVED** to send a letter with comments as drafted.

b. Ongoing planning matters:

- i) 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;

No update.

- ii) 24/00593/FUL | Change of use of retail unit (use class E) to mixed use restaurant and hot food takeaway (Sui Generis), and associated works including enclosed compound area to rear and new plant equipment. | Iceland 248 Fulford Road York YO10 4PA.

It was **RESOLVED** to send the letter as drafted. Councillors thanked the chair of the planning committee for the research and drafts provided.

- c. **To note the LPA decided applications** (<https://planningaccess.york.gov.uk/online-applications/>)

The LPA decided applications were **NOTED**.

24073.To receive and consider an update on matters pertaining to the Germany Beck Liaison Advisory Committee (LAC).

It was **NOTED** that an updated tree planting programme had been circulated to LAC members.

24074.To receive and consider any update on the Local Plan Examination (Phase 1) and decide on any necessary action.

It was **NOTED** that the CYC Local Plan Consultation on Proposed Modifications to Policy H5 "Gypsies and travellers" is available until midnight on 30 August 2024 at www.york.gov.uk/consultations

24075.To receive and consider a report from the Cemetery working group and decide on any necessary action to include consideration of advice and information from CYC officers for a response.

It was **NOTED** that a Cemetery Committee will be scheduled for mid-September to review the Cemetery accounts and this year's budget and a plan the next 3 years. The Clerk will liaise with CYC officers and accountants regarding a review of fees and options to reduce overheads in the light of national trends for significant reductions in the number of burials and the consequent significant reduction in income.

24076.To receive and consider a report from the Open Spaces working group and decide on any necessary action to include:

a. **Allotments;**

- i) It was **RESOLVED** to adopt the amended tenancy agreement.
- ii) It was **NOTED** that Cllr. Vevers will contact the Clerk to make arrangements with timescales to order a skip.
- iii) It was **NOTED** that Cllr. Vevers will contact Good Gym for assistance in allotments.

b. **Fordlands Road;**

Signage advertising the availability and location for the Cemetery Lodge public access defibrillator at Cemetery was proposed. It was **RESOLVED** to make arrangements with Yorkshire Air Ambulance for a public meeting for defibrillator training.

c. **Parish Field School Lane;**

It was **NOTED** that concern over protection for the works to the old cricket pitch on School Lane field had been raised by the contractor. Councillors Marsh and Vevers had inspected the

ground and noted that protection was not proving necessary as the grass was growing well since reseeding.

It was **NOTED** that the Sports Clubs' Beer & Music Festival had taken place on the parish field and was well attended.

d. Play Equipment;

It was **RESOLVED** to seek quotes for inspection programme with minor maintenance for inclusion in next year's budget. Cllr. Vevers agreed to monitor the tension of the zipwire.

It was **NOTED** that quotes have been received from HAGS and Team Sport & Play for the rope replacement at Fordlands Road. It was **RESOLVED** to defer a decision pending further consideration.

e. Village Green;

No report.

f. Street Furniture.

It was **NOTED** that Cllr. Vevers had converted a listing for street benches so they can be located via the "what three words" app. It was further **NOTED** that the Clerk would seek quotes for the Naburn Bus Shelter repairs following return from annual leave.

24077.To receive and consider a report from the Social Hall working group and decide on any necessary action to include:

a. Table repairs update;

It was **NOTED** that Cllr. Vevers will repair the broken tables once the spare parts arrive at the office.

b. Consideration of further quotations received for Phase 1;

It was **NOTED** that a further quotation had been received and it was **RESOLVED** to defer a decision pending news from the Asda Foundation.

c. Consideration of any updates on fundraising and community support to include:

i) Application to the Asda Investing in Spaces & Places Fund for Phase 1;

It was **NOTED** that the Asda Investing in Spaces & Places Fund application had been submitted for Phase 1 funding and a decision was awaited.

ii) Aviva Community Fund Volunteering Platform;

It was **RESOLVED** to apply to the Aviva Community Fund.

iii) National Lottery Heritage Fund;

It was **NOTED** that Cllr. Clare had begun work on completing an application to the National Lottery and will be liaising with other councillors and the volunteers to refine the question responses.

iv) Transpennine Route Upgrade Community Fund;

It was **NOTED** that the fund was due to open on 5th August and it was **RESOLVED** to consider the criteria of the fund for possible application.

v) Other funding opportunities.

