

Fulford Parish Council

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

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Notice is given that the Annual Meeting of Fulford Parish Council will be held online by Zoom at 19:00 on Tuesday 12th May 2020 immediately followed by an Ordinary Meeting of the Parish Council

Members of the public and press are invited to attend and may request the meeting code and password from the Clerk at clerk@fulfordpc.org.uk up to one hour before the meeting. Members of the public and press may address members of the Council during the Parishioners' Questions Item of the Ordinary Meeting in accordance with the procedural requirements set out in the Ordinary Meeting Agenda.

Agenda for the said meeting is shown below.



Rachel Robinson
Clerk and RFO, Fulford Parish Council

AGENDA

Annual Meeting

- 20001.** Chairman's welcome
- 20002.** Election of Chairman:
 - a. To accept nominations and elect the Chairman for the forthcoming year
 - b. The elected Chairman to sign the Declaration of Office Form
- 20003.** To receive apologies and approve reasons for absence
- 20004.** To accept nominations and elect the Vice-Chairman for the forthcoming year
- 20005.** To receive any declarations of interest
- 20006.** All Councillors to sign the Declaration of Office Forms
- 20007.** To confirm the terms of reference for Committees
- 20008.** 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):
 - a. General Purposes Committee
 - b. Cemetery Committee & working group
 - c. Planning Committee & working group
 - d. Social Hall working group
 - e. Opens Spaces working group
 - f. Sports Club Representative(s) (2)
 - g. YLCA Representatives to attend YLCA Branch meetings as voting representatives (2)
 - h. Climate Change Declaration working group
 - i. Publicity Officer (if appropriate)
 - j. Health & Safety responsibility
 - k. HR Panel
 - l. Residents' Committee representatives
 - m. Trustees of the Mary Key charity (all councillors are trustees)
- 20009.** To confirm the Standing Orders adopted in May 2017 in line with the updated Financial Regulations and to consider whether additional Standing Orders or amendments to the existing ones are required
- 20010.** 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
 - b. To appoint the Internal Auditor for 2020/2021 and confirm the audit plan
 - c. To re-appoint the Clerk as the Responsible Financial Officer
 - d. To consider and/or confirm the Risk Management Report dated May 2020

- e. To consider and/or confirm the Financial Regulations dated 28 April 2017
- f. To note the Asset Register dated 31 March 2020
- g. To confirm appointment of Came & Co Insurance Brokers to prepare insurance quotations for renewal in October 2019
- h. To confirm the Gifts and Hospitality Policy and make any additions to the Register of Gifts and Hospitality if necessary.
- i. To note the Bank Reconciliation for 2020/2021
- j. To note the Statement of the PWLB at 31.03.2020
- k. To note the Clerk's report to include 2019/2020 Budget v Year End Accounts Statement
- l. To consider and agree continuation of the standing order/direct debit instructions to/with the bank for the year 2020/2021
- m. To approve payment of the Business Rates & Council Tax for Cemetery Lodge by monthly direct debit as set out in the Demand Notices for 2020/2021
- n. Emails re Persimmon works on parish land extension
- 20011.** To confirm continuance of the existing Health & Safety Policy and note scheduled review for September 2019
- 20012.** To resolve to renew annual membership of YLCA, ICCM and SLCC
- 20013.** 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.
- 20014.** To schedule staff performance reviews for November 2020
- 20015.** To set the times, dates and place of ordinary meetings of the full council for the year end as follows:

9 th June 2020	7 th July 2020	11 th August 2020 or no meeting in August
1 st September 2020	13 th October 2020	10 th November 2020
8 th December 2020	12 th January 2021	9 th February 2021
9 th March 2021	13 th April 2021	11 th May 2021

- 20016.** To consider the Annual Governance Statement for 2019/2020 for approval by resolution
- 20017.** To consider the Accounting Statements for 2019/2020 signed by the RFO for approval by resolution and to ensure that the Accounting Statements are signed and dated by the person presiding the meeting.
- 20018.** Close the Annual Meeting.

