



# Fulford

Parish Council

The Cemetery Lodge  
Fordlands Road  
York  
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**Minutes of the Meeting of Fulford Parish Council  
at 19:30 on Wednesday 4<sup>th</sup> December 2024  
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 and the Clerk.

**24161. Chair's welcome.**

Cllr. Koprowska welcomed all present.

**24162. To receive apologies and approve reasons for absence.**

Apologies were received from and reasons for absence **APPROVED** for Cllr. Walker.

**24163. To receive any declarations of interest.**

Cllr. Urmston declared a personal but non-pecuniary interest in Item 24172.a.ii).

**24164. To receive and approve the Minutes of the Meeting of the Parish Council held on 25 September 2024.**

It was **RESOLVED** to approve the minutes of the Meeting of the Parish Council held on 25 September as a true record.

**24165. To receive and consider Parishioners' Questions:**

There being no members of the public present, no questions from parishioners were considered.

**24166. To note the correspondence received at Appendix 1 and decide if any action is necessary.**

The following correspondence was **NOTED**. Where decisions were taken they are recorded here.

**a. General Correspondence**

- i) 20240917 Email from EV Charging Supplier;
- ii) 20240918 20mph Workshop Email from CYC;
- iii) 20240927 20mph Speed Limits Email from YLCA;
- iv) 20240927 Germany Beck LAC Minutes – Meeting 14 24.06.2024;
- v) 20240927 Germany Beck LAC Email;
- vi) 20240930 Germany Beck LAC Agenda – Meeting 15 30.09.2024;
- vii) 20241007 Park Maintenance Contractor Email;
- viii) 20241010 Sports Club 17.10.2024 Meeting Email and Documents;
- ix) 20241007 Park Maintenance Contractor Services Email;

x) 20241017 St Oswald's School Expansion Plans Email;

Cllrs. Koprowska and Urmston attended a meeting at the school and reported that the tour of the site to see how the existing infrastructure would support the proposed changes had been helpful. Councillors expressed thanks to the headteacher.

xi) 20241024 Lodge Cottage Farm Shop Email;

xii) 20241026 Sports Club Email, minutes and accounts;

xiii) LNRS North Yorkshire Email re Webinar for Landowners;

xiv) Sleightholm Landscapes Email re Fordlands Road Trees;

It was **RESOLVED** that the trees did not pose any risk and it was therefore agreed that the area surrounding the trees should be left unmown to avoid issues with equipment accessing the area.

xv) Social Hall Party Nuisance Complaints

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

xvi) York Outer MP meeting invitation;

It was **NOTED** that councillors will be invited to a coffee morning with Luke Charters MP at Fulford Social Hall. Invitations will be issued to councillor emails.

xvii) 20241126 Email thread re parish field land;

xviii) 20241127 Germany Beck Lighting email from resident.

It was **NOTED** that the Clerk had forwarded the concerns to the Ward Councillor who replied to say that the lighting has been raised with Persimmon before and she will chase it again at the next LAC meeting. The Clerk had updated the resident with the Ward Councillor's response and no further response was deemed necessary.

**b. NALC Correspondence:**

i) Chief Executive's Bulletins dated 12<sup>th</sup>, 19<sup>th</sup>, 26<sup>th</sup> September; 3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup>, 25<sup>th</sup> & 31<sup>st</sup> October and 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup> & 28<sup>th</sup> November.

It was **RESOLVED** that councillors would engage as individuals with the Ministry of Housing Communities and Local Government consultation on remote attendance and proxy voting at local authority meetings.

The increase in Employer National Insurance was **NOTED**. It was further **NOTED** that NALC will press government to rethink its position for parish councils – currently because parish councils do not receive funding direct from government, they will not be compensated in the way of other public authorities.

ii) Event newsletters dated 15<sup>th</sup> & 29<sup>th</sup> October.

iii) Newsletters dated 11<sup>th</sup>, 18<sup>th</sup>, 25<sup>th</sup> September and 2<sup>nd</sup> & 7<sup>th</sup> October;

iv) NALC Advice Note Understanding & Preparation for Martyn's Law.

It was **NOTED** that although the current guidance on Martyn's Law indicates that the Social Hall will not fall within its remit, the Parish Council will need to continue to monitor the detail until the law is passed and comes into effect.



**c. YLCA Correspondence at News | Yorkshire Local Councils Associations ([yorkshirelca.gov.uk](http://yorkshirelca.gov.uk)) including:**

- i) Law and Governance Bulletin dated 3<sup>rd</sup> October & 14 November;
- ii) Regional Training Day Email;
- iii) Local Government Services Pay Agreement Confirmation;
- iv) YLCA Responses from North Yorkshire Council
- v) YLCA Training Sessions Bulletins dated 25.09.2024 – 03.10.2024 & 02.10.2024 – 09.10.2024 and 12<sup>th</sup> & 19<sup>th</sup> November;
- vi) YLCA Email re new website tour.
- vii) YLCA White Rose Bulletins dated 6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup> & 27<sup>th</sup> September and 4<sup>th</sup>, 11<sup>th</sup> & 18<sup>th</sup> October and 4<sup>th</sup>, 8<sup>th</sup>, 18<sup>th</sup> & 22<sup>nd</sup> November;
- viii) YLCA York Branch Meeting Agenda and Papers;
- ix) YLCA Royal Garden Party Nomination Form 2025 & Email;

**24167. To confirm any delegated powers decisions taken listed at Appendix 2**

It was **RESOLVED** to formally **APPROVE** the following decisions taken using delegated powers.

