

# Fulford Parish Council

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

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**Notice is given that the Meeting of the Parish Council due to be held at 19:30 on Tuesday 13<sup>th</sup> April 2021 was rescheduled due to the period of mourning following the death of HRH Prince Philip, Duke of Edinburgh and the requirements of the Local Government Act 1972 in the convening of lawful meetings and will be held online via Zoom to 19:30 on Tuesday 27<sup>th</sup> April 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/87627350340>

Meeting ID: 876 2735 0340

One tap mobile

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Meeting ID: 876 2735 0340

Find your local number: <https://us02web.zoom.us/u/kAff914iy>

Members of the public and press in attendance may address members of the Council during the Parishioners' Questions Item of the 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

**20307.** Chairman's welcome

**20308.** To receive apologies and approve reasons for absence

**20309.** To receive any declarations of interest

**20310.** To receive and approve the Minutes of the Parish Council meeting held on 9<sup>th</sup> March 2021

**20311.** 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]*

**20312.** To note correspondence received and decide if any action is necessary to include:

- a. Email Environment Agency March 2021 Newsletter
- b. NALC Chief Executive Bulletins dated 5<sup>th</sup> March, 19<sup>th</sup> March, 1<sup>st</sup> April and 16<sup>th</sup> April
- c. NYPF - Exit Cap Information LGA Employer Note Update 20210322
- d. Email Query re historic EA notice
- e. Resident Email re 21\_00391\_FUL 4 The Old Orchard
- f. Email re Tansy Beetles
- g. Tennis Club Errands Requests (defer to Item 20321.g)
- h. Tennis Club Information document and statistics
- i. YLCA - AGAR Guidance
- j. YLCA - Future of Remote Meetings and Annual Meetings in May 2021
- k. YLCA White Rose Updates dated 5<sup>th</sup> March, 19<sup>th</sup> March and 1<sup>st</sup> April

- l. YLCA - YLCA Remote Conference
  - m. Resident email re proposed sports activities on the Parish Field
  - n. Resident Email re School Lane Playing Field gate and dogs.
  - o. Wildlife Gardening on Allotments Email
  - p. GoodGym York Email
  - q. Email relating to Sandra Hutton Memorial Plaque and Tree
  - r. Email relating to the HMO application 21/00391/FUL at 4 The Old Orchard
- 20313.** To consider and confirm the following decisions made under the powers authorised under Item 19234 of the Extra-Ordinary Parish Council meeting on 21<sup>st</sup> March 2020
- a. Under the Delegated Powers authorised under Item 19234 of the Extra-Ordinary parish Council meeting on 21st March 2020, it is resolved to carry out options for virement and earmarked funds as drafted, circulated and amended.
  - b. Under the Delegated Powers authorised under Item 19234 of the Extra-Ordinary parish Council meeting on 21st March 2020, it is resolved to return the sum of £6696 to City of York Council in respect of unrequired Lockdown Grants Received
  - c. The following decisions on items included on the agenda for the postponed meeting of 13<sup>th</sup> April 2021:

<b>1. Agenda Item 20317. To consider moving the date of the Annual Meeting forward from the 11th May to 4th May to enable it to be held within the current legislation relating to remote meetings.</b>	
Under the Delegated Powers authorised under Item 19234 of the Extra-Ordinary Parish Council meeting on 21st March 2020 it is resolved to move the date of the Annual Meeting of the Parish Council from 11 <sup>th</sup> May to the 4 <sup>th</sup> May together with the Ordinary May Meeting of the Parish Council.	
<b>2. Agenda Item 20308. To consider a report of planning applications and questions considered by the Planning Working Group and decide on any further action:</b>	
<b>a. New applications</b>	
<b>i. 21/00653/FUL - Single storey side extension. 23 Low Moor Avenue York YO10 4NH</b>	Under the Delegated Powers authorised under Item 19234 of the Extra-Ordinary Parish Council meeting on 21st March 2020 it is resolved to make the following objection comments: <ul style="list-style-type: none"> <li>• The large triangular footprint and flat roof design will appear as an incongruous side addition to the building that will harm the streetscene;</li> <li>• An extension to the rear of the house would be less visible and would enable the garage and driveway to be retained</li> </ul>
<b>ii. 21/00313/FUL - Change of use from hotel (use class C1) to single dwelling (use class C3). Adams House Hotel 5 Main Street Fulford York YO10 4HJ</b>	Under the Delegated Powers authorised under Item 19234 of the Extra-Ordinary Parish Council meeting on 21st March 2020 no objections were resolved.
<b>iii. 21/00550/TCA - Fell 1no. Rowan and 1no. Crab Apple; prune 2no. Rowan trees in a Conservation Area   20 Fulford Park York YO10 4QE</b>	Under the Delegated Powers authorised under Item 19234 of the Extra-Ordinary Parish Council meeting on 21st March 2020 no objections were resolved.
<b>iv. 21/00391/FUL - Change of use from single dwelling (use class C3) to flexible use as House in Multiple Occupation (use class C4) or single</b>	Under the Delegated Powers authorised under Item 19234 of the Extra-Ordinary Parish Council meeting on 21st March 2020 it is resolved to object as follows: The Old Orchard is a small cul-de-sac with mostly elderly residents;

