

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 9 January 2018 in the Old Library,
Fulford Social Hall, School Lane, Fulford.
Clerk/RFO: Rachel Robinson**

17157. Chair's welcome

The Chair welcomed all present to the meeting

17158. To receive apologies and approve reasons for absence

- a. Present: Cllr. de Vries (Chair); Cllrs. Clare; Francis; Frusher; Gardiner (arrived at 8.35 pm); Urmston; Vevers; G. Walker and J. Walker (departed at 9.05 pm), Ben Pilgrim from Octopus Healthcare and two other members of the public
- b. Apologies were received and approved from Cllr. Aspden.

17159. To receive any declarations of interest

Cllr. Urmston declared a prejudicial interest in Item 17168 17/01969/FULM.

17160. To receive and approve the Minutes of the Parish Council meeting held on 5th December 2017

The Minutes of the meeting held on 5th December 2017 were approved as a true record.

17161. To receive Parishioners' Questions and comments:

A representative from the Fishergate Fulford & Heslington Local History Society (FFH) asked the Parish Council to consider whether it would be able to provide space in which FFH could store their collection of documents. Councillors will give the matter consideration.

A parishioner reported that a white van is continuing to park on the verge on Main Street and drive along the pavement there, causing damage to the verge. The Clerk advised that the matter had been reported to the police and was in the process of being followed up. Following discussion, it was resolved that consideration of the installation of 3 bollards to prevent parking in this area would be added to the agenda for the next meeting.

Ben Pilgrim from Octopus Healthcare reported that his company would be seeking to secure the site as it would be taking ownership of it in the near future. Cllr. de Vries requested that Octopus keep the Parish Council informed of start dates and any disruption that may occur.

17162. To receive a report from the Ward Councillor

In the absence of the Ward Councillor there was nothing to report.

17163. To receive a report from the Police

A report had been circulated and was noted.

17164. Financial Matters

a. To approve the following payments:

	£
<u>Cemetery</u>	
BT - Quarterly Broadband	126.00
BT – Monthly Telephone	39
Fuel Genie - Cemetery Vehicles Fuel	172.90
British Gas - Electricity - Cemetery Lodge 308.2017-01.12.2017	111.55
Padlock & Brackets for Cemetery	38.21
Viking - Stationery & Cleaning Supplies for Cemetery	89.35
Yorkshire Internal Audit Services - 2nd & 3rd Audit Visits	310.00
<u>Office</u>	

Yorkshire Internal Audit Services - 2nd & 3rd Audit Visits	310.00
Giff Gaff – Clerk’s Mobile	7.50
<u>Social Hall</u>	
British Gas - Gas 23.08.2017-05.12.2017	565.62
Temp Cleaning Contractor	138.04
<u>Staff Costs</u>	
Wages & Salaries	7331.07
HMRC	1482.66
NYPF	2613.91
Misc	
Ian Greig & Emma Pemberton 50% share of sale of Fulford Shilling	4,250.00

All payments were approved

b. To note the bank reconciliation to 31/12/2017

The Bank Reconciliation to 31/12/2017 had been circulated and was noted.

c. To note the budget year to date comparisons, consider and decide upon any options for virement and spend

A report of suggested options for virement within the budget for 2017/2018 had been circulated and it was resolved that all suggested virement options were approved. Cllr. de Vries also asked each of the chairs of working groups and committees to consider their spending needs in the run up to the end of the financial year.

d. To consider and decide upon the Budget for 2018/2019

A draft budget had been circulated in advance of the meeting. Setting the budget was deferred to the General Purposes Committee meeting on Monday 29th January at 7.30 pm.

17165. To consider candidates for co-option and decide on any necessary action.

This item was deferred to the next meeting.

17166. To consider and decide on systems for IT equipment maintenance for the Clerk and the Cemetery

The Clerk requested ideas for IT troubleshooting services. Cllrs. J Walker & G Walker both recommended Vital which operates IT services for schools. It was resolved that the Clerk is to contact them to find out details of costs.

17167. To consider methods of communication for Parish Council business.

Following discussion including suggestion of a Dropbox/Shared Drive that councillors could access, the item was deferred to the GPC meeting to allow time for consideration.

17168. 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

17/02786/FUL - Two storey rear extension, single storey front and rear extensions and new chimney stack to side. 54 St Oswalds Road York YO10 4PF - it was resolved that there were no objections

17/02893/TCA - Fell Metasequoia tree in a Conservation Area. The Old House 4 Main Street Fulford York YO10 4PQ – Following discussion, it was resolved to support the recommendations of the planning working group and comment as follows: This exceptional tree is rare and of high amenity value. It would be very regrettable to allow it to be felled on grounds of a poorly formed lower crown. Notwithstanding your view that its ultimate mature size is a reason for not serving a TPO, FPC considers that a TPO would allow the tree to grace the area for many more years and would ensure that a suitable replacement would be planted should its height eventually become excessive in this location.