- a. Decision taken on 17 September 2024: It is **RESOLVED** to seek advice from YLCA relating to forward planning at Fulford Cemetery and related HR matters.
- b. Decision taken on 18 September 2024: It is **RESOLVED** to send the letter relating to 100 Main Street as drafted by the Planning working group.
- c. Decision taken on 23<sup>rd</sup> September 2024: It is **RESOLVED** to apply to York Community Fund to fund creation of the Servedy and Shutter and the Storage Solution in the main hall element of Phase 1 of the renovation plans for Fulford Social Hall.
- d. Decision taken 27 September 2024: It is **RESOLVED** to instruct property valuations for Cemetery Lodge from three agents for a leasehold sale of the upstairs apartment and rental income for the downstairs office accommodation.
- e. Decision taken 30 September 2024: It is **RESOLVED** to renew the Parish Council insurance with Hiscox through AJ Gallagher for 3 years.
- f. Decisions taken 24 October 2024 resulting from the non-quorate meeting of 23 October 2024:
  - i. It is **RESOLVED** to approve the presented payments;
  - ii. It is **RESOLVED** to re-let Cemetery Lodge Apartment as recommended by the letting agent;
  - iii. It is **RESOLVED** to accept the Team Sport & Play quotation for operational inspections of the playgrounds together with the quote for tensioning the zipwire;
  - iv. It is **RESOLVED** to approve the newsletter as drafted, publish it on the website and Facebook page and order copies for distribution;
  - v. It is **RESOLVED** to purchase and install 2 Hedgehog road signs on Fordlands Road.
- g. Decision taken 5 November 2024: It is **RESOLVED** to approve the planning of 550 saplings on Fordlands Road playing field in accordance with the outlined plans at a cost of £442 plus VAT.

- h. Decision taken 12 November 2024: It is **RESOLVED** to instruct the YLCA recommended HR Consultant for HR matters at Fulford Cemetery.

**24168.To receive and consider any report from the Ward Councillor and decide on any necessary action.**

**Ward Drop-In:** Cllr. Kate Ravilious reported that the next Ward Drop-In will be on 18 December at 11am at the Deramore Arms in Heslington and will be attended by YorEnergy providing information to residents.

**Traffic – Heslington Lane:** There have been a number of traffic concerns at Heslington Lane, especially around school drop off and pick up times. Cllr. Ravilious and CYC Officers are monitoring the area and exploring options to improve safety. Options that may be considered include a school crossing patrol and increased traffic regulations such as double yellow lines, to control parking in the area. In the longer term the location may be suitable for trialling “school streets”/use of new traffic enforcement powers using mobile cameras to recognise vehicle number plates to identify perpetrators of traffic infringements.

**Traffic - Designer Outlet:** Traffic generated by the Designer Outlet has caused significant problems impacting the Fulford and much of the City, particularly in terms of bus routes and resident access through the area. Councillors echoed concerns that the traffic congestion over the past few weekends posed genuine problems for residents and agreed that solutions need to be explored. Cllr. Ravilious reported that Highway England would most likely object to any proposals for additional parking spaces at the Designer Outlet on the basis of the likelihood of extra parking generating increased volume of traffic. Transport Strategy is looking to increase parking charges in the City to support better use of the Park & Ride and a Budget Consultation is being used to help gauge public opinion on priorities (<https://www.york.gov.uk/consultations#budget>).

**Christmas Market:** CYC is Working with Make It York about the Christmas Market for next year and how it can reduce the crowding whilst making it more accessible. An assessment on the value to the City will also be considered.

**Germany Beck Bins:** CYC current policy prevents installation of new bins due to additional resulting employment costs for maintaining/emptying them. Officers are therefore currently looking to relocate one of the bins near the Ouseview Care Home to Germany Beck and may also relocate the Fordlands Road bus stop bin as there is another nearby on the playing field. Cllr. Ravilious reported that she will request that bin provision for new housing developments be included in future public realm investment.

**Parish Field Project Design:** A consultation event is due to be led by Abigail Gaines (leader of the “Make Space for Girls” project in York) to consider recreational uses of the field to benefit resident groups – particular those people who don’t currently use the field. Officers are liaising with stakeholders to arrange an initial meeting with Abigail Gaines on the field in the course of the next couple of weeks.



**Parish Field Project Land Transfer:** Cllr. Ravilious has raised a number of queries relating to reported conditions for the land transfer and the wording of the s.106 agreement. Councillors strongly supported Cllr. Ravilious' premise that the land and the project as a whole should provide benefit to the community for things development hasn't been able to include, catering for residents from all ages and genders including scope for recreational use beyond football and tennis. The Clerk reminded councillors that the Parish Field is owned by the Parish Council and therefore no decisions about its use (with or without additional land) can be made by any other stakeholder.

**Joint ward meeting with Fishergate in January Ward:** An opportunity to discuss ideas for community use of council land at St Oswald's Road following removal of two radio masts. Information will be circulated once a date has been set.

**Ward Funding:** A newsletter is due to go out shortly. Final applications are due and once received the applications will be considered.

**Waste Collection Christmas/New Year Changes:** Notices with the dates will be put on noticeboards and is available on the Parish Council website and Facebook page.

**24169.** To receive and consider any report from the **Police** and decide on any necessary action. The Police reports from September and October were **NOTED**. No action was deemed necessary.

**24170.** 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 agreed that 2 councillors would log on to the online banking to provide authorisations.

Payments List 23.10.2024 - 04.12.2024							
Voucher	Code	Date	Description	Supplier	Net	VAT	Total
214	PC3 IT - Support, Website & Email	23/10/2024	Monthly Fee	CloudyIT	115.65	23.13	138.78
228	PC8 SH - Electricity	23/10/2024	Electricity	SSE Energy Solutions	118.05	5.90	123.95
227	CEM3 Electricity	23/10/2024	Electricity	SSE Energy Solutions	68.33	3.42	71.75
214	CEM3 IT - Support, Services & Email	23/10/2024	Monthly Fee	CloudyIT	65.70	13.14	78.84
190	EM CEM Gross Pay - Cemetery	23/10/2024	PAYE, NI & Employer NI	HM Revenue & Customs	3,334.78	0.00	3,334.78
190	EM CEM On Cost - Cemetery	23/10/2024					
190	EM PC On Cost - Parish Council	23/10/2024					
190	EM PC On Cost - Street Cleaning	23/10/2024					
226	VAT Payments and Receipts	23/10/2024	VAT Refund	HM Revenue & Customs	0.00	1,021.97	1,021.97
244	PC5 Allotments Water Rates	25/10/2024	Water/Sewage Rates	Business Stream	22.10	0.00	22.10
271	PC3 Prepaid Card Service Charges (Expend)	27/10/2024	Monthly Fee	Expend Limited	9.99	2.00	11.99
271	CEM3 Prepaid Card Service Charges (Expend)	27/10/2024	Monthly Fee	Expend Limited	9.99	2.00	11.99
241	PC8 SH - Broadband	31/10/2024	Broadband Monthly Charge	York Data Services	35.00	7.00	42.00

