

# Fulford Parish Council

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

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## Minutes of the Meeting of the Parish Council held online by Zoom at 19:30 on Tuesday 9<sup>th</sup> March 2021

**Present:** Cllr. Urmston (Chairman), Cllr. Aspden (Vice-Chairman), Cllr. Clare, Cllr. de Vries, Cllr. Hughes, Cllr. Koprowska, Cllr. Walker and the Clerk.

### **20283. Chairman's welcome**

The Chairman welcomed all present to the meeting.

### **20284. To receive apologies and approve reasons for absence**

Apologies were received and reasons for absence were approved from Cllr. Russell.

### **20285. To receive any declarations of interest**

Cllr. de Vries declared an interest in Item 20295.b.i) for which she has a dispensation. Cllr. Aspden declared an interest in Items 20288.g and 20288.y.

### **20286. To receive and approve the Minutes of the Parish Council meeting held on 9<sup>th</sup> February 2021**

Following consideration, the minutes of the meeting of 9<sup>th</sup> February 2021 were approved as a true record.

### **20287. To receive and consider Parishioners' Questions:**

Cllr. Walker proposed that a letter of thanks be sent to the volunteers who had cleared a significant amount of dog waste bags from the Ings recently. It was resolved that the Clerk would send an email of thanks for the community spirit and effort involved.

It was noted that there had been some remarks on a Facebook page in connection with the new fencing at the Village Green. An informative response had been sent as a comment to correct the assumptions made, stating that the fencing has been installed as a means to protect the river bank from further erosion and to protect the Tansy plants and beetles. It was agreed that the Clerk would email the person who had made the original post to remind them that any concerns on Parish Council matters should be directed to the Clerk so that they can be addressed/responded to by the Parish Council as social media is not often monitored and therefore concerns raised in that manner may easily be missed.

### **20288. To note correspondence received and decide on any necessary action to include:**

#### **a. Email re Calor Gas Rural Community Fund**

It was noted that the fund opens for applications from 10<sup>th</sup> March and supports crowd-funded projects by raising awareness.

#### **b. Email from Came & Co – Unoccupied premises**

Items 20288.b and c were noted.

#### **c. Census - Newsletter March 2021**

#### **d. Email re Census Support in York from Explore Libraries**

It was noted that the Clerk had added the information to the website and Facebook.

#### **e. Email re Poppy Appeal Organiser Fulford**

The Clerk had acknowledged receipt of the email and it was agreed to add the appeal to the website.

#### **f. Email from Fulford Community Sports Clubs Email 20210220**

The email was noted and discussion was deferred to Item 20299.b.

#### **g. Email from Ian Floyd - Local Government Reorganisation**

It was noted that a letter setting out the Parish Council's position on Local Government Reorganisation had been sent to the Minister for Regional Growth and Local Government in November 2020 and it was resolved to send a duplicate letter in response to the consultation.

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Chairman's Initials

**h. Email from Leaders of District Councils letter to City of York Parish and town councils February 2021**  
It was agreed that no action was necessary.

**i. Email re Leeds East Airspace Change Consultation and Document**  
Following consideration, it was agreed that no response was necessary.

**j. Email from North Yorkshire Police - Commissioner's Public Accountability Meeting.**  
Noted.

**k. Emails from NALC - Chief Executive's Bulletins 20200212, 20210222, 2021025**  
The Bulletins were noted. Following consideration of the guidance with regard to the possibility of a return to face-face meetings, it was resolved to hold the Annual Parish Meeting at 7pm on 13<sup>th</sup> April and to defer any decision to bring forward the date of the Annual Parish Council Meeting to the next meeting.

**l. Email from NALC – Newsletter 20210223**  
Items 20288.l-q were all noted.

**m. Email from NALC - Star Council Awards 2021**

**n. Email from NYPF - Climate Change Statement**

**o. Email from NYPF - Exit Cap Information - LGA employer notes updated again**

**p. Email from NYPF - Government scraps the £95k exit payment cap**

**q. Email from NYPF - HM Treasury Consultation on Increasing the Minimum Pension Age**

**r. Email from PCSO - Cemetery patrol email**

It was noted that the PCSO had passed on concerns over lockdown breaches/lack of social distancing by visitors to the Cemetery to the wider team so that they could plan patrols accordingly.

