

# 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 10<sup>th</sup> November 2020 at 19:30 held online by Zoom

**Present:** Cllr. Urmston (Chairman), Cllr. Aspden (Vice-Chairman), Cllr. Clare, Cllr. de Vries, Cllr. Walker, one member of the public, the Assistant Clerk and the Clerk.

### **20171. Chairman's welcome**

The Chairman welcomed all present to the meeting.

### **20172. To receive apologies and approve reasons for absence**

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

### **20173. To receive any declarations of interest**

Cllr. de Vries declared an interest in Items 20182.a.iii) and 20183 for which she has a dispensation.

### **20174. To receive and approve the Minutes of the Parish Council meeting held on 13<sup>th</sup> October 2020**

Following consideration, the minutes of the meeting of the 1<sup>st</sup> September were approved as a true record.

### **20175. To receive and consider any applications for Councillor vacancies:**

One application had been received and had been circulated for consideration.

#### **a. To consider the application received and decide whether the candidate is suitable to be co-opted to the Parish Council;**

Following consideration, it was RESOLVED to co-opt the applicant, Nathan Hughes to the position of councillor with Fulford Parish Council.

#### **b. Should it be RESOLVED to co-opt the candidate, the candidate to be issued with the Declaration of Office form for signature.**

Cllr. Hughes was issued with the Declaration of Office for signature to be witnessed by the Clerk whose signature of confirmation as witness is to be added after the meeting.

### **20176. To receive and consider Parishioners' Questions:**

A parishioner had raised questions in advance of the meeting which will be minuted at Item 20177.s. There being no other parishioners' questions, the Chairman closed the item.

### **20177. To note correspondence received and decide on any necessary action to include:**

#### **a. Email Received - YLCA - Grants for Low Energy Public Buildings**

The correspondence was noted and whilst it was considered too late to apply for this grant, the information was retained for the Climate Emergency and Social Hall working groups for future reference should a project to replace the windows at Fulford Social Hall or similar projects become viable.

#### **b. Email Received - Children's Air Ambulance Charity Donation Request**

The Clerk had replied to the email to confirm that no budget is currently available for charitable donations. It was RESOLVED that no further action was required.

#### **c. Email Received - Email from Resident - School Lane Footpath to Germany Beck**

Following discussion, it was RESOLVED to respond to advise the correspondent that the Parish Council shares their concerns with regard to safety at the junction of the path and will raise it at the next meeting of the Germany Beck Liaison Advisory Committee.

#### **d. Email Received - NALC - Coronavirus Information 2 November 2020**

Noted

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Chairman's Initials

- e. **Email Received - NALC - Coronavirus Information 3 November 2020**  
Noted
- f. **Email Received - NALC Chief Executive's Bulletin 20201030**  
Noted
- g. **Email Received - NYPF £95k cap exit regulations**  
Noted for future reference
- h. **Email Received - NYPF Admissions and Terminations Policy**  
Noted for future reference
- i. **Email Correspondence Received - YLCA - Remembrance Sunday**  
Noted
- j. **Email Received - YLCA Consultation - PC13-20 Local Government Ethical Standards**  
Cllr. Aspden advised that the Monitoring Officer for CoYC would respond to the consultation for the City Council and it was agreed that Cllr. de Vries would investigate whether there would be any merit in a response from the Parish Council in addition to that of the City Council and if this was possible within the deadline. It was RESOLVED that should a response be deemed appropriate and possible within the deadline, the wording should be agreed by email for decision by the Clerk using the delegated powers to enable a response in time for the deadline of 4 December 2020.
- k. **Email Received - YLCA White Rose Update - Training E-Bulletin 30 October 2020**  
Noted. It was noted again that all councillors must book courses via the Clerk to ensure that training costs are kept within the budget. Councillors were encouraged to share notes and information from training courses attended with all councillors.
- l. **Email Received - Omega Befriending Services Publicity Request**  
Following consideration, it was RESOLVED to add the publicity to the website.
- m. **Email Received - YLCA - Remembrance Sunday Updated 20201104**  
Noted
- n. **Email Received - OCAY Leaflet and Poster**  
Following consideration, it was RESOLVED to add the information to the website.
- o. **Email Received - NALC Campaign to promote local elections launch**  
Following consideration, it was RESOLVED that no action was deemed necessary.
- p. **Letters Received – From CoYC re the Small Business/Retail Hospitality and Leisure Grant payments**  
Following consideration, it was RESOLVED that the Small Business/Retail Hospitality and Leisure Grant payment in respect of Fulford Social Hall was legitimate and should be retained. Because the second payment was received for Fulford Sports Field and not Fulford Cemetery as originally thought, it was RESOLVED to return the second payment. It was further RESOLVED to explore the possibility of a similar grant in the respect of Fulford Cemetery.
- q. **Email Received - NY Police - Black Friday & Cyber Monday Shopping Fraud**  
Noted
- r. **ICO Renewal Confirmation - Registration Certificate**  
Noted
- s. **Email Received from resident with comments on minutes and queries relating to School Lane, Footpath 7, A19 Flooding**  
Following consideration, it was RESOLVED that the Clerk and Chairman will compose a response on agreed terms.
- t. **Email Received - York Flood Plan Team - Environment Agency**