220	EM PC Gross Pay - Parish Council	31/10/2024	Net Salaries Monthly Standing Order	All Employees	10,600.92	0.00	10,600.92
220	EM CEM Gross Pay - Cemetery	31/10/2024	Net Salaries Monthly Standing Order	All Employees			
221	EM CEM Gross Pay - Cemetery	31/10/2024	Additional Hours Net Payment	All Employees	636.68	0.00	636.68
221	EM PC Gross Salary - Street Cleaners	31/10/2024	Additional Hours Net Payment	All Employees			
221	EM PC On Cost - Parish Council	31/10/2024	Additional Hours Net Payment	All Employees			
223	EM CEM Gross Pay - Cemetery	31/10/2024	Pension Contributions & Oncost	North Yorkshire Pension Fund	3,515.36	0.00	3,516.36
223	EM CEM On Cost - Cemetery	31/10/2024	Pension Contributions & Oncost	North Yorkshire Pension Fund			
223	EM PC Gross Pay - Parish Council	31/10/2024	Pension Contributions & Oncost	North Yorkshire Pension Fund			
223	EM PC On Cost - Parish Council	31/10/2024	Pension Contributions & Oncost	North Yorkshire Pension Fund			
223	EM PC On Cost - Street Cleaning	31/10/2024	Pension Contributions & Oncost	North Yorkshire Pension Fund			
223	EM PC Gross Salary - Street Cleaners	31/10/2024	Pension Contributions & Oncost	North Yorkshire Pension Fund			
246	EM PC Home Working Allowance	31/10/2024	Home Working Allowance	Clerk	26.00	0.00	26.00
239	PC8 SH - Cleaning/Hygiene	01/11/2024	Contract Cleaning	Smart Cleaning Group Limited	437.50	87.50	525.00
240	CEM3 Business Rates	01/11/2024	Business Rates	City of York Council	1,060.00	0.00	1,060.00
230	PC3 Insurance	05/11/2024	Adjusted Insurance Premium (post property valuation)	Arthur J Gallagher Insurance Brokers Limited	321.00	0.00	321.00
231	PC3 IT - Support, Website & Email	05/11/2024	Monthly Fee	CloudyIT	115.65	23.13	138.78
233	PC5 Fordlands Rd - Grass Cutting/Strimming/Hedges	05/11/2024	Grass Cutting Contract	Sleightholm Landscapes	132.00	26.40	158.40
233	PC5 School Ln - Grass Cutting/Strimming/Hedges	05/11/2024	Grass Cutting Contract	Sleightholm Landscapes	99.00	19.80	118.80
233	PC5 Village Green - Grass Cutting/Strimming/Hedges	05/11/2024	Grass Cutting Contract	Sleightholm Landscapes	44.00	8.80	52.80
236	PC8 SH - Repairs/Maintenance Contingency	05/11/2024	Engineer Booking - Boiler Repair by Manufacturer (Kitchen)	Bosch Thermotechnology Ltd	94.17	18.83	113.00
229	PC8 SH - Repairs/Maintenance Contingency	05/11/2024	Boiler Repairs	Nortons Heating	55.00	11.00	66.00
234	PC8 SH - Safety Inspections/Service Charges	05/11/2024	Annual Service of Fire Equipment	Advance Fire Services	43.50	8.70	52.20
232	TNCY1 Tenancy - Property Maintenance Charges	05/11/2024	Repair to kitchen leak & repainting bedroom walls	Capricorn Carpet Cleaning & Property Maintenance	220.00	0.00	220.00
230	CEM3 Insurance (excl. pick-up truck)	05/11/2024	Adjusted Insurance Premium (post property valuation)	Arthur J Gallagher Insurance Brokers Limited	320.99	0.00	320.99
231	CEM3 IT - Support, Services & Email	05/11/2024	Monthly Fee	CloudyIT	65.70	13.14	78.84
237	CEM3 Newsletter/Printing	05/11/2024	Newsletter Printing	Helloprint	129.66	25.93	155.59
242	CEM3 Telephone/Broadband	05/11/2024	Broadband and Telephone Monthly Charge	TalkTalk Business	42.99	8.60	51.59
235	CEM5 Pest Control	05/11/2024	Rabbit Control	MJ Backhouse Environmental Services	328.79	65.76	394.55
245	CEM3 Bank Service & Handling Charges	06/11/2024	Service Charges	Unity Trust Bank	11.40	0.00	11.40
267	PC3 Training & Training Resources - Councillors	07/11/2024	Bid Writing Workshop	NFP Workshops	95.00	0.00	95.00
243	PC8 SH - Water/Sewerage	07/11/2024	Water/Sewage Rates	Business Stream	94.63	0.00	94.63
247	PC8 SH - Repairs/Maintenance Contingency	11/11/2024	Engineer Booking - Boiler Repair by Manufacturer (Kitchen)	Bosch Thermotechnology Ltd	319.17	63.83	383.00



