



# Fulford Parish Council

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

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## Minutes of the Parish Council Meeting held online by Zoom at 19:30 on Tuesday 28<sup>th</sup> July 2020

**Present:** Cllr. Urmston (Chairman), Cllr. Clare, Cllr. de Vries, Cllr. Koprowska, Cllr. Walker and the Clerk.

### **20099. Chairman's welcome**

The Chairman welcomed all present to the meeting

### **20100. To receive apologies and approve reasons for absence**

Apologies were received and approved from Cllr. Aspden.

### **20101. To receive any declarations of interest**

There were no declarations of interest

### **20102. To receive and consider Parishioners' Questions:**

No questions had been received and there were no members of the public present.

### **20103. To note an email received relating to a leak onto Fulford Ings from Fulford Park and decide on any necessary action**

A resident had reported a waterlogged area on the public footpath on Fulford Ings and provided some photographs. The resident had already made enquiries with Northern Gasworks and Yorkshire Water who had both confirmed they had not caused the issue. Following consideration, it was resolved that the Clerk would write to the owner of an adjacent property to make enquiries.

### **20104. To note a letter received from the internal auditor advising of their work backlog and to confirm the request to the external auditor for an extension of the deadline to submit the AGAR for 2019/2020 to 31 August 2020**

It was noted that the AGAR had been ready for submission to the external auditor subject to receipt of the internal auditor's report at the beginning of June. It was further noted that the internal auditor had advised of a delay in the report resulting from a backlog of work. The Clerk had submitted a request to the external auditor for an extension of the deadline for submission of the AGAR to 31<sup>st</sup> August 2020.

### **20105. To note confirmation of the extension of the deadline to 31<sup>st</sup> August 2020 from the external auditor.**

It was noted that the extension had been granted

### **20106. To approve Section 1 Annual Governance Statement 2019/20 for Fulford Parish Council on page 5 of the Annual Governance and Accountability Return 2019/20.**

It was resolved to approve Section 1 Annual Governance Statement 2019/20 for Fulford Parish Council on page 5 of the Annual Governance and Accountability Return 2019/20. The Chairman confirmed they would sign and return Section 1.

### **20107. To approve Section 2 Section 2 - Accounting Statements 2019/20 for Fulford Parish Council on page 6 of the Annual Governance and Accountability Return 2019/2020**

It was resolved to approve Section 2 - Accounting Statements 2019/20 for Fulford Parish Council on page 6 of the Annual Governance and Accountability Return 2019/2020. The Chairman confirmed they would sign and return Section 1.

### **20108. To confirm that in accordance with the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, SI 2020/404 The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 and the Transparency Code for Smaller**

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Chairman's Initials

**Authorities, Fulford Parish Council will publish the following documents on a public website:**

- **Annual Internal Audit Report 2019/20 (upon receipt),**
- **Section 1 – Annual Governance Statement 2019/20,**
- **Section 2 – Accounting Statements 2019/20, page 6**
- **Analysis of variances**
- **Bank Reconciliation to 31 March 2020**
- **Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.**

It was resolved to confirm that in accordance with the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, SI 2020/404 The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 and the Transparency Code for Smaller Authorities, Fulford Parish Council will publish the following documents on a public website:

- Annual Internal Audit Report 2019/20 (upon receipt),
- Section 1 – Annual Governance Statement 2019/20,
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**20109. To review and update the Standing orders to include the facility for urgent decisions to be taken using powers deferred to the Clerk following email consultation and authorisation when it is not practicable to call a meeting for such purpose.**

A draft revision to item 15. of the Standing Orders had been circulated and it was resolved to approve the following provision at 15.c.:

“The Proper Officer shall, in an urgent situation where it is not practicable to call a meeting, have authority to decide on matters necessary to maintain the functionality of the Parish Council or matters of an urgent nature. This delegated authority is subject to the provision that the Proper Officer receives agreement from at least three councillors (to include the Chairman when possible) by email prior to any decision taken under this delegated authority. Any decisions taken under this authority must be on the agenda for confirmation by the Parish Council at the next available meeting.”

**20110. To consider and approve the Burial Risk Assessment drafted 21<sup>st</sup> July 2020 to increase the number of mourners at burials from 29<sup>th</sup> July 2020.**

The Clerk had circulated a Burial Risk Assessment. Following consideration of the risk assessment and advice from CoYC officers it was resolved to approve the risk assessment and increase the number of funeral attendees to a maximum of 30 (to include Funeral Directors and their staff) from 29<sup>th</sup> July 2020.

Cllr.de Vries left the meeting.