<p><b>dwelling. 4 The Old Orchard York YO10 4LT</b></p>	<ul style="list-style-type: none"> <li>• The introduction of a single HMO represents a relatively large percentage of the cul-de-sac;</li> <li>• In addition, there is an existing HMO immediately opposite the entrance to the Old Orchard, which already causes parking issues in this sensitive environment.</li> <li>• If the application is approved, it would be desirable that it was let to a family rather than individual occupants.</li> </ul>
<p><b>v. 21/00593/FUL - Two storey and single storey rear extensions, including render and replacement black UPVC windows. 4 Selby Road York YO19 4RD</b></p>	<p>Under the Delegated Powers authorised under Item 19234 of the Extra-Ordinary Parish Council meeting on 21st March 2020 it is resolved to make the following objection comments:</p> <ul style="list-style-type: none"> <li>• The extension has a large footprint, which could be deemed excessive for a dwelling currently located in the green belt.</li> <li>• There are concerns that the neighbouring properties (nos 3 and 5) could be affected by loss of light and/or outlook due to the height and bulk of the two-storey element;</li> <li>• A sunlight assessment would be helpful to assess any loss of light to the neighbouring dwellings;</li> <li>• The impact could be reduced by replacing the gable of the roof with a hipped roof.</li> </ul>
<p><b>vi. 21/00495/FUL - Variation of condition 2 of permitted application 18/02129/FUL to alter site layout, including removal of area of open space, extension of domestic gardens and provision of 1.5m high fence/hedge. Land Adjacent To 141 Broadway York</b></p>	<p>Under the Delegated Powers authorised under Item 19234 of the Extra-Ordinary Parish Council meeting on 21st March 2020 it is resolved to submit the letter of objection comments drafted and circulated by the Planning working group and ask the Ward Councillor to call in the application should the case officer be minded to approve it.</p>
<p><b>vii. 21/00735/CPD - Dormer to rear and 2no. rooflights to front. 58 Cherry Wood Crescent York YO19 4QN</b></p>	<p>Under the Delegated Powers authorised under Item 19234 of the Extra-Ordinary Parish Council meeting on 21st March 2020 it is resolved to comment that the rear dormer appears to be excessively large for a small semi-detached bungalow contrary to guidance in the Council's SPD. This could affect the amenity of the neighbours' gardens and result in a loss of privacy.</p>
<p><b>3. Agenda Item 20309. To receive and consider a report from the Cemetery working group and decide on any necessary action to include:</b></p>	
<p><b>b. Cemetery Truck MOT advisory report consideration</b></p>	<p>Under the Delegated Powers authorised under Item 19234 of the Extra-Ordinary Parish Council meeting on 21st March 2020 it is resolved to instruct the work to address the advisories in accordance with the estimated cost of £450.</p>