**s. Resident Email - A64 impact of road noise & car emissions to Cherry Wood Crescent & Fordlands Rd.**

The correspondence was noted and it was agreed to confirm that the Ward Councillor had sent the information to the Highways Agency and CoYC Highways and that the Parish Council would do the same and let the resident know.

**t. Resident Email - Logs blocking public right of way**

The logs had been reported to the PROW and they had confirmed the logs would be cleared.

**u. Resident Email - School Lane Hedge Damage**

It was noted that the reported hole in the hedge had been repaired with a substantial sapling and the new footpath had been opened. It was agreed that the prospect of additional hedging in other gaps would be proposed at the next meeting of the LAC with Persimmon Homes.

**v. Email from St Leonard's Hospice – Plant Sale**

The correspondence was noted and it was agreed that the information could be passed on to allotment holders.

**w. Email from The Retreat Update letter and Website intro**

Noted.

**x. Email from Utility Aid - Renewal of Letter of Authority - Nominated Energy Consultant**

Following consideration, it was agreed to renew the letter of authority but ensure that ecological credentials are considered before future energy contracts are instructed.

**y. Email from YLCA - Local Government Reorganisation in North Yorkshire Consultation**

As above at Items 20288.g 20288.h

**z. Email from YLCA - Remote Conference 21 & 22 April 2021**

Items 20288 z-bb were noted.

**aa. Email from YLCA Training Bulletin 20210226**

**bb. YLCA White Rose Updates 20210205 & 20210222**

**20289. To consider and confirm any decisions made under the powers authorised under Item 19234 of the Extra-Ordinary Parish Council meeting on 21<sup>st</sup> March 2020**

No decisions had been made using delegated powers.

**20290. To receive and consider a report from the Ward Councillor and decide on any necessary action**

Cllr. Aspden reported that the Ward Team had met on 8<sup>th</sup> March and two ward grant applications had been agreed which would provide funding for a new sign at Glen Close and a contribution of £3,800 towards the School Lane Playing Field improvements.

Cllr. Aspden further reported that he would send the Clerk information on the Right to Regenerate for circulation.

**20291. To receive and consider any report from the Police and decide on any necessary action**

It was noted that the Clerk had requested the Fulford reports and would forward them once they were available.

**20292. Financial Matters**

**a. To approve the payments presented for authorisation**

The following payments were authorised together with the sum of £120 + VAT to HAGS SMP for the playground inspections and £5 + VAT to GiffGaff for the Clerk's phone. It was also agreed that as the broadband contract at the social hall had not yet been cancelled, it should continue now that the hall would be in use again shortly.

Code	Date	Cheque No	Description	Supplier	Net	VAT	Total
CEM8 Net Salaries	28/02/2021	E2021-0085 BP	Net Salaries	Staff	8,516.41	0.00	8,516.41
CEM8 CAPS Payments (Attachment of Earnings)	10/03/2021	E2021-0088 BP	CAPS Payment	Centralised Attachment of Earnings Order System	100.00	0.00	100.00
CEM8 HMRC Monthly Payment	10/03/2021	E2021-0092 BP	Monthly HMRC Payment	HM Revenue & Customs	2,365.63	0.00	2,365.63
CEM8 NYPF Pension Payments	10/03/2021	E2021-0093 BP	Monthly NYPF Payment	North Yorkshire Pension Fund	3,056.04	0.00	3,056.04
CEM8 Chip & PIN Machine Fees & Charges	12/02/2021	P2021-0344 DD	Chip & PIN Machine Service Charges & Fees	Fiserv (First Data)	38.63	7.73	46.36
CEM8 Gas	22/02/2021	P2021-0345 DD	Gas Charges	CNG Energy Ltd	113.60	5.68	119.28
CEM8 Telephone/Broadband	01/03/2021	P2021-0342 DD	Broadband and Phone Payment	Plusnet	60.90	12.18	73.08
PC3 IT - Equipment & Software Purchases	12/02/2021	P2021-0340 DBC	Laptop Stand	Amazon	9.99	2.00	11.99
PC3 Stationery & Ink	12/02/2021	P2021-0340 DBC	Document Holder	Amazon	8.38	1.68	10.06
PC3 Stationery & Ink	13/02/2021	P2021-0338 DBC	Monthly Payment	HP Instant Ink	13.74	2.75	16.49
PC8 SH - Broadband	23/02/2021	P2021-0341 DD	Broadband and Phone Payment	Plusnet	23.50	4.70	28.20
PC8 SH - Repairs/Maintenance Contingency	10/03/2021	P2021-0348 BP	Boiler Repairs	Nortons Heating	75.00	15.00	90.00
PC5 Village Green - New Equipment/Signs	10/03/2021	P2021-0346 BP	Install Fencing and Wire at Village Green	Sleighthorn Landscapes	690.00	138.00	828.00
PC10 Terancy - Property Maintenance Charges	10/03/2021	P2021-0347 BP	Damp Proofing and Repairs Understairs Storage Area	CFT Property Maintenance	1,765.00	353.00	2,118.00
<b>TOTAL</b>					<b>16,836.82</b>	<b>542.72</b>	<b>17,379.54</b>

