



# Fulford

## Parish Council

The Cemetery Lodge  
Fordlands Road  
York  
YO19 4QG  
Tel: 01904 633151 | Mobile: 07719 211979 | Email:  
[clerk@fulfordpc.org.uk](mailto:clerk@fulfordpc.org.uk)  
[www.facebook.com/FulfordParishCouncilYorkshire](https://www.facebook.com/FulfordParishCouncilYorkshire)  
[www.fulfordparishcouncil.org.uk](http://www.fulfordparishcouncil.org.uk)

### Minutes of the Annual Meeting of Fulford Parish Council held on 10<sup>th</sup> May 2022 at 7pm in the Old Library, Fulford Social Hall, School Lane, York, YO10 4LS

**Present:** Cllr. Keith Aspden, Cllr. Vivienne Clare, Cllr. Juliet Koprowska, Cllr. Simon Marsh, Cllr. Mary Urmston, Cllr. Geof Walker, 2 members of the public and the Clerk. Cllr. Karin de Vries attended by Zoom.

#### **22001. Chairman's welcome**

Cllr. Koprowska as outgoing Chairman welcomed all present to the meeting and opened Item 22002.

#### **22002. Election of Chairman:**

##### **a. To accept nominations and elect the Chairman for the forthcoming year**

Cllr. Koprowska was nominated for Chairman by Cllr. Urmston and the nomination was seconded by Cllr. Clare. It was RESOLVED to elect Cllr. Koprowska as Chairman for the forthcoming year.

##### **b. The elected Chairman to sign the Declaration of Office Form**

Cllr. Koprowska signed the Declaration of Acceptance of Office Form, witnessed by the Clerk.

#### **22003. To receive apologies and approve reasons for absence**

Apologies were submitted by Cllr. Dumoulin shortly before the meeting but were not received until after the meeting. Apologies for online attendance were received and reasons for online attendance were approved from Cllr. de Vries.

#### **22004. To accept nominations and elect the Vice-Chairman for the forthcoming year**

Cllr. Aspden was nominated for Vice-Chairman by Cllr. Urmston and the nomination was seconded by Cllr. Koprowska. It was RESOLVED to elect Cllr. Aspden as Vice-Chairman for the forthcoming year.

#### **22005. To receive any declarations of interest**

No interests were declared.

#### **22006. To confirm the terms of reference for Committees and Working Groups**

It was RESOLVED to confirm the terms of reference for Committees and Working Groups as set out in the Standing Orders.

#### **22007. To appoint Committee Members, Officer and Representatives for the forthcoming year to the following (please note that Committees and working groups will appoint a Chairman at the first meeting):**

It was RESOLVED to appoint the following Committee Members, Officer and Representatives for the forthcoming year:

##### **a. General Purposes Committee**

2020/2021 Membership: Chairman (ex officio), Cllr. Aspden, Cllr. Clare, Cllr. de Vries and Cllr. Dumoulin.

##### **b. Cemetery Committee & working group**

Committee Members: Chairman (ex officio), Cllr. de Vries, Cllr. Urmston, Cllr. Walker; S McCabe and representatives from City of York Council: Cllr. K Aspden; P Stuchfield G Fewkes, H Malam and A Jobbins.

Working Group Members: Chairman (ex officio), Cllr. de Vries, Cllr. Urmston, Cllr. Walker and S McCabe

##### **c. Planning Committee & working group**

Chairman (ex officio), Cllr. Clare, Cllr. de Vries, Cllr. Dumoulin, Cllr. Urmston and Cllr. Walker.

##### **d. Social Hall working group**

Chairman (ex officio), Cllr. Clare, Cllr. Marsh and Cllr. Walker.

**e. Opens Spaces working group**

Chairman (ex officio), Cllr. Aspden, Cllr. de Vries, Cllr. Koprowska and Cllr. Marsh.

**f. Sports Club Representative(s) (2)**

Chairman (ex officio), Cllr. Koprowska and Cllr. Marsh.

**g. YLCA Representatives to attend YLCA Branch meetings as voting representatives (2)**

Cllr. Clare and Cllr. Urmston.

**h. Fulford Climate and Ecological Emergency Working Group working group**

Chairman (ex officio), Cllr. Clare, Cllr. de Vries, Cllr. Koprowska and Cllr. Marsh.

**i. Publicity Officer (if appropriate)**

The Clerk, Chairman & Vice-Chairman.

**j. Health & Safety responsibility**

All Councillors have responsibility for Health & Safety.

**k. HR Panel**

Chairman (ex officio), Cllr. Aspden, Cllr. Clare, Cllr. de Vries, Cllr. Dumoulin, Cllr. Urmston and Cllr. Walker.

**l. Residents' Committee representatives**

Cllr. Aspden.

**22008. To review and update the Standing Orders adopted in June 2021 in line with the NALC Model Standing Orders update on procurement and the updated Financial Regulations and to consider whether additional Standing Orders or amendments to the existing ones are required.**

It was RESOLVED to approve the updated draft of the Standing Orders as circulated to incorporate changes in Standing Order 18 re procurement following Brexit.

**22009. Internal Control - To review and consider the effectiveness of the following areas of Internal Control and decide on any necessary action:**

**a. To consider and/or confirm the Annual Review of the System of Internal Control**

It was RESOLVED to confirm the Annual Review of the System of Internal Control.

