

Fulford Parish Council

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

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Minutes of the Meeting of Fulford Parish Council on Tuesday 8th December 2020 at 19:30 held online by Zoom

Present: Cllr. Urmston (Chairman), Cllr. Aspden (Vice-Chairman), Cllr. Clare, Cllr. de Vries, Cllr. Hughes, Cllr. Koprowska, Cllr. Russell, Cllr. Walker, 2 members of the public and the Clerk.

20198. Chairman's welcome

The Chairman welcomed all present to the meeting.

20199. To receive apologies and approve reasons for absence

All councillors were present.

20200. To receive any declarations of interest

Cllr. de Vries declared an interest in Item 20210 for which she has a dispensation. Cllr Urmston declared a personal interest in Item 20209.b.iii).

20201. To receive and approve the Minutes of the Parish Council meeting held on 10th November 2020

The Minutes of the meeting of 10th November were approved as a true record.

20202. 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]

Two members of the public were present and spoke in support of correspondence received from residents in relation to the proposed plans at Fulford School (Item 20203.i and Item 20203.o) due to be considered at Item 20212. The items were brought forward for discussion at this point and are recorded in the minutes under item 20212.

A parishioner had emailed further requesting removal of a padlock at Fordlands Road playing field. Having previously been considered and decided at the meeting of 10th November it was noted that no further consideration is permitted within the standing orders of the Parish Council for a period of 6 months from the date of a decision unless three written motions to reverse the decision are submitted. There being no written motions, the decision remains unchanged.

20203. To note correspondence received and decide on any necessary action to include:

a. Email from resident relating to the Broadway Café planning application

The email was noted and considered at Item 20209.a.vii).

b. Email from resident relating to planning enforcement for Persimmon Homes marketing displays

The email was noted and considered at Item 20209.c.i).

c. Email of introduction from PR Representative for Persimmon Homes

It was noted that the Clerk had responded and provided the street names suggested by the Fishergate, Fulford & Heslington Local History Group for the next phases of the Germany Beck development.

d. Letter from IRAMA re sports fields purchases

The letter was noted and it was agreed to respond to confirm there is no intention to sell any parish owned land.

e. NALC Chief Executive's bulletins of 6th, 13th and 27th November

The email was noted and no action was deemed necessary.

f. NALC email relating to the Rebuilding Communities Talk series

The email was noted and no action was deemed necessary.

g. NYPF email with £95k cap exit information

The email was noted and no action was deemed necessary.

Chairman's Initials

h. NYPF email with McCloud information

The email was noted and no action was deemed necessary.

i. Residents' correspondence relating to Fulford School Access/Expansion

This item was brought forward to Item 20202 and recorded in the minutes at Item 20212. It was agreed to copy the correspondents in on a letter being sent to Fulford School.

j. YLCA Training Bulletin of 27th November

The email was noted and no action was deemed necessary.

k. YLCA White Rose update of 6th November

The email was noted and no action was deemed necessary.

l. YLCA Email informing of Branch Meeting date

The email was noted and no action was deemed necessary.

m. Email from North Yorkshire Police relating to thefts of catalytic converters

The email was noted and it was noted that the information had been added to the Parish Council Facebook page. No further action was deemed necessary.

n. Email from North Yorkshire Police relating to scam callers

The email was noted and it was noted that the information had been added to the Parish Council Facebook page. No further action was deemed necessary.

o. Email from resident with comments and information on Germany Beck and Fulford School plans

The information contained was noted and it was agreed to respond to the resident to thank them and copy them in on the letter being sent to Fulford School.

20204. To consider and confirm the following decisions made under the powers authorised under Item 19234 of the Extra-Ordinary Parish Council meeting on 21st March 2020:

a. Decision of 19th November to instruct Advance Fire Services to carry out the works recommended in their report of 18th November, quoted at £380.30 plus VAT.

It was resolved to confirm the decision.

b. Decision of the 27th November to re-open the social hall to hirers that meet the Tier 2 criteria from 2nd December and to instruct the cleaners to carry out a 3 hour pre-opening clean and 3 hours per week thereafter;

It was resolved to confirm the decision.

c. To remove the barriers from the outdoor gym equipment and basketball hoop at Fordlands Road from 2nd December.

It was resolved to confirm the decision.

20205. To receive and consider a report from the Ward Councillor and decide on any necessary action

It was noted that the Ward Grant Application for funding for the replacement toddler multiplay had been approved by the Ward Team Committee and it was agreed to thank the committee for their agreement to the granting the full application.