**20111. To consider temporary closure of the Cemetery office for up to 2 days (on Fridays and/or Mondays) on occasion to enable annual leave to be taken.**

It was noted that the Cemetery Superintendent had been unable to take annual leave since October 2019. Following consideration, it was resolved to permit temporary closure of the Cemetery office for up to 2 days (on Fridays and/or Mondays) on occasion to allow for annual leave. Notices must be displayed and out of office messages added to emails and voicemails directing urgent enquiries to the Clerk.

**20112. To authorise the payments to be provided as Appendix 1 before the meeting.**

The following payments were approved:

Payee	Reason for Payment	Gross Amount
<b>EMPLOYMENT COSTS (E)</b>		

All Staff	Monthly Net Wages	£8,587.58
HMRC	Monthly Payment Due	£2,345.67
NYPF	Monthly Payment Due	£3,042.73
Clerk	Home Working Allowance Due	£26.00
Centralised Attachment of Earnings Order System (CAPS)	Staff Member Attachment of Earnings Order	£100.00
<b>CEMETERY COSTS (C)</b>		
CoYC	Business Rates	£754.00
FDMS - First Data	Chip & Pin Machine Services Charges & Fees	£29.51
Yorkshire Water	Water Rates	£60.09
Plusnet	Broadband & Phone - Cemetery	£43.44
CNG	Gas - Cemetery	£35.78
Viking	Stamps	£65.00
Elcocks	Ear Protectors, Trousers, Boots, Hiker Bump Caps for Groundstaff	£189.19
<b>PARISH COUNCIL (P)</b>		
Pugh Auctions	Auction Deposit and Fees - Purchase of Land at Fulford Ings	£4,300.00
HP Instant Ink	Printing	£12.99
GiffGaff	Clerk's Mobile Phone	£6.00
Sage	Monthly Subscription	£24.00
YLCA	Planning Training Webinar 15th July Cllr. de Vries	£22.50
YLCA	Planning Training Webinar 16th July Cllr. Russell	£22.50
Viking	Stamps	£28.66
Guest Walker	Legal advice - auction pack for land at Fulford Ings	£600.00
Facebook	Advertising of fundraiser posts	£17.00
Expend	Prepaid Debit Card subscription fees for quarter	£33.56
<b>SOCIAL HALL (S)</b>		
Plusnet	Broadband & Line Rental	£21.60
British Gas	Electricity	£0.66
CNG	Gas - Social Hall	£231.58
Advance Fire Services	Bi-Annual Inspection of Fire Precautions	£55.80
Amazon	Safety Signs Covid-19	£37.94
<b>CEMETERY LODGE TENANCY (T)</b>		
Martin & Co	Management Fee (deducted from rent)	£75.60
<b>OPEN SPACES Excl. Allotments (O)</b>		
Viking	Hazard Tape	£10.52
Sleightholm Landscapes	Grass Cutting 5th & 19th June; 1st & 17th July + Soil & labour to fill in holes on Village Green	£1,279.20
Amazon	"Danger Do Not Use" Tape x 4	£16.36
<b>Fulford Ings Fundraiser</b>		
GoFundMe	Refund Donation Withdrawals to process refunds to donors	£1,770.00
Various Fund Donors (Non-GoFundMe)	Refunds processed by 28 July 2020	£7,805.00

Councillors requested that their appreciation to the Clerk for the processing of donations and refunds and associated work for the fundraiser be minuted.

**20113. 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) 20/01180/FUL Two storey side extension following demolition of garage 31 Tilmire Close York YO10 4NG**

It was resolved to comment as follows:

a) The extension creates a visual 'terrace' effect in the streetscene, which is not supported.  
b) The degree of subservience is very limited. The roof height could be lowered and the extension could be set back from the frontage in order to minimise the impact on the streetscene.

c) The removal of the garage and the lack of any gap between the house and boundary will prevent access to the rear of the property for maintenance or to move refuse bins to the front. This is contrary to planning guidance in PPS7:

A7 "Proposals in an urban context should not overdevelop the site in terms of massing, plot size and proximity to boundaries thereby, for example, creating a visual 'terrace' effect. This is one of a number of problems associated with side extensions, where they can alter the character of the area by filling the visual gaps between residential properties. The need for adequate space along side boundaries is also important to provide ease of access to the rear of the property and to allow for maintenance. This will also serve to eliminate the possibility of any part of the extension, including rainwater goods, overhanging neighbouring property."