**b. To appoint the Internal Auditor for 2022/2023 and confirm the audit plan**

It was RESOLVED to appoint Janet Bennett of Yorkshire Internal Audit Services for 2022/2023 and it was agreed to investigate options for internal audit for 2023/2024.

**c. To re-appoint the Clerk as the Responsible Financial Officer**

It was RESOLVED to re-appoint the Clerk as the Responsible Financial Officer.

**d. To consider and/or confirm the Risk Management Report dated May 2022**

It was RESOLVED to confirm the Risk Management Report dated May 2022.

**e. To review updates to Financial Regulations dated 4 May 2021 and consider their adoption**

It was RESOLVED to adopt the updated Financial Regulations as circulated to incorporate the changes in Standing Order 18 re procurement following Brexit.

**f. To note the Asset Register dated 31 March 2022**

The Asset Register dated 31 March 2022 was noted.

**g. To confirm appointment of Came & Co. Insurance Brokers to prepare insurance quotations for renewal in October 2022.**

It was RESOLVED to appoint Gallagher, formerly known as Came & Co. Insurance Brokers to prepare insurance quotations for renewal in October 2022.

**h. To confirm the Gifts and Hospitality Policy and make any additions to the Register of Gifts and Hospitality if necessary.**

It was RESOLVED to confirm the Gifts and Hospitality Policy. No additions to the Register of Gifts and Hospitality were necessary.

**i. To review and affirm acceptance of the Local Government Association Councillor Code of Conduct**

It was RESOLVED to affirm acceptance of the Local Government Association Councillor Code of Conduct.

**j. To note the Bank Reconciliation for 2021/2022**

The Bank Reconciliation for 2021/2022 was noted.

**k. To note the Statement of the PWLB at 31.03.2022**

The Statement of the PWLB at 31.03.2022 was noted.

**l. To note the Clerk's report to include 2021/2022 Budget v Year End Accounts Statement**

The Clerk's Financial Report including 2021/2022 Budget v Year End Accounts Statement was noted.

**m. To consider and agree continuation of the standing order/direct debit instructions to/with the bank for the year 2022/2023**

It was RESOLVED to continue the standing order/direct debit instructions to/with the bank for the year 2022/2023.

**n. To approve payment of the Business Rates & Council Tax for Cemetery Lodge by monthly direct debit as set out in the Demand Notices for 2022/2023**

It was RESOLVED to approve payment of the Business Rates for Cemetery Lodge by monthly direct debit as set out in the Demand Notice for 2022-/2023. It was noted that the Council Tax for Cemetery Lodge was payable by the tenant.

**22010. To consider and adopt the reviewed Health & Safety Policy**

It was RESOLVED to adopt the reviewed Health & Safety Policy.

**22011. To resolve to renew annual membership of YLCA, ICCM and SLCC**

It was RESOLVED to renew the annual membership of YLCA, ICCM and SLCC.

**22012. To confirm that wages and salaries will be in accordance with recommendations of NJC agreement for local government workers and that all staff are eligible to join the North Yorkshire Pension Fund. Wages and salaries should be reviewed annually.**

It was RESOLVED to confirm that wages and salaries will be in accordance with recommendations of NJC agreement for local government workers and that all staff are eligible to join the North Yorkshire Pension Fund. Wages and salaries will continue to be reviewed annually.

**22013. To schedule staff performance reviews for November 2022**

It was RESOLVED to schedule staff performance reviews for November 2022.

**22014. To set the times, dates and place of ordinary meetings of the full council for the year as follows:**

It was RESOLVED to schedule the ordinary meetings of the full council to commence at 7.30pm on the following dates in the Old Library, Fulford Social Hall, School Lane, York, YO10 4LS:

21 June 2022	26 July 2022	13 September 2022
8 November 2022	10 January 2023	14 March 2023
8 May 2023	13 June 2023	

**22015. To consider the Annual Governance Statement for 2021/2022 for submission to Internal Auditor**

The Annual Governance Statement for 2021/2022 was noted.

**22016. To consider the Accounting Statements for 2021/22 for submission to Internal Auditor.**

The Accounting Statements for 2021/2022 were noted.

**22017. Close the Annual Meeting.**

The Chairman closed the Annual Meeting at 19:38



# Fulford

## Parish Council

The Cemetery Lodge  
Fordlands Road  
York  
YO19 4QG  
Tel: 01904 633151 | Mobile: 07719 211979 | Email:  
[clerk@fulfordpc.org.uk](mailto:clerk@fulfordpc.org.uk)  
[www.facebook.com/FulfordParishCouncilYorkshire](https://www.facebook.com/FulfordParishCouncilYorkshire)  
[www.fulfordparishcouncil.org.uk](http://www.fulfordparishcouncil.org.uk)

### **Minutes of the Ordinary Meeting of Fulford Parish Council Held on 10<sup>th</sup> May 2022 immediately after the Annual Meeting of Fulford Parish Council in the Old Library, Fulford Social Hall, School Lane, York, YO10 4LS.**

**Present:** Cllr. Keith Aspden, Cllr. Vivienne Clare, Cllr. Juliet Koprowska, Cllr. Simon Marsh, Cllr. Mary Urmston, Cllr. Geof Walker, 2 members of the public and the Clerk. Cllr. Karin de Vries attended by Zoom.