**b. To note the receipts presented**

The following receipts were noted.

Code	Date	Description	Total
PC1 CoYC Double Taxation	12/02/2021	Double Taxation	14,988.29
PC1 Grants - CoYC (Excl. Ward & CTB)	09/02/2021	Small Business Grant - Covid19	7,335.00
PC1 Rents - Allotments	11/02/2021	Allotment Rent 2020/2021	30.00
PC1 Rents - Allotments	12/02/2021	Allotment Rent 2020/2021	30.00
PC1 Rents - Allotments	12/02/2021	Allotment Rent 2020/2021	30.00
PC1 Rents - Allotments	15/02/2021	Allotment Rent 2020/2021	40.00
PC1 Rents - Playing Field	15/02/2021	Annual Rent	150.00
PC1 Rents - Playing Field	24/02/2021	Annual Rent	75.00
PC1 Rents - Playing Field	28/02/2021	Annual Rent	1.00
PC1 Rents - Air Rifle Club	18/02/2021	Annual Rent	50.00
CEM1 Cemetery Fees - Interments	17/02/2021	Child - CFF Fund	382.00
CEM1 Cemetery Fees - Interments	15/02/2021	Ashes	299.00
CEM1 Cemetery Fees - Interments	19/02/2021	RO1	959.00
CEM1 Cemetery Fees - Interments	20/02/2021	Double	1,050.00
CEM1 Cemetery Fees - Interments	25/02/2021	RO1	959.00
CEM1 Cemetery Fees - Interments	25/02/2021	Ashes	340.00
CEM1 Cemetery Fees - Interments	25/02/2021	RO1	959.00
CEM1 Cemetery Fees - Interments	26/02/2021	Ashes	299.00
CEM1 Cemetery Fees - Memorials	23/02/2021	Memorial	150.00
CEM1 Cemetery Fees - Memorials	23/02/2021	Headstone Inscription	94.00
CEM1 Cemetery Fees - Memorials	11/02/2021	Headstone Inscription	94.00
CEM1 Cemetery Fees - Memorials	12/02/2021	Memorial	150.00
CEM1 Cemetery Fees - Memorials	15/02/2021	Memorial	150.00
CEM1 Cemetery Fees - Burial Rights Purchases	20/02/2021	Double	712.00
CEM1 Cemetery Fees - Burial Rights Purchases	17/02/2021	Child - CFF Fund	299.00
CEM1 Cemetery Fees - Burial Rights Purchases	26/02/2021	Ashes	299.00
<b>TOTAL</b>			<b>29,924.29</b>

**c. To note the budget year to date figures**

The budget year to date figures were noted.

**d. To consider options for virement and items to be earmarked for 2021/2022**

It was resolved to consider options for virement and items to be earmarked to 2021/2022 projects by email using the delegated powers before the end of the financial year.

**e. To approve the bank reconciliation**

The bank reconciliation to 28 February 201 was noted.

**20293. To consider moving the date of the Annual Meeting forward from the 11<sup>th</sup> May to 4<sup>th</sup> May to enable it to be held within the current legislation relating to remote meetings.**

It was noted that there had been no news on whether the facility to hold remote meetings would be extended beyond the 6<sup>th</sup> May and both NALC and YLCA had advised to prepare for the resumption of face-to-face meetings. It was agreed to defer any decision to bring forward the Annual Meeting until the next meeting.

**20294. To consider a date for an Annual Parish Meeting before the 7<sup>th</sup> May 2021.**

Following consideration, it was resolved to hold the Annual Parish Meeting online by Zoom at 7pm on Tuesday 13<sup>th</sup> April 2021.

