

# Fulford Parish Council

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

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## Minutes of the Meeting of the Parish Council held by Zoom at 19:30 on Tuesday 1<sup>st</sup> September 2020

**Present:** Cllr. Urmston (Chairman), Cllr. Aspden (Vice-Chairman), Cllr. Clare, Cllr. de Vries, Cllr. Koprowska, Cllr. Russell, Cllr. Walker, 3 members of the public and the Clerk.

### **20119. Chairman's welcome**

The Chairman welcomed all present to the meeting and all participants introduced themselves.

### **20120. To receive apologies and approve reasons for absence**

There were no apologies and all councillors were present.

### **20121. To receive any declarations of interest**

Cllr. Urmston declared a non-pecuniary interest in Item 20134.a.v Connaught Court Application. Cllr de Vries declared an interest in Item 20134.e. for which she has a dispensation. Cllr Aspden declared an interest in Item 20134.e.iii and Item 20126 on issues relating to devolution and flood defences.

### **20122. To receive and approve the Minutes of the Parish Council meeting held on 14<sup>th</sup> July 2020 and the Extra-Ordinary meeting of the 28<sup>th</sup> July 2020.**

Following consideration of altering one word in the minutes of 28<sup>th</sup> July, it was resolved that the minutes of the meetings of 14<sup>th</sup> July 2020 and 28<sup>th</sup> July 2020 were approved as a true record.

### **20123. To receive and consider Parishioners' Questions:**

A resident forwarded a copy of correspondence relating to the right of way at Fulford Reach Moorings. Following consideration of the resident's correspondence and subsequent discussion, it was resolved to await the response from the Rights of Way Officer when he returns from holiday. It was noted that the Clerk had requested a response from Enforcement for the request for enforcement action made in November 2019 but no response had yet been received. It was agreed that the Clerk would forward the correspondence to Cllr. Aspden to take up with the enforcement department.

It was noted that a resident had loaned the key to Landings Lane to a local farmer to enable him to cut the grass at Fulford Ings.

Another resident expressed an interest in application for one of the councillor vacancies and he was invited to stay for the duration of the meeting. It was noted that the Clerk had provided some background information on the councillor role in advance of the meeting.

Another resident reported that over the Bank Holiday weekend there had been significant loud music and noise emanating from The Bay Horse on Main Street. It was noted that the noise was evident over the three day period and could be heard over some distance. Councillors were sympathetic to those residents experiencing problems resulting from the noise but were also sympathetic to the hardships many local businesses have experienced resulting from the Coronavirus lockdown. Both councillors and the resident were supportive of the attempts by The Bay Horse to keep the business going through such difficult times and provide an opportunity for residents to socialise safely. Following discussion, it was agreed that the Clerk would contact the EPU for advice on the terms of the premises license. It was noted that complaints on matters relating to noise should be reported to the EPU at the time of the occurrence.

There being no further questions the Chairman closed Parishioners' Questions.

### **20124. To note correspondence received and decide on any necessary action to include:**

#### **a. Email dated 10<sup>th</sup> July relating to potential future fundraising for battlefield sites**

It was noted that the Clerk had responded to thank the correspondent and no further action was deemed necessary.

#### **b. Email dated 10<sup>th</sup> July from YLCA relating to Template Business Continuity Plan**

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Chairman's Initials

The email was noted and discussion deferred to item 20132.

**c. Email dated 15<sup>th</sup> July relating to a potential designated right of way**

It was noted that the Clerk had responded to thank the correspondent and it was resolved that the Clerk would respond further to ask for a plan of the location and the historical maps that the indicated a potential designated right of way for further consideration.

**d. Email dated 20<sup>th</sup> July 2020 relating to removal of a tree at Cherrywood Crescent**

It was noted that the Clerk had responded to thank the correspondent and it was decided to contact CoYC to request a replacement using a Ward Committee funded scheme.

**e. Email dated 3<sup>rd</sup> August from PCSO Claudia Bishop**

It was noted that the Clerk had responded to thank PCSO Bishop and it was decided that councillors could contact her to show her around the parish and provide some background.