#### **22018. Chairman's welcome**

The Chairman welcomed all present to the meeting.

#### **22019. To receive apologies and approve reasons for absence**

Apologies were submitted by Cllr. Dumoulin shortly before the meeting but were not received until after the meeting. Apologies for online attendance were received and reasons for online attendance were approved from Cllr. de Vries.

#### **22020. To receive any declarations of interest**

Cllr. Aspden declared an interest in all agenda matters pertaining to City of York Council due to his positions as Ward Councillor and leader of the City Council.

#### **22021. To receive and approve the Minutes of the Parish Council meeting held on 8 March 2022**

It was RESOLVED to approve the Minutes of the Parish Council meeting held on 8 March 2022 as a true record subject to correction of minor typographic errors.

#### **22022. To consider any applications for co-option to the Parish Council**

An application was received and considered from Andrew Vevers. It was RESOLVED to co-opt Andrew Vevers to the council. Cllr. Vevers signed the declaration of acceptance of office, witnessed by the Clerk.

#### **22023. 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]***

A member of the public reported that the surface on Main Street following recent works had made a significant improvement to previous issues with noise. The member of the public thanked the council for its help on the matter.

A member of the public reported problems encountered by a number of residents caused by the regular use of Main Street for 5-6 DPD commercial vehicle parking and parking for its employees' vehicles during their shift. It was noted that the parking of the vans was contributing to significant and hazardous congestion, particularly near the pharmacy and the bus stop. It was further noted that Cllr. Aspden has requested a safety audit be carried out following the pedestrian crossing changes and the reported parking issues. Consideration was given to the potential for waiting zones/residents' parking/yellow lines/modifications to verges/Blue Badge parking bays but it was agreed that whilst these measures could be explored if necessary, liaison with the company may prove more productive at this stage. It was RESOLVED that Cllr. Aspden would write to DPD to report residents' concerns and requesting they make alternative arrangements for the storage of their vehicles.

#### **22024. To note correspondence received at Appendix 1 and decide if any action is necessary**

##### **a. NALC Correspondence**

The correspondence was noted.

##### **b. YLCA Correspondence**

The correspondence was noted.

**c. Cemetery Grounds Complaint**

It was RESOLVED to approve and send the draft response.

**d. CoYC Barrier Review**

Deferred for further consideration of Equalities Act requirements for barriers.

**e. The Conservation Volunteers**

It was RESOLVED that TCV would be considered for future works provided the rates are reasonable for the tasks involved.

**f. Traffic Concerns**

RESOLVED at Item 22023.

**g. Fulford Show programme**

It was RESOLVED to advertise the Mary Key Trophy awards in a half page advert and the Social Hall in the remaining half provided the Mary Key Trophy is to be awarded this year. If the trophy is not to be awarded, adverts will be placed for the Social Hall and the Cemetery. It was also agreed to consider placing an additional advertisement/feature on the Community Initiative for a greener, cleaner Fulford.

**h. Community Engagement – Home Instead York**

Deferred for further consideration.

**i. Mencap request for recruitment advert on social media**

It was RESOLVED to approve the request to include the recruitment advertisements from Mencap on the Parish Council website and Facebook page.

**j. The Recycle Project**

Deferred for further consideration.

**22025. To consider and confirm any decisions taken using delegated powers listed at Appendix 2**

It was RESOLVED to confirm the following decisions:

a. **Decision dated 10 March 2022:** It is RESOLVED to support the proposal to include active travel provision (cycle lanes) within the re-surfacing and re-lining works on the Main Street crossing being carried out by City of York Council.

b. **Decision dated 14 March 2022:** It is RESOLVED to submit no objections to the revised plans for 4 Pasture Farm Close 21/02660/FUL and comment that the improved plans are welcome.

c. **Decision dated 22 March 2022:** It is RESOLVED to authorise the Martin & Co, the letting agents for Cemetery Lodge Flat to seek quotes for a replacement door following a break in by the emergency services as follows:

1. The replacement door to be as close a match as possible to the existing door.
2. The replacement door to include matching glass to those in the existing door i.e. 3 Opaque Bars
3. The replacement door requires a letterbox with a fireproof collection box.
4. The replacement door requires New Door Furniture (chrome finish).
5. The replacement door requires a fire escape lock again.
6. Subject to approval of the quotes, the work is to be carried out at the earliest opportunity.

d. **Decision dated 5 May 2022:** It is RESOLVED to renew the annual subscription for Zoom

**22026. To receive and consider a report from the Ward Councillor and decide on any necessary action**

Cllr. Aspden reported that the Ward Team meeting had been rescheduled and that an electronic version of the Ward Directory would be available to upload to the website shortly. It was noted that there was new funding with the new financial year but any applications e.g. for the Social Hall project should be made sooner rather than later.

Cllr. Koprowska queried the situation with regard to Ukrainian refugees in Fulford. To protect the individuals concerned, Cllr. Aspden did not provide specific information but did confirm that some refugees had arrived in the area.

**22027. To receive and consider any report from the Police and decide on any necessary action**

The reports were noted.

