



# Rawcliffe Parish Council

Fiona Vicary - Clerk to the Council  
Rawcliffe Recreation (Bob Eccles) Pavilion  
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**Minutes of the Ordinary Meeting of Rawcliffe Parish Council (RPC) held on Monday 8 June 2020 at 7.00pm which was held remotely via a Zoom meeting.**

## **Present**

Councillor N. Case (Chairman), Councillor A. Dawes, Councillor A. Benjamin, Councillor E. Thornton, Councillor S. Rawlings, Councillor M Waudby, Ward Councillor D. Smalley, Ward Councillor S. Waudby and F. Vicary (Clerk). No members of the public were present.

## **201/2020. Apologies**

### **a. To note apologies and reasons for absence**

None.

## **202/2020. To note any Declarations of Interest**

### **a. To approve dispensation requests**

No dispensation requests submitted.

### **b. To note Declarations of Interests not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests**

None declared.

## **203/2020. To receive a report from Ward Councillors**

Ward Councillor S. Waudby provided a report on the following matters:

1. Update on Tower Court – there is now a keypad in Pharmacy for those that visit twice (or more) within two hours. We will continue to run our local petition calling on changes to the parking restrictions.
2. At a recent meeting of the Bus Forum, Cllr Waudby questioned that as the number 2 P&R bus now has a temporary stop on Shipton Road (outside the Mitre), it would be good if this was continued as it's a benefit to local residents. More answers will be sought from the relevant bus operator regarding this request.
3. Litter and anti-social behaviour on the Ings. Cllr Waudby has been out litter picking as there is quite a lot of mess left on the Ings after the warm weather recently. She is aware that many other local residents are also litter picking, and thanks to them for their work which is really appreciated. Sam has asked the local police officers if they can do more to keep an eye on the area which they confirmed they would do, and councillors may have noticed several people have since been fined for breaking lockdown restrictions and causing a nuisance, as covered in local media.
4. There are severely over-grown Leylandii on Broadstone Way, next to the CYC play area. Cllr Waudby is assisting local residents in their efforts to get CYC to take action.
5. Cllr Waudby has made enquiries into several large weeds growing in the gutters locally – there is soon to be the next round of weed killing, but she is pressing for CYC to take longer term action at some locations as residents are reporting the strong weeds are causing damage to the kerbstones/road surface.

Ward Councillor D. Smalley provided a report on the following matters:

1. Yorkshire Water have recently confirmed that they will be removing the recent and historic graffiti at the pumping stations on Shipton Road (near Bowness Drive). Some of the graffiti has been there for many years, so we look forward to it being removed.
2. City of York Council has today confirmed that as part of their bid to the Government's Emergency Active Travel Fund (designed to support walking and cycling), they plan to extend the existing Park and Pedal facilities at all Park & Ride sites, alongside the creation of a new cycle route from Rawcliffe Park & Ride site along Shipton Road into the city centre. As the criteria is linked to local bus patronage levels, Rawcliffe is set to do well out of the fund given the multiple routes to and from Rawcliffe P&R into the city centre. Further details will be announced soon, including the designs for the Shipton Road cycle route investment, but the latest update is available here: <https://www.york.gov.uk/news/article/223/-173-000-to-support-cycling-and-walking>

### **204/2020. To receive the Litter Picker's report**

The Litter Picker provided the following report:

May I first just say a big thank you for granting me an opportunity to bring forward items discussed by residents.

#### **1. Bins**

Ironically the lockdown has led to more folk out walking dogs and therefore an increase in waste management. I have been out every other day and no bins have been overly full throughout this period.

(The main bin emptying by the city council had been a bit hit and miss with a few times being missed but it is empty now).

As there is often regular litter in the dog litter bins I would like the double bins used by the city council if it's possible to have them and marked as RPC.

One more bin on the path between Lakeside school and the football field would be very useful.

(The dog bin at the end of the field has been vandalised having paint poured all over it. Still functional but looks a mess).

#### **2. Bottles and cans**

Even during lockdown whenever the weather is nice the football field particularly (but other areas also) are left with a lot of litter. This mainly consists of beer bottles and cans.

This has health and safety concerns for children and dogs using the field as often bottles are broken and it's difficult to recover all the glass.

This aspect of littering is one most residents remark on and links to the double bins suggested that may help a little.

#### **3. Nettles and overgrowth**

The car park and close vicinity to the rec look unsightly and unkempt especially nettles by the play area.

I am keen to sort this area out when the weather improves and with guidance as to what is RPC and what is RRA responsibility.

#### **3. The tree removal**

Many residents have mentioned the tree and I have informed them that the removal was necessary because of inner rot and danger to all passing by through falling branches.

This message has been well received but questions remain as to what will become of the area in the future.

The report was noted. The issue of purchasing and placement of extra bins will be considered at the next Parish Council meeting.

**205/2020. Public participation**

No members of the public were present.