262	CEM3 Water Rates/Sewerage	12/11/2024	Water/Sewage Rates	Yorkshire Water	83.76	0.00	83.76
261	CEM3 Gas	15/11/2024	Gas	SSE Energy Solutions	71.75	3.59	75.34
253	PC8 SH - Repairs/Maintenance Contingency	19/11/2024	Unblock Gully and Repairs in Gents	Speck Plumbing & Heating Ltd	193.00	38.60	231.60
263	PC3 IT - Equipment & Software Purchases	20/11/2024	Stationery & Postage	Viking	53.98	10.79	64.77
263	PC3 Postage	20/11/2024	Stationery & Postage	Viking	13.20	0.00	13.20
263	PC3 Stationery & Ink	20/11/2024	Stationery & Postage	Viking	4.99	1.00	5.99
263	CEM3 Postage	20/11/2024	Stationery & Postage	Viking	77.50	0.00	77.50
263	CEM3 Stationery/Ink/Registers	20/11/2024	Stationery & Postage	Viking	77.28	15.46	92.74
263	CEM3 Delivery Charges & Protection	20/11/2024	Stationery & Postage	Viking	3.95	0.79	4.74
264	TNCY1 Tenancy - Letting Agent Management Fees	21/11/2024	Apartment Rent Guarantee Fee	Martin & Co	31.20	0.00	31.20
264	TNCY1 Tenancy - Letting Agent Management Fees	21/11/2024	Apartment Rent Management Fee	Martin & Co	34.56	6.91	41.47
264	TNCY1 Tenancy - Letting Agent Management Fees	21/11/2024	Apartment Check Out Costs	Martin & Co	100.00	20.00	120.00
265	CEM3 Chip & PIN Machine Fees & Charges	21/11/2024	Service Charges	Clover (Fiserv/First Data)	31.67	6.34	38.01
282	TNCY1 Tenancy - Letting Agent Management Fees	25/11/2024	Apartment Rent Guarantee Fee	Martin & Co	36.00	0.00	36.00
282	TNCY1 Tenancy - Letting Agent Management Fees	25/11/2024	Apartment Rent Management Fee	Martin & Co	76.50	15.30	91.80
282	TNCY1 Tenancy - Letting Agent Management Fees	25/11/2024	Apartment Inventory Costs for New Tenant	Martin & Co	115.00	23.00	138.00
283	EM CEM Gross Pay - Cemetery	25/11/2024	PAYE, NI & Employer NI	HM Revenue & Customs	5,206.97	0.00	5,206.97
283	EM CEM On Cost - Cemetery	25/11/2024					
283	EM PC On Cost - Parish Council	25/11/2024					
283	EM PC On Cost - Parish Council	25/11/2024					
283	EM PC On Cost - Street Cleaning	25/11/2024					
283	EM PC On Cost - Street Cleaning	25/11/2024					
248	EM CEM Gross Pay - Cemetery	29/11/2024	Net Salaries Monthly Standing Order	All Employees	10,600.92	0.00	10,600.92
251	EM CEM Gross Pay - Cemetery	29/11/2024	Pension Contributions & Oncost	North Yorkshire Pension Fund	3,737.33	0.00	3,737.33
249	EM CEM Gross Pay - Cemetery	29/11/2024	Backpay + Additional Hours Net Payment	All Employees			
249	EM CEM Gross Pay - Cemetery	29/11/2024	Backpay + Additional Hours Net Payment	All Employees			
249	EM PC On Cost - Parish Council	29/11/2024	Backpay + Additional Hours Net Payment	All Employees			
249	EM PC Gross Salary - Street Cleaners	29/11/2024	Backpay + Additional Hours Net Payment	All Employees			
251	EM CEM On Cost - Cemetery	29/11/2024	Pension Contributions & Oncost	North Yorkshire Pension Fund			
251	EM PC Gross Pay - Parish Council	29/11/2024	Pension Contributions & Oncost	North Yorkshire Pension Fund	4,664.67	0.00	4,664.67
251	EM PC Gross Salary - Street Cleaners	29/11/2024	Pension Contributions & Oncost	North Yorkshire Pension Fund			

248	EM PC Gross Pay - Parish Council	29/11/2024	Net Salaries Monthly Standing Order	All Employees			
251	EM PC On Cost - Parish Council	29/11/2024	Pension Contributions & Oncost	North Yorkshire Pension Fund			
251	EM PC On Cost - Street Cleaning	29/11/2024	Pension Contributions & Oncost	North Yorkshire Pension Fund			
252	EM PC Home Working Allowance	29/11/2024	Home Working Allowance	Clerk	26.00	0.00	26.00
270	PC3 Prepaid Card Service Charges (Expend)	26/11/2024	Monthly Fee	Expend Limited	9.99	2.00	11.99
269	PC3 Stationery & Ink	26/11/2024	Monthly Fee	HP Instant Ink	4.57	0.92	5.49
268	PC3 Telephone & Broadband	26/11/2024	Monthly Fee	GiffGaff Ltd	5.00	1.00	6.00
260	PC8 SH - Electricity	26/11/2024	Electricity	SSE Energy Solutions	125.59	6.28	131.87
258	PC8 SH - Gas	26/11/2024	Gas	SSE Energy Solutions	606.10	30.31	636.41
259	CEM3 Electricity	26/11/2024	Electricity	SSE Energy Solutions	60.30	3.01	63.31
257	CEM3 Gas	26/11/2024	Gas	SSE Energy Solutions	109.64	5.48	115.12
270	CEM3 Prepaid Card Service Charges (Expend)	26/11/2024	Monthly Fee	Expend Limited	9.99	2.00	11.99
266	PC8 SH - Cleaning/Hygiene	29/11/2024	Contract Cleaning	Smart Cleaning Group Limited	350.00	70.00	420.00
256	PC3 Newsletters	30/11/2024	Newsletter Distribution	The Advertising Bike Company - York Leaflets	255.00	51.00	306.00
255	PC8 SH - Repairs/Maintenance Contingency	30/11/2024	Heating Repairs Old Library Room	Nortons Heating	55.00	11.00	66.00
254	CEM5 Vehicle Running Costs (Tax/Insurance/MOT)	30/11/2024	Insurance	Arthur J Gallagher Insurance Brokers Limited	447.08	0.00	447.08
280	CEM3 Bank Service & Handling Charges	30/11/2024	Service Charges	Unity Trust Bank	14.55	0.00	14.55
272	PC3 IT - Support, Website & Email	02/12/2024	Monthly Fee	CloudyIT	115.65	23.13	138.78
277	PC8 SH - Broadband	02/12/2024	Broadband Monthly Charge	York Data Services	35.00	7.00	42.00
278	CEM3 Business Rates	02/12/2024	Business Rates	City of York Council	1,060.00	0.00	1,060.00
272	CEM3 IT - Support, Services & Email	02/12/2024	Monthly Fee	CloudyIT	65.70	13.14	78.84
274	PC3 IT - Equipment & Software Purchases	03/12/2024	Batteries	Viking	13.99	2.80	16.79
275	PC3 Legal & Professional Fees	03/12/2024	HR Advice Services	Personnel Advice & Solutions Ltd	200.00	40.00	240.00
273	PC5 School Ln - Maintenance/Improvements	03/12/2024	Zip Wire Tensioning	Team Sport & Play Ltd	285.00	57.00	342.00
279	CEM3 Telephone/Broadband	04/12/2024	Broadband and Telephone Monthly Charge	TalkTalk Business	28.95	5.79	34.74
					51,686.03	1,933.62	53,620.65