**22028. Financial Matters**

**a. To approve the payments presented for authorisation**

The following payments were approved:

The screenshot shows the Unity Trust Bank online banking interface. The header includes the bank logo and a 'Log Off >' button. A left-hand navigation menu lists various account services. The main content area is titled 'Awaiting Authorisation' and shows the customer as 'Fulford Parish Council'. Below this, there is a selection prompt and an 'Email Reminder' button. A table lists 12 payment transactions, each with a checkbox, type, details, amount, post date, and user information.

Type	Payment Details	Amount	Post Date	User
<input type="checkbox"/> Pay Bill	From: 60-83-01 20445852 Unity Current Account T2 To: 30-17-80 00441626 MJ BACKHOUSE Ref: FPC INV42793ACF033	-340.82 GBP	ASAP	Rachel Robinson Mrs Rachel Robinson
<input type="checkbox"/> Pay Bill	From: 60-83-01 20445852 Unity Current Account T2 To: 30-00-02 01383340 VIKING Ref: 739539 INV8877860	-129.47 GBP	ASAP	Rachel Robinson Mrs Rachel Robinson
<input type="checkbox"/> Pay Bill	From: 60-83-01 20445852 Unity Current Account T2 To: 40-47-31 70897558 CityofYorkCouncil Ref: 9103762657FPC	-192.00 GBP	ASAP	Rachel Robinson Mrs Rachel Robinson
<input type="checkbox"/> Pay Bill	From: 60-83-01 20445852 Unity Current Account T2 To: 40-31-08 51486071 SLEIGHTHOLM LANDSC Ref: INV.536 FULFORD PC	-675.60 GBP	ASAP	Rachel Robinson Mrs Rachel Robinson
<input type="checkbox"/> Pay Bill	From: 60-83-01 20445852 Unity Current Account T2 To: 30-99-99 01072501 NORTONS HEATING Ref: INV39285 FULFORDPC	-172.64 GBP	ASAP	Rachel Robinson Mrs Rachel Robinson
<input type="checkbox"/> Pay Bill	From: 60-83-01 20445852 Unity Current Account T2 To: 08-90-84 70803596 HC Engineering Ltd Ref: Invoice1995Fulford	-2,268.00 GBP	ASAP	Rachel Robinson Mrs Rachel Robinson
<input type="checkbox"/> Pay Bill	From: 60-83-01 20445852 Unity Current Account T2 To: 09-01-52 46718684 ADVANCE FIRE SERV. Ref: INV10836 CUST.2234	-63.00 GBP	ASAP	Rachel Robinson Mrs Rachel Robinson
<input type="checkbox"/> Pay Bill	From: 60-83-01 20445852 Unity Current Account T2 To: 77-72-77 02497168 RACHEL ROBINSON Ref: HW AllAprMay	-52.00 GBP	ASAP	Rachel Robinson Mrs Rachel Robinson
<input type="checkbox"/> Pay Bill	From: 60-83-01 20445852 Unity Current Account T2 To: 20-61-53 80782319 NYPF Ref: FULFORD PC April	-3,485.83 GBP	ASAP	Rachel Robinson Mrs Rachel Robinson
<input type="checkbox"/> Pay Bill	From: 60-83-01 20445852 Unity Current Account T2 To: 08-32-10 12001039 HMRC PAYE/NIC CUMB Ref: 391PS001483062002	-3,279.77 GBP	ASAP	Rachel Robinson Mrs Rachel Robinson

## Fulford Parish Council

Payments requiring online authorisation with Unity Trust Bank (in screenshot on Clerk's Report)