Cllr. Aspden reported that the plans for the cycling improvements scheme between Wheldrake and Heslington were underway. The scheme may be beneficial Fulford School pupils travelling in from the Wheldrake and Elvington areas.

20206. To receive and consider a report from the Police and decide on any necessary action

Community messages received from North Yorkshire Police had been forwarded but no official report with local statistics has been received. It was noted that reports are not being received by other parishes in York at present.

20207. Financial Matters

a. To approve the payments presented for authorisation

Payee	Reason for Payment	Gross Amount
EMPLOYMENT COSTS (E)		
All Staff	Monthly Net Wages	9429.25
HMRC	Monthly Payment Due	2713.83
NYPF	Monthly Payment Due	3218.38
Employees	Home Working Allowances Due	26.00
Centralised Attachment of Earnings Order System (CAPS)	Staff Member Attachment of Earnings Order	100.00
CEMETERY COSTS (C)		
CoYC	Business Rates	754.00
FDMS - First Data	Chip & Pin Machine Services Charges & Fees	23.60
Plusnet	Broadband & Phone - Cemetery	71.64
CNG	Gas - Cemetery	361.29
British Gas	Electricity - Cemetery	43.75
Fuel Genie	Cemetery Vehicles Fuel	181.89
CoYC	Commercial Waste	445.62
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MJ Backhouse	Pest Control Service 01.11.20-30.04.21 – Rabbits	330.90
Advance Fire Services	Annual Service of Fire Equipment + Anti-Tamper Seals	37.44
PARISH COUNCIL (P)		
HP Instant Ink	Printing	12.99
GiffGaff	Clerk's Mobile Phone	6.00
GiffGaff	Assistant Clerk's Mobile Phone	6.00
Expend	Subscription & Replacement Card	8.39
Sage	Monthly Subscription	24.00
ICO	Data Protection	35.00
YLCA	Budgeting Training 20201207 - Clerk	30.00
YLCA	Planning System Basic Understanding – Cllr. Koprowska	22.50
City of York Council	Refund Small Business Grant	10,000.00
PKF Littlejohn LLP	External Audit Services	1200.00
Viking	USB Memory Stick 256GB & stationery	45.62
Ebay	Replacement Mobile Phone for Assistant Clerk	74.99
SOCIAL HALL (S)		
Plusnet	Broadband & Line Rental	21.60
Nortons Heating	Gas Safety Certificate, leak and boiler repairs	296.96
Advance Fire Services	Bi-Annual Inspection of Fire Equipment + Anti-Tamper Seals	66.30
CEMETERY LODGE TENANCY (T)		
Martin & Co	Management Fee (deducted from rent)	75.60
Martin & Co	Rent Guarantee Fee (deducted from rent)	24.00
ALLOTMENTS (A)		
Norex Fencing	Allotments Security Fencing & Gates	22,755.48

With the exception of the payment to Norex Fencing, all payments were approved. Discussion of the invoice from Norex Fencing was deferred to Item 20216.b.

b. To note the receipts presented

Cemetery Income				Parish Council Income		
Purchases	Interments	Memorials	Grave Upkeeps	Allotments & Rents	Social Hall	Precept, Tenancy, Double Taxation & Other Income
3635.00	7154.00	955.00	0.00	295.10	541.87	0.00

The receipts were noted and it was noted that the Cemetery income was still lower than usual.

c. To note the budget year to date figures

The Clerk reported that accounts data to the end of July had been input into the new Scribe accounts system and reports from Scribe providing year to date figures to the end of July had been circulated. The Clerk reported that data input is ongoing and reports will be provided as soon as they are available.

d. To approve the bank reconciliation

Bank reconciliations completed on Scribe so far had been circulated and were noted.

e. To note the Statement of Reserves

The Clerk reported that a statement of reserves will be available once all the data has been input into Scribe.

20208. To consider any working group/committee requirements to be included in the budget for 2021/2022

It was noted that the budget will need to be agreed in January, ready for the Precept to be set at the end of January. The chairs of each of the working groups will provide the Clerk with any budgetary requirements for 2021-2022 in plenty of time for a draft budget to be prepared for consideration at the January meeting.

20209. 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) **20/02302/TPO - Dead wood 1no. Oak; Crown lift 1no. Oak, prune to ensure 2m clearance from neighbouring property - protected by Tree Preservation Order no.3/1977 - 32 Fulford Park York YO10 4QE**

No objections.

- ii) **20/02177/TPO - Fell Lime tree; reduce Oak in height by 30% - protected by Tree Preservation Order no. CYC377. 34 School Lane Fulford York YO10 4LS**

It was resolved to make the following objection comments:

These two attractive trees are significant landscape features that contribute to the character of the conservation area and the public amenity of School Lane.