**206/2020. Minutes**

a. To approve minutes of the Rawcliffe Parish Council meeting held 11 May 2020 and the minutes of the Extraordinary Parish Council meeting held 29 May 2020

***It was resolved*** to approve said minutes as a true and accurate record of the meeting of Rawcliffe Parish Council held 11 May 2020. The minutes are to be signed and dated by the Chairman.

***It was resolved*** to approve said minutes as a true and accurate record of the Extraordinary meeting of Rawcliffe Parish Council held 29 May 2020. The minutes are to be signed and dated by the Chairman.

**207/2020. Planning**

a. To consider planning applications received

*Rawcliffe Parish Council considered the under-mentioned application, received from City of York Council and reached the decision shown:*

<b>CYC Reference:</b>	<b>Address/ Description:</b>	<b>Rawcliffe Parish Council decision:</b>
20/00877/TPO	19 Fylingdale Avenue York YO30 5FP  Fell pine tree protected by Tree Preservation Order no. 173/1991  Trees Preservation Order Application	D We object on planning grounds  <b>Rawcliffe Parish Council objects to this planning application as the application does not include any evidence of either disease or danger. There is no reason to fell this tree.</b>  <b>Rawcliffe Parish Council objects to the felling of the pine tree.</b>

b. To consider any other planning related matters

**CYC Decision notices:**

**Application at:** 18 Alwyne Drive York YO30 5RS

**For:** Single storey rear extension to create link to existing detached garage with part conversion of garage to habitable room following demolition of existing conservatory

**Application Ref No:** 20/00545/FUL

***Application approved***

**Application at:** 26 Florence Grove York YO30 5UR

**For:** Single storey rear extension

**Application Ref No:** 20/00157/FUL

***Application approved***

**Application at:** 18 Leighton Croft York YO30 5ZQ

**For:** Single storey rear extension following partial demolition of existing conservatory

**Application Ref No:** 20/00618/FUL

***Application approved***

**Note: Chairman moved this item to follow item 211/2020**

**208/2020. Councillor Activities**

a. To note reports from outside bodies, councillor activities and training

None received.

b. To consider any action required arising from item above

No action required.

**Note: Chairman continued with the agenda at item 212.**

**209/2020. Assets and Facilities**

a. To consider the requirements and necessary action for the Parish Council's website to be compliant with the Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018

Councillor N. Case has looked into the requirements for the Parish Council's website. A plan of action and accessibility statement must be in place before 23<sup>rd</sup> September 2020.

Councillor N. Case and Councillor D. Smalley to undertake an internal review and will present findings and options at a future Parish Council meeting. Councillor A. Benjamin to share information on this topic.

The issue of improving the Parish Council's communication channels will be considered at the next Parish Council meeting.

b. To provide an update on the Cracked Willows in the rec car park

The three Cracked Willow trees have been felled, with just the stumps remaining.

Councillor N. Case gave thanks to Councillor A. Dawes for his excellent work marshalling the site whilst this work was in progress.

c. To consider any further action required further to the works on the Cracked Willows in the rec car park

Thanks were given to Councillor A. Dawes for providing photographs and options for the site, once the trees had been felled.

A community event will be held, once it is safe to do so, to understand the views of local residents with respect to this area.

A quote has been received for the grinding and removal of the tree stumps. ***It was resolved*** to not proceed with this quote until a decision has been made regarding the future of the site.

d. To consider a Management Strategy for the land at the end of St Marks Grove including the Recreation Field and Pavilion

The various options open to the Parish Council with respect to the land and buildings known as the Recreation Field and Pavilion were discussed. Councillor N. Case outlined the some of the issues the Parish Council has experienced with the RRA, including the RRA's lack of accountability to the Parish Council.

e. To consider outline objectives and strategy for the management and maintenance of the land

***It was resolved*** to establish a working party consisting of Councillor N. Case, Councillor A. Benjamin and Councillor D. Smalley to liaise with the RRA to determine ongoing responsibility.

A community event will be held, once it is safe to do so, to understand the views of local residents with respect to the Recreation Field and Pavilion.

f. To consider any actions as a result of the above items (209 d and e)

No further action until findings of working party are reported.

g. To consider the repainting of the yellow railings at the rec  
No action required until findings of working party are reported.

h. To consider matters related to any other parish council asset  
None raised.

## **210/2020. Finance**

### a. To approve payments

#### INVOICES PRESENTED FOR PAYMENT 08/06/2020

CLERK	SALARY	£	877.96
RRA CARETAKER	WAGES	£	604.16
LITTER PICKER	WAGES	£	586.92
SMART PENSIONS	EMPLOYER CONTRIBUTIONS JUNE PAY	£	17.81
SMART PENSIONS	EMPLOYEE CONTRIBUTIONS JUNE PAY	£	29.68
F.VICARY	HOME OFFICE ALLOWANCE	£	30.00
F.VICARY	ZOOM PAYMENTS	£	14.39
F.VICARY	BIN BAGS	£	52.50
F.VICARY	GIFF GAFF MOBILE PHONE CREDIT	£	20.00
HMRC	PAYE+ NI APR-JUN	£	649.67
D BROWN	INTERNAL AUDITOR	£	165.00
YLCA	CLERK COURSE	£	48.00
SLEIGHTHOLM LANDSCAPES	GRASS CUTTING	£	324.00
LEWIS TREE SURGERY	TREE WORK	£	2,395.20
PARK LANE PLAYGROUNDS	PLAY AREA INSPECTION	£	36.00

