

# Fulford Parish Council

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

[www.fulfordparishcouncil.org.uk](http://www.fulfordparishcouncil.org.uk)

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## Notice is given that the Annual Meeting of Fulford Parish Council will be held online via Zoom at 19:00 on Tuesday 4<sup>th</sup> May 2021

Members of the public and press are invited to attend the meeting using the following Zoom code and information:

### Join Zoom Meeting

<https://us02web.zoom.us/j/84184487051>

Meeting ID: 841 8448 7051

One tap mobile

+441314601196, 84184487051# United Kingdom +442034815237, 84184487051# United Kingdom

Dial by your location +44 131 460 1196 United Kingdom +44 203 481 5237 United Kingdom +44 203 481

5240 United Kingdom +44 203 901 7895 United Kingdom +44 208 080 6591 United Kingdom +44 208 080

6592 United Kingdom +44 330 088 5830 United Kingdom

Meeting ID: 841 8448 7051

Find your local number: <https://us02web.zoom.us/u/kd3KeUFJKn>

Members of the public and press in attendance 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 Meeting Agenda.

Agenda for the said meeting is shown below.



Rachel Robinson

Clerk and RFO, Fulford Parish Council

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## AGENDA

**21001.** Chairman's welcome

**21002.** 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

**21003.** To receive apologies and approve reasons for absence

**21004.** To accept nominations and elect the Vice-Chairman for the forthcoming year

**21005.** To receive any declarations of interest

**21006.** All Councillors to sign the Declaration of Office Forms

**21007.** To confirm the terms of reference for Committees and Working Groups

**21008.** 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
- 21009.** To confirm the Standing Orders adopted in May 2020 in line with the updated Financial Regulations and to consider whether additional Standing Orders or amendments to the existing ones are required
- 21010.** 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 2021/2022 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 2021
  - e. To consider and/or confirm the Financial Regulations dated 1<sup>st</sup> September 2020
  - f. To note the Asset Register dated 31 March 2021
  - g. To confirm appointment of Came & Co Insurance Brokers to prepare insurance quotations for renewal in October 2021
  - 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 31.03.2021
  - k. To note the Clerk's report to include 2020/2021 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 2021/2022
  - 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 2021/2022
- 21011.** To confirm continuance of the existing Health & Safety Policy and note scheduled review for September 2021
- 21012.** To resolve to renew annual membership of YLCA, ICCM and SLCC
- 21013.** 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.
- 21014.** To schedule staff performance reviews for November 2021
- 21015.** To set the times, dates and place of ordinary meetings of the full council for the year as follows:

8 June 2021	13 July 2021	14 September 2021
12 October 2021	9 November 2021	7 December 2021
11 January 2022	8 February 2022	8 March 2022
12 April 2022	10 May 2022	14 June 2022

- 21016.** To consider the Annual Governance Statement for 2020/2021 for approval by resolution
- 21017.** To consider the Accounting Statements for 2020/21 signed by the RFO for approval by resolution
- 21018.** To ensure that the Accounting Statements are signed and dated by the person presiding the meeting.
- 21019.** To set the period for the exercise of public rights to include on the Notice of Public Rights & Publication of Unaudited Annual Governance & Accountability
- 21020.** To confirm that in accordance with the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, SI 2020/404 The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 and the Transparency Code for Smaller Authorities, Fulford Parish Council will publish the following documents on a public website:
- Annual Internal Audit Report 2020/2021 (upon receipt),
  - Section 1 – Annual Governance Statement 2020/2021 (Unaudited & Audited upon receipt),
  - Section 2 – Accounting Statements 2020/2021 (Unaudited & Audited upon receipt)
  - Analysis of variances
  - Bank Reconciliation to 31 March 2021
  - Notice of the period for the exercise of public rights and other information

**Notice is given that a Meeting of the Parish Council will be held online via Zoom on Tuesday 4<sup>th</sup> May 2021 immediately after the Annual Meeting of the Parish Council.**