It was noted that the information received had been added to the website and Facebook page. Following discussion, it was RESOLVED no further action was necessary.

**u. Email Received - NALC - Coronavirus Information 5 November 2020**

Noted

**20178. 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. Decision of the 18<sup>th</sup> October to approve the purchase of replacement laptops and care packages for the Clerk and Assistant Clerk to a maximum budget of £2,000 (ex VAT).**

It was RESOLVED to confirm the decision of 18<sup>th</sup> October made under the delegated powers.

**20179. To receive and consider a report from the Ward Councillor and decide on any necessary action**

Cllr. Aspden reported on a positive follow up meeting between councillors, representatives from the sports clubs and the police relating to continued efforts to work with the community to reduce vandalism and anti-social behaviour. It was noted that Cllr. de Vries would prepare applications for Ward grant funding in time for consideration at the December Ward Team meeting and the Sports Club representatives would explore other funding opportunities to enable the proposed schemes to proceed.

Cllr Aspden reported that a number of new and replacement signs relating to removal of dog mess had been put up in response to a number of complaints of incidents recently. He also reported that a number of complaints had been received recently with regard to potholes and drainage issues.

In response to communications from residents, Cllr. Aspden had met the new City Fibre manager and raised concerns relating to inadequate communications from the company about the works to residents to notify them of the intended works. There had also been a number of requests from residents for the works to be extended to other streets within the parish. It was noted that the Germany Beck development had not been included in the scheme because the scheme was instigated when the development had just begun construction. Cllr. Aspden agreed to raise the possibility of the potential to extend the works to the Germany Beck development with the company although this may be precluded within the first 3 years of the road being laid.

It was noted that additional parking restrictions at Grants Avenue had prompted some correspondence relating to the effect on parking availability on Heslington Croft.

Following liaison with residents, the sports clubs and the Parish Council relating to the proposed options for Fulford School access, Cllr. Aspden had collated views in a response to Highways and CoYC which he will forward to the Clerk to circulate.

It was noted that recent flooding concerns were under active consideration when the levels raised to 3.7m but at that point the pumps did not have to be mobilised. It was RESOLVED to add Cllr. Aspden's proposals due to be submitted to DEFRA to the next agenda for the Parish Council to consider.

**20180. To receive and consider a report from the Police and decide on any necessary action**

No report had been received.

**20181. Financial Matters**

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

Following consideration, the following payments were approved:

Payee	Reason for Payment	Gross Amount
<b>EMPLOYMENT COSTS (E)</b>		
All Staff	Monthly Net Wages	£8,857.37
HMRC	Monthly Payment Due	£2,437.89
NYPF	Monthly Payment Due	£3,043.39
Clerk	Home Working Allowance Due	£26.00
Assistant Clerk	Home Working Allowance Due	£26.00