Lime

- The removal of the Lime would result in a significant loss to public amenity
- Previous requests to fell the tree (in 2017 and 2018) were both refused.
- There do not appear to be any arboricultural grounds to justify felling at this time.

Oak

- Reducing the height of this tree by 30% would significantly impair its form and appearance.
- The tree is located a suitable distance from the listed wall and does not appear to be causing any damage to it, contrary to the information provided in the application.

iii) 20/02178/TCA - Fell Walnut; reduce Beech by up to 60%; crown clean False Acacia; crown reduce Whitebeam by 50%; reduce height of Pear by 30%; prune Fig - tree works in a Conservation Area. 34 School Lane Fulford York YO10 4LS

It was resolved to make the following objection comments:

- Although the trees in the rear garden are not easily visible from a public viewpoint, the Parish Council does not support the loss of the walnut and the extreme surgery to other trees unless justified by sound arboricultural reasons.

iv) 20/02259/TCA - Fell 2no. Spruce; lateral prune 1no. Spruce tree in a Conservation Area. 38 Main Street Fulford York YO10 4PX

It was resolved to make the following objection comments:

- The Spruce trees are visible from Main Street and are worthy of protection due to the contribution they make to the conservation area and public amenity.
- No objections to the proposed lateral pruning sufficient to clear the lower branches from the adjacent property.
- The site of 34-38 Main Street has previously been brought forward as a development site for houses: therefore it would be regrettable if permission were to be granted for tree removal that facilitates future development rather than for arboricultural reasons.

v) 20/02180/TCA - Fell 14no. Sycamore trees in a Conservation Area. 34 Main Street Fulford York YO10 4PX

It was resolved to object as follows:

- The wall comprises only a short section of the Medd's Lane boundary and it is evident that the overgrown hedge is the main cause of damage to the wall, rather than the trees further along the boundary.
- The loss of 14 trees is not supported.
- The site of 34-38 Main Street has previously been brought forward as a development site for houses: therefore it would be regrettable if permission were to be granted for tree removal that facilitates future development rather than for arboricultural reasons.

vi) 20/02144/FUL - Installation of 3no. new windows and enlargement of 1no. existing window (retrospective). Fulford School Fulfordgate York YO10 4FY

No objections.

vii) 20/02157/FUL - Enlarge cafe's outdoor seating area and erection of timber shelter. 52 Broadway Cafe 52 Broadway York YO10 4JX

Following consideration, it was agreed that because the property is not within the Fulford Parish boundary the Parish Council is not obliged to comment on the application and it was resolved in this case not to submit comments. It was further agreed to respond to the Fulford resident's request for consideration to explain the reason for the decision and inform them of the procedures that can be followed by individuals.

viii) 20/02358/TCA - Fell Leylandii tree in a Conservation Area, Sandyfield, 141 Main Street

No objections.

b. Ongoing applications

i) 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

No update

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

Still undetermined

- 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**

It was noted that the application was not on the agenda for the 10th December committee and the committee for the 23rd December has been cancelled. It was resolved that should the application go to committee in January, a councillor would speak for the Parish Council.

c. Enforcement Action

- i) **Germany Beck – Breaches of conditions**
ii) **Fulford Reach Moorings**
iii) **34 Eastward Avenue**

It was noted that an update on each of the enforcement actions had been requested. Acknowledgement of receipt of the email had been received but no update on any action had so far been forthcoming. Following consideration, it was agreed that the Clerk would write to complain at the lack of response and action taken on each of these longstanding, ongoing matters. Cllr. Aspden also agreed to follow up these matters with planning enforcement.

d. To note the following LPA decided applications

20/01853/TPO - Fell 4no. Cherry trees and Prune 2no. Apple trees protected by Tree Preservation Order no. 3/1977. 18 Fulford Park York YO10 4QE. Approved

20/01932/TCA - To crown lift 2no. Norway maple trees to 4 metres on path side; trim back by 1 metre on path side - tree works in a Conservation Area. St Oswalds House 9 Main Street Fulford York YO10 4HJ. Approved

20/01942/NONMAT - Non-material amendment to permitted application 12/00384/REMM to omit the shared double garage between plots 123 and 124, and provide parking spaces and a high screen wall in its place. Germany Beck Site East of Fordlands Road York. Approved

All LPA decided applications were noted.

Having declared an interest, Cllr de Vries left the meeting during the discussion of the next item.

