

Fulford Parish Council

The Cemetery Lodge, Fordlands Road, Fulford, York, YO19 4QG

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**Minutes of the Meeting of Fulford Parish Council held at 19:30 on
Tuesday 4 July 2017 in the Old Library,
Fulford Social Hall, School Lane, Fulford.
Clerk/RFO: Rachel Robinson**

17061. Chair's welcome

The Chair welcomed all present to the meeting.

17062. To receive apologies and approve reasons for absence

- a. Present: Cllr. de Vries (Chair), Cllrs. Clare, Francis, Smith, Urmston, J Walker, the Clerk and one member of the public.
- b. Apologies were received and approved from Cllrs. Aspden (Vice-Chair), Cllrs. Greig, Loft, Vevers and G Walker.

17063. To receive any declarations of interest

No interests were declared.

17064. To receive and approve the Minutes of the Parish Council meeting held on 6th June 2017 and extra-ordinary meeting held on 27th June 2017

It was resolved to approve the Minutes of the Parish Council meeting held on 6th June 2017 and the Minutes of the Extra-Ordinary Meeting of the 27th June 2017 as a true record.

17065. To receive Parishioners' Questions and comments

A parishioner had emailed to raise a query relating to the timing of the temporary traffic lights on Selby Road. Following discussion, it was resolved that the Clerk would email the parishioner to respond by informing the parishioner that the Parish Council is not consulted with regard to the timings of the temporary traffic lights but that information relating to them is contained within the newsletters issued by Howard Engineering.

A parishioner asked the Parish Council whether it would be possible to find a way of providing lighting to footpath 7, between School Lane and Germany Lane, in time for the winter months as this is a route used by many of the school children and is currently unlit. Following discussion relating to lighting alternatives such as battery/solar powered and the possible availability of mains electricity, it was resolved that the parishioner would contact the City of York (CoYC) contact for the Safe Routes to Schools Initiative to see if there was a possibility of assistance from them. It was further resolved that Cllr. Clare would raise the matter at the Ward Meeting on 5th July 2017 and that the Clerk would contact Cllr. Aspden for him to ask CoYC for advice on the costing of lighting and to enquire if lighting could be placed adjacent to Glen Close. The Clerk is to copy the parishioner in on this correspondence.

Cllr. de Vries reported that CoYC had accepted that some damage to the newly planted trees on Fordlands Road Playing Field may have been done by their grasscutter and confirmed that CoYC will replace these. They did, however state that the additional damage had been done by a machine of some sort and that that was not their responsibility. It was resolved that any behaviour that is observed that could be connected with this vandalism should be reported.

17066. To receive a report from the Ward Councillor

There was no report from the Ward Councillor.

17067. To receive a report from the Police

A report had been received and was noted by all present.

17068. Financial Matters

- a. To approve the following payments:
Cemetery

£

FuelGenie – Cemetery Fuel	254.54
BT – Cemetery Lodge Phone	40.00
BT – Cemetery Lodge Broadband (Qtr)	126.00
Public Works Loan Board Repayment	3483.45
John Robertson Ltd – Memorial Bench	336.00
Fulford Flowers – Cemetery Upkeep Flowers	432.00
Viking – Stationery, Postage, Refreshments & Cleaning supplies	177.38
nPower – Cemetery Lodge Gas	15.85
<u>Open Spaces</u>	
Ouse & Derwent IDB – Drainage Rates	32.76
Press Green – Scans of plans of sports field	47.76
Reimbs Cllr. Vevers – Gate Lock and Chain	31.26
<u>Social Hall</u>	
British Gas – Social Hall Gas	402.60
Reimbs Cllr. Vevers - Gravel	56.82
<u>Clerk</u>	
SLCC Membership	177.00
Viking – Stationery	40.81
Reimbs Clerk – Giff Gaff Mobile Phone	7.50
Reimbs Clerk – HP Ink	14.99
Reimbs Clerk – Microsoft Office 365 Annual Subscription	94.80
Designation – Set up email address for Chair	14.40
<u>Staff Costs</u>	
Wages & Salaries	7750.18
HMRC	1480.89
NYPF	2722.67

All payments were approved

17069. To note Clerk's report on new Data Protection legislation and decide on any necessary action

The Clerk reported that there is new legislation becoming effective in May 2018 and that she will report further as to the implications for the Parish Council following further research. Cllr. J Walker recommended that the Clerk contact CoYC for advice.

17070. Planning:

- a. **To receive a report of planning applications and questions considered by the Planning Working Group and to decide on any further action required:**

New applications

17/01488/FUL Erection of garage with room in roof 79 Main Street Fulford York YO10 4PN – Following consideration and discussion it was resolved that the Planning Working Group would formulate a response to object to the application.