<b>c. To consider exclusion of the press and public from the discussion of any aspect of item 20321.d by virtue of s.1(2) of the Public Bodies (Admission to Meetings) Act 1960.</b>	Under the Delegated Powers authorised under Item 19234 of the Extra-Ordinary Parish Council meeting on 21st March 2020 it is resolved to the press and public from the discussion of any aspect of item 20321.d by virtue of s.1(2) of the Public Bodies (Admission to Meetings) Act 1960.
<b>d. To consider information received relating to a grave space in Plot 45 and decide on any necessary action.</b>	Under the Delegated Powers authorised under Item 19234 of the Extra-Ordinary Parish Council meeting on 21st March 2020 it is resolved to take the confidential recommended course of action.
<b>4. Agenda Item 20322. To receive and consider a report from the Open Spaces working group and decide on any necessary action to include:</b>	
<b>iv) Request from tenant for non-permanent paving slabs</b>	Under the Delegated Powers authorised under Item 19234 of the Extra-Ordinary Parish Council meeting on 21st March 2020 it is resolved to approve the request on condition the slabs are removed when the tenant gives up the plot.
<b>5. Agenda Item 20328. To consider a request from St Oswald's School for a donation towards restoration of the foundation stones and creation of a bench to commemorate the 250th Anniversary of the school.</b>	
Under the Delegated Powers authorised under Item 19234 of the Extra-Ordinary Parish Council meeting on 21st March 2020 and on the basis that the project meets Criteria 7 of benefit to the wider community within the Grant Awarding Policy and Procedure, it is resolved to agree a donation of £250 from the Community Grants 2021/2022 Budget towards the restoration of the foundation stones and creation of a bench to commemorate the 250th Anniversary of the school.	

- d. Under the Delegated Powers authorised under Item 19234 of the Extra-Ordinary parish Council meeting on 21st March 2020, it is resolved to remove the comments submitted by the Parish Council in response to planning application 21/00391/FUL - Change of use from single dwelling (use class C3) to flexible use as House in Multiple Occupation (use class C4) or single dwelling. 4 The Old Orchard York YO10 4LT pending consideration at the next meeting.
- 20314.** To receive and consider a report from the Ward Councillor and decide on any necessary action
- 20315.** To receive and consider any report from the Police and decide on any necessary action
- 20316.** Financial Matters
- a. To approve the payments presented for authorisation
  - b. To note the receipts presented
  - c. To note the year end accounts for 2020/2021
  - d. To approve the bank reconciliation
  - e. To note the statement of reserves
  - f. To consider updating the Financial Regulations to permit issue of a pre-paid debit card to the Cemetery Superintendent to replace the use of petty cash.
- 20317.** 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) 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
  - b. Ongoing applications
    - i) 20/02123/FULM - Erection of 14no. dwellings with associated garages and infrastructure (revised scheme). Germany Beck Site East of Fordlands Road York

- ii) 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
- iii) 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
- iv) 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
- 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.
- 20318.** To receive and consider an update on matters pertaining to the Germany Beck Liaison Advisory Committee (LAC) to include
  - a. To note the draft minutes of the meeting held on 11<sup>th</sup> March 2021
  - b. Consideration of agenda items for the next meeting on 20<sup>th</sup> May 2021
- 20319.** To receive and consider any update on the Local Plan Examination (Phase 1) and decide on any necessary action.
- 20320.** 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. Cemetery Truck MOT advisory report consideration
  - c. To consider an updated quotation from Scribe for their new online Cemetery records and mapping to be combined with the Accounts software.
- 20321.** To receive and consider a report from the Open Spaces working group and decide on any necessary action to include:
  - a. Outstanding issues
  - b. Update on the Parish Field to include:
    - i) Report of discussions with Paul Forrest, Project Officer
    - ii) Consideration of a proposed STRi survey and drainage scheme
    - iii) Small Scheme Around Pavilion
  - c. Consideration of Allotments matters to include:
    - i) Report of tenancy breaches
    - ii) Request from tenant for a shed
    - iii) Email from tenant re security
    - iv) Review of guidelines for poultry, sheds, greenhouses and polytunnels
    - v) To note relinquished and re-let plot
  - d. Consideration of any update on the Village Green maintenance to include:
    - i) Holes near benches
    - ii) Signage
    - iii) Grass cutting
    - iv) Tansy Beetles
  - e. Consideration of any update on play equipment repairs and installation to include consideration of quote from Playscheme
  - f. Consideration of any update on the Naburn Bus Shelter
  - g. Graffiti at the Tennis Club pavilion (deferred from Item 20312.g)
  - h. Noticeboard maintenance
  - i. Consideration of any quotations to repaint/repair Fulford signs and sources of funding to enable their repainting/repair.