**f. Email dated 6<sup>th</sup> August of relating to access to Fulford School meeting with residents**

The email was noted and discussion deferred to Item 20134.e.iii

**g. Email dated 12<sup>th</sup> August from YLCA enclosing NALC Briefing L01-20 (Revised) The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020;**

The email and guidance were noted.

**h. Email dated 17<sup>th</sup> August from residents relating to Connaught Gardens 13/3481/FULM & 18/00175/FULM**

It was noted that the Clerk had responded to thank the correspondent and no further action was deemed necessary.

**i. YLCA White Rose Updates dated 17<sup>th</sup> July, 31<sup>st</sup> July and 14<sup>th</sup> August 2020**

The updates were noted and it was agreed to defer the Parish Meeting until next 2021.

**j. Email dated 23<sup>rd</sup> August from an allotment tenant relating to bee virus**

It was noted that the Clerk had responded to thank the correspondent and no further action was deemed necessary.

**k. NALC Update dated 10<sup>th</sup> August PC10-20 Changes to the Current Planning System**

The update and consultation were noted. Following consideration, it was resolved to delegate the consultation response to be considered by the Planning working group in time to submit a response by the 17<sup>th</sup> September. Other councillors were encouraged to provide their views on the consultation to the Planning working group

**l. NALC Update dated 10<sup>th</sup> August PC12-20 Transparency and Competition: Data and Land Control**

The update and consultation were noted. Following consideration, it was resolved to defer a decision to the next meeting for a response by the 16 October.

**m. NALC Update dated 10<sup>th</sup> August 2020 White Paper: Planning for the Future**

The update and consultation were noted. Following consideration, it was resolved to defer a decision to the next meeting to consider recommendations of the Planning working group for a response by the 15 October.

**20125. To consider and confirm the following decisions made under the powers authorised under Item 19234 of the Extra-Ordinary Parish Council meeting on 21<sup>st</sup> March 2020:**

**a. Decision of the 8th July 2020 as follows:**

**Following consideration, it was resolved grant consent to Mark Edger to film at the site of the Battle of Fulford for a documentary with Dan Snow**

It was resolved to confirm the decision of the 8<sup>th</sup> July 2020 to grant consent to Mark Edger to film at the site of the Battle of Fulford for a documentary with Dan Snow.

**b. Decision of the 19<sup>th</sup> August 2020 to send a response to the request from the Sports Club agreed as drafted;**

It was resolved to confirm the decision to respond to the request from the Sports Club in the following terms:

**Football Foundation Sign** - Councillors did discuss the sign at the meeting after your email and agreed to the installation of the sign subject to it being fixed to the tennis court fencing (or freestanding close to the fencing and parallel with it) or fixed to the garage or to the pavilion. Councillors proposed that the sign should say "Fulford Parish Field" and the sign could mention the Parish Council, the Football Club and the Tennis Club. It was also noted that the image shown was for a vehicular sign so it was suggested that a smaller sign more appropriate for pedestrians could be requested.

**Drainage Grant** – A further email has been sent to STRI Group (copying in Sport England) today with a view to making arrangements for a soakaway if this can be achieved. When I hear anything further, I will let you know.

**Dip Near Pavilion** – the Parish Council is happy for the dip in the ground to be levelled with topsoil and re-seeded.

**20126. To receive and consider a report from the Ward Councillor and decide on any necessary action**

Cllr. Aspden reported on the following matters:

- Connaught Court planning application - he had agreed to a request to call-in the application;
- The agreed Walking and Cycling routes had been put forward for Government funding;
- Ward Committee schemes for two dropped kerbs on St Oswald's Road and Delwood plus resurfacing at Prospect Terrace had been carried out;
- Flood Defences - the funding allocation for the proposed pumping station flood defences in Fulford had been increased from £600,000 to £1.5 million and was with the EA and DEFRA for further action;
- Fulford School Access - deferred to Item 20134.e.;
- Germany Beck - deferred to Item 20134.e.;
- Fulford Sports Clubs discussions - deferred to Items 20134.e. and 20137.d.;
- Ward Committee funding had been approved for the fencing scheme at the allotments;
- TalkTalk Fibre Broadband - a number of issues had been raised by residents and any further queries should continue to be raised with Cllr. Aspden;
- Devolution - a letter had been sent to the Parish Council from Ian Floyd shortly before the meeting about the potential Devolution and Unitarisation of Local Authorities. It was resolved that councillors would consider a response for approval at the next meeting;

**20127. To receive and consider a report from the Police and decide on any necessary action**

No report had been received but it was noted that PCSO Claudia Bishop had corresponded with the council to introduce herself and had expressed interest in learning more about the parish.