**20295. 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) 21/00512/TCA - Crown reduce height of 1no. Conifer tree by 1.5m; trim Conifers - tree works in a Conservation Area. 3 Fulford Park York YO10 4QE**

No objections.

- ii) 21/00451/TCA - Various tree works including the felling of 1no. Cherry and 1no. Crab apple in a Conservation Area. 1 John Hunt Memorial Homes Fulford Road York YO10 4PG**

No objections.

- iii) 21/00199/FUL - Single storey side extension. 30 Cherry Wood Crescent York YO19 4QN**

No objections.

- iv) 21/00266/FUL - Single storey rear extension. 67 Heath Moor Drive York YO10 4NQ**

No objections.

**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**

No update.

- 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**

It was noted that the central 'greenway' as measured on the submitted layout plans was only 26-27m wide rather than the 30m minimum stipulated at outline and reserved matters (and as amended by the non-material approval - 17/02687/NONMAT). Following consideration, it was resolved to query the central greenway at the next meeting of the LAC and bring that response back to the Parish Council for further consideration.

- iii) AOD/19/00403 - Condition 36 (Materials for phase 3) of 01/01315/OUT. Germany Beck Site East of Fordlands Road York**

Approved 1 March 2021.

iv) **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**

No update.

v) **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**

It was noted that Cllrs. Urmston, de Vries and Koprowska had met with the Outlet Manager, Paul Tyler and Matt Joy via Zoom on 11<sup>th</sup> February to receive a general update but revised plans were not tabled.

**c. Enforcement Action**

i) **Germany Beck – Breaches of conditions** – no update.

ii) **Fulford Reach Moorings** – no update.

iii) **34 Eastward Avenue** – no update.

iv) **Land adjacent to 141 Broadway** - An investigation acknowledgement had been received from the planning enforcement officer.

**d. To note the following LPA decided applications**

**21/00048/TPO - Crown reduce Oak by 20% and rebalance - protected by Tree Preservation Order no. 3/1977. Oakwood 12 Fulford Park York YO10 4QE – Approved.**

**AOD/19/00403 - Condition 36 (Materials for phase 3) of 01/01315/OUT. Germany Beck Site East Of Fordlands Road York – Approved.**

**20296. To receive and consider an update on matters pertaining to the Germany Beck Liaison Advisory Committee (LAC) to include**

**a. Consideration of agenda items**

Following consideration, it was agreed to send the following list of items for the agenda for the LAC meeting:

- Central greenway
- Parish Land extension
- Hedge along School Lane
- Germany Beck Representative for the LAC
- Schedule of Regular Meetings in advance – set at this meeting

**20297. To receive and consider the update on the Local Plan Examination (Phase 1) and decide on any necessary action.**

An update was noted but no action was deemed necessary at present.

**20298. 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**

Following consideration, it was agreed the current practices and restrictions would remain in place.

**b. Consideration of items for inclusion on the agenda for the 16<sup>th</sup> March Cemetery Committee meeting.**

It was noted that the agenda would include consideration of Burial Services Fees 2021-2022 and Cemetery Budget 2021-2022. No other agenda items were deemed necessary. Cllr. Aspden gave his apologies for the Cemetery Committee meeting due to prior commitments.

It was noted that rubbish had built up at the back of the Cemetery and it was agreed that the Clerk would ask Cemetery staff to clear it when they have opportunity.

**20299. 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 Village Green fencing and maintenance**

Following consideration, it was agreed to leave the picnic benches and tables in place but to ask Sleightholm to fill in the holes with soil from the Cemetery. It was further agreed to request a quote from Sleightholm for the

removal of brambles to help reinstate the pathway and contact the Tansy Beetle Action Group for tansy plants to be put in the area on the rivers side of the new fence.

It was noted that a local farmer cuts and removes the grass at the Village Green, previously paid for by CoYC. It was agreed that Cllr. Koprowska would contact CoYC to clarify the situation.

Following consideration, it was agreed to request quotes for a new sign at the Village Green.

**b. Consideration of any update on the Parish Field developments**

Following consideration, it was resolved for a working group to set a clear set of aspirations for the parish field based on the plans designed by Cllr. Hughes to be provided to the CoYC officer, together with the background for the project. Cllr. Koprowska agreed to take the lead with the working group.

