

# **DUNNINGTON PARISH COUNCIL**

Clerk: Mrs Jessica Bedford  
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Chairman: Cllr Gill Shaw

## **Minutes of the meeting of Dunnington Parish Council held on the 8<sup>th</sup> November 2021 at 7.30pm in the Tower Room, St Nicholas Church, Church Street, Dunnington**

**Present:** Cllr Shaw (Chairman), Cllr Hardwell (Vice-Chairman), Cllr Jackson, Cllr Thompson, Cllr Turnbull, Cllr Ruston, Cllr Dykes, Cllr Kay (*left early*), Cllr Maggs, Cllr Dykes, Cllr Rees-Gay (*left early*) and the Clerk

Ward Cllrs M Warters and M Rowley attended.

### **The Parish Council observed a minute's silence for Remembrance Day**

#### **1 FORMALITIES**

- 1.1 Apologies were received from Cllr Brooks, Cllr Ford and Cllr Swallow
- 1.2 The Parish Council approved the reasons for absence
- 1.3 The minutes of the Parish Council Meeting held on the 11th October 2021 and the Extraordinary Parish Council Meeting held on the 25th October 2021 were approved as a true record
- 1.4 Cllr Shaw and Cllr Kay declared an interest in item 14

#### **2 EXCLUSION OF PRESS AND PUBLIC**

- 2.1 The Parish Council will resolve to exclude the press and public, from the meeting for any item where the publicity of the matter being prejudicial to the public interest or by reason of the confidential nature of the business to be transacted or for other special reasons

#### **3 PUBLIC PARTICIPATION**

No members of the public were present

#### **4 POLICE REPORT**

- 4.1 Cllr Mick Thompson gave a summary of the incidents provided by North Yorkshire Police. It was resolved that Cllr Shaw will write to City of York Council and Cllr Thompson to North Yorkshire Police in relation to the ongoing issues at Cherry Tree Court

#### **5 ROYAL BRITISH LEGION**

5.1 It was resolved that the Parish Council would be unable to take any action for 2021. It was agreed that the Parish Clerk will add this to July's agenda annually and present available options to the Parish Council for consideration

## **6 PARISH CLERK**

6.1 It was resolved that Cllr Dykes will act as the Clerks line manager

6.2 It was resolved to authorise the following training courses and costs:

- FILCA (Financial introduction to Local Council Administration) £120.00+vat
- ILCA (Introduction to Local Council Administration) £120 + vat
- CILCA (Certificate in Local Council Administration) Cost to be confirmed by YLCA

It was agreed that the Clerk would make further enquiries as to the most appropriate legislative materials.

6.3 The Parish Council resolved to approve the appraisal policy

## **7 TERMS OF REFERENCE FOR COMMITTEE/WORKING GROUPS**

7.1 It was resolved to defer the item to the next Parish Council Meeting which will include the appointment of a leader/Chairman for each committee/group. It was agreed that Cllr Turnbull will distribute some further information for consideration prior to the meeting.

## **8 REQUEST FOR CHRISTMAS TREE ON THE GREEN/VILLAGE CHRISTMAS TREES**

8.1 It was resolved to approve the purchase of battery powered lights up to the value of £200.00 + VAT for annual community use on the green. It was agreed that the specific tree to be used must be agreed through Cllr Turnbull. Cllr Rees-Gay gave an offer of assistance in installing the lights.  
It was resolved that the Parish Council will look at planting a permanent tree specifically for this use annually.

8.2 It was resolved to approve the cost of £350.00 to install and remove the village Christmas trees.

## **9 SPEEDING UPDATE**

9.1 It was noted that the speed activated signs, due for installation, are delayed. It was resolved that the Highways group will do a summary of actions and arrange a village walkabout prior to the next Parish Council Meeting.

## **10 PARISH RECORDS**

10.1 It was resolved that Cllr Dykes will agree a storage and access procedure with the Reading Rooms for the Dunnington Archive Records.

It was resolved that Cllr Sykes with the assistance of Cllr Thompson will clear, index and possibly digitise the Parish Council records and put an access procedure in place. Cllr Rees- Gay offered her assistance with the clearing stage.