AGENDA

Ordinary Meeting

- 20019.** Chairman's welcome
- 20020.** To receive apologies and approve reasons for absence
- 20021.** To receive any declarations of interest
- 20022.** To receive and approve the Minutes of the Parish Council meeting held on 10th March 2020 and the Extra-Ordinary meeting held on 21st March 2020.
- 20023.** 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 - anyone intending to speak is advised to submit their question to the Clerk by email in advance of the meeting to enable councillors to give it due consideration during the online meeting]
- 20024.** To note correspondence received and decide on any necessary action to include:
- a. Defibrillator Email
 - b. Response from Monitoring Officer.
 - c. Copied email from resident to CoYC re pollution
 - d. Taxibus Ideas Email
 - e. Briefing no 1 Information and Advice for COVID-19_2 Email
 - f. City of York - Gardening Help Ideas-Live Well Email
 - g. City of York Council Regeneration Team Email
 - h. North Yorkshire Police - Live Streaming Fire Safety Advice Email
 - i. North Yorkshire Police - social distancing Email
 - j. Sports Club Sign Email
 - k. Tansy Beetle Management and School Lane Drainage Email
 - l. Tennis Club CCTV request Email
 - m. Tennis Club Copied email to North Yorkshire Police
 - n. YLCA - Coronavirus - Meetings Email
 - o. YLCA White Rose Update 6 March 2020
 - p. YLCA White Rose Update 13 March 2020
 - q. York Flood Alleviation Scheme COVID-19 Email
 - r. Climate Emergency Guidance for Parish Councils
 - s. Cycle Barrier Emails
 - t. NYPF - 1a.Letter to scheduled intermediates ERs re market volatility
 - u. York Mind on the Action Towards Inclusion Project
 - v. Air pollution - construction works at Germany Beck
 - w. Flood Plan Newsletter - Coronavirus
 - x. YLCA White Rose Update 17 April 2020
 - y. YLCA - Election Regulations- Burials and Cemeteries Update
 - z. L03-20-The-Local-Government-and-Police-and-Crime-Commissioner-(Coronavirus)-(Postponement-of-Elections-and-Referendums)-(England-and-Wales)-Regulations
 - aa. Remote Meetings SO pointers
 - bb. SAFE Guidance for secure livestreaming
 - cc. Parkinson Partnership Working from Home 2020
 - dd. Email re Buddleia
 - ee. Flood Plan EA April 2020 Newsletter
 - ff. Germany Beck footpath access onto School Lane
 - gg. Local Plan Email
 - hh. NPCC Secure+Zoom Advice
 - ii. Road Sign - Hedgehogs
 - jj. Tree Preservation Order Request
 - kk. YLCA White Rose Update 24 April 2020
 - ll. YLCA White Rose Update 1 May 2020
 - mm. Emails relating to Persimmon works on parish land extension
 - nn. Email reporting fly tipping and water leak at the allotments
 - oo. YLCA White Rose Update 7 May 2020
- 20025.** To consider and confirm the following decisions made under the powers authorised under Item 19234 of the Extra-Ordinary Parish Council meeting on 21st March 2020:
- a. Withdrawal of the call-in request