On-going applications

None

i) *Enforcement Action*

None

- b. **To note details of planning applications decided by City of York Council**

17/00891/FUL Installation of external chimney flue to side elevation The Coach House 9A Main Street Fulford York YO10 4HJ – Approved

17/00730/FUL Continued use of house as a large House in Multiple Occupation for up to 7no. occupants 129 Main Street Fulford York YO10 4PP - Approved

17/00868/FUL Two storey side and single storey side and rear extensions 24 Heslington Lane York YO10 4LX – Approved

- c. **To receive a report from the Neighbourhood Plan Working Group and decide on any necessary action**

Cllr. de Vries reported that the working group had met with the Chair of Earswick Parish Council who have submitted their Neighbourhood Plan and that the meeting was useful. Cllr. de Vries further reported that she had written to Locality and the Neighbourhood Plan team at CoYC for further information but has received no responses yet.

17071. To receive an update on matters pertaining to Germany Beck and to decide on any necessary action to include consideration of:

a. AM/Yorks/2471 - Germany Beck Site – Consideration of letter from the Environment Agency

Cllr. Urmston reported that a letter had been received and circulated from the Environment Agency. Following discussion, it was resolved that Cllr. Urmston would circulate a draft response thanking the Environment Agency for their reply and expressing the Parish Council's disappointment at its content. The letter is to be copied to Julian Sturdy.

b. To consider email from a parishioner relating to debris at the construction site and decide on any necessary action

A parishioner had copied the Parish Council in on correspondence received from Persimmon Homes relating to debris. Members noted the content of the correspondence.

To consider exclusion of the press and public from the discussion of any aspect of item 17071.c by virtue of s.1(2) of the Public Bodies (Admission to Meetings) Act 1960.

it was resolved to exclude members of the press and public from the discussion of any aspect of item 17071.c by virtue of s.1(2) of the Public Bodies (Admission to Meetings) Act 1960

c. To consider any update relating to the Boundary Dispute and decide on any necessary action to include

i) Consideration of a letter from Harrowells and decide on any necessary action.

A letter had been received from Harrowells enclosing a questionnaire. The Clerk is to send a reply to say thank you for the letter.

Cllr Urmston reported that the solicitors had written to Persimmon Homes but have not yet received a response.

Water Vole Application. Cllr. Urmston reported that a letter had been sent and it was resolved to send an email to Hannah Blackburn at CoYC.

Cllr. Urmston reported that tree trimming on the west side of the A19 has been scheduled but the presence of birds' nests and bats should preclude this at this time of the year. Cllr. Urmston would raise this with CoYC.

17072. To receive a report from the Cemetery working group and decide on any necessary action to include:

a. To receive and consider an update on the renovation of Cemetery Lodge and decide on any necessary action;

Cllr. de Vries reported that members of the Cemetery Lodge renovation working group had met with David Horsley, Chris Ledger and Pat Dalby of CoYC to discuss the works and required specification. They are to provide a pre-tender estimate for the Parish Council's consideration. Cllr. de Vries also reported that provision of space for construction workers and alternative office space for Cemetery staff would require consideration.

b. To consider scheduling necessary maintenance for the cemetery and decide on any necessary action

Cllr. de Vries reported that a rescheduled walk around the Cemetery had taken place that morning to consider maintenance and other issues.

Cllr. de Vries recommended that a long-term maintenance programme be drawn up by the Cemetery working group for approval of the Parish Council. In the short-term this programme was to include replacing the damaged path to the south of the entrance with grass and sourcing new shingles for the

shelter or obtain a quote for the replacement of the roof. The Clerk is to investigate the cost of purchase one or two additional 1200 litre bins and consequent increase in fee for refuse disposal for consideration.

Following discussion, it was resolved that the Cemetery working group and the Clerk should devise a policy for visitors to the Cemetery to adhere to. In particular, the presence of dogs, bicycles, vehicles, alcohol and music together with the issue of encroachment onto other graves would need to be addressed within the policy and additional signs would be necessary to restrict the speed of vehicles and reinforce the prohibition of the presence of dogs and bicycles in the Cemetery.

c. To consider a request for a refund of two cemetery plots and decide on any necessary action

It was resolved to refund the plots. The Clerk is to check with the Cemetery Superintendent whether an administration fee for this refund is applicable.

d. To consider a report of dogs being taken to the cemetery and other matters at weekends and decide on any necessary action.

Following a report from a visitor pertaining to the frequent presence of a couple with a pitbull dog in the Cemetery at weekends, Cllr. Urmston had visited the Cemetery one weekend to investigate. On this occasion, the couple and dog were not present. Cllr. Urmston did comment that the Cemetery was extremely busy with a large number of visitors. Following discussion including consideration of enforcement of policies, it was resolved that the Clerk would investigate the cost and possibility of CCTV for the entrance area of the Cemetery.

e. To consider request from a member of the public for a key to the cemetery for access at weekends

Whilst consideration of Cemetery policy was underway it was resolved to defer any decision relating to provision of keys for vehicular access. Suggestions were made such as provision of a pre-booked callout service payment option for visitors with mobility difficulties and/or the provision of wheelchairs. These suggestions will be considered by the Cemetery working group in the course of formulating the Cemetery policy. The Clerk is to contact the member of the public to inform them that the request is to be deferred pending policy review.