**ii) 20/00847/FUL Single storey rear extension 46 Naburn Lane Fulford York YO19 4RL**  
No objections

**iii) 20/00776/FUL First floor side extension, install window to ground floor side elevation, and dormer to rear 14 School Lane Fulford York YO10 4LS**

It was resolved to object as follows:

a) The side extension on the south elevation encroaches on land used as a private right of passage by the neighbouring properties and will block access entirely. There is no public right of way on the adjacent driveway, which is for the sole use of the landowners (Fulford Parish Council and Fulford Scouts).

b) The protruding side extension will be visible from School Lane and will harm the character and appearance of the row of cottages within the conservation area.

c) The new window opening inserted into the existing garden wall will be visible from School Lane as an unsympathetic addition in the conservation area and may have a harmful effect on the privacy of users of the courtyard.

d) The roof dormer is excessive in scale and will appear incompatible when viewed from School Lane. It may also affect the privacy of the adjacent neighbour and set an unfortunate precedent for similar proposals.

**20114. To consider the reversal of the decision taken on 14<sup>th</sup> July 2020 at minute 20086.b. 19/02252/NONMAT - Non-material amendment to permitted application 12/00384/REMM (Erection of 655 dwellings) to alter approved house types on plots 158-203 (phase 3) Germany Beck Site East of Fordlands Road York following receipt of written requests from three councillors**

Three councillors had submitted written requests to reverse the above decision to withdraw the call-in request. Following further consideration and discussion, it was resolved to reverse the decision.

**20115. To consider submitting a request to the Ward Councillor to call-in 19/02252/NONMAT - Non-material amendment to permitted application 12/00384/REMM (Erection of 655 dwellings) to alter approved house types on plots 158-203 (phase 3) Germany Beck Site East of Fordlands Road York and decide on any necessary action.**

It was noted that a second objection letter was sent on 16th July. No further update had been received on the plans. Following discussion, it was agreed to renew the request to call-in the application.

**Other Ongoing Matters considered by the Planning working group:**

20/00769/NONMAT - Non material amendment to permitted application 12/00384/REMM for variation of approved house type on plot 235 and re-orientation of dwelling on plot 236. Germany Beck Site East of Fordlands Road York

It was noted that a letter had been sent.

AOD/19/00403 - Condition 36 (Materials for phase 3) of 01/01315/OUT. Germany Beck Site East of Fordlands Road York

It was noted that a letter was currently being drafted by the Planning working group and a further plan had appeared on the portal on 24th July despite being dated May 2020.

**LAC**

It was agreed that the Planning working group would invite Cllrs. Aspden and Koprowksa to a meeting prior to the next meeting of the LAC on 5<sup>th</sup> August.

20/00920/HRN – Hedge Removal at Lodge Farm.

It was noted with regret that removal of the hedge had been authorised despite the Parish Council having requested that the application be called-in.

**20116. To consider an update from the Open Spaces working group and decide on any necessary action.**

Cllr. Koprowksa reported that quotes for the Village Green fencing would be sourced by the Open Spaces working group.

It was reported that a meeting had been held by Zoom for allotment holders which was attended by 4 allotment holders. Those in attendance felt that online meetings were not accessible for some. It was explained that face to face meetings were not an option at present and it had been agreed that an online meeting, accessible by phone, tablet or computer would provide an alternative whilst social distancing must be maintained. It was agreed that a letter and survey about means of communication would be hand delivered to all allotment holders to be organised by Cllr. Koprowksa with assistance from the Clerk and the Cemetery Superintendent.

Cllr. Walker reported that he had circulated photos of one of the benches that had been reported as needing some renovation. It was agreed that the condition of all Parish Council owned benches would be reviewed and any repairs or cleaning would be undertaken once Cemetery staff were available for duties outside of the Cemetery unless volunteers could be found to assist in the meantime. The Clerk is to update the correspondent.

**20117. To consider update from the Social Hall working group and decide on any necessary action.**

Cllr. Clare had prepared a risk assessment together with a number of associated documents for review in consideration of preparations for the re-opening of the social hall.

Following consideration and discussion, it was resolved that the Clerk would contact the regular hirers of the hall to ascertain if they would wish to resume use of the hall if it were available from 7<sup>th</sup> September and if so, on which days and times. Once that has been established it was agreed that the contract cleaners would be contacted to make arrangements for a deep clean of the hall prior to re-opening and regular cleaning based on the timetable of hire from then on. The decision on re-opening the hall would be taken at the meeting on 1<sup>st</sup> September.

The Clerk has ordered sanitiser dispensers and refills together with relevant signage and tape for the floor in the lobby.

**20118. Confirm date and time of next meeting.**  
Tuesday 1<sup>st</sup> September 2020 at 19:30

The Chairman closed the meeting at 17:40

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Chairman