- b. Closure of the playgrounds
 - c. Denial of request to maintain football pitch
 - d. Closure of the Cemetery to visitors
 - e. Changes to procedures for burials at Fulford Cemetery
 - f. Cleaning contract for Social Hall pause
 - g. Subscription to Zoom professional
 - h. Freeze Cemetery fees at 2019/20 levels
 - i. Changes to the opening hours at Fulford Cemetery
 - j. To hold future meetings using Zoom Professional and follow the guidance received from YLCA and North Yorkshire Police
 - k. To adopt the Addendum to the Standing Orders dated 5th May 2020 to facilitate the use of meetings using Zoom Professional
- 20026.** To receive and consider a report from the Ward Councillor and decide on any necessary action
- 20027.** To receive and consider a report from the Police and decide on any necessary action
- 20028.** Financial Matters
- a. To approve the payments at Appendix 1
 - b. To note the receipts at Appendix 2
 - c. To note the budget year to date figures
 - d. To approve the bank reconciliation to 30 April 2020
 - e. To note the Statement of Reserves
- 20029.** To consider updating the valuation of all Parish Council property
- 20030.** To consider a report of planning applications and questions considered by the Planning Working Group and decide whether to approve the Planning Working Group recommendations or any further or alternative action:
- a. New applications
 - i) 20/00706/TPO - Crown lift by 4m 2no. Sycamores protected by Tree Preservation Order no. 21/1985. 3 Connaught Square St Oswalds Road York YO10 4FQ
 - ii) 20/00690/TPO - Crown lift by 4m 3no. Sycamore and 1no. Ash protected by Tree Preservation Order no. 21/1985. 2 Connaught Square St Oswalds Road York YO10 4FQ
 - iii) 20/00411/FUL - Single storey side and rear extension and dormer to rear. 60 Naburn Lane Fulford York YO19 4RL
 - iv) 20/00456/FUL - Single storey rear extension and erection of detached garage/store. 15 Crossfield Crescent York YO19 4QJ
 - v) 20/00755/TPO - Crown reduce height by 3m of 2no. Holly trees protected by Tree Preservation Order no. 3/1977. The Coach House Fulford Park York YO10 4QE
 - vi) JWTC Limited, York Designer Outlet, St Nicholas Avenue, Fulford, York YO19 4TA
Licensable activities applied for: Films, Live/Recorded Music, Supply of Alcohol.F.
 - vii) 20/00733/FUL- Erection of temporary 2no. storey mobile unit classroom block. Fulford School, Fulfordgate York YO10 4FY
 - viii) 20/00745/FUL - North facing dormer to front, single storey front extension and reconfiguration of windows and doors to ground floor east facing elevation with installation of new charred timber cladding, re-clad existing conservatory to rear, conversion of east facing garage into habitable area and storage. 32 Fulford Park York YO10 4QE
 - b. Ongoing applications
 - 19/02395/ADV - Display of 4no. externally illuminated post-mounted signs and 1no. non-illuminated fascia sign. Octopus Healthcare Development Ltd Ouse View Care Home 1 Fordlands Road York YO19 4QT
 - 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
 - AOD/19/00403 - Condition 5 (Materials) of 12/00384/REMM. Germany Beck Site East of Fordlands Road York
 - c. To note the following LPA decided applications
 - 20/00171/FUL - Single storey rear extension and 2no. dormers to rear. 1 Palace View Prospect Terrace Fulford York YO10 4PU - Approved
 - 20/00260/FUL - Erection of electrical substation and alterations to the vehicle parking layout. Octopus Healthcare Development Ltd Ouse View Care Home 1 Fordlands Road York YO19 4QT - Approved

19/02707/ADV - Display of 8no. free standing pole mounted signs, 2no. fascia signs, 2no. banner signs and 3no. flags on poles (retrospective). Germany Beck Site East of Fordlands Road York - Refused

20/00006/FUL - Variation of condition 2 (approved plans) of permitted application 18/00495/FULM for alterations to terrace and balcony design at first and second floor level. Octopus Healthcare Development Ltd Ouse View Care Home 1 Fordlands Road York YO19
Approved

19/02766/FUL - Installation of telecoms cabinets and replacement mast Telecommunications Mast MBNL Naburn Lane Naburn York - Approved

20/00399/TPO - Crown lift and crown thin by 20% Ash tree protected by Tree Preservation Order no. 13/1981. 54 St Oswalds Road York YO10 4PF - No objections from LPA

20/00275/TPO - Crown reduce Horse Chestnut protected by Tree Preservation Order no. 13/1981. Castanea House 58 St Oswalds Road York YO10 4PF - No objections from LPA

20/00380/TCA - Fell Cherry tree in a Conservation Area (on grass verge near No. 4). 4 John Hunt Memorial Homes Fulford Road York YO10 4PG - No objections from LPA

20/00318/CPD - Certificate of lawfulness for proposed development of a flat roof dormer to rear, 2no. rooflights to front elevation and removal of chimney. 55 Fordlands Road York YO19 4QR - Approved

