

Fulford Parish Council

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

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Minutes of the Extra-Ordinary meeting of Fulford Parish Council held at 10:00 on Saturday 21st March 2020 in the Old Library, Fulford Social Hall, School Lane, Fulford, York

Present: Cllr. Urmston (Chairman); Cllr. Aspden (Vice-Chairman); Cllr. Clare; Cllr. de Vries;
and the Clerk.

19227. Chairman's welcome

The Chairman welcomed all present to the meeting.

19228. To receive apologies and approve reasons for absence

Apologies were received from Cllrs. Russell and Walker

19229. To receive any declarations of interest

No declarations of interest were received.

19230. To receive and consider Parishioners' Questions:

[Public Participation – Members of the public who wish to speak regarding an item within the remit of the Parish Council may do so. Each speaker is limited to 3 minutes and the maximum time for this item is 15 minutes]

No Parishioners' Questions were received.

19231. To cancel the Cemetery Committee meeting scheduled for 24th March 2020

It was resolved to cancel the Cemetery Committee meeting scheduled for 24th March 2020 and defer all business on that agenda to the next meeting with the exception of Items 19232 and 19233.

19232. To set the Cemetery Fees for 2020/2021

It was resolved to increase the Cemetery Fees for 2020/2021 by 2.5% except for Fulford residents for whom no increase was agreed.

19233. To set the 2020/2021 Cemetery Budget

A draft budget had been circulated to the Cemetery Committee and councillors and following prior email consultation with CoYC representatives on the Cemetery Committee, it was resolved to set the Cemetery Budget for 2020/2021 as drafted.

It was further agreed to email the staff at Fulford Cemetery to thank all staff for their continued efforts and to assure them of the Parish Council's support and assistance wherever possible during the current Coronavirus Crisis. It was noted that CoYC Work With York programme may be able to assist should any additional staffing be required and that Fulford Cemetery would form part of CoYC Emergency Plans to cope with the current situation. Cllr. Aspden agreed to forward recent burial services advice to the Clerk.

19234. To consider delegation of decision-making powers for the Parish Council to the Clerk in consultation by email with the Chairman and at least one other councillor until resolution of the Covid-19 Pandemic or until further notice to ensure functionality of the Parish Council during this extra-ordinary situation.

Following consultation it was resolved that in the event that meetings of the Parish Council are cancelled during the current COVID-19 Pandemic or until further notice, to ensure the functionality of the Parish Council, it was resolved that authority to decide on matters necessary to maintain the functionality of the Parish Council is delegated to the Clerk and Responsible Financial Officer. This delegated authority is subject to the provision that the Clerk and Responsible Financial Officer receives email agreement from at least two councillors (to include the Chairman when possible) by email prior to every decision taken under this delegated authority.

A record of decisions made during this period will be maintained by the Clerk and Responsible Financial Officer and this list will be added to the next available Parish Council agenda.

19235. To consider delegation of decision-making powers relating to Cemetery and Social Hall operational matters to the Cemetery Superintendent in consultation by email with the Chairman and at least one other councillor should the Clerk be indisposed during this extra-ordinary situation.

Following consideration it was resolved in the event that meetings of the Parish Council are cancelled during the current COVID-19 Pandemic or until further notice, to ensure the functionality of the Fulford Cemetery and Fulford Social Hall, authority to decide on matters necessary to maintain the functionality of Fulford Cemetery and Fulford Social Hall are delegated to the Clerk and Responsible Financial Officer. This delegated authority is subject to the provision that the Clerk and Responsible Financial Officer receives email agreement from at least two councillors (to include the Chairman when possible) by email prior to every decision taken under this delegated authority.

Where relevant and possible, the Clerk will give consideration to any advice received from CoYC Emergency Planning and the Assistant Director of Customer and Digital Services in the making of any decisions relating to Fulford Cemetery.

In the event that the Clerk and Responsible Financial Officer is indisposed, this delegated authority is further delegated to the Cemetery Superintendent and is subject to the same provisions.

It is further resolved that the Cemetery Superintendent be given authority to make online payments from the HSBC Current Account in the event that he Clerk is indisposed, provided these are made under the same conditions authorised to the Clerk within the Financial Regulations.

19236. To consider closure of Fulford Social Hall to all bookings pending further notice

Following consideration of a request from CoYC to use Fulford Social Hall as a potential Community Hub during the Covid-19 Crisis, it was resolved to close the Social Hall to any other bookings during this time. It was agreed that the Clerk would contact regular users of the hall to notify them why this decision had to be taken and would contact CoYC to work on arrangements.

19237. To consider a reduction of cleaning hours for Fulford Social Hall during the period of booking cancellations

On the basis that hall is likely to be used regularly for a Community Hub it was agreed to defer any decisions relating to cleaning or utilities until the arrangements have been finalised with CoYC.

19238. To cancel the Parish Council meeting scheduled for 14th April 2020

It was resolved to cancel the Parish Council meeting scheduled for 14th April 2020 and defer any further decisions on future meetings pending receipt of advice from NALC.

19239. Confirm date and time of next meeting.

The Annual Meeting of the Parish Council is scheduled for 7.30 pm on Tuesday 12th May 2020

The Chairman closed the meeting at 10:46.

CHAIRMAN