TOTAL

£ 5,851.29

**NOTE: ITEMS MARKED IN BLUE - PAID BY BACS TRANSFER**

**NOTE: ITEMS MARKED IN GREEN- PAID BY DIRECT DEBIT**

**NOTE: ITEMS MARKED IN BLACK - PAID BY CHEQUE**

#### INCOME

TOTAL

£ -

***It was resolved to*** settle the above accounts with immediate effect.

### b. To note budget situation

The budget was noted.

### c. To approve Bank Reconciliation Statement to 31 May 2020

***It was resolved*** to approve the Bank Reconciliation Statement to 31 May 2020.

### d. To consider increasing the amount of emergency spend delegated to the Clerk

Councillor N. Case proposed the motion to increase the amount of emergency spend delegated to the Clerk to £2000. Councillor S. Rawlings seconded. All in favour.

***It was resolved*** to increase the amount of emergency spend delegated to the Clerk to £2000.

### e. To note the Internal Auditor's report for the accounts year ending 31/03/2020 and to approve any action required

The Internal Auditor's report was noted and all action required was approved.

### f. To approve the updated internal control checklist

Subject to the re-instatement of the "Check legitimacy...Standing Orders", ***it was resolved*** to approve the updated internal control list.

### g. To arrange quarterly internal control review meeting

As the Parish Council's finances had recently been audited and due to difficulties arranging face to face meetings with Covid-19 social distancing, ***it was resolved*** to postpone the internal control review meeting until the next quarterly review.

h. To approve the updated risk assessment document

**It was resolved** to approve the updated risk assessment document.

i. To consider and approve the Annual Governance Statement for the annual return 2019/2020

The Annual Governance Statement was considered by the members of Rawcliffe Parish Council.

**It was resolved to** approve Section 1 of the Annual Return 2019/2020 - Annual Governance Statement; virtually signed by Chairman and Clerk. Physical signatures to follow.

j. To consider the Accounting Statements for the annual return 2019/2020

The Accounting Statements were considered by the members of Rawcliffe Parish Council.

k. To approve Accounting Statements for the annual return 2019/2020

**It was resolved to** approve Section 2 of the Annual Return 2019/2020 - Accounting Statements.

l. The Chairman to sign and date the Accounting Statements for the annual return 2019/2020

The Accounting Statements were virtually signed and dated by the Chairman. Physical signature to follow.

m. To approve dates for the exercise of public rights 2020

**It was resolved that** the dates set for the exercise of public rights 2020 are commencing on Monday 15 June 2020 and ending on Friday 24 July 2020.

n. To consider any issues concerning COVID-19 restrictions and the audit process

Any member of the public that wishes to inspect the accounts for the year ending 31 March 2020, during the period of public rights, must contact the Clerk in advance, in order for COVID-19 safe access to be arranged.

**Note: Chairman moved this item to follow item 207/2020**

**-To consider exclusion of the press and public by virtue of Public (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed (agenda item 211 only).** Note: No members of the press or public were present at the meeting.

**211/2020. Employment and training**

a. To consider information and approve recommendations from the staff annual appraisal process  
Annual appraisals for the Clerk, Litter Picker and RRA Caretaker have been undertaken. The Employment Panel's recommendations were noted.

**It was resolved that** the Clerk's pay point scale be increased to LC2 SCP 24 from 1 May 2020.

**It was resolved that** the Litter Picker's pay point scale be increased to SCP 2 from 1 June 2020. No changes were proposed for the RRA Caretaker.

The Employment Panel also recommended that the Litter Picker's role would be expanded to include maintenance. **It was resolved to** offer the Litter Picker (up to) an extra two hours per week as required for additional duties. This would be monitored by time sheets and only be incurred if necessary. Councillor A. Dawes will meet with the Litter Picker to perform a work study and identify areas that may require additional maintenance.

**It was resolved to** change the Litter Picker's job title to "Community Environment Officer".

b. To consider any employment related issues

Employment contracts are to be updated as appropriate.

**Note: Chairman continued with the agenda at item 209.**

**212/2020. Policing and Security Matters**

a. To consider any policing and security related issues

None received. It was noted that PCSO's had been in patrolling Clifton Ings.

**213/2020. Correspondence Received**

**a. To note all correspondence received and consider any necessary action**  
Correspondence was noted.

**214/2020. To confirm date and time of next meeting**

The next Ordinary Meeting of Rawcliffe Parish Council will be held remotely on Monday 13 July 2020 at 7:00pm.

***Meeting closed at 8.42 pm***

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