20/00437/FUL - Single storey side and rear extension. 3 Nevinson Grove York YO10 4HR - Approved

d. Enforcement Action

i) Germany Beck - Unauthorised marketing suite and sign at A19 junction and further breaches of conditions

ii) Fulford Moorings

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

i) Consideration of items for the Liaison Advisory Committee and Working Group meetings;

ii) Works on parish land extension

20031. To receive and consider any update on the Local Plan Examination (Phase 1) and decide on any necessary action

20032. To receive and consider a report from the Cemetery working group and decide on any necessary action to include:

a. Request for a refund of Plot 8331 in the sum of £35

b. To consider a review of the Cemetery Covid19 arrangements generally and in particular to:

i) To consider a review of the Covid19 Cemetery Regulations to permit Stonemasons entry to the Cemetery to remove or install stones

ii) To review staff working hours and attendance at the premises

20033. To receive and consider a report from the Open Spaces working group and decide on any necessary action to include:

a. Consideration of any update on the drainage plan for School Lane playing field

b. Any update for the Allotments/Cemetery perimeter fence quotes and ward fund grant application update

c. Sports Club emails

20034. To receive and consider a report from the Social Hall working group and decide on any necessary action

20035. To receive and consider an update from the Climate Emergency Declaration working group and decide on any necessary action

20036. To consider content and distribution of the next newsletter

20037. *To consider exclusion of the press and public from the discussion of any aspect of item 20038 by virtue of s.1(2) of the Public Bodies (Admission to Meetings) Act 1960.*

20038. To receive and consider reports from the HR panel and Clerk and decide on any necessary action to include:

a. Any update on the recruitment of an Assistant Clerk

b. To consider any claim for overtime

c. To consider an increase in homeworking allowance in accordance with the Parkinson Partnership guidance to £27 per month from 6 April 2020

20039. Confirm date and time of next meeting.

Ordinary Meeting Appendix 1 - Payments

Payee	Reason for Payment	Gross Amount
EMPLOYMENT COSTS (E)		
All Staff	Monthly Net Wages	£8,108.76
HMRC	Monthly Payment Due	£2,076.98
NYPF	Monthly Payment Due	£2,873.06
Clerk	Home Working Allowance Due	£27.00
Centralised Attachment of Earnings Order System	Staff Member Attachment of Earnings Order	£100.00
CEMETERY COSTS (C)		
FDMS - First Data	Chip & Pin Machine Services Charges & Fees	£20.49
Plusnet	Broadband & Phone - Cemetery	£43.56
CNG	Gas - Cemetery	£119.00
Screwfix	PPE - Leather Rigger Gloves x 5 and Onyx Safety Boots x 1	£42.44
Cemetery Customer	Refund of Plot 8331	£35.00
Crockey Hill Lawnmowers	1 x Little Wonder Lawn Edger	£960.00
ICCM	Annual Membership	£95.00
YLCA	50% Annual Membership	£359.00
Yorkshire Internal Audit Service	Interim Internal Audit Visit	£325.00
Atos Fuel Genie	Cemetery Vehicles Fuel	£281.47
British Gas	Electricity	£31.86
Yorkshire Water	Water & Sewerage Charges	£58.95
Vale Engineering	PPE - Coveralls	£84.00
Viking	New Telephones for Cemetery Office landline	£71.62
Viking	Ink for HP Printer	£77.24
PARISH COUNCIL (P)		
HP Instant Ink	Printing	£12.99
GiffGaff	Clerk's Mobile Phone	£6.00
Sage	Monthly Subscription	£24.00
YLCA	50% Annual Membership	£359.00
Yorkshire Internal Audit Service	Interim Internal Audit Visit	£325.00
Land Registry	Office Copy & Plan for Tennis Club Land on School Lane	£6.00
Zoom	Annual Professional Subscription	£119.90
SOCIAL HALL (S)		
Plusnet	Broadband & Line Rental	£21.60
CNG	Gas - Social Hall	£887.82
British Gas	Electricity	£67.58
CEMETERY LODGE TENANCY (T)		
Martin & Co	Management Fee (deducted from rent)	£75.60
OPEN SPACES Excl. Allotments (O)		
Sleightholm Landscapes	Grass Cutting and strimming 20th March and 6th April	£451.20
ALLOTMENTS (A)		
Business Stream	Water Rates	£105.57

Ordinary Meeting Appendix 2 - Receipts

Interments	Memorials	Grave Upkeeps	Benches	Allotments	Social Hall Rent	Donations / Other	Fees (incl CWGC)	FPC Receipts	VAT
£17,068.00	£0.00	£0.00	£0.00	£30.00	£0.00	£0.00	£0.00	£43,092.90	£0.00