- j. Consideration of reports of wood blocking the footpath on Fulford Ings
- k. Consideration of a bench location complaint at Fordlands Road, raised with CoYC
- 20322.** 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
  - c. Consideration of a quotation for window cleaning from Smart Cleaning
  - d. Consideration of a quotation for bookings software from Scribe to combine with the Accounts software
  - e. Consideration of Aikido group resumption of booking
- 20323.** To receive and consider any update from the Fulford Climate and Ecological Emergency Working Group
- 20324.** To consider any updates or information resulting from recent training webinars and decide on any necessary action
- 20325.** *To consider exclusion of the press and public from the discussion of any aspect of item 20326 by virtue of s.1(2) of the Public Bodies (Admission to Meetings) Act 1960.*
- 20326.** To receive and consider reports from the HR panel and Clerk and decide on any necessary action
- 20327.** To consider and propose any items for inclusion on the agenda for the next meeting
- 20328.** Confirm date and time of next meeting.

## Appendix 1 - Payments for Authorisation

Cheque/online Payment No.	Description	Supplier	VAT Type	Net	VAT	TOTAL
P2022-0008 DD	Business Rates Monthly Payment	City of York Council	E	802.00	0.00	802.00
P2022-0003 DD	Property Management Fee	Martin & Co	S	63.00	12.60	99.60
P2022-0003 DD	Cemetery Lodge Apartment Rent Guarantee Fee	Martin & Co	E	24.00	0.00	24.00
P2022-0005 DD	Cemetery Vehicles Fuel Charges	Fuel Genie	S	102.98	20.59	123.57
P2022-0010 DD	Cemetery Vehicle RoadTax	DVLA	E	275.00	0.00	275.00
P2022-0002 BP	MOT + Parts - Cemetery Truck	Bryn Craven	E	55.00	0.00	55.00
P2022-0007 DD	Electricity Charges	British Gas	L	37.78	1.88	39.66
P2022-0001 BP	Annual Subscription Fee	Yorkshire Local Councils Association	E	366.50	0.00	366.50
P2022-0001 BP	Annual Subscription Fee	Yorkshire Local Councils Association	E	366.50	0.00	366.50
P2022-0011 DBC	Mobile Phone Charges- Clerk	GiffGaff Ltd	S	5.00	1.00	6.00
P2022-0006 DD	Electricity Charges	British Gas	L	31.59	1.57	33.16
P2022-0004 BP	Bi- Annual Inspection of Fire Precautions	Advance Fire Services	S	49.50	9.90	59.40
P2022-0009 BP	Reimburse excess Lockdown Grant for Social Hall	City of York Council	E	6696.14	0	6696.14
P2022-0012 BP	Replacement Flourescent Tubes - Social Hall	Advance Fire Services	S	29.00	5.80	34.80
P2022-0013 DBC	Monthly Subscription Payment	HP Instant Ink	S	8.32	1.67	9.99
				<b>8,912.31</b>	<b>55.01</b>	<b>8,991.32</b>