**20128. Financial Matters**

**a. To approve the payments at Appendix 1**

The following payments were approved and it was resolved to purchase a non-subscription Microsoft 365 Multi User Package:

Payee	Reason for Payment	Gross Amount
<b>EMPLOYMENT COSTS</b>		
All Staff	Monthly Net Wages July	£8,487.58
HMRC	Monthly Payment Due July	£2,345.67
NYPF	Monthly Payment Due July	£3,042.73
Clerk	Home Working Allowance Due July	£26.00
Centralised Attachment of Earnings Order System (CAPS)	Staff Member Attachment of Earnings Order	£200.00
All Staff	Monthly Net Wages August	£8,262.23
HMRC	Monthly Payment Due August	tbc
NYPF	Monthly Payment Due August	tbc

Clerk	Home Working Allowance Due August	£26.00
<b>CEMETERY COSTS</b>		
CoYC	Business Rates	£754.00
FDMS - First Data	Chip & Pin Machine Services Charges & Fees	£55.93
Plusnet	Broadband & Phone - Cemetery	£43.46
CNG	Gas - Cemetery	£0.00
British Gas	Electricity	£22.76
Viking	Cleaning Materials	£197.95
Amazon	Antibacterial Cleaning Materials	£9.18
Microsoft	Office365 Subscription	£94.80
Viking	Cleaning Materials	£12.42
Yorkshire Internal Audit Services	Final Audit 2019/20 50%	£162.50
JW Myers Stonemasons	Refund re Receipt 4403	£167.00
Cockey Hill Lawnmowers	Oil, Air, Fuel & Hydro Filters - 2 of each	£353.04
City of York Council	Commercial Waste	£445.62
ATOS Fuel Genie	Cemetery Vehicles Fuel	£223.51
<b>PARISH COUNCIL</b>		
HP Instant Ink	Printing	£12.99
GiffGaff	Clerk's Mobile Phone	£6.00
Expend	Subscription	£8.39
Expend	Account Top-Up	£240.51
Sage	Monthly Subscription	£24.00
Avast	VPN Secureline (Multidevice)	£19.90
Avast	PC Cleanup (Multidevice)	£24.90
Yorkshire Internal Audit Services	Final Audit 2019/20 50%	£162.50
City of York Council	Recruitment Advert - Assistant Clerk	£75.00
SLCC	Annual Membership	£227.00
Various Donors	Fundraising Donation Refunds	6040.00
<b>SOCIAL HALL</b>		
Business Stream	Water & Sewerage Charges	£91.42
Plusnet	Broadband & Line Rental	£21.60
British Gas	Electricity	£0.00
CNG	Gas - Social Hall	£0.00
Social Hall Hirer	Refund Hall Hire	£126.00
Lock Fix Security	Attend & Adjust Social Hall Lock	£54.00
PPS Ltd	Sanitiser Dispenser x 2 and Refills	£113.76
Shaun & Kevin Turner	Social Hall Roof Repairs	£550.00
<b>CEMETERY LODGE TENANCY</b>		

Martin & Co	Management Fee (deducted from rent)	£75.60
<b>OPEN SPACES</b>		
Safelocks	Replacement Padlock for Landing Lane Barrier	£32.28
HAGS	Play Equipment Repairs	£264.00

**b. To note the receipts at Appendix 2**

The following receipts were noted.

Cemetery Income July + August				Parish Council Income July + August		
Purchases	Interments	Memorials	Grave Upkeeps	Allotments & Rents	Social Hall	Precept, Tenancy, Double Taxation & Other Income
5538.00	16283.00	4614.00	0.00	0.00	560.00	4083.45

**c. To note the budget year to date figures**

It was noted that because the meeting was held on the first day of the month, it had not been possible to provide accounts to the end of August.

**d. To approve the bank reconciliation to 10th August 2020**

It was noted that because the meeting was held on the first day of the month, it had not been possible to provide accounts to the end of August.