20210. To consider any action required relating to the proposed planning application for 14 houses at Germany Beck by Persimmon Homes

It was noted that no application had yet been submitted and there was no further update.

Cllr de Vries returned to the meeting

20211. To consider any action required relating to the footpath/cycleway construction on the Parish Land extension

It was agreed that no action is required at present.

20212. To consider any action required relating to the proposed expansion plans at Fulford School and Fulford School Access options

The correspondence received at Items 20203.i and 20203.o, together with representations made by parishioners during Item 20202 and information from councillors were considered. It was noted that there are strong feelings amongst residents on both sides of the boundary of Fulford School. It was further noted that the consultation letters sent to some members of the community did not include residents in many of the locations that may be affected by any changes and the consultation included no plans or outlines of intentions for the school expansion but only provided information to indicate that the school intended to expand and some reasons behind the intention to expand.

Following consideration, it was resolved to write to Fulford School to request more detailed information on the intentions for the expansion of the school and the proposals for access to the school and copy the letter to the residents who had corresponded with the Parish Council on this matter. The drafting of the letter was delegated to the Planning and Open Spaces working groups to coordinate on agreed lines.

20213. To receive and consider an update on matters pertaining to the Germany Beck Liaison Advisory Committee (LAC) to include:

a. Consideration of the street name suggestions from the Fishergate, Fulford Heslington Local History Society.

Following consideration, it was agreed to request an agenda item at the next meeting of the LAC for the consideration of the street names. It was further agreed to thank the Fishergate, Fulford & Heslington Local History Society for their suggested street names which the Parish Council has submitted to the PR company working on this aspect of the Germany Beck development for Persimmon Homes.

20214. To receive and consider any update on the Local Plan Examination (Phase 1) and decide on any necessary action.

No update

20215. To receive and consider a report from the Cemetery working group and decide on any necessary action to include:

a. Consideration of any changes to the Covid19 revised regulations

Following consideration of the Tier restrictions, upcoming numbers of burials and level of visitor numbers it was agreed that the current restrictions to visiting hours would remain in place until further cause for review.

A visitor had written a complaint about the visiting hours restrictions and following consideration, a response explaining the reasoning behind the restrictions was agreed.

b. Consideration of correspondence from CoYC relating to Cemetery income reduction.

It was noted that there were no grants or financial assistance available for the loss of income to the Cemetery resulting from the current health crisis. It was further noted that CoYC wished to be kept apprised of the financial situation of the Cemetery.

20216. 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 School Lane parish field proposals

It was noted that Cllr. Koprowska was due to meet with a representative from the Sports Clubs at the parish field that week and that a meeting between representatives of CoYC, the Parish Council and the Sports Clubs has been arranged by Cllr. Aspden for the 12th January with the aim of agreeing a co-ordinated approach to accommodate both sporting needs and other forms of recreation. It was agreed that once shared ideas for suggested uses are put forward and considered by the Parish Council at its next meeting, the wider community should be consulted. It was further agreed that a public consultation could be achieved through a notice on the Parish Council website requesting responses to be sent to the Clerk, following which, funding sources and the mechanics of achieving them could be investigated.

It was agreed that it would be more appropriate for the Parish Council to have ownership of the land extension than any other interested party. Councillors noted the legal advice obtained in 2019 with regard to potential agreements and leases for parish held land and the advice would be given further consideration within the upcoming discussion for a co-ordinated approach.

It was noted that the Community Involvement Officer for the Ward had offered assistance with funding applications and organisation of consultations.

It was further noted that plans had been received for the area around the pavilion, including the entrance from Fulfordgate and that once costed, application for financial assistance from the Police and Fire Commissioner's Community Fund will be made by the Sports Club and the Parish Council will apply for Ward Committee funding and Awards for All Lottery funding.

It was noted that proposals for tree and hedge planting or the creation of a pond to achieve better drainage on the parish field could be considered and would be discussed with representatives of the Sports Clubs.

b. Consideration of any update on the allotments fencing installation

The Assistant Clerk had circulated photographs and reported on the fencing and Cllrs. Koprowska and de Vries had visited the site to inspect the works.

Following consideration, it was agreed to pay the sum of £18587.90 + VAT to Norex Fencing, a reduction of £375 to correct a miscalculation of the measurement on the invoice.