## Payments Authorised for Online Payment

Cheque/Online Payment No	Description	Supplier	VAT Type	Net	VAT	Total
P2021-0355 DD	Chip & PIN Machine Service Charges & Fees	Fiserv (First Data)	S	17.11	3.42	20.53
P2021-0359 DD	Cemetery Vehicles Fuel Charges	Fuel Genie	S	131.30	26.26	157.56
P2021-0356 DD	Electricity Charges	British Gas	L	48.16	2.40	50.56
P2021-0357 DD	Electricity Charges	British Gas	L	57.52	2.87	60.39
P2021-0360 DD	Gas Charges	CNG Energy Ltd	L	90.60	4.53	95.13
P2021-0364 BP	JCB Fuel System Inspection, Repairs & Renewals	J.G. Exton JCB Repairs, Sales & Servicing	S	324.00	64.80	388.80
P2021-0365 BP	Rabbit Control Service 01.03.21-31.08.21 Fordlands Road Playing Field	MJ Backhouse Environmental Services	S	264.49	52.90	317.39
P2021-0366 BP	Stamps, Stationery & Cleaning Supplies	Viking	S	29.03	5.80	34.83
P2021-0366 BP	Stamps, Stationery & Cleaning Supplies	Viking	S	29.98	6.00	35.98
P2021-0366 BP	Stamps, Stationery & Cleaning Supplies	Viking	S	13.99	2.80	16.79
P2021-0367 BP	Cemetery Vehicles Fuel Charges	Stuart McCabe	S	74.98	15.00	89.98
P2021-0366 BP	Stamps, Stationery & Cleaning Supplies	Viking	E	66.00	0.00	66.00
P2021-0368 BP	Grave/Plot Repurchase Fee	Mrs Janice M Miller	E	546.30	0.00	546.30
E2021-0094 BP	Net Salaries	All Staff	X	8,724.26	0.00	8,724.26
E2021-0097 BP	CAPS Payment	Centralised Attachment of Earnings Order Syst	X	100.00	0.00	100.00
E2021-0101 BP	Monthly HMRC Payment	HM Revenue & Customs	X	2,442.84	0.00	2,442.84
P2021-0363 BP	Home Working Allowance Payment (3 months)	Clerk	X	78.00	0.00	78.00
E2021-0102 BP	Monthly NYPF Payment	North Yorkshire Pension Fund	E	3,104.54	0.00	3,104.54
P2021-0370 DBC	Mobile Phone Charges- Clerk	GiffGaff Ltd	S	5.00	1.00	6.00
P2021-0369 DBC	Monthly Subscription Payment	HP Instant Ink	S	8.32	1.67	9.99
P2021-0372 DBC	Graffiti Cleaning Kit	Spaldings.co.uk	S	68.20	13.64	81.84
P2021-0371 DBC	Monthly Subscription Payment	Expend Limited	S	6.99	1.40	8.39
			<b>Total</b>	<b>16,231.61</b>	<b>204.49</b>	<b>16,436.10</b>

## Appendix 2 – Receipts

### Fulford Parish Council

#### Summary of Receipts

##### CEM1 Cemetery Income

Code Title	Receipts
6001 CEM1 Cemetery Fees - Burial Rights Purchases	5,246.00
6002 CEM1 Cemetery Fees - Interments	11,667.00
6003 CEM1 Cemetery Fees - Memorial Seats Installation	
6004 CEM1 Cemetery Fees - Other	
6005 CEM1 Cemetery Fees - Grave Maintenance (Upkeeps)	647.50
6006 CEM1 Cemetery Fees - Memorials	3,542.00
6007 CEM1 Cemetery - CoYC Grants (Non-Ward)	
6008 CEM1 Cemetery - CoYC Ward Grants	
6009 CEM1 Cemetery - Donations	
6010 CEM1 Cemetery - Interest on Capital	0.17
6011 CEM1 Cemetery - Military Grave Maintenance (CWGC)	3,840.00
6012 CEM1 Cemetery - Other Income	
6013 CEM1 Cemetery - PWLB Loan Repayments from CoYC	
<b>SUB TOTAL</b>	<b>24,942.67</b>
<b>Summary</b>	
<b>NET TOTAL</b>	<b>24,942.67</b>
<b>V.A.T.</b>	<b>904.50</b>
<b>GROSS TOTAL</b>	<b>25,847.17</b>

##### PC1 Parish Council Income

Code Title	Receipts
1001 PC1 CoYC Annual Cemetery Agreement Contribution	
1002 PC1 CoYC CTB Support Grant	
1003 PC1 CoYC Double Taxation	
1004 PC1 CoYC Precept	
1005 PC1 CoYC s.106 Income	
1006 PC1 Fundraising Projects	
1007 PC1 Grants - CoYC (Excl. Ward & CTB)	
1008 PC1 Grants - Other	2,096.00
1009 PC1 Grants - Ward Grants	
1010 PC1 Other Income - Interest on Capital	
1011 PC1 Other Income - Northern Electric Wayleave	
1012 PC1 Other Income - Sundry Receipts	
1013 PC1 Rents - Air Rifle Club	
1014 PC1 Rents - Allotments	330.00
1015 PC1 Rents - Playing Field	
1016 PC1 Rents - Social Hall	367.50
<b>SUB TOTAL</b>	<b>2,793.50</b>
<b>Summary</b>	
<b>NET TOTAL</b>	<b>2,793.50</b>
<b>V.A.T.</b>	<b>0.00</b>
<b>GROSS TOTAL</b>	<b>2,793.50</b>