**e. To note the Statement of Reserves**

It was noted that because the meeting was held on the first day of the month, it had not been possible to provide accounts to the end of August.

**f. To approve an update to the Financial Regulations to delegate authority to the Clerk to transfer funds to the Expend Pre-Paid Debit Card to maintain a minimum float on the card of £250**

Following consideration of circulated draft revised Financial Regulations, it was resolved to approve the draft and delegate authority to the Clerk to maintain the £250 pre-paid Debit Card float by bank transfer from the current account on the basis that all payments made using the card will continue to be listed in the payments for approval at each meeting and the total of these should equal the amounts being transferred to the card in any month.

**20129. To consider and decide on the claim for double taxation for 2020/2021**

The Clerk had circulated the draft claim for double taxation for 2020/2021 and a revised draft claim was circulated following confirmation of the 2.75% agreed pay baseline increase. Following consideration, it was approved as drafted and revised.

**20130. To consider the insurance renewal quote for 2020/2021 and decide on any necessary action**

The Clerk had circulated insurance quotations and options for consideration. The content of the quote and accompanying email were considered. It was resolved to instruct Came and Co to accept the quotation from Ecclesiastical Insurance on the basis of their discounted 3 year plan.

**20131. To note the report from the Internal Auditor enclosing certified AGAR for 2019-2020 and decide on any necessary action**

The report from the Internal Auditor had been circulated and it was noted that there were no matters for concern. The Clerk was thanked for her work.

**20132. To consider the draft Business Continuity Plan**

A draft Business Continuity Plan on the basis of the template provided by YLCA had been circulated by the Clerk. Following consideration, it was resolved to adopt the plan as drafted.

**20133. To consider when to order new business management system**

It was noted that the cost of the Rialtas Business Solutions (RBS) Software had been included in the budget for this year following the decision of 8<sup>th</sup> October 2019. Following discussion and consideration of the updated information provided by RBS, it was resolved to order the software and hosting and arrange for installation and training

**20134. 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) 20/01412/FUL - Single storey and two storey rear extension, two storey side extension and single storey front extension (resubmission, revised scheme). 11 Fulfordgate York YO10 4LY

No objections

ii) 20/01287/FUL - Erection of replacement outbuilding to rear. 75 Main Street Fulford York YO10 4PN

No objections

iii) 20/01323/FUL - Single storey rear extension. 78 Fordlands Road York YO19 4QW

No objections

iv) 20/01011/ADV - Display of 1 main V-stack sign, 11 leader boards, 2 fascia signs, 8 flags, cut lettering and a temporary banner (retrospective, resubmission) (amended description). Germany Beck Site East of Fordlands Road York

It was resolved to delegate a letter of objection to the Planning working group to object as follows:

i) The application is very similar to the previous two refused applications, both of which were retrospective;

ii) The V-board sign at the A19 junction causes harm to the conservation area due to its size and prominence and its proximity to the Edwardian Cottages;

iii) The plethora of additional signs and banners is excessive and inappropriate in the green belt.

v) 20/01471/FUL - Change of use of existing bungalows (Use Class C2) to residential accommodation where care is provided (Use Class C3(b)) with construction of associated parking court and access driveway from Fulford Park (resubmission). Royal Masonic Benevolent Institute Connaught Court St Oswalds Road York YO10 4QA

It was noted that, having declared an interest, Cllr. Urmston left the meeting for discussion of this item. It was resolved to delegate a letter of objection to the Planning working group to object as follows:

i) Harm to the character of the Conservation Area;

ii) Harm to a designated green wildlife corridor;

iii) Harm to mature trees that contribute to the character of this historic parkland. The access road is underneath the canopies of various mature trees, causing the risk of their loss;

iv) Loss of security for the residents of Connaught Court;

v) The parking and access road are not deemed necessary as parking exists elsewhere on and offsite, which can be used by visitors and carers.

vi) The change of use from category C2 to C3 is unacceptable for this landmark site. The bungalows could easily be operated as part of the RMBI care home;

vii) The access road is substandard, will lead to reversing manoeuvres onto Fulford Park and dangerous parking on bends. The parking in Fulford Park already leads to dangerous situations because of the Surgery;

viii) Emergency access can be provided without a dedicated access road required.