Centralised Attachment of Earnings Order System (CAPS)	Staff Member Attachment of Earnings Order	£100.00
<b>CEMETERY COSTS (C)</b>		
CoYC	Business Rates	£754.00
FDMS - First Data	Chip & Pin Machine Services Charges & Fees	£21.91
Yorkshire Water	Water Rates	£66.81
Plusnet	Broadband & Phone - Cemetery	£71.52
CNG	Gas - Cemetery	£0.00
British Gas	Electricity - Cemetery	£24.72
Fuel Genie	Cemetery Vehicles Fuel	£181.89
Viking	Printer Ink, Hand Towels, Bin Bags, Disposable Gloves	£145.33
CoYC	Commercial Waste	£445.62
Fulford Flowers	Winter Pansies	£432.00
YLCA	Cemetery Management Webinar - KDV & JD	£60.00
Member of the Public	Refund Grave Purchase	111.00
<b>PARISH COUNCIL (P)</b>		
HP Instant Ink	Printing	£12.99
GiffGaff	Clerk's Mobile Phone	£6.00
Expend	Subscription & Replacement Card	£14.39
Sage	Monthly Subscription	£24.00
Land Registry	Land Registry Search	£3.00
HP Inc UK Ltd	Laptops x 2 + & Care Packages x 2	£2,353.59
YLCA	Training - Roles & Responsibilities of Clerk/RFO - RR & JD	£30.00
YLCA	Training - How to Deal with a Grievance - KDV	£15.00
YLCA	Training - Roles & Responsibilities of Councillor - JK & KDV	£30.00
YLCA	Training - Village Greens - JK	£30.00
Assistant Clerk	Mileage Expenses (5.7 miles each way journey to and from Clerk's home - 5 journeys - 57 miles @ 45p per mile)	25.65
Viking	Stamps, Ink, Paper, Screen Cleaner	91.69
Came & Co	Insurance	3705.71
Scribe	Accounts Software Installation & Subscription	777.60
<b>SOCIAL HALL (S)</b>		
Smart Cleaning	Regular Commercial Cleaning	£360.00
British Gas	Electricity 29.09.2020-26.10.2020	£56.71
Plusnet	Broadband & Line Rental	£21.60
Business Stream	Water & Sewerage Rates	£42.93
<b>CEMETERY LODGE TENANCY (T)</b>		
Martin & Co	Management Fee (deducted from rent)	£75.60
Martin & Co	Gas Certificate Renewal (deducted from rent)	£79.20
Martin & Co	Rent Guarantee Fee (deducted from rent)	£24.00
<b>OPEN SPACES Excl. Allotments (O)</b>		
Sleightholm Landscapes	Grass Cutting & Strimming 25th Sept & 7th Oct & 20th Oct	£811.20
RoSPA	Annual Playground Inspections	£248.40

HAGS	Inspections in July	£144.00
MJ Backhouse	Rabbit Control Fordlands Road	308.15
<b>ALLOTMENTS (A)</b>		
Business Stream	Water Rates	£0.00

**b. To note the receipts presented**

The following receipts were noted. It was noted that income was significantly lower than usual.

Cemetery Income				Parish Council Income		
Purchases	Interments	Memorials	Grave Upkeeps	Allotments & Rents	Social Hall	Precept, Tenancy, Double Taxation & Other Income
2968.00	5482.00	1088.00	0.00	0.00	729.00	600.40

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

The year to date budget figures had been circulated. It was noted that further reports would be provided once all year to date data has been input into the new Scribe Accounts system in readiness for considering the budget for 2021/2022.

**d. To approve the bank reconciliation**

It was noted that all further reports would be provided once all year to date data has been input into the new Scribe Accounts system.

**e. To note the Statement of Reserves**

It was noted that all further reports would be provided once all year to date data has been input into the new Scribe Accounts system.

**20182. 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) 20/01932/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.**

Following consideration, it was RESOLVED to comment that the works should be kept to a minimum.

**ii) 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.**

There were no objections as the proposals appear to be non-material

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

**iii) 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**

Following consideration, it was RESOLVED to object as follows:

i) The changes are material in many areas – for example increases in parking provision, loss of landscaping and open space.

ii) Request further information:

- revised house type plans
- revised landscaping plans
- phase 1 existing plan as approved under 12/00384/REMM – the whole site plan submitted (approved under 17/02687/NONMAT) is not appropriate for comparison purposes.

Following discussion, it was decided not to call-in the application.

*Cllr. de Vries returned to the meeting.*

**iv) 20/02089/FUL - Two storey side extension, single storey rear extension and lean-to front porch.  
14 Heath Croft York YO10 4NJ**

No Objections.

**b. Ongoing applications**

**Germany Beck**

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

No update.

**c. Enforcement Action**

**Germany Beck - Breaches of conditions**

No update.

**Fulford Reach Moorings**

No update.

It was agreed that the Clerk would request updates on all existing enforcement action requests.