## LIST OF PAYMENTS 01.04.2022-11.05.2022

Vouch	Cheque	Cod	Name	Description	Amount
1	DD&CR Martin&Co	3703 - TNCY1 Tenancy - Letting Agent Management Fees	Martin & Co	Cemetery Lodge Apartment Rent Guarantee Fee	31.20
2	DD&CR Martin&Co	3703 - TNCY1 Tenancy - Letting Agent Management Fees	Martin & Co	Property Management Fee	75.60
3	DD&CR Martin&Co	3703 - TNCY1 Tenancy - Letting Agent Management Fees	Martin & Co	Cemetery Lodge Apartment Rent Guarantee Fee	31.20
4	DD&CR Martin&Co	3703 - TNCY1 Tenancy - Letting Agent Management Fees	Martin & Co	Property Management Fee	75.60
5	DD&CR Martin&Co	3704 - TNCY1 Tenancy - Property Maintenance Charges	Martin & Co	Cemetery Lodge Maintenance & Repairs deducted from	116.00
				<i>Resealing round bath £45.00 paid to Capricorn Carpet Cleaning &amp; Property Maintenance; Locks replacement following police break in £71.00 paid to Dr Locks</i>	
6	DD2 BusRates	8002 - CEM3 Business Rates	City of York Council	Business Rates Monthly Payment	802.00
7	EMP BP 2	9100 - EM CEM Gross Pay - Cemetery	All Employees	Net Salaries	10,536.64
15	EMP BP1 HWA	9204 - EM PC Home Working Allowance (April)	Clerk	Home Working Allowance Payment	26.00
16	EMP BP HMRC	9101 - EM CEM On Cost - Cemetery	HM Revenue & Customs	Monthly HMRC Payment	3,279.77
17	EMP BP NYPF	9101 - EM CEM On Cost - Cemetery	North Yorkshire Pension Fund	Monthly NYPF Payment	3,485.83
18	EMP BP1 HWA	9204 - EM PC Home Working Allowance (May)	Clerk	Home Working Allowance Payment	26.00
19	DD12 Clover	8003 - CEM3 Chip & PIN Machine Fees & Charges	Clover (Fiserv/First Data)	Chip & PIN Machine Service Charges & Fees	97.59
20	DD9 Fuel Genie	8202 - CEM5 Fuel	Fuel Genie	Cemetery Vehicles Fuel Charges	253.46
21	DD8 Smart Cleaning	3502 - PC8 SH - Cleaning/Hygiene	Smart Cleaning Group Limited	Commercial Cleaning Charges	372.00
22	DD5 DBC Microsoft	3007 - PC3 IT - Support and Services	Microsoft Ireland Operations Ltd	Monthly Subscription Payment	22.56
23	DD7 DBC Expend	3012 - PC3 Prepaid Card Service Charges (Expend)	Expend Limited	Monthly Subscription Payment	16.78
24	DD6 Smart Cleaning	3502 - PC8 SH - Cleaning/Hygiene	Smart Cleaning Group Limited	Commercial Cleaning Charges	372.00
25	P2023-0002 BP	8017 - CEM3 Stationery/Ink/Registers	Viking	Stationery & Cleaning Supplies	154.24
26	P2023-0002 BP	8013 - CEM3 Postage	Viking	Stamps	84.80
27	P2023-0003 BP	8203 - CEM5 Machinery - Servicing/Repairs/Components	Ecocks Ltd	Generator Hire	16.80
28	P2023-0001 BP	8009 - CEM3 IT - Equipment & Software Purchases	Starboard Systems Ltd t/a Scribe Accounts	Scribe Cemetery Annual Software Licence & Set Up	705.60
29	P2023-0004 BP	8018 - CEM3 Subscriptions (Professional & Service)	Institute of Cemetery and Crematorium Management	Annual Subscription Fee	95.00
30	P2023-0006 BP	8018 - CEM3 Subscriptions (Professional & Service)	Yorkshire Local Councils Association	Annual Subscription Fee	375.00
31	P2023-0006 BP	3016 - PC3 Subscriptions (Professional & Services)	Yorkshire Local Councils Association	Annual Subscription Fee	375.00
32	P2023-0005 BP	3232 - PC5 Fordlands Rd - Pest Treatment	MJ Backhouse Environmental Services	Rabbit Control Service Fordlands Rd Playing Fields Marc	333.26
33	P2023-0007 BP	3511 - PC8 SH - Safety Inspections/Service Charges	Advance Fire Services	Bi-Annual Inspection of Fire Precautions	63.00
34	P2023-0008 BP	3211 - PC5 Allotments Maintenance & Improvements	HC Engineering Ltd t/a Norex Fencing	New Gate Installation	2,268.00
35	P2023-0009 BP	3510 - PC8 SH - Repairs/Maintenance Contingency	Nortons Heating	Boiler Repairs	172.64
36	P2023-0010 DBC	3231 - PC5 Fordlands Rd - Maintenance/Improvements	Toolstation	Supplies for Gate Repairs - Fordlands Road	19.04
37	P2023-0013 BP	8404 - CEM7 Maintenance/Repairs - Outbuildings/Property	City of York Council	Cemetery Drain Clearance	192.00
38	P2023-0014 DD	8005 - CEM3 Drainage Rate	Ouse & Derwent IDB	Drainage Rate	16.38
39	P2023-0014 DD	3004 - PC3 Drainage Rate	Ouse & Derwent IDB	Drainage Rate	16.38
40	P2023-0015 DD	8212 - CEM5 Commercial Waste	City of York Council	Commercial Waste Charges	445.62
41	P2023-0016 DD	3503 - PC8 SH - Commercial Waste Collection	City of York Council	Commercial Waste Charges	55.75
42	P2023-0017 DBC	3016 - PC3 Subscriptions (Professional & Services)	Zoom Video Communications Inc	Annual Subscription Fee	119.90
43	P2023-0018 DBC	8009 - CEM3 IT - Equipment & Software Purchases	Amazon	Overhead Scanner	46.99
44	DVLA	8208 - CEM5 Vehicle Running Costs (Tax/Insurance/MOT)	DVLA	Cemetery Vehicle RoadTax	275.00
45	DD10 Plusnet Cemetery	8019 - CEM3 Telephone/Broadband	Plusnet	Broadband and Phone Payment	85.00
46	DD11 Plusnet SH	3501 - PC8 SH - Broadband	Plusnet	Broadband and Phone Payment	33.69
47	DD14 Electricity SH	3504 - PC8 SH - Electricity	British Gas	Electricity Charges	58.20
48	DD13 Electricity CEM	8006 - CEM3 Electricity	British Gas	Electricity Charges	33.91
50	DD16	8022 - CEM3 Water Rates/Sewerage	Yorkshire Water	Water Rates Payment	34.48
52	DD2 BusRates	8002 - CEM3 Business Rates	City of York Council	Business Rates Monthly Payment	798.00
54	P2023-0012 DBC	3254 - PC5 Streets/Street Furniture - Seats	Sustainable Furniture	Bench Replacement for Main Street	305.00
55	DD4 GiffGaff	3018 - PC3 Telephone & Broadband	GiffGaff Ltd	Mobile Phone Charges- Clerk	6.00
56	DD3 DBC HP	3015 - PC3 Stationery & Ink	HP Instant Ink	Monthly Subscription Payment	9.99
57	DD4 GiffGaff	3018 - PC3 Telephone & Broadband	GiffGaff Ltd	Mobile Phone Charges- Clerk	6.00
58	DD5 DBC Microsoft	3007 - PC3 IT - Support and Services	Microsoft Ireland Operations Ltd	Monthly Subscription Payment	22.56
59	DD7 DBC Expend	3012 - PC3 Prepaid Card Service Charges (Expend)	Expend Limited	Monthly Subscription Payment	16.78
60	P2023-0019 DBC	8017 - CEM3 Stationery/Ink/Registers	Shaw & Sons	Burial Register Record Book	211.20
61	P2023-0021 BP	8401 - CEM7 Cleaning Materials	Viking	Cleaning Supplies & Stamps	95.47
62	P2023-0021 BP	8013 - CEM3 Postage	Viking	Cleaning Supplies & Stamps	34.00
63	P2023-0011 BP	3230 - PC5 Grass Cutting/Strimming/Hedges	Sleighthom Landscapes	Grass Cutting Charges	675.60
				<i>Grass Cutting Contract 6th &amp; 21st April Fordlands Rd 48% of contract = £270.24 School Lane 36% of contract = £202.68 Village Green 16% of contract = £90.08</i>	
64	P2023-0022 BP	8205 - CEM5 Pest Control	MJ Backhouse Environmental Services	Rabbit Control - Cemetery May to October	340.82
				<b>TOTAL</b>	<b>28,217.33</b>