vi) 20/01514/TPO - Crown reduce 3no. Lime trees by approximately 1/3 (1.5m) - protected by Tree Preservation Order no.3/1977. Surgery 2 Fulford Park York YO10 4QE

It was resolved to object as follows:

- i) These lime trees now form an attractive landscape feature along Main Street, having been planted to replace three mature trees that were felled after being damaged during conversion works at the surgery.
- ii) The reason given for the crown reduction (to avoid honeydew falling on parked vehicles) is insufficient to justify such extensive crown loss;
- iii) It is doubtful that the proposals would solve the honeydew problem but even if some short-term improvement was gained, the problem will recur as soon as the trees have regrown; this will necessitate further applications for crown reduction (and crown lifting) with the result that the trees will never attain their full mature form.

**b. Ongoing applications**

Germany Beck

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

It was resolved to delegate a third letter about the changes to GB 24 and other housetypes to the Planning working group

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 the application remained undecided despite phase 3 construction underway.

**c. Enforcement Action**

Germany Beck - Breaches of conditions

No update

**d. To note the following LPA decided applications**

20/01146/TCA - Fell Pine tree in a Conservation Area. 3 Palace View Prospect Terrace Fulford York YO10 4PU

Approved

20/01030/FUL - Single storey side and rear extension 14 Eastward Avenue York YO10 4LZ

Approved

20/00933/FUL - Two storey and single storey side extensions following demolition of existing extension, dormer to rear and 1no. rooflight to front and side. 42 Anson Drive York YO10 4LH

Approved

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

Approved

20/00411/FUL - Single storey side and rear extension and dormer to rear. 60 Naburn Lane Fulford York YO19 4RL

Approved

The LPA decisions were noted

**e. To receive and consider an update on matters pertaining to Germany Beck and decide on any necessary action to include**

**i) Consideration of outcomes of LAC working group meeting on 26th August**

Considered in the items below.

**ii) S.106 matters**

**(1) Consider the principle of the land being managed by CYC/PC/Sports groups in preference to the developer's management company**

Consideration of the options included concerns for the probability of residents on the development incurring maintenance charges for the long term maintenance should the developer retain the land, together with resulting difficulties for the long term future maintenance and usage of the land as a unified facility for all residents in the parish including those on the development. It was therefore resolved that it would be preferable for Persimmon to transfer ownership of the land.

In light of the decision that the land should be handed over, it was resolved that the land should be transferred to the Parish Council for the following reasons:

- There is documentary evidence stating that the land is to be handed over to the Parish Council;
- Transfer of the land to a local authority would allow for the whole extended field to be retained as open space in perpetuity for the whole community, whereas were it to be transferred into the ownership of a sports club or other local organisation, there would be no guarantee of any organisations' continued existence into the future;
- The Parish Council's remit allows for the field to be used outside the times and purposes that the sports clubs would use the land. Whilst being fully supportive of any aspirations of the sports clubs, transfer to a local authority would provide a voice for more of a community benefit for the community as a whole;
- The Parish Council's remit allows for the land to be used for recreational purposes to benefit the whole community beyond those of the remit of a sports club or similar organisation
- The land in question is adjacent to the Parish Field, owned and managed by the Parish Council and should be unified with the Parish Field in terms of management and benefit to residents and the wider community;
- Some assurance on the physical state of the land being transferred, together with funding towards its maintenance should be provided.

The Parish Council expressed hope to be included in all future discussions between the relevant parties concerning the future of the land.

**(2) Discuss the principle of cooperating across Sports Clubs, the School and the Parish authority.**

Following discussion, it was resolved that the Parish Council is very willing to work with the school, the local sports clubs and local residents to achieve the best facilities possible for combined facilities for sports and recreation for all residents for the benefit of the whole parish, accessible to all. It was agreed to collaborate with the sports clubs and other organisations to secure grant funding and to encourage ideas or proposals from all sectors of the community for the future of the land.

**iii) Fulford school access options**

**(1) Explore the access improvement options presented by Council officers and provide feedback.**

Councillors commented that other options had not been fully explored but it was resolved to agree Option 2 as the preferred option from those provided. It was agreed that the Chairs of the Planning working group and Open Spaces working group would meet to collate the response to send to Cllr. Aspden.