Pavilion Area Proposals - It was noted that the Sports Clubs have been awarded £4,000 by the Police and Fire Commissioner's Community Fund, the Parish Council had been granted £2,800 from the Ward Committee and Awards for All funding is still to be sought.

Drainage – the Clerk has emailed Sport England and STRI for a further update.

**c. Consideration of any update on play equipment repairs and installation**

It was noted that Cllr. de Vries had submitted a Play Improvement Scheme application for Fordlands Road to CoYC. It was further noted that Cllrs. Koprowska and de Vries had scheduled a pre-start site meeting about the Toddler Multiplay at Fordlands Road with the representative of HAGS for Friday 12<sup>th</sup> March.

It was noted that a replacement sign was necessary for the Adult Fitness Equipment at Fordlands Road but the equipment was originally provided by Ludus who are no longer trading so the wording of the original sign was unknown.

**d. Consideration of any update on grass cutting requirements and 2% increase in fees**

It was noted that a 2% increase on grass cutting services would equate to less than £90 over the year. Following consideration, it was resolved to approve the increase and continue to retain Sleightholm's grass cutting services.

**e. Consideration of any update on the Naburn Bus Shelter**

No update except that the potential for a contribution towards the renovation from the Designer Outlook was mentioned at the recent online meeting with them and the manager agreed to take a look.

**f. Consideration of any quotations to repaint/repair Fulford signs and sources of funding to enable their repainting/repair.**

It was noted that the quote was awaited.

**g. Consideration of a report of allotment tenancy breaches and information provided to new tenants.**

Following consideration of a report of allotment tenancy breaches, it was resolved to write to the tenant to remind them of their obligations under the terms of the Allotment Agreement and seek rectification for the breaches. It was resolved that the Clerk would draft a letter on agreed lines for Open Spaces to approve before sending.

**20300. 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 to include potential re-opening for permitted groups from 12<sup>th</sup> April**

It was noted that the Government's "Roadmap" states:

**"Business and activities**

Step 2, which will be no earlier than 12 April, will see the opening of non-essential retail; personal care premises such as hairdressers and nail salons; and public buildings, including libraries and community centres.”

Following consideration, it was resolved to re-open Fulford Social Hall to regular bookings able to comply with the guidelines, social distancing and other regulations from 12<sup>th</sup> April. It was agreed to instruct the cleaners to commence regular cleaning from 12<sup>th</sup> April and carry out a deep clean the week before re-opening.

**b. Consideration of any property maintenance matters**

It was noted that the Clerk had queried the most recent invoice from Nortons for repairs to the heating as this visit was a re-visit to repair a leak that had previously been attended to by them.

It was noted that a further Local Restrictions Support Grant (Lockdown) of £2,096 has been granted for the social hall covering the period 16<sup>th</sup> February to 31<sup>st</sup> March.

**20301. To receive and consider an update from the Fulford Climate and Ecological Emergency Working Group to include:**

**a. Consideration of the response received from Julian Sturdy MP to the CEE Bill letter.**

Responses from Julian Sturdy MP and Rachael Maskell MP were noted and it was agreed that Cllr. Clare would respond to thank them for their positive responses.

**20302. To consider any updates or information resulting from recent training webinars and decide on any necessary action**

No training had been attended during the month. Cllrs. Urmston and Koprowska reported attending the YLCA Meeting.

**20303. To consider exclusion of the press and public from the discussion of any aspect of item 20304 by virtue of s.1(2) of the Public Bodies (Admission to Meetings) Act 1960.**

The press and public were excluded from the discussion of any aspect of item 20304 by virtue of s.1(2) of the Public Bodies (Admission to Meetings) Act 1960.

**20304. To receive and consider reports from the HR panel and Clerk and decide on any necessary action**

It was resolved that Cllr. Walker would call a meeting of the HR Panel to consider appraisals and job descriptions.

**20305. To consider and propose any items for inclusion on the agenda for the next meeting**

It was agreed any items for the agenda would be sent to the Clerk by email.

**20306. Confirm date and time of next meeting.**

Cemetery Committee Meeting - Tuesday 16<sup>th</sup> March at 10:00 online via Zoom.

Annual Parish Meeting – Tuesday 13<sup>th</sup> April at 19:00 online via Zoom.

Parish Council Meeting - Tuesday 13<sup>th</sup> April at 19:30 online via Zoom.

The Chairman closed the meeting at 21:22.

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**Chairman**