## **AGENDA**

### **Ordinary Meeting**

- 21021.** Chairman's welcome
- 21022.** To receive apologies and approve reasons for absence
- 21023.** To receive any declarations of interest
- 21024.** To receive and approve the Minutes of the Parish Council meeting held on 27<sup>th</sup> April 2021
- 21025.** 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]*
- 21026.** To note correspondence received and decide if any action is necessary to include:
- NALC Chief Executive's Bulletins dated 9<sup>th</sup> & 23<sup>rd</sup> April 2021
  - YLCA White Rose Update dated 23<sup>rd</sup> April 2021
  - NALC – Youth Survey request
- 21027.** To consider and confirm any decisions taken using delegated powers
- 21028.** To receive and consider a report from the Ward Councillor and decide on any necessary action
- 21029.** To receive and consider any report from the Police and decide on any necessary action
- 21030.** Financial Matters
- To approve the payments presented for authorisation
  - To note the receipts presented
  - To approve the bank reconciliation
  - To note the statement of reserves
- 21031.** To consider a report of planning applications and questions considered by the Planning Working Group and decide on any further action:
- New applications
    - 21/01007/TPO Crown clean, crown reduce by up to 2.4m, and crown thin by up to 20% 2no. Ash trees protected by Tree Preservation Order no. 25/1986 - 1 Main Street Fulford York YO10 4HJ
    - 21/00915/FUL Single storey rear extension; terrace, pergola and outbuilding to rear garden - 12 Heslington Croft York YO10 4NB
    - Re: 21/00850/FUL - Erection of 1 no. dwelling following demolition of existing outbuilding to rear of 34 Main Street. 34 Main Street Fulford York YO10 4PX
  - Ongoing applications
    - 20/02123/FULM - Erection of 14no. dwellings with associated garages and infrastructure (revised scheme). Germany Beck Site East of Fordlands Road York
    - 20/02029/NONMAT - Non-material amendment to permitted application 12/00384/REMM to alter the road layout, siting, handling and garage arrangements for plots 204 - 263 (Stage 3) Germany Beck Site East of Fordlands Road York - Revised plans
    - 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
    - 19/01969/FULM - Extension to existing York Designer Outlet Centre, relocation of existing Park & Ride facility and outdoor events space, creation of new retail car parking and associated landscaping. York Designer Outlet St Nicholas Avenue York YO19 4TA
    - 21/00737/FULM - Erection of two storey teaching block following partial demolition of Hawking Building and removal of temporary buildings, erection of temporary buildings,

installation of external lift to Bronte Building and the creation of a vehicle access to the southern boundary of the site Fulford School Fulfordgate York YO10 4FY

vi) 21/00199/FUL - Side extension Revised Plans - 30 Cherry Wood Crescent York YO19 4QN

c. Enforcement Action

i) Germany Beck – Breaches of conditions

ii) Fulford Reach Moorings

iii) 34 Eastward Avenue

iv) Land adjacent to 141 Broadway

d. To note the following LPA decided applications

21/00266/FUL Single storey rear extension 67 Heath Moor Drive York YO10 4NQ – Approved

21/00550/TCA Fell 1no. Rowan and 1no. Crab Apple; prune 2no. Rowan trees in a Conservation Area - 20 Fulford Park York YO10 4QE – Approved.

**21032.** To receive and consider an update on matters pertaining to the Germany Beck Liaison Advisory Committee (LAC)

**21033.** To receive and consider any update on the Local Plan Examination (Phase 1) and decide on any necessary action.

**21034.** To receive and consider a report from the Cemetery working group and decide on any necessary action to include:

a. Review of the Covid-19 practices and restrictions

b. To note a report of a break in and trespass at the Cemetery grounds

**21035.** To receive and consider a report from the Open Spaces working group and decide on any necessary action to include:

a. Consideration of potential donation to the small scheme around the Pavilion

b. Update on the Parish Field

c. Consideration of Allotments matters to include:

i) Retrospective shed applications consideration

ii) Consideration of any quotes received for a replacement gate

d. Consideration of any update on the Village Green maintenance

e. Consideration of any update on play equipment repairs and installation

f. Consideration of any update on the Naburn Bus Shelter

g. Consideration of any quotes received for repair or replacement of the Noticeboard on Main Street

h. Consideration of any update on quotes received for the Fulford Signs

**21036.** To receive and consider a report from the Social Hall working group and decide on any necessary action to include:

a. Consideration of any changes to current Covid-19 practices and restrictions

b. Consideration of any property maintenance matters

**21037.** To receive and consider any update from the Fulford Climate and Ecological Emergency Working Group to include consideration of a proposed format to commence an action group.

**21038.** To consider any updates or information resulting from recent training webinars and decide on any necessary action

**21039.** To consider procedural arrangements for meetings in the event that the facility to hold remote meetings is not renewed after 6<sup>th</sup> May 2021

**21040.** *To consider exclusion of the press and public from the discussion of any aspect of item 21041 by virtue of s.1(2) of the Public Bodies (Admission to Meetings) Act 1960.*

**21041.** To receive and consider reports from the HR panel and Clerk and decide on any necessary action

**21042.** To consider and propose any items for inclusion on the agenda for the next meeting

**21043.** Confirm date and time of next meeting.