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

**20/01412/FUL - Single storey and two storey rear extension, two storey side extension and single storey front extension (resubmission, revised scheme). 11 Fulfordgate York YO10 4LY**

Approved

**20/01563/FUL - Dormer to front. 108 Cherry Wood Crescent York YO19 4QN**

Approved

**20/01730/TCA - Removal of Hawthorn hedging and selective removal of Ash tree stems in a Conservation Area. 3 Connaught Gardens St Oswalds Road York YO10 4FR**

Approved

**20/01738/TCA - Fell 1no. Pine and 1no. other conifer in a Conservation Area. Elmfields 142 Main Street Fulford York YO10 4PS**

Approved

**20/01752/TCA | Crown thin by 15%, crown lift by up to 4m Sycamore tree in a Conservation Area | Flat 2 Fulford Park House Main Street Fulford York YO10 4PQ**

Approved

**20/01657/TCA - Crown reduce by 30% Sycamore; crown lift 2no. Spruce trees in a Conservation Area. Plough Inn 48 Main Street Fulford York YO10 4PX**

Approved

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

**20183. To consider any action required relating to the proposed planning application for 14 houses at Germany Beck by Persimmon Homes**

Following consideration, it was RESOLVED to set aside £1,500 from the Planning budget for legal advice should it be necessary. Any letter of instruction and/or response were delegated to the Clerk in consultation with the planning working group to follow the agreed response.

*Cllr. de Vries returned to the meeting.*

**20184. To consider any action required relating to the footpath/cycleway construction on the Parish Land extension**

It was noted that the shared pathway to School Lane had been completed but is not yet in use. Concerns were raised about visibility at the exit point, which may result in conflict between cyclists and vehicles. Following consideration, it was RESOLVED to include the suggestion of a barrier to ensure the safety of cyclists and pedestrians at the next meeting of the Germany Beck LAC.

**20185. To receive and consider an update on matters pertaining to the Germany Beck Liaison Advisory Committee (LAC)**

Following consideration, it was RESOLVED that the Clerk would request a meeting date from Gareth Uttley and include consideration of a Germany Beck resident on the forum to the agenda and the concerns about the School Lane path barrier. It was noted that no information had been received that residents of the Germany Beck development have received invitations to attend the LAC from Persimmon and hope was expressed that residents at the development could be represented.

**20186. To receive and consider any update on the Local Plan Examination (Phase 1) and decide on any necessary action.**

No update as information from the inspectors is still awaited.

**20187. 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 to include:**

Following consideration, it was RESOLVED that no changes to the revised regulations were deemed necessary. A draft response to a visitor's email had been circulated and following consideration, it was RESOLVED to send it as drafted.

**b. To consider the request for payment of the retention sum to JMark**

Following consideration, it was RESOLVED to pay the retention sum subject to confirmation that the tenant is happy that the bath seal repairs have been carried out satisfactorily.

**c. To consider the quote for damp proofing and remedial works to understairs cupboard**

Following consideration, it was RESOLVED to instruct the property maintenance company's contractor to carry out the works in accordance with the quotation received.

**d. To note letters sent by the children of St Oswald's School to the Cemetery staff members carrying out street cleaning duties and decide on any necessary action**

Councillors welcomed news of the thoughtful letters sent by pupils of the school and expressed their gratitude both for the letters and for the efforts of the Cemetery staff members that prompted the letters to be written. It was RESOLVED that the Clerk would contact both the school and the employees to express the council's sincere appreciation.

**e. To consider a request to relinquish a reserved grave space.**

Following consideration, it was RESOLVED to refund the reservation fee less the 10% administration fee.

**20188. 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 to the report from the Designing Out Crime Officer**

It was noted that the meeting held on 3<sup>rd</sup> November between sports club representatives and councillors to consider developments for the Parish Field including anti-vandalism measures had been productive and investigations into funding for the proposals were underway. A further meeting has been scheduled for 30<sup>th</sup> November to include the Sports and Recreation officer for CoYC to consider uses for the parish land extension.

It was noted that a representative from the Environment Agency had advised that the proposed bore hole to help resolve the drainage for the field would not pose a problem to the proposed plans.

Following discussion, it was RESOLVED to defer any decision until after an update from the 30<sup>th</sup> November meeting.

**b. Consideration of any update on the allotments fencing installation**

An update on the allotments fencing was received and it was noted that the snagging works were to be completed over the next few days. It was noted that the invoice received was different to the quote provided and it was agreed that the Clerk would query the invoice prior to it being put forward for authorisation at the next meeting.

**c. Consideration of any quotations received for replacement play equipment**

Following receipt of the quotations it was RESOLVED that the Opens Spaces working group would submit an application for Ward funding and investigate whether assistance could be sourced from the new CoYC play equipment funding scheme to make up the shortfall. It was noted that the toddler multiplay needed urgent replacement and the Clerk confirmed that should it become necessary a decision could be taken to allocate some money towards the cost from reserves.

**d. Consideration of any quotations received for play equipment repairs**

Following consideration, it was RESOLVED to defer any decision on the repairs pending receipt of further quotes. It was noted that a second bench at School Lane had been vandalised.