## b. To note the receipts presented

The following receipts were noted:

## Fulford Parish Council

### Summary of Receipts

#### By Cost Centres and Codes

#### CEM1 Cemetery Income

Code	Title	
6001	CEM1 Cemetery Fees - Burial Rights Purchases	760.00
6002	CEM1 Cemetery Fees - Interments	15,609.00
6003	CEM1 Cemetery Fees - Memorial Seats Installation	
6004	CEM1 Cemetery Fees - Other	
6005	CEM1 Cemetery Fees - Grave Maintenance (Upkeeps)	105.00
6006	CEM1 Cemetery Fees - Memorials	2,180.00
6007	CEM1 Cemetery - CoYC Grants (Non-Ward)	
6008	CEM1 Cemetery - CoYC Ward Grants	
6009	CEM1 Cemetery - Donations	
6010	CEM1 Cemetery - Interest on Capital	
6011	CEM1 Cemetery - Military Grave Maintenance (CWGC)	
6012	CEM1 Cemetery - Other Income	
6013	CEM1 Cemetery - PWLB Loan Repayments from CoYC	
	<b>SUB TOTAL</b>	<b>18,654.00</b>

#### PC1 Parish Council Income

Code	Title	
1001	PC1 CoYC Annual Cemetery Agreement Contribution	
1002	PC1 CoYC CTB Support Grant	1,008.00
1003	PC1 CoYC Double Taxation	
1004	PC1 CoYC Precept	20,812.00
1005	PC1 CoYC s.106 Income	
1006	PC1 Fundraising Projects	
1007	PC1 Grants - CoYC (Excl. Ward & CTB)	
1008	PC1 Grants - Other	
1009	PC1 Grants - Ward Grants	
1010	RESCAP1 Other Income - Interest on Capital	32.85
1011	PC1 Other Income - Northern Electric Wayleave	
1012	PC1 Other Income - Sundry Receipts	
1013	PC1 Rents - Air Rifle Club	
1014	PC1 Rents - Allotments	325.00
1015	PC1 Rents - Playing Field	
1016	PC1 Rents - Social Hall	198.75
	<b>SUB TOTAL</b>	<b>22,376.60</b>

#### TNCY1 Parish Council Tenancy Account

Code	Title	
3701	TNCY1 Tenancy - Contingency	
3702	TNCY1 Tenancy - Income Gain to Repay Reserves	1,400.00
3703	TNCY1 Tenancy - Letting Agent Management Fees	
3704	TNCY1 Tenancy - Property Maintenance Charges	
	<b>SUB TOTAL</b>	<b>1,400.00</b>

Created by  Scribe

**c. To approve the bank reconciliation**

The bank reconciliation to 08.05.2022 was noted.

**d. To note the statement of reserves**

The statement of reserves to 08.05.2022 was noted.



**22029. To note the report from the Internal Auditor dated 9 March 2022**

It was noted that there were no issues of concern in the Internal Auditor report and it was agreed to review the Fidelity Guarantee Insurance when the insurance is reviewed in the autumn as recommended.

**22030. 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) 22/00710/LHE | Erection of single storey extension extending 5.09 metres beyond the rear wall of the original house, with a height to the eaves of 2.45 metres and a total height of 2.5 metres | 54 Heath Moor Drive York YO10 4NF**

It was noted that the plans may fall within the criteria of permitted development and it was agreed no response was required.