**b. To note the receipts presented;**  
The following receipts were **NOTED**.



## Fulford Parish Council York

### Listing of Receipts in each Code for All Cost Centres


(Between 23-10-2024 and 04-12-2024)

#### CEM1 Cemetery Income

6001 CEM1 Cemetery Fees - Burial Rights Purchases	£6,623.00
6002 CEM1 Cemetery Fees - Interments	£7,589.00
6006 CEM1 Cemetery Fees - Memorials	£1,568.00
6004 CEM1 Cemetery Fees - Other	£120.00

#### PC1 Parish Council Income

1016 PC1 Rents - Social Hall	£1,939.75
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£17,839.75

**c. To approve the Bank Reconciliation;**

It was **RESOLVED** to approve the Bank Reconciliation.

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

The Net Position Report was **NOTED**, and it was further **NOTED** that an updated statement of reserves with year-end forecasts would be received before the next meeting. The draft claim for Double Taxation from the net position report was considered.

It was **RESOLVED** to submit the claim for Double Taxation to CYC as drafted.

**e. To receive an initial draft 2025/2026 budget and consider items for inclusion in the 2025/2026 Budget;**

It was **NOTED** that the draft budget would be circulated with the CTB figures included once they are available from CYC and input on the draft will be provided by email and reviewed before the next meeting.

**f. Review debit card provision supplier.**

It was **RESOLVED** to apply for a Unity Trust Corporate MultiPay Card and Card Payment Services with them through Elavon and cancel the contracts with Expend and FDMS Clover

**24171.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 Social Media Policy;

It was **RESOLVED** to adopt the Social Media Policy as drafted.

- ii) To consider a Communications Strategy.  
DEFERRED.

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

It was **NOTED** that there were no reports or changes, and no action was deemed necessary.

- 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;
- ix) Trees.

**24172. 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) 24/01633/FULM | Change of use of amenity field to temporary (3 years) seasonal (November and December) overflow car park for the use of employees only | York Designer Outlet York YO19 4TA;

It was **NOTED** that Cllrs. Koprowska, Urmston and Vevers had attended an informative and helpful meeting on site with representatives of the Designer Outlet. Consideration of the application included strong views in favour of a long-term solution to traffic congestion in the vicinity. It was agreed by the majority that the application under consideration would not provide this solution, and it was **RESOLVED** to submit a letter of objection as drafted. It was **NOTED** that the Highways Agency has put a stop notice on the application, prohibiting determination until at least 21 Jan 2025.

- ii) 24/01931/FUL | Single storey side extension, new pedestrian access gates and paving, alterations to hard and soft landscaping, and siting of PV solar array to main roofscape. St Oswalds Church Of England Primary School Heslington Lane York YO10 4LX;

Further to the Planning working group's recommendation to support the application, it was agreed to request an extension of the consultation period pending consideration of concerns received from residents about the location of the new pedestrian entrance.

- iii) 24/01942/LHE | Erection of single storey extension extending 4.00 metres beyond the rear wall of the original house, with a height to the eaves of 2.32 metres and a total height of 3.8 metres. 66 Cherry Wood Crescent York YO19 4QN;

No response was deemed necessary.



- iv) 24/01954/TCA | Lateral reduction of 1no. sycamore (T1) by up to 1.5m and height reduction of up to 2.5m. Trim lateral growth of 1no. Holly (T2) and reduce the height by up to 3.5m - tree in a conservation area. 27B Heslington Lane York YO10 4HN;  
It was **RESOLVED** there were no objections.
- v) 24/01729/TCA. 1no. Sycamore (rear gdn) to crown lift lower limbs over neighbour's car park, to thin crown and reduce by 20%. 93 Main Street Fulford York YO10 4PN;  
It was **NOTED** that the application has been LPA approved.
- vi) Consultation: Tree Preservation Order - CYC462 - Land at former garden centre, Heslington Lane, Heslington, York, (LCS1.4081);  
It was **NOTED** that the response deadline had passed but it was **RESOLVED** that the Clerk would write to the officer in support of a TPO.
- vii) 24/02087/TCA | Reduce overhang and crown thin 1no. Ash (T1) and remove lower limb overhanging car park of 1no. River Birch (T2) - trees in a conservation area. 93 Main Street Fulford York YO10 4PN;  
It was **RESOLVED** there were no objections.
- viii) 24/02073/FUL | Change of use of workshop to guest accommodation to include addition of pitched roof and elevational alterations, in association with existing guest house. Pinfold Cottage 145 Main Street Fulford York YO10 4PR;  
It was **RESOLVED** to comments as follows:
- No objection to the conversion of the outbuilding – a pitched roof will potentially improve the appearance of the conservation area;
  - A Flood Risk Assessment is required for all developments in flood zone 2;
  - If approved, a condition is required to ensure that the annexe shall remain as ancillary accommodation in association with the main dwelling and shall not be occupied as an independent unit.
- ix) 24/02032/FUL | Single storey side and rear extension, demolition of detached garage. 37 Heath Moor Drive York YO10 4NE;  
It was **RESOLVED** there were no objections.
- x) 24/02091/TCA | Fell 1no. Maple and crown reduce 1no. Alder and 1no. Laural to 3.5m - trees in a conservation area. Old School House 27 Main Street Fulford York YO10 4PJ;  
It was **RESOLVED** there were no objections..
- xi) 24/01892/CPD | Certificate of lawfulness for proposed development of a single storey side extension. 8 Porter Avenue York YO19 4AG;  
It was **RESOLVED** there were no objections.