17/02686/NONMAT - Non-material amendment to permitted application 01/01315/OUT to allow installation of drainage outfalls. Germany Beck Site East of Fordlands Road York – a draft

letter had been circulated by the planning working group for approval. It was resolved to send the letter as drafted subject to any minor amendments.

On-going applications

17/00904/FUL - Installation of wetland habitat suitable for water voles (retrospective) – It was reported that this application may be going to committee in the week commencing 15th January. Following discussion, it was agreed that the planning working group will draft the response and a representative may speak at the Committee meeting.

17/00972/FUL - Variation of conditions 13 and 32 of permitted application 01/01315/OUT to allow drainage works within archaeological zone and to allow construction of spine road into phase 1 as a continuous operation with the associated access and junction with the A19 - Germany Beck Site East of Fordlands Road York – no update.

17/00971/FUL - Variation of condition 9 of permitted application 12/00384/REMM to alter bat mitigation strategy and removal of condition 13 to allow landscaping works on land south of plots 137 to 159 – no update.

12/01749/REMM - Reserved matters application for details of appearance, landscaping, layout and scale of 655 dwellings and associated facilities granted under outline permission 01/01315/OUT (duplicate application) (revised scheme) – no update.

Cllr. Urmston left the room during discussion of the next item.

17/01969/FULM - Erection of 64 bedroom care home, car parking and landscaping following the demolition of existing care home - Site of Former Fordlands House 1 Fordlands Road York It was reported that an action for Judicial Review by two residents has been commenced. The request for TPOs is still pending.

i) *Enforcement Action*

Connaught Court temporary car-park – no update

34 Eastward Avenue – no update

b. To note details of planning applications decided by City of York Council and decide upon any necessary action

17/02551/FUL - Single storey rear extension. Greenacres 136 Main Street Fulford York YO10 4PS – Approved

17/02479/FUL - Single storey rear extension and new enlarged rear dormer. 5 Heslington Lane York YO10 4HN – Approved

17169. To receive an update on matters pertaining to Germany Beck and to decide on any necessary action to include consideration of:

a. To receive an update on the proposed A19 Flood Alleviation Works Fordlands Road Playing Field Bund Plan and decide upon on any necessary action.

A draft letter from David Walton to CoYC had been circulated. Following discussion, it was resolved to ask David Walton to send the letter.

b. To consider any correspondence with Persimmon and decide upon any necessary action

No further correspondence has been received. Following discussion, it was resolved that the Clerk would write to Robin McGinn and make a further request for the archaeology report.

c. To consider any update with regard to the Liaison Committee and decide upon any necessary action

Following discussion, it was resolved to reply to Robin McGinn's email and write to CoYC about the Liaison Committee and the Parish Council's representation on it.

To consider exclusion of the press and public from the discussion of any aspect of item 17169.d by virtue of s.1(2) of the Public Bodies (Admission to Meetings) Act 1960.

It was resolved to exclude the press from the discussion of any aspect of items 17169.d and 17175 by virtue of s.1(2) of the Public Bodies (Admission to Meetings) Act 1960

d. To receive an update on the boundary dispute and decide upon any necessary action.
No update.

17170. To receive an update from the Neighbourhood Plan working group and decide upon any necessary action
No update

17171. To receive a report from the cemetery working group to include:

a. To receive an update on the proposed renovations at Cemetery Lodge
Cllr. de Vries circulated notes of the cemetery working group meeting, outlined options to finance the renovation project and emphasised that it was important that the flat remains allocated as the cemetery superintendent's accommodation but in the absence of it being used by the superintendent, it can be temporarily let to a third party. Following discussion, it was resolved to contact CoYC to request their consent to the use of the Cemetery Development Fund and Cemetery profits for the office element of the renovation, estimated to be £69,748. A decision on whether to use capital funds or apply for a Public Works Loan in respect of funding the flat element of the renovation was deferred until further advice can be sought from YLCA.

Cllr de Vries also reported that a decision would need to be made in respect of the design of the porch. Following discussion, it was resolved to instruct David Horsley to proceed with the tender process excluding the porch, the options for which will be investigated by the cemetery working group.

b. To decide upon a Chip & PIN machine provider to receive payments at the Cemetery.
The Clerk is in the process of obtaining information on costs and will bring these to the GPC meeting for a decision.