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

Following consideration, it was RESOLVED to defer a decision on the style, height and provider of fencing pending availability of quotes on each of the options to the next meeting.

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

It was noted that there did not appear to be progress in the provision of signage for Public Footpath Fulford 23 and following consideration, it was RESOLVED that the Clerk would contact the PROW officer for an update.

The Open Spaces working group reported that the outdoor gym equipment at Fordlands Road had been cordoned off in accordance with the Government guidance relating to the lockdown from 5<sup>th</sup> November.

It was also reported that the Assistant Clerk would visit the allotments to inspect and photograph the plots in liaison with the Cemetery Superintendent on a monthly basis to ensure that action can be taken in respect of unworked plots and other matters arising from the inspections.

**20189. To receive and consider a report from the Social Hall working group and decide on any necessary to include**

**a. Consideration of the implications following the Announcement on Saturday 31<sup>st</sup> October of the Coronavirus lockdown between 4<sup>th</sup> November and 2<sup>nd</sup> December to include:**

**i) Consideration of closure of the hall for all bookings;**

Following consideration, it was RESOLVED to close Fulford Social Hall until 2<sup>nd</sup> December 2020 in accordance with Government guidance relating to the lockdown from 5<sup>th</sup> November. It was further RESOLVED that the Assistant Clerk would email each of the current hirers to update them.

**ii) Consideration of cleaning requirements**

Following consideration, it was agreed to halt cleaning pending re-opening of the hall.

**20190. To receive and consider an update on the declaration of a climate emergency and decide on any necessary action.**

The correspondence received at Item 20177.a. was noted.

**20191. To consider any updates or information resulting from recent training webinars and decide on any necessary action**

Cllr. Urmston had circulated notes from the Planning Enforcement and Appeals Webinar Session with Andrew Towlerton on 23<sup>rd</sup> September 2020 for councillors' information.

**20192. To consider any update on the winding up of the Mary Key charity**

Deferred to the next meeting.

**20193. To consider seeking advice from an IT consultant relating to options for the management of sharing and updating of files and documents between officers and between officers and councillors.**

The Clerk is awaiting advice from YLCA on methods used by other Parish Councils to share documents between officers at different locations. The Clerk will also seek assistance and advice from the head of ICT at CoYC and from former Cllr. J. Walker. It was also RESOLVED to reserve a budget of £250 for IT consultancy fees should it become necessary.

**20194. To consider exclusion of the press and public from the discussion of any aspect of item 20195 by virtue of s.1(2) of the Public Bodies (Admission to Meetings) Act 1960.**

Following consideration, it was RESOLVED to exclude the press and public from the discussion of any aspect of item 20195 by virtue of s.1(2) of the Public Bodies (Admission to Meetings) Act 1960.

**20195. To receive and consider reports from the HR panel and Clerk and decide on any necessary action to include:**

It was noted that staff reviews were due to be carried out between November and December. It was agreed to hold a meeting of the HR Panel within the next few weeks. The Clerk is to arrange a date for the meeting and invite all councillors to attend.

**a. Consideration of the Clerk's overtime claim**

Following consideration, it was RESOLVED to approve the Clerk's claim for overtime between 12<sup>th</sup> October and 8<sup>th</sup> November.

**b. Consideration of the Assistant Clerk's mileage expenses**

Following consideration, it was RESOLVED to approve the Assistant Clerk's mileage expenses claim.

**c. Consideration of the Assistant Clerk's Home Working Allowance**

Following consideration, it was RESOLVED to award the tax free home working allowance as set out in the payments for authorisation at Item 20181.a.

**20196. To consider and propose any items for inclusion on the agenda for the next meeting**

Following consideration, it was RESOLVED to add the following items to the agenda for the next meeting:

- (1) Consideration of a draft budget for 2021/2022 for recommendation to the General Purposes Committee
- (2) Open Spaces – Review allotment holders' agreement
- (3) Open Spaces – Review allotment fees
- (4) Open Spaces – Updates on allotments fencing, Village Green, play equipment.
- (5) Open Spaces – to consider ideas for potential uses for the parish field extension for submission to the LAC for consideration
- (6) Flooding - to consider support for Cllr. Apsden's proposals to DEFRA
- (7) Planning Enforcement – to receive an update for each existing enforcement issue

**20197. Confirm date and time of next meeting.**

The next meeting of the Parish Council is Tuesday 8<sup>th</sup> December at 19:30 to be held by Zoom.

The Chairman closed the meeting at 21:26

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CHAIRMAN