It was noted that the owners of chickens at the allotments should be made aware of the current Bird Flu restrictions

c. Consideration of any update from Kompan on repairs to play equipment at School Lane

It was noted that Kompan had attended to remedy the issues and reported that they had completed the works subject to receipt of the correct leg for the cable way which would be completed once delivered. It was agreed that the works would be inspected as part of the upcoming quarterly playground inspection and any further decisions would be deferred pending receipt of the inspection report.

d. Consideration of any quotations received for replacement play equipment

With thanks to the Ward Committee for approving the funding application. Following consideration of the three quotes received, it was resolved to purchase the UniMini Hubba from HAGS using the allocated £6,000 from budget and earmarked funds and £2976.77 from Ward Committee funding.

e. Consideration of any quotations received for play equipment repairs

Following consideration of three quotes received, it was agreed that subject to clarification of the cost of a second replacement slat for a vandalised bench, the Playscheme quote in the sum of £1,790 + VAT offered best value and would be accepted.

f. Consideration of any quotations received for fencing at the Village Green

Following consideration of examples of birdmouth fencing and agricultural fencing, it was resolved that Cllr. Koprowska would seek quotes for 1.1m Agricultural fencing for the Village Green for consideration at the next meeting.

g. Consideration of any update on the public right of way and signage at Public Footpath Fulford 23

Further to a request for an update, it was noted that the PROW Officer had confirmed that "This order is with the Secretary of State and has not yet been decided so there are no plans for sign posting yet. We are waiting to hear from the Secretary of State about how they are proposing to deal with this opposed order."

20217. To receive and consider a report from the Social Hall working group and decide on any necessary action

It was noted that some of the groups had returned to their regular bookings and others intended to return in January. Concern for the costs of heating and cleaning were raised and would be monitored. It was further noted that the recommended works to the fire safety equipment had been carried out and the Fire Certificate had been issued.

20218. To receive and consider an update on the declaration of a climate emergency and decide on any necessary action.

Cllr. Koprowska invited more councillors to consider joining the working group. Cllr. Clare agreed to take Cllr. Koprowska's place at an upcoming webinar on 15th December. The Clerk agreed to contact YLCA to rearrange the booking.

20219. To consider any updates or information resulting from recent training webinars and decide on any necessary action

Cllr. de Vries reported that she had attended a budgeting training webinar and would share information on procedure to bring reserves into the revenue budget.

20220. To consider exclusion of the press and public from the discussion of any aspect of item 20221 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 20221 by virtue of s.1(2) of the Public Bodies (Admission to Meetings) Act 1960.

20221. To receive and consider reports from the HR panel and Clerk and decide on any necessary action to include:

a. Election of Chair of the HR Panel

Cllr. Walker was proposed and elected as Chair of the HR Panel

b. Consideration of the Clerk's overtime claim

Following consideration, the Clerk's overtime claim was approved. It was noted that additional hours had been necessary for the data entry of accounts in Scribe and the training of the Assistant Clerk. It was further noted that additional hours would continue to be necessary to bring Scribe up to date and make it fully operational.

c. Annual Performance Review dates and procedures

Following consideration of recommendations from the HR Panel, it was agreed to keep the existing format for performance reviews and it was stressed that objectives should be measurable, manageable and achievable. It was agreed that performance reviews would be held between January and the end of February, that the Clerk's review would be carried out by Cllr. Urmston and Cllr. Walker, the Cemetery Superintendent's by the Clerk and Cllr. de Vries and the groundstaff reviews by the Cemetery Superintendent and the Clerk.

d. Assistant Clerk probationary period

It was noted that the Assistant Clerk had submitted her resignation shortly prior to the end of the probationary period. Any decision on future recruitment was deferred to a later date.

e. Christmas Arrangements

The Parish Council expressed gratitude to the Cemetery Superintendent and the team at the Cemetery and will write to formally thank them. It was agreed that Cllr. Walker would source and deliver tokens of thanks with a Christmas card.

20222. To consider and propose any items for inclusion on the agenda for the next meeting

It was agreed to add the following items to the next agenda:

- 2021/2022 Budget
- A19 Signs – painting
- Allotments Agreements review
- Allotments Rents review
- Sports Clubs Rents review
- Notice at Love Lane/St Oswald's update

The Chairman reminded councillors that external correspondence with residents must be via the Clerk only, not through individual councillors' Parish Council email addresses. The Clerk confirmed that all Parish Council email addresses would be checked to confirm former councillors' addresses were no longer active.

20223. Confirm date and time of next meeting.

It was agreed that the Clerk and Chairman would agree a date for either a GPC meeting and/or Extra-Ordinary Meeting for the 2021/2022 Budget to be set in January.

The next meeting of the Parish Council is on Tuesday 12th January 2021 at 19:30 and will be held online using Zoom.

The Chairman closed the meeting at 21:56

CHAIRMAN