**b. Ongoing applications**

- i) 21/02212/FUL - Variation of condition 2 of permitted application 14/00613/FUL to alter the design of the proposed house and garages. Site of Raddon House 4 Fenwicks Lane York**

No update

- ii) 20/01471/FULM | 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**

No update

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

- 22/00600/TCA | Fell 1no. Monkey Puzzle tree in a Conservation Area. | Coppergate House 132 Main Street Fulford York YO10 4PS – No objections from LPA**

The decision was noted.

**22031. To receive and consider an update on matters pertaining to the Germany Beck Liaison Advisory Committee (LAC)**

It was noted that an agenda and previous minutes had been circulated but the most recent minutes were awaited. It was further noted that representatives from Germany Beck have not yet been sourced for the committee, that a new independent chair would be needed and that no decisions had been taken with regard to school access and the playing field project.

**22032. To receive and consider any update on the Local Plan Examination (Phase 1) and decide on any necessary action.**

Having declared an interest, Cllr. Aspden did not take part in discussion of this item. It was noted that the first hearings commenced at 10am on Tuesday 10<sup>th</sup> May and that Michael Courcier had agreed to attend and submit the agreed statements on behalf of the Parish Council. It was RESOLVED to reimburse Michael Courcier's travel and parking expenses in respect of the hearing attendance.

**22033. To receive and consider a report from the Cemetery working group and decide on any necessary action**

It was noted that the data input onto Scribe for the historic records is going well.

**22034. To receive and consider a report from the Open Spaces working group and decide on any necessary action to include:**

**a. Allotments matters**

- i) Vehicular gate update**

It was noted that following fitting of the new gate, a sign requesting the gate be left open until the concrete set had been ignored and consequently the contractors had to return to re-fit it (at additional cost of £150).

- ii) Hawthorn Hedge**

It was RESOLVED to plant the hedge and ask the allotment holders to water it (subject to plants being available). The Clerk will ask the Cemetery Superintendent for information on suppliers and the number of plants that will be required.

**iii) Overgrown allotment at tenancy changeover**

It was noted that the Cemetery staff had liaised with the tenant and the Clerk and a plot had been cleared.

**b. Fordlands Road**

**i) Trees**

It was noted that a response from the Environment Agency was awaited.

**ii) Play Equipment**

It was RESOLVED to instruct HAGS to continue with regular inspections. The Clerk will update on new play equipment at the next meeting.

**c. Parish Field School Lane - Drainage and overall scheme update**

**i) Update on large project**

It was noted that the drainage plan is still in process.

Cllr. Koprowska reported that Paul Forrest had instructed 4 different designs to be drawn up to be put out for public consultation. It was noted that any pitches included in the plans would not have permanent structures and the field would therefore be available for other purposes outside of football matches. Cllr. Aspden confirmed that a new meeting date for the working group would be scheduled.

**ii) Update on Pavilion project**

It was noted that the works had been completed well and will continue to improve in appearance as the plants mature.

**iii) Surfaces**

It was noted that a meeting needed to be rearranged between Dave Meigh and Cllr. Koprowska at the parish field to review the playground surfacing and consider options to remedy the issues.

**d. Play Equipment to include consideration of quarterly inspection quotations**

As above at 22001b

**e. Village Green**

**i) To consider instructions for legal advice in relation to the St Nicks and EA Green Corridors Project**

Deferred pending receipt of the legal quote.

**ii) Bramble removal and holes in ground near the picnic benches -**

It was RESOLVED to ask Sleightholm to fill in the holes.

**iii) Metal gate**

It was noted Cllr. Vevers had made enquiries to establish ownership of the gate.

**iv) Moorings meeting.**

A report from the meeting had been circulated and was noted, it was further noted that the meeting was positive and constructive. Further meetings will be scheduled in the hope that more of the residents will be able to attend.

**f. Naburn Lane Bus Shelter**

It was noted that the trees had been cleared and that JMark had been instructed to commence work on the renovation.

**g. Recreational areas replacement signs update**

It was noted that no update or designs have been received from the school. It was RESOLVED to contact the school for an update and set a deadline of 15<sup>th</sup> July for receipt of designs, failing which other options will be considered.

**22002. To receive and consider a report from the Social Hall working group and decide on any necessary action to include:**

**a. Consideration of renovation proposals quotes for appointment**

It was RESOLVED to instruct Phil Bixby on the feasibility study and apply for ward funding towards the cost.

It was noted above that a replacement air vent valve had been fitted to the boiler and it was hoped that the repair would resolve the heating problems.

**22003. To receive and consider any update from the Fulford Climate and Ecological Emergency Working Group.**

It was noted that a Community Initiative meeting date has been set for 17<sup>th</sup> May at 6.30 in the Social Hall and had been advertised on the website, Facebook page, on noticeboards and in some local shops.

**22004. To consider adoption of the draft Sustainable Procurement Practices Policy**

Following consideration of inclusion of minor amendments and removal of the word "feasible", it was RESOLVED to adopt the policy.

**22005. To consider any update on the new website to include consideration of a revised accessibility statement.**

It was noted that the Clerk now had access to the new website to begin uploading information to it and set aside some time to do so during June. It was RESOLVED to adopt the accessibility statement as drafted.

**22006. To consider approval of the newsletter draft for publication**

It was RESOLVED that councillors would send amendments to the Clerk to update by end of next week for distribution.