**(2) Explore willingness to give up a section of Parish Council land for Fulford School access improvements.**

Following consideration, it was agreed that proposals could be put forward for consideration by the Parish Council, provided they were compatible with the Open Space/recreational use. It was further agreed that improvements to connectivity for pedestrians and cyclists should be included in any proposals to be considered.

**20135. To receive and consider any update on the Local Plan Examination (Phase 1) and decide on any necessary action.**

There is no update on the Local Plan.

**20136. To receive and consider a report from the Cemetery working group and decide on any necessary action to include:**

**a. Consideration of any changes to the Covid19 revised regulations (add vehicle appointment to afternoons as well)**

Following consideration, it was resolved to retain the current visiting hours of 12.30pm to 8pm Mondays to Fridays/8am to 8pm at weekends and make one pre-booked afternoon appointment available for vehicle access in addition to the one morning appointment. It was resolved to consult staff on plans to return to usual working hours from 21<sup>st</sup> September 2020. It was further agreed to purchase a full length protection screen for the Cemetery office to enable some public access to the office and add signs to the entrance of the office requiring masks to be worn.



**b. Consideration of the Virtual Property Visit of the flat**

Following consideration, it was agreed to request that the agent organise the minor repairs highlighted in the report.

**c. Consideration of the Tenancy Renewal**

Following consideration, it was agreed to renew the tenancy for 12 months and keep the rent static.

**d. Consideration of installation of a TV aerial for the flat**

Following consideration, it was agreed to instruct Atkinsons Aerials to install the aerial.

**20137. To receive and consider a report from the Open Spaces working group and decide on any necessary action to include:**

**a. To note the re-opening of the playgrounds on 15 July 2020**

It was noted that further to approval of the risk assessment prepared by Cllr. de Vries, the inspection carried out by HAGs and liaison with CoYC, the playgrounds had re-opened on 15 July, notices had been displayed and the identified faulty exercise equipment had been made safe. At Cllr. de Vries' recent visual inspection, it was noted that one of the new notices had disappeared and it was agreed that the Clerk would request a replacement from City of York.

**b. To consider any playground inspection reports received and any repairs to playground equipment at School Lane and Fordlands Road**

It was noted that a request had been sent to Kompan to remedy the issues identified on their equipment during recent inspections. No response other than an acknowledgment had been received before the meeting. Following consideration, it was agreed to await the RoSPA Playsafety Inspection report due in September before requesting quotations for any further repairs or before considering replacement of any items.

**c. To receive quotations for replacing the multiplay toddler equipment on the Fordlands Road field**

It was noted that Cllr. de Vries had sent a request for a quotation to replace the multiplay toddler but the quote was not yet available. Other quotations would be sought by the Open Spaces working group before the next meeting. Cllr. Aspden confirmed that an application for revenue grant funding could be made if additional funding was required.

**d. To receive a report of the joint meeting on vandalism at the School Lane field held on 10 August and to decide on any necessary action.**

It was noted that a joint meeting had been held, organised by Cllr. Keith Aspden (as ward councillor) and attended by representatives of the sports clubs, two police officers and Cllrs. de Vries and Koprowska on behalf of the Parish Council. A number of options had been discussed and it had been agreed that each of the parties would collaborate to help reduce vandalism in the area, starting with use of social media to raise awareness of the methods of reporting vandalism and damage to the police. It had been agreed to meet with the Designing Out Crime Officer to discuss the problems and to design schemes to limit future vandalism. A representative of the sports club agreed to obtain details of a football goal on the Outgang field in Heslington and forward these to the Parish Council and it had been agreed that separate applications for grant funding to the Police and Fire Crime Commissioner might be an effective means of funding for increasing security/safety measures.

**e. To note an update for the Allotments/Cemetery perimeter fence**

Further to meetings and correspondence between the contractors and Cllrs. de Vries and Koprowska, it was reported that the contractor had confirmed that the works would start in the week commencing 8 September 2020. The works would progress with the site being made secure every night.