xii) Licensing Application (Fishergate): 216A Fulford Road, York, YO10 4DX Application for a New Premises Grant – Supply of Alcohol (on/off).

No response was deemed necessary.

**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;

ii) 24/01455/FUL | Variation of condition 2 of permitted application 23/01234/FUL to alter the approved plans and elevations | 100 Main Street Fulford York YO10 4PS;

It was **NOTED** that the Civic Trust has objected to the repositioning of one of the chimneys to the gable end of the roof (above a window).

iii) AOD/24/00235 - Conditions 3 (ecology) and 12 (materials) of 23/01234/FUL. 100 Main Street Fulford York YO10 4PS;

It was **NOTED** that Natural England has required the applicant to submit a second licence application because the demolition works were not carried out within the timescale originally set out. Therefore, demolition should not commence until CYC has received confirmation that the site has been registered for a second time. UPDATE. Dismantling of a section of roof commenced on 27 Nov. It must therefore be assumed that the site has been licenced for a second time.

iv) 19/02248/FUL | Erection of 4no. detached dwellings with associated access, parking and landscaping | 40 Fordlands Road York YO19 4QG – Notification of Planning Appeal;

v) Notice of Appeal: 19/02248/FUL | Erection of 4no. detached dwellings with associated access, parking and landscaping. 40 Fordlands Road York YO19 4QG. *[Duplicate of above – please only consider once – apologies]*

It was **NOTED** that the application was refused on similar grounds to those put forward by the PC, therefore no need to submit any further representations – the Inspector will take the Parish Council's letter into consideration.

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

The decided applications were **NOTED**.

**24173. To receive and consider an update on matters pertaining to the Germany Beck Liaison Advisory Committee (LAC).**

It was **NOTED** that the minutes of the 24 June meeting have been received but minutes for the 30 September meeting were awaited. Cllr. Koprowska reported that the opening of the shops had been welcomed, concerns about the tree planting were raised as were traffic and parking concerns especially around the school.



It was further **NOTED** that the Chair of the LAC has been elected to City of York Council as a councillor.

**24174. To receive and consider any update on the Local Plan Examination (Phase 1) and decide on any necessary action.**

The latest update (12 November 2024) is available at [New Local Plan Examination – City of York Council](#). No action was deemed necessary.

**24175. 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 **NOTED** that it had not been possible to deliver the skip to the allotments due to overhanging branches from adjacent properties. The residents of the properties had been consulted, the branches trimmed, and contact made with the skip company to rearrange delivery. A date for delivery is awaited.
- ii) It was **NOTED** that no response has been received to circulated comments about the allotments' meetings.

**b. Fordlands Road to include consideration of quote to crown lift trees;**

A quote from the grass cutting contractor had been received. It was agreed at Item 23068.a.xiv) that it was not necessary to crown lift the trees and the area beneath them need not be mown.

It was **NOTED** that Cllr. Koprowska had offered to check BMX signing elsewhere in the City to inform a new sign for Fordlands Road.

**c. Parish Field School Lane;**

It was **NOTED** that the contractor had reported that the Verti-draining took place the day after Cllr. Vevers' call to them.

**d. Play Equipment;**

It was **RESOLVED** to launch an appeal through social media for volunteers to assist with occasional cleaning of the play equipment. Cllrs. Vevers and Koprowska agreed to help coordinate the volunteers.

It was **NOTED** that the zipwire was re-tensioned on 25 November by Team Sport & Play and their first operational inspection will be carried out this month.

**e. Village Green;**

No report.

**f. Street Furniture;**

It was **NOTED** that maintenance was required and that it had not been possible for the cemetery staff to carry out additional tasks recently. It was agreed that ideas for a solution would be considered in the new year.

**g. Trees.**

No reports.

It was **NOTED** that the Clerk had advised councillors that Scribe Accounts would provide them with any information they needed to inform their consideration of budget requirements for the next financial year (for Open Spaces and all other cost headers). The Clerk offered to carry out online training on Scribe with councillors.

**24176.To receive and consider a report from the Social Hall working group and decide on any necessary action to include:**

**a. Any updates on fundraising and community support;**

It was **NOTED** that no applications have been successful so far and the Community Ownership Fund still seems to have stalled. It was **RESOLVED** to write to the York Outer MP to query the status of the Community Ownership Fund and plans to help fund community projects of this nature.

It was **NOTED** that application to a future round of the Energy Project Enabling Fund may be a possibility once further community engagement can be evidenced and if commercial investment can be secured.

Cllrs. Koprowska and Clare and the Clerk continue to look at various funding sources but nothing is currently applicable or open for applications. It was **NOTED** that any future applications should provide more evidence of community engagement.

**b. Proposal for a future Swap 'n' Shop event in association with Greener Cleaner Fulford and consider options for storage of excess items.**

It was **RESOLVED** to hold another Swap 'n' Shop event on 13 February and ideas were discussed better management using a raffle ticket system. It was **RESOLVED** to publicise the event better and in plenty of time in advance.