17172. To receive a report from the Open Spaces working group and to decide on any necessary action to include:

a. To consider options for School Lane Playing Field drainage and decide on any necessary action
Cllr. Vevers reported that the soakaway test will be carried out once the weather is drier using the money received from the grant. He further reported that the Sport England Grant has been extended until the end of 2018.

b. To receive an update on the tender process for new equipment for School Lane Playground scheme.
Cllr. Vevers reported that 13 companies had been invited to tender for the project, 2 companies have declined the invitation and meetings have been held with 7 companies. The first tender was received on 9th January and the deadline for submission is 12th January. Tenders are to be evaluated between the 15th and 22nd January with wider public consultation to take place between the 23rd January and 6th February. Cllr. Vevers will invite members of the Open Spaces working group to a meeting to consider the tenders. Cllr. Frusher agreed to join the Open Spaces working group. Following evaluation and consultation, the contract is due to be awarded on 9th February.

c. To further consider new rents at the allotments and decide on any necessary action
Following discussion, it was resolved to increase the rent to ensure that the costs generated by the allotments can be met and the decision on the precise sum of the increase was delegated to the Open Spaces working group provided the rent does not exceed £10 per plot to be phased in over two years. Notice of any increase must be given to allotment tenants by 1st February 2018.

d. To consider an update from Open Spaces following a meeting with the Tennis Club about security concerns from the Tennis Club and their proposed fence and decide on any necessary action.

Cllrs. de Vries and Vevers had met with representatives from the Tennis Club to consider their security concerns. Following suggestions of installation of staggered railings, bollards or a kissing gate, a decision was deferred to the GPC meeting to allow time for Open Spaces to give the matter further consideration and investigation.

Cllr. Vevers reported that the application for a £950 Ward Grant, for Village Green fencing had been approved and paid. Cllr. Vevers will ask the staff at the Cemetery and the Scouts to assist him with the installation of the wooden fencing.

17173. Further consideration of the following requests from the Sport Clubs:

In the absence of further information from the Sports Club, all aspects of this item were deferred.

- a. To consider the Sports Club's request to lease the playing field from the Parish Council
- b. To consider the Sports Club's suggestion for the Parish Council to be a joint applicant in their application for funding for maintenance equipment and decide on any necessary action;
- c. To consider the potential location of the Sports Club proposed container and decide on any necessary action;
- d. To consider the Sports Club request for partial match funding a grant being applied for and decide on any necessary action;
- e. To consider the proposal for grass cutting services to be supplied by the Sports Club to Fulford Parish Council in exchange for contributing towards the maintenance equipment (upon receipt of the maintenance equipment) and decide on any necessary action.

17174. To receive a report from the Social Hall working group and to decide on any necessary action to include:

Cllr. Clare reported that there were no new matters to consider.

The meeting paused to allow for the member of public to leave for discussion of Item 17175.

17175. To receive a report from the HR panel and to decide on any necessary action to include:

a. To consider staff security, in particular for lone workers

Cllr. Gardiner had circulated some examples of policies for lone workers for consideration. Following discussion, it was agreed that Cllr. Gardiner would adapt the examples to make them fit for the Parish Council's purposes.

It was also agreed that the Social Hall and Street Cleaner would be given a return to work interview when he is able to return and also be provided with a personal alarm. The Clerk is to investigate personal alarms.

b. To consider the performance reviews of the staff at the Cemetery.

Following discussion of the reviews, it was resolved to increase the pay rate of each of the groundsmen by one spinal point from 1st April 2018.

c. To consider the possibility of training the Social Hall & Street Cleaner to assist in the Cemetery to provide cover for holidays and sickness.

The item was deferred until the member of staff is able to return to work.

d. To consider updating all Contracts of Employment & Job Descriptions to the most recent format.

Following the discussion of standardisation of employment contracts, updating of job descriptions and amendment to the payroll system from weekly pay to monthly for all staff, it was agreed that the Clerk would investigate appropriate methods to phase in monthly pay and bring them to the GPC meeting for a decision.

17176. To note the sale of the Fulford Shilling.

Members noted that the Fulford Shilling had been sold and that the half share had been sent to the finders. It was agreed that allocation of the sale proceeds would be included in the agenda for the GPC meeting.

17177. Footpath 12 – to consider any update regarding proposed changes to the Definitive Map.

The Clerk is to check whether the PROW officer has been contacted.

17178. Confirm date and time of next meeting.

The next meeting of the General Purposes Committee is Monday 29th January at 7.30 pm and the next meeting of the Parish Council is Tuesday 6th February at 7.30pm.

The meeting closed at 22.04

Chair