**f. To receive a report of an allotment tenants meeting on 23 July and a site visit on 11 August and to consider any update with regard to the allotments**

It was reported that an allotment tenant meeting with Cllrs. de Vries and Koprowska had been held by Zoom on 23 July and four allotment holders attended. The agenda focused on two main items: the installation of the new fencing, and three unworked plots. Allotment holders wanted more information about these issues and also had ideas to contribute. There were two views about the number of one of the unworked plots, which was resolved the following day. Two of the unworked plots have since been given up and re-let. The financial picture over a

number of years was also made available. The allotment holders present were concerned about inclusion of all plot holders; some do not use email or the internet and, by implication, would not attend Zoom meetings. The Open Spaces working group had agreed to provide notes from the meeting and information about the fencing to the allotment tenants by post as well as email to make sure everyone was included. This was carried out alongside a survey asking questions about how best to communicate; replies to be returned by 31<sup>st</sup> August 2020 to Cemetery Lodge.

It was reported that a site visit had been held on 11 August to discuss the fencing works. The visit was attended by Cllrs. de Vries and Koprowska, a representative from the fencing contractor and four allotment holders. The contractor's representative promised to change the lock on the existing vehicular gate without an additional cost. One allotment holder felt that the scheme would not work without the vehicular access being altered. Councillors explained that the works were to be carried out in stages and that if the fencing in itself would not provide sufficient security, it could consider further steps and means of additional funding at a later date. A quotation had been received to replace the gate to match the new 2m high fencing but other options may need to be explored if it became necessary. Signage was also discussed but it was felt that this should not be pursued at this point.

**g. To consider any update on the Village Green**

A resident had reported that the farmer who usually cuts the grass had not been able to gain access to cut the grass because the barrier was locked. The resident had loaned the farmer a key.

The fencing works by IDB had been discussed by the Open Spaces working group and it was noted that any works within 9 meters of the bank top of a watercourse requires written IDB approval in the form of a consent.

**h. To receive quotations for fencing works on the Village Green**

Quotations from two contractors had been requested by Cllr. Koprowska for 20m of 1.1m high birdsmouth fencing with a bottom post to attach from two contractors with sheepnetting/stockfencing attached to it. One further quotation was to be requested in order to meet best practice. Following consideration, it was agreed the choice between the designs would be agreed by the Open Spaces working group and for recommendations on all three quotations to be brought by the Opens Spaces working group to the next meeting.

**i. To consider recommendations for signage to specify restrictions on dogs on the Open Spaces**

Following consideration and discussion, it was agreed that dogs on a lead would be permitted on the Open Spaces other than in the children's play areas (except for assistance dogs who would be permitted) and signs would be displayed to encourage avoidance of the marked-out sports areas and stress the importance of picking up after dogs. The precise wording of the signs was delegated to the Open Spaces working group in consultation with other councillors.

**j. To note a meeting held about the battle of Fulford stone and to consider options for re-siting the stone**

It was reported that Cllr. de Vries had met with a resident who had previously cared for the Battle of Fulford memorial stone. It was agreed that the Open Spaces working group would investigate an alternative location for the stone and make arrangements to keep it clean and clear of weeds.

**k. To consider a request to remove the padlock on the children's play area at Fordlands Road**

A resident had posted a Facebook post to request that a second entrance to the toddler play area on Fordlands Road is unlocked. Cllr. de Vries had requested and received information from former councillors but the original reason behind the installation of the padlock had not be ascertained. It was agreed that Open Spaces would investigate whether the gate would require an automatic closing mechanism if the padlock were to be removed and whether any further action was necessary to bring recommendations to the next meeting.

**l. To consider any update on the drainage plan for School Lane playing field**

It was reported that attempts to engage with the CoYC flood control officer had been unsuccessful and no discussions about the potential to connect to the school drains (which had the consent of the school) had been possible. CoYC officers maintain that a separate drain to a watercourse or a soakaway were the correct methods to explore. The separate drain was cost prohibitive. The soakaway option has been explored and a trial shows a good draining sand layer at 5 metres depth which requires the involvement of the Environment Agency (EA). The EA officer, whilst not objecting to this proposal, believes that the connection into the school drains would be the best option and has also tried to open the discussion on this with CoYC but has also been unsuccessful. The EA officer has agreed to put something in writing for the Parish Council in this regard.