**c. Proposal to consult with Explore Library and St Oswald's School advertising the Hall as available for activities.**

It was agreed that greater activity may generate more community engagement. It was **RESOLVED** to reach out to Explore and St Oswald's to advertise the hall as an available space for activities such as breakfast/after-school club, holiday activities for children, a Toy Library, a Dementia café, a lunch club etc. The goals would be to increase awareness of the space as a community asset, to bring in income, to promote fundraising and to strengthen any grant applications by demonstrating engagement with the community.



**24177.To receive and consider any update from the Fulford Climate and Ecological Emergency Working Group and decide on any necessary action.**

It was **NOTED** that Terms of Reference were included in the Standing Orders which were published on the Parish Council website and that only terms of reference for Committees were only required to be published separately on the website.

It was **NOTED** that the Social Hall is the major Parish Council project that reflects a commitment to sustainability and efforts to fundraise are central to this.

It was **NOTED** that councillors would be interested to visit Yorwaste and Allerton Waste Recovery Park to understand more about landfill and recycling. It was **RESOLVED** that Cllr. Vevers would put together information to make a request to Yorwaste. Cllr. Ravilious reported that Allerton Waste Recovery Park has a visitors' centre and is well equipped for visits, but that Yorwaste may need to limit numbers as they do not have visitor facilities.

**24178.To consider any updates or information resulting from recent training webinars and decide on any necessary action.**

It was **NOTED** that the Clerk is due to attend an all-day webinar on the pension scheme on 6 December.

It was **NOTED** that Cllr. Koprowska attended a Bid Writing Workshop through NFP Workshops on 25 November which was very useful. Recommendations to write a two page document to include all relevant information in readiness for any future funding applications were made, alongside resubmission of applications to the National Lottery after 6 months. Changing ownership of the hall to a charitable trust was also suggested to open doors to a greater variety of fundraising sources. It was agreed to review further in the New Year.

**24179.To consider exclusion of the press and public from the discussion of any aspect of items 24180 and 24181 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 items 24180 and 24181 by virtue of s.1(2) of the Public Bodies (Admission to Meetings) Act 1960.

*Cllr. Ravilious was permitted to remain for consideration of Item 24180. in her capacity as a member of the Cemetery Committee.*

**24180.To receive and consider a report from the Cemetery working group and Clerk and decide on any necessary action to include:**

**a. To consider an update on the Cemetery accounts and year end forecast.**

It was **NOTED** that the most up to date accounts and year end forecast will be available after the meeting.

**b. To review the viability of the Cemetery Agreement between the Parish Council and CYC and decide on any necessary action.**

In light of recent discussions relating to finances consequential to cultural changes in the nature of bereavements services away from burials to services such “pure” or “direct” cremations, it was **RESOLVED** to offer to rescind the Cemetery Agreement by mutual agreement with City of York Council and offer the future management of Fulford Cemetery to City of York.

*Cllr. Ravilious left the meeting at 21:24.*

**24181.To receive and consider reports from the HR panel and Clerk and decide on any necessary action to include:**

**a. Consideration of ongoing Cemetery HR matters;**

It was **NOTED** that HR advice and guidance had been received from Personnel Advice and Solutions Ltd. It was **RESOLVED** to commence a redundancy consultation in accordance with the advice and guidance received.

It was **RESOLVED** to hold an extraordinary meeting of the Parish Council on Monday 31<sup>st</sup> December 2024 at 9.30am.

It was **NOTED** that the Clerk will update Cemetery Committee members.

**b. Consideration of YLCA recommendations for Employee Stress Assessment Forms;**  
DEFERRED.

**c. Consideration of budgetary implications of increased Employer’s NI contributions;**  
DEFERRED.

**d. Consideration of Communication Outside of Working Hours updates from YLCA.**  
DEFERRED.

**24182.To consider and propose any items for inclusion on the agenda for the next meeting.**

It was **NOTED** that the Precept and the Budget for 2025/2026 would be on the agenda and any other proposed items could be emailed to the Clerk before 9 January 2025.

**24183.To confirm the date and time of the next meeting.**

It was **NOTED** that there will be an extraordinary meeting on 31<sup>st</sup> December at 9.30am and the next ordinary meeting of the Parish Council will be held on Wednesday 15 January at 19:30.

The Chair closed the meeting at 21:30.

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**Signed, Chair**





## **Appendix 1**

### **Correspondence Received**

- d. General Correspondence
  - i) 20240917 Email from EV Charging Supplier;
  - ii) 20240918 20mph Workshop Email from CYC;
  - iii) 20240927 20mph Speed Limits Email from YLCA;
  - iv) 20240927 Germany Beck LAC Minutes – Meeting 14 24.06.2024;
  - v) 20240927 Germany Beck LAC Email;
  - vi) 20240930 Germany Beck LAC Agenda – Meeting 15 30.09.2024;
  - vii) 20241007 Park Maintenance Contractor Email;
  - viii) 20241010 Sports Club 17.10.2024 Meeting Email and Documents;
  - ix) 20241007 Park Maintenance Contractor Services Email;
  - x) 20241017 St Oswald's School Expansion Plans Email;
  - xi) 20241024 Lodge Cottage Farm Shop Email;
  - xii) 20241026 Sports Club Email, minutes and accounts;
  - xiii) LNRS North Yorkshire Email re Webinar for Landowners;
  - xiv) Sleightholm Landscapes Email re Fordlands Road Trees;
  - xv) Social Hall Party Nuisance Complaints
  - xvi) York Outer MP meeting invitation;
  - xvii) 20241126 Email thread re parish field land;
  - xviii) 20241127 Germany Beck Lighting email from resident.
- e. NALC Correspondence:
  - i) Chief Executive's Bulletins dated 12<sup>th</sup>, 19<sup>th</sup>, 26<sup>th</sup> September; 3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup>, 25<sup>th</sup> & 31<sup>st</sup> October and 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup> & 28<sup>th</sup> November.
  - ii) Event newsletters dated 15<sup>th</sup> & 29<sup>th</sup> October.
  - iii) Newsletters dated 11<sup>th</sup>, 18<sup>th</sup>, 25<sup>th</sup> September and 2<sup>nd</sup> & 7<sup>th</sup> October;
  - iv) NALC Advice Note Understanding & Preparation for Martyn's Law.
- f. YLCA Correspondence at [News | Yorkshire Local Councils Associations \(yorkshirelca.gov.uk\)](https://www.yorkshirelca.gov.uk/news) including:
  - i) Law and Governance Bulletin dated 3<sup>rd</sup> October & 14 November;
  - ii) Regional Training Day Email;
  - iii) Local Government Services Pay Agreement Confirmation;
  - iv) YLCA Responses from North Yorkshire Council
  - v) YLCA Training Sessions Bulletins dated 25.09.2024 – 03.10.2024 & 02.10.2024 – 09.10.2024 and 12<sup>th</sup> & 19<sup>th</sup> November;
  - vi) YLCA Email re new website tour.
  - vii) YLCA White Rose Bulletins dated 6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup> & 27<sup>th</sup> September and 4<sup>th</sup>, 11<sup>th</sup> & 18<sup>th</sup> October and 4<sup>th</sup>, 8<sup>th</sup>, 18<sup>th</sup> & 22<sup>nd</sup> November;
  - viii) YLCA York Branch Meeting Agenda and Papers;
  - ix) YLCA Royal Garden Party Nomination Form 2025 & Email;