**22007. To consider school tennis court availability for community and decide on any necessary action**

It was RESOLVED to write to the headteacher to report the council's surprise at correspondence forwarded with regard to the tennis club and community's use of the tennis courts and to query the possibility of options for the policy to be reviewed

**22008. To consider any updates or information resulting from recent training webinars and decide on any necessary action**

Nothing to report.

**22009. To consider exclusion of the press and public from the discussion of any aspect of item 22010 by virtue of s.1(2) of the Public Bodies (Admission to Meetings) Act 1960.**

It was RESOLVED to exclude the press and public from the discussion of any aspect of item 22010 by virtue of s.1(2) of the Public Bodies (Admission to Meetings) Act 1960.

**22010. To receive and consider reports from the HR panel and decide on any necessary action.**

It was noted Cllr. Walker and the Clerk will schedule a performance review with the new employee before the end of June.

**22011. To consider and propose any items for inclusion on the agenda for the next meeting**

To consider writing to PROW with regard to actions to bring about the opening up of Public Footpath Fulford 23 following the modifications to the Definitive Map.

**22012. Confirm date and time of next meeting**

The date of the next Parish Council meeting is 21<sup>st</sup> June at 7.30pm.








The Chairman closed the meeting at 21:50

---


**Chairman**







## Appendix 1 Correspondence Received

-  20220510 Correspondence Received - Broadway Post Box Yarn Installation.pdf
-  20220510 Correspondence Received - Cemetery Grounds Complaint.pdf
-  20220510 Correspondence Received - CoYC Barrier Review on walking pushing wheeled and cycling routes .msg
-  20220510 Correspondence Received - Email from The Conservation Volunteers - TCV Services For Land Managers.msg
-  20220510 Correspondence Received - Email re Traffic Concerns on Main Street, Fulford.pdf
-  20220510 Correspondence Received - Home Instead York Community Engagement Coordinator FW Introduction.msg
-  20220510 Correspondence Received - Mencap - your help please .msg
-  20220510 Correspondence Received - NALC Chief Executive's Bulletin 20220311.pdf
-  20220510 Correspondence Received - the recycle project.msg

---

-  20220510 Correspondence Received - Fulford Show Email FW Adverts in Fulford Show programme.msg

---

-  20220304 YLCA Email FW YLCA White Rose Weekly 4 March 2022 and Revised Salary Scales 20212022.msg
-  20220401 YLCA White Rose Weekly Bulletin 1 April 2022.msg
-  20220408 YLCA White Rose Weekly Bulletin 8 April 2022.msg
-  20220510 YLCA White Rose Weekly 29 April 2022 BW.pdf

---

-  20220510 YLCA WRW 18 March 2022.pdf

- ✉ 20220406 📎 NALC NEWSLETTER.msg
- ✉ 20220408 NALC 📎 CHIEF EXECUTIVE'S BULLETIN.msg
- ✉ 20220413 📎 NALC NEWSLETTER.msg
- ✉ 20220414 NALC 📎 CHIEF EXECUTIVE'S BULLETIN.msg
- ✉ 20220422 FW 📎 CHIEF EXECUTIVE'S BULLETIN.msg
- ✉ 20220429 FW 📎 CHIEF EXECUTIVE'S BULLETIN.msg
- ✉ 20220504 📎 NALC NEWSLETTER.msg

---

📎 20220510 NALC Chief Executive's Bulletin 18 March 2022.pdf

- 📎 20220510 NALC LTN 87-Procurement-March-2022.pdf
- ✉ 20220704 NALC ✨ STAR COUNCIL AWARDS 2022.msg
- ✉ 22020401 NALC 📎 CHIEF EXECUTIVE'S BULLETIN.msg



# Fulford

## Parish Council

The Cemetery Lodge  
Fordlands Road  
York  
YO19 4QG  
Tel: 01904 633151 | Mobile: 07719 211979 | Email:  
[clerk@fulfordpc.org.uk](mailto:clerk@fulfordpc.org.uk)  
[www.facebook.com/FulfordParishCouncilYorkshire](https://www.facebook.com/FulfordParishCouncilYorkshire)  
[www.fulfordparishcouncil.org.uk](http://www.fulfordparishcouncil.org.uk)

### Appendix 2

#### Decisions taken using delegated powers

- a. **Decision dated 10 March 2022:** It is RESOLVED to support the proposal to include active travel provision (cycle lanes) within the re-surfacing and re-lining works on the Main Street crossing being carried out by City of York Council.
- b. **Decision dated 14 March 2022:** It is RESOLVED to submit no objections to the revised plans for 4 Pasture Farm Close 21/02660/FUL and comment that the improved plans are welcome.
- c. **Decision dated 22 March 2022:** It is RESOLVED to authorise the Martin & Co, the letting agents for Cemetery Lodge Flat to seek quotes for a replacement door following a break in by the emergency services as follows:
1. The replacement door to be as close a match as possible to the existing door.
  2. The replacement door to include matching glass to those in the existing door i.e. 3 Opaque Bars
  3. The replacement door requires a letterbox with a fireproof collection box.
  4. The replacement door requires New Door Furniture (chrome finish).
  5. The replacement door requires a fire escape lock again.
  6. Subject to approval of the quotes, the work is to be carried out at the earliest opportunity.
- d. **Decision dated 5 May 2022:** It is RESOLVED to renew the annual subscription for Zoom.