17073. To receive a report from the Open Spaces working group and to decide on any necessary action to include:

a. Report on allotments meeting to include:

Cllr. de Vries, in Cllr. Vevers' absence reported that a Report on the Allotments Meeting had been circulated and that the matters raised would be considered within the Open Spaces working group for recommendations to the Parish Council.

i) Consideration of a Facebook page for allotment holders and decide on any necessary action

At the allotments meeting the question of communication between the Parish Council and allotment holders was raised. A suggestion was made to set up a Facebook page as an outlet for communication. Cllr. Vevers had promised to raise this with the Parish Council for a decision. In the meantime, a Facebook page had been set up called Fulford Parish Council Allotment York. Following discussion, it was resolved to request that the words "Fulford Parish Council" be removed from the Facebook Page and the description be changed to remove the reference to Parish Councillors.

ii) Clearance of allotment plots

Cllr. de Vries reported that some of the plots had been cleared and that some of the allotment holders had assisted in overseeing the clearance. It was resolved that the Clerk would write to the allotment holders to formally thank them for their assistance. It was reported that the clearance has resulted in the letting of two of the plots. It was agreed that the remaining empty plots would need to be covered.

b. Playground consultation

Cllr. de Vries reported that all responses have now been received and will be discussed at the Open Spaces working group meeting.

c. Informal meeting with Sports Club

A useful meeting was held with the Sports Club.

d. To consider the issue of moles on the School Lane sports field and decide on any necessary action

Following discussion, it was agreed that the Clerk would contact MJ Backhouse to deal with the current mole problem and contact the person recommended by the Sports Club for a quotation.

e. To consider the Sports Club request to install temporary additional storage next to the garage and decide on any necessary action

Following discussion, it was resolved that the Clerk would contact the Sports Club to inform them that the Parish Council was minded to agree to their request but required more information on the approximate size of the storage, the siting of it and the duration of its placement.

17074. To receive a report from the Social Hall working group and to decide on any necessary action to include:

a. Consideration of quote for Social Hall heating works and decide on any necessary action

A quote had been received to reconfigure the Social Hall heating and install controls for remote operation in the sum of £1779. The new controls would require internet access. Options were discussed and it was agreed that the Clerk would contact the contractor to discover what level of internet access was required and if a Mifi unit would be sufficient. If Mifi was acceptable, Cllr. J Walker is to source a unit to test.

Cllr. Clare reported that the new gravel had arrived and been spread to the side of the Social Hall. It was resolved that the Clerk would write to formally thank Mr Waghorn for his assistance in this task, for the removal of the broken planter and his offer to water the raised beds.

17075. To receive a report from the HR panel and to decide on any necessary action to include:

a. Consideration of recruitment of Street Cleaner/Social Hall Cleaner and decide on any necessary action

Cllr. Clare reported that she had found someone who may be willing to take on the role on a temporary basis initially until the recruitment process can be concluded and may be interested in applying for the permanent position. Following discussion, it was agreed that provided that was no legal obligation to advertise a temporary position, the person would be approached with a view to working under a temporary contract. If this was not possible, Work With York would be contacted to see if a temporary placement could be achieved through them. It was further resolved that the permanent position would be for 16 hours per week and would be advertised for commencement in September.

17076. To consider an approach to City of York Council to seek a restriction on HGVs that no such traffic would proceed beyond Hospital Fields Road

Following discussion and consideration of previous requests, it was decided to take no action at this time.

17077. To consider information with regard to placement of cabinets and correspondence received from a resident with regard to Virgin Media works and decide upon any necessary action

Cllr. Vevers had circulated a map showing the proposed placement of cabinets and had confirmed that those within the conservation area were to be green. It was noted that the Clerk has received no communication from Virgin Media with regard to the work being carried out in Fulford.

17078. To consider an update on the Battle of Fulford re-enactment and decide on any necessary action.

The plans for the Battle of Fulford re-enactment have now been cancelled for 2017 but are being deferred to 2018 instead. Cllr. Urmston reported that Chas Jones is due to commence his dig on the 15th July. The Clerk is to write confirming the Parish Council's agreement to the dig.

17079. To consider the response from the YLCA legal department regarding the Fulford Shilling and decide on any necessary action

The legal department had requested further information and a response has been sent. The Clerk will circulate further advice when it becomes available.

17080. To consider a freedom of information request from Friends of the Earth and decide on any necessary action.

The Clerk and Members had considered the request and were able to confirm that no relevant communications had occurred and it was resolved that the Clerk will respond to the request accordingly.

17081. To consider whether to hold a meeting on 1 August 2017.

Following discussion and consideration of members commitments, it was resolved to not hold the meeting on 1st August 2017.

17082. Confirm date and time of next meeting.

The next meeting of the Parish Council will be 5th September 2017