## **Appendix 2**



### **Delegated Powers Decisions**

- i. Decision taken on 17 September 2024: It is RESOLVED to seek advice from YLCA relating to forward planning at Fulford Cemetery and related HR matters.
- j. Decision taken on 18 September 2024: It is RESOLVED to send the letter relating to 100 Main Street as drafted by the Planning working group.
- k. Decision taken on 23<sup>rd</sup> September 2024: It is RESOLVED to apply to York Community Fund to fund creation of the Servery and Shutter and the Storage Solution in the main hall element of Phase 1 of the renovation plans for Fulford Social Hall.
- l. Decision taken 27 September 2024: It is RESOLVED to instruct property valuations for Cemetery Lodge from three agents for a leasehold sale of the upstairs apartment and rental income for the downstairs office accommodation.
- m. Decision taken 30 September 2024: It is RESOLVED to renew the Parish Council insurance with Hiscox through AJ Gallagher for 3 years.
- n. Decisions taken 24 October 2024 resulting from the non-quorate meeting of 23 October 2024:
  - i. It is RESOLVED to approve the presented payments;
  - ii. It is RESOLVED to re-let Cemetery Lodge Apartment as recommended by the letting agent;
  - iii. It is RESOLVED to accept the Team Sport & Play quotation for operational inspections of the playgrounds together with the quote for tensioning the zipwire;
  - iv. It is RESOLVED to approve the newsletter as drafted, publish it on the website and Facebook page and order copies for distribution;
  - v. It is RESOLVED to purchase and install 2 Hedgehog road signs on Fordlands Road.
- o. Decision taken 5 November 2024: It is RESOLVED to approve the planning of 550 saplings on Fordlands Road playing field in accordance with the outlined plans at a cost of £442 plus VAT.
- p. Decision taken 12 November 2024: It is RESOLVED to instruct the YLCA recommended HR Consultant for HR matters at Fulford Cemetery.

*Julia Koprowska*

### **24172.a.i) Planning Draft Letter**

Mark Baldry  
Development Control

City of York Council  
West Offices  
Station Rise  
York  
YO1 6GA

5 December 2024

By email to: [Mark.Baldry@york.gov.uk](mailto:Mark.Baldry@york.gov.uk)  
CC to: [planning.comments@york.gov.uk](mailto:planning.comments@york.gov.uk)

Dear Mark,

**Re: 24/01633/FULM - Change of use of amenity field to temporary (3 years) seasonal (November and December) overflow car park for the use of employees only. York Designer Outlet St Nicholas Avenue York YO19 4TA**

Fulford Parish Council (FPC) objects to the above application for the following reasons:

**1. Planning background.**

This application follows the withdrawal of a similar proposal (Ref: 23/01147/FUL) that was recommended for refusal by the LPA in an Officer's Report dated 1 December 2023.

**2. Green Belt**

The application site is an undeveloped field, which forms an integral part of the countryside surrounding the Outlet. The Outlet itself is contained within clearly defined tree and hedge boundaries, which provide a strong differentiation between the Outlet and the open countryside beyond.

The proposal to establish a large car park in the green belt is clearly inappropriate development which should not be approved unless very special circumstances can be demonstrated (NPPF para 152).

Green belt harm

- The introduction of parking, lighting columns, fencing, and signage will significantly harm the openness and visual amenity of the green belt.
- Additional harm to the character and appearance of the area will result from increased traffic generation due to encouraging staff members to drive to work rather than using more sustainable forms of transport.
- Light pollution in the open countryside during the darkest months of the year.

The Applicant attributes parking issues to the Outlet's success. However, it is relevant to note that significant diversification has taken place on the site leading to the cumulative loss of parking availability while increasing visitors numbers drawn by attractions such as the ice-rink, funfair and Christmas market. Additionally, the approval of a car-wash/valet facility in January 2022 (Ref: 21/01024/FUL) led to a further loss of parking spaces.



It is evident that the Applicant's own choices have contributed to the current parking challenges. All alternative measures to reduce the traffic impacts, particularly from staff trips, should therefore be explored before considering additional parking capacity beyond the Outlet's boundaries.

### **Conclusions**

The Applicant has failed to demonstrate the 'very special circumstances' necessary to justify this development in the green belt. Granting the application would set a precedent, making it difficult for the LPA to resist future expansion into the adjacent open fields (also owned by the Applicant).

Thank you for consulting Fulford Parish Council.

Yours sincerely

Rachel Robinson  
**Clerk and RFO to Fulford Parish Council**