



Fulford

Parish Council

The Cemetery Lodge
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**Notice is given that the Annual Meeting of Fulford Parish Council
will be held at 19:00 on Tuesday 10th May 2022
in The Old Library, Fulford Social Hall, School Lane, Fulford, York.**

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

ANNUAL MEETING AGENDA

- 22001.** Chairman's welcome
- 22002.** 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
- 22003.** To receive apologies and approve reasons for absence
- 22004.** To accept nominations and elect the Vice-Chairman for the forthcoming year
- 22005.** To receive any declarations of interest
- 22006.** To confirm the terms of reference for Committees and Working Groups
- 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):
 - 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 & Ecological Emergency working group
 - i. Publicity Officer (if appropriate)
 - j. Health & Safety responsibility
 - k. HR Panel
 - l. Residents' Committee representatives
- 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.
- 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
 - b. To appoint the Internal Auditor for 2022/2023 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 2022
 - e. To review updates to Financial Regulations dated 4 May 2021 and consider their adoption

- f. To note the Asset Register dated 31 March 2022
 - g. To confirm appointment of 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.
 - i. To review and affirm acceptance of the Local Government Association Councillor Code of Conduct
 - j. To note the Bank Reconciliation for 2021/2022
 - k. To note the Statement of the PWLB at 31.03.2022
 - l. To note the Clerk's report to include 2021/2022 Budget v Year End Accounts Statement
 - m. To consider and agree continuation of 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
- 22010.** To consider and adopt the reviewed Health & Safety Policy
- 22011.** To resolve to renew 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.
- 22013.** 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:

21 June 2022	26 July 2022	13 September 2022
11 October 2022	8 November 2022	13 December 2022
10 January 2023	7 February 2023	14 March 2023
11 April 2023	8 May 2023	13 June 2023

- 22015.** To consider the Annual Governance Statement for 2021/2022 for submission to Internal Auditor
- 22016.** To consider the Accounting Statements for 2021/22 for submission to Internal Auditor.+
- 22017.** Close the Annual Meeting.













Notice is given that a Meeting of the Parish Council will be held on Tuesday 10th May 2022 immediately after the Annual Meeting of the Parish Council in the Old Library, Fulford Social Hall, School Lane, Fulford, York.






ORDINARY MEETING AGENDA




















- 22018.** Chairman's welcome
- 22019.** To receive apologies and approve reasons for absence
- 22020.** To receive any declarations of interest
- 22021.** To receive and approve the Minutes of the Parish Council meeting held on 8 March 2022
- 22022.** To consider any applications for co-option to the Parish Council
- 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]
- 22024.** To note correspondence received at Appendix 1 and decide if any action is necessary
- 22025.** To consider and confirm any decisions taken using delegated powers listed at Appendix 2
- 22026.** To receive and consider a report from the Ward Councillor and decide on any necessary action
- 22027.** To receive and consider any report from the Police and decide on any necessary action
- 22028.** 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
- 22029.** To note the report from the Internal Auditor dated 9 March 2022
- 22030.** To consider a report of planning applications and questions considered by the Planning Working Group and decide on any further action:
- New applications
 - 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
 - Ongoing applications
 - 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
 - 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
 - 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
- 22031.** To receive and consider an update on matters pertaining to the Germany Beck Liaison Advisory Committee (LAC)
- 22032.** To receive and consider any update on the Local Plan Examination (Phase 1) and decide on any necessary action.
- 22033.** To receive and consider a report from the Cemetery working group and decide on any necessary action
- 22034.** To receive and consider a report from the Open Spaces working group and decide on any necessary action to include:
- Allotments matters

- i) Vehicular gate update
 - ii) Hawthorn Hedge
 - iii) Overgrown allotment at tenancy changeover
- b. Fordlands Road
- c. Parish Field School Lane - Drainage and overall scheme update
 - i) Update on large project
 - ii) Update on Pavilion project
 - iii) Surfaces
- d. Play Equipment to include consideration of quarterly inspection quotations
- e. Village Green
 - i) To consider instructions for legal advice in relation to the St Nicks and EA Green Corridors Project
 - ii) Bramble removal and holes in ground near the picnic benches
 - iii) Metal gate
 - iv) Moorings meeting
- f. Naburn Lane Bus Shelter
- g. Recreational areas replacement signs update
- 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
- 22003.** To receive and consider any update from the Fulford Climate and Ecological Emergency Working Group.
- 22004.** To consider adoption of the draft Sustainable Procurement Practices Policy
- 22005.** To consider any update on the new website to include consideration of a revised accessibility statement.
- 22006.** To consider approval of the newsletter draft for publication
- 22007.** To consider school tennis court availability for community and decide on any necessary action
- 22008.** To consider any updates or information resulting from recent training webinars and decide on any necessary action
- 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.*
- 22010.** To receive and consider reports from the HR panel and decide on any necessary action
- 22011.** To consider and propose any items for inclusion on the agenda for the next meeting
- 22012.** Confirm date and time of next meeting

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

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.