In the meantime, STRI (the consultants who designed the football pitch drainage scheme) have been asked to proceed on the basis of a deep soakaway for a connection to a deep borehole that has shown to be free draining sand 5 metres down. Sport England have been copied in on this correspondence to ensure that they will confirm the grant offer is still active. Following consideration, it was resolved to approve the Open Spaces working group recommendation to pursue connecting to the deep borehole.

**m. Any update on the School Lane Shelter art project.**

Deferred pending changes to Covid-19 restrictions.

*Cllr Russell left the meeting at 9pm*

**20138. To receive and consider a report from the Social Hall working group and decide on any necessary to include**

**a. To consider the feedback from regular social hall hirers and the contract cleaners in conjunction with the risk assessment with a view to re-opening the social hall to regular hirers from 7<sup>th</sup> September 2020**

The Clerk had circulated a Timetable & Cleaning Arrangements document for consideration, showing which of the regular hirers intend to use the hall and the times during which they intend to use the hall, if it is possible for it to re-open. Following consideration of the intended use, the risk assessment and other guidelines it was resolved to re-open the social hall from 7<sup>th</sup> September, to install all relevant signage, sanitiser dispensers and soap dispensers, to instruct a deep clean prior to re-opening and ensure that cleaning of the hall is carried out each weekday morning. It was further agreed to purchase step ladders and a window pole to aid provision of ventilation in the hall.

Cllr. Clare reported that following contact with a variety of contractors, the social hall roof repairs had been carried out.

**20139. To receive and consider an update on the declaration of a climate emergency and decide on any necessary action.**

Deferred to the next meeting.

**20140. Any update on the Mary Key charity**

Further to Minute 19189 of the January 2020 Minutes and following consideration of Gov.uk regulations on closure of a charity, it was resolved that the charity be closed on the grounds that the original purpose of the charity was no longer relevant.

Following discussion, it was resolved that the Clerk would consult with St Oswald's Church to find a food poverty charity (in line with the intentions of the charity if not the precise original purpose) for donation of the charity's total funds in the sum of £321.52. It was further agreed to purchase a Trophy using Parish Council funds from the grants budget to donate to the Fulford Show as an award in the annual bread category in the name of the Mary Key Charity to preserve the Mary Key legacy.

**20141. To consider the draft accessibility statement page for the website in accordance with the Website Accessibility Requirements and decide on any necessary action.**

NALC's advice on the guidelines were noted. It was further noted that the Clerk had emailed the website designer to request they carry out the assessment and advise on what would be required in terms of the accessibility statement. It was agreed to defer further decision on the wording and publication of the accessibility statement, pending receipt of the assessment and advice.

**20142. To consider exclusion of the press and public from the discussion of any aspect of item 20143 by virtue of s.1(2) of the Public Bodies (Admission to Meetings) Act 1960.**

Following consideration, it was agreed to exclude the press and public from the discussion of any aspect of item 20143 by virtue of s.1(2) of the Public Bodies (Admission to Meetings) Act 1960.

**20143. To receive and consider reports from the HR panel and Clerk and decide on any necessary action to include:**

**a. To consider the report of the interviews for the position of Assistant Clerk**

It was reported a number of excellent candidates of high calibre had been interviewed by the Clerk, Cllr. Clare and Cllr. G Walker.

**b. To appoint an Assistant Clerk**

It was resolved to offer the position to Jan Dodd to commence from 28th September.

**c. To consider and confirm the draft contract for the Assistant Clerk**

Following consideration of a circulated draft letter of offer and contract of employment, the rate of pay was agreed and it was resolved update and send the letter and contract accordingly.

**d. To consider the mobile phone options for the Assistant Clerk**

Following consideration, it was agreed to set a budget in the region of £90 for a mobile phone and £5 per month for a sim card. It was further agreed to provide a printer/scanner should one prove necessary.

**e. To consider the Clerk's overtime claim**

Following consideration, it was agreed to approve the Clerks' claim for overtime.

**20144. To propose any items for inclusion on the agenda for the next meeting**

Following consideration, there were no items proposed for inclusion on the next agenda at this stage.

**20145. Confirm date and time of next meeting.**

13<sup>th</sup> October 2020 at 19:30

The Chairman closed the meeting at 21:45

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Chairman