## **11 2022/23 BUDGET SETTING**

- 11.1 It was resolved that Committees/Groups will submit any request to incur expenditure in the 22/23 financial year to the Parish Clerk by the 17<sup>th</sup> November.

## **12 CEMETERY**

- 12.1 Cllr Turnbull provided an update on the phase 2 works which included:

- Drainage has been installed within phase 2
- The ground has been cleared within phase 2
- The area may not be seeded until early spring 22, depending on the weather
- The old tree is due to be cleared and chipped in the next few weeks. The chippings will be used at the phase 2 yew hedge, Scouts and Guides Building and Millenium Gardens

It was resolved to approve the cost of up to £150.00 for some replanting due to die back

It was resolved that the following items would be taken forward by the cemetery management group prior to the next Parish Council meeting:

- Further marking stones for graves within phase 1 and 2
- How new environmental regulations affect the cemetery and the actions required
- Producing a term of reference for the cemetery management group

## **13 ALLOTMENTS**

- 13.1 It was resolved that the documentation will be amended prior to resubmission to the Parish Council at Decembers meeting

*Cllr Shaw and Cllr Kay left the meeting. Cllr Hardwell took over as Chairman*

## **14 H31 DEVELOPMENT**

- 14.1 Cllr Dykes provided an update which included:

- Press Letter – The letter was published
- Application to the Secretary of State to take over ('call in') the planning application – the application was submitted on the 26<sup>th</sup> October 2021. No response has been received to date
- Judicial Review – a solicitor has been employed. He is unable to advise until City of York Council provide further information. The 6-week deadline begins when CYC release the required information

- Construction/Site Plan – a request for further information was submitted to CYC on the 26<sup>th</sup> October 2021. No response has been received to date. It was resolved to defer the item to the next Parish Council meeting and call an Extraordinary Parish Council meeting if required. The Parish Clerk will contact CYC regarding their lack of response

*Cllr Shaw re-joined the meeting and took over as Chairman*

## **15 WORKING DOCUMENTS**

15.1 It was resolved to take the following documents into Parish Council use:

- Audit Report Actions 2021-22
- Policy and Procedure Record
- Councillor Meeting Attendance Log

## **16 SCOUTS AND GUIDES BUILDING**

16.1 Deferred pending further information

## **17 FINANCE AND CORRESPONDENCE**

17.1 The Parish Council received updated accounts and accruals as shown at appendix 1

17.2 It was resolved to approve all cheques to be signed and approved cheque list showing two signatures by two Councillors as shown at appendix 2

17.3 Various items were received by email from Ward Councillors, COYC, YLCA and Parishioners

It was noted that correspondence from Yorkshire Green Energy Enablement Project – Statutory Consultation requires a response by the 9<sup>th</sup> December if required

## **18 PLANNING - Ongoing Applications**

18.1 Ridgeway 2 Greencroft Court Dunnington York YO19 5NN - Single storey extension to side and rear following demolition of existing garage

18.2 Highthorn Stamford Bridge Road Dunnington York YO19 5LN - Conversion of the existing agricultural building (located in field to the north east of Highthorn) to form 1no. dwelling with associated works and infrastructure; and change of use agricultural land to domestic curtilage. Alteration and widening of the vehicle access from Stamford Bridge Road

18.3 Lauretide Common Lane Dunnington York YO19 5LS - Raising of roof with hip to gable roof extensions to sides, front and rear; single storey front and rear extensions, 3no. rooflights to front and 2no. rooflights to rear

- 18.4 York Guns Camsey House Unit 1 Foxoak Business Park Common Road Dunnington - Display of 1no. externally illuminated fascia sign to front elevation and 1no. non- illuminated fascia sign to side elevation
- 18.5 25 Garden Flats Lane Dunnington York YO19 5NB - Variation of condition 2 of permitted application 18/01851/FUL to alter access
- 18.6 Urban House Hull Road Dunnington York YO19 5LP - Erection of a 3-storey office extension and provision of additional 37 car parking spaces (inc. 3 disabled) and 18 cycle spaces