It was **NOTED** that the Clerk continues to monitor new funding opportunities through Community First Yorkshire Funding Alerts.

24078.To receive and consider any update from the Fulford Climate and Ecological Emergency Working Group (CEEG) and decide on any necessary action to include:

a. Consideration of any reports from York Climate Commission working groups and Greener Cleaner Fulford community group.

The following report was **NOTED**:

- i) Election of Chair: Cllr. Koprowska was elected as Chair of the working group.
- ii) The working group agreed to work with the Open Spaces working group on biodiversity strategy for the Parish Council.
- iii) Cllr. Koprowska offered willingness to attend a Carbon Literacy course which could lead to disseminating ideas and information to other councillors and members of the public.
- iv) The working group invited Councillor Vivienne Clare to become a member.
- v) The next meetings of the working group will take place on the same dates as Open Spaces meeting, with OSWG taking 75 mins and CEEWG taking 45 mins.

It was **NOTED** that York Environment Weeks will be taking place in September and October and that Cllr. Marsh had suggested opening up private green spaces in Fulford with local events to be run jointly between the Parish Council and GCF.

It was **RESOLVED** to be involved with York Environment Week Green Spaces to create a route for inclusion within the brochure (deadline of 1st August).

24079.To review any newsletter content provided.

It was **NOTED** that a newsletter will be produced during September and articles can be sent to the Clerk by email to include wildflower survey results; social hall project update; new councillor search; York Environment week events etc, footpaths (survey), Titan Swing installation, parish field works, defibrillator training, flood alleviation scheme update, Fulford Ings and sewage, biodiversity and implications for (amongst other aspects) planning permissions.

24080.To consider a Communications Strategy.

Deferred.

24081.To consider any updates or information resulting from recent training webinars and decide on any necessary action.

It was **NOTED** that Cllrs. Koprowska, Marsh and Vevers had attended a biodiversity webinar.

24082. To consider exclusion of the press and public from the discussion of any aspect of item 24083 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 24083 by virtue of s.1(2) of the Public Bodies (Admission to Meetings) Act 1960.

24083. To receive and consider reports from the HR panel and decide on any necessary action.
It was **RESOLVED** that the HR Panel would meet with the Cemetery working group before the September Parish Council meeting.

24084. To consider and propose any items for inclusion on the agenda for the next meeting.
It was **NOTED** that Items can be sent by email at any point before 4th September.

24085. To confirm the date and time of the next meeting.
It was **NOTED** that the next meeting of the Parish Council will be held at 19:30 on Wednesday 11th September 2024.

The Chair closed the meeting at 21:40.

SIGNED: Chair

Appendix 1

Correspondence Received

- d. General Correspondence
 - i) Minute 23264b email
 - ii) Resident email re open space and grey belt
 - iii) Germany Beck revised planting schedule emails
 - iv) York Environment Weeks 2024 email
 - v) CYC email re Cemetery accounts.
- e. NALC Correspondence:
 - i) Chief Executive's Bulletins dated 27 June and 4th, 7th, 11th & 18th July.
 - ii) Newsletters dated 26th June and 3rd, 10th & 17th July.
- f. YLCA Correspondence at [News | Yorkshire Local Councils Associations \(yorkshirelca.gov.uk\)](https://yorkshirelca.gov.uk) including:
 - i) White Rose Bulletins dated 28 June and 5th, 12th July;
 - ii) YLCA Training & Discussion Forum Bulletin 16 – 24 July
 - iii) Nominate YLCA for the County Association of the Year Award feature 2 July
 - iv) YLCA Annual Review 2023-2024.

Appendix 1

Correspondence Received

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