**19 PLANNING - New Applications**

- 19.1 Dunnington Millenium Garden, Intake Lane, Dunnington - Tree pruning works in a conservation area

**20 PLANNING - Decisions (COYC)**

- 20.1 OS Field 2800 Eastfield Lane Dunnington York - Erection of 78 dwellings, landscaping, public open space and associated infrastructure – Approved
- 20.2 76 Horsfield Way Dunnington York YO19 5RH - Single storey rear extension, porch to front and partial conversion of existing garage to habitable space – Approved
- 20.3 15 York Street Dunnington York YO19 5PN - Installation of 2no. dormers and 1no. roof light to rear, replace existing uPVC windows to front with timber windows APPROVED 06/08/21
- 20.4 Land Adjacent Unit 6 Hassacarr Close Dunnington York - Variation of condition 11 of permitted application 20/01496/FUL to alter BREEAM requirement. Removal of Conditions 5 (submission of investigation and risk assessment), 6 (submission of remediation scheme), 7 (Submission of Verification report), 8 (separate systems of drainage for foul and surface water), 9 (Submission of foul and surface water drainage scheme), 10 (no piped discharge of surface water) of planning permission 20/01496/FUL. APPROVED 28/10/21
- 20.5 The Keep, Hull Road, Dunnington, York, YO19 5LP - Amendment to original - relocation of store building from front/side elevation of main house APPROVED 29/10/21

**21 PLANNING ENFORCEMENT**

**21.1 1 Church St**

**21.2 Travellers Site A166**

It was resolved that Cllr Shaw will send a further letter to Jayne Mowatt and Cllr Denise Craghill at CYC requesting an update and include an invitation to a future Parish Council meeting.

**22 AOB**

Next Meeting Monday 13<sup>th</sup> December 2021 at 7.30pm at the Tower Room, St Nicholas Church, Dunnington

## Appendix 1

<u>Investment Bond &amp; Account</u>	£ 21,089.79	Oct-21
<u>Premium Account Income</u>	£ 2,049.49	Oct-21
Premium account Interest		Oct-21
<u>Current Account</u>	£ 69,027.41	Oct-21
<u>Current Account Income</u>		
Cemetery Memorial	£ 130.00	
	£ 130.00	
<u>Current Account Expenditure</u>		
PC Expenses - stamps, O2 bill, defibrillator pads, ink	£ 172.11	
Donation - Royal British Legion	£ 100.00	
Salaries	£ 623.54	
Aspects Horticultural - Grass Cutting	£ 717.60	
Harland & Co Solicitors	£ 3,000.00	
Training Costs (Subject to PC Approval)	£ 144.00	
Aspects Horticultural - Scouts Hut Clearance	£ 441.60	
	£ 5,198.85	
<u>Forecast Current Account</u>	£ 63,958.56	Nov-21
<u>Premium Account</u>	£ 2,049.49	Nov-21
<u>Investment Bond 1 &amp; 2</u>	£ 21,089.79	Nov-21
	£ 87,097.84	

## Appendix 2

NOVEMBER 2021

CHEQUES LIST FOR AUTHORISATION FOR DUNNINGTON PARISH COUNCIL

DATE	CHEQUE NO	PAYEE	SUPPLIER INVOICE NO.	DESCRIPTION	AMOUNT
28/10/2021	103562	Harland & Co Solicitors	PF2930	Legal advice re: H31	£ 3,000.00
08/11/2021	103563	Aspects Horticultural	5248 & 5272	Garden Maintenance & Clearing scout hut	£ 1,159.20
08/11/2021	103564	Royal British Legion	N/A	Poppy Appeal Donation	£ 100.00
08/11/2021	103565	PC Expenses	N/A	Defib pads, ink, mobile phone, stationery	£ 172.11
08/11/2021	103566	Training costs	QL200478-1	FiLCA course (separate as to be approved at PCM)	£ 144.00
25/11/2021	103567	Jessica Bedford	Salary	Salary	£ 623.54
				<b>Total</b>	<b>£ 5,198.85</b>

