



# Fulford

Parish Council

The Cemetery Lodge  
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York  
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**Notice is given that the Annual Meeting of Fulford Parish Council  
will be held at 19:00 on Tuesday 9<sup>th</sup> May 2023  
in The Old Library, Fulford Social Hall, School Lane, Fulford, York.**

Members of the public and press in attendance may address members of the Council during the Parishioners' Questions Item of the Ordinary Meeting in accordance with the procedural requirements set out in the Meeting Agenda.

Agenda for the said meeting is shown below.

Rachel Robinson  
Clerk and RFO, Fulford Parish Council

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## ANNUAL MEETING AGENDA

- 23001.** Chairman's welcome
- 23002.** Election of Chairman:
  - a. To accept nominations and elect the Chairman for the forthcoming year
  - b. The elected Chairman to sign the Declaration of Office Form
- 23003.** To note confirmation of electoral Non-Contest and number of vacancies available for co-option
- 23004.** To receive apologies and approve reasons for absence
- 23005.** To accept nominations and elect the Vice-Chairman for the forthcoming year
- 23006.** To receive any declarations of interest
- 23007.** To confirm the terms of reference for Committees and Working Groups
- 23008.** To appoint Committee Members, Officer and Representatives for the forthcoming year to the following (please note that Committees and working groups will appoint a Chairman at the first meeting):
  - a. General Purposes Committee
  - b. Cemetery Committee & working group
  - c. Planning Committee & working group
  - d. Social Hall working group
  - e. Opens Spaces working group
  - f. Sports Club Representative(s) (2)
  - g. YLCA Representatives to attend YLCA Branch meetings as voting representatives (2)
  - h. Climate & Ecological Emergency working group
  - i. Publicity Officer (if appropriate)
  - j. Health & Safety responsibility
  - k. HR Panel
  - l. Residents' Committee representatives
- 23009.** To review and confirm/update the Standing Orders adopted in May 2022
- 23010.** Internal Control - To review and consider the effectiveness of the following areas of Internal Control and decide on any necessary action:
  - a. To consider and/or confirm the Annual Review of the System of Internal Control
  - b. To appoint the Internal Auditor for 2022/2023 and confirm the audit plan
  - c. To re-appoint the Clerk as the Responsible Financial Officer
  - d. To consider and/or confirm the Risk Management Report dated May 2023
  - e. To review and confirm/update the Financial Regulations dated 10 May 2022

- f. To note the Asset Register dated 31 March 2023
  - g. To confirm appointment of Came & Co. Insurance Brokers to prepare insurance quotations for renewal in October 2023
  - h. To review/update the Register of Gifts and Hospitality
  - i. To consider the adoption of any new policies or amendments to existing policies
  - j. To review and affirm acceptance of the Local Government Association Councillor Code of Conduct
  - k. To note the Bank Reconciliation for 2022/2023
  - l. To note the Statement of the PWLB at 31.03.2023
  - m. To note the Clerk's report to include 2022/2023 Budget v Year End Accounts Statement
  - n. To consider and agree continuation of the standing order/direct debit instructions to/with the bank for the year 2023/2024
  - o. To approve payment of the Business Rates & Council Tax for Cemetery Lodge by monthly direct debit as set out in the Demand Notices for 2023/2024
- 23011.** To resolve to renew annual membership of YLCA, ICCM and SLCC
- 23012.** To confirm that wages and salaries will be in accordance with recommendations of NJC agreement for local government workers and that all staff are eligible to join the North Yorkshire Pension Fund. Wages and salaries should be reviewed annually
- 23013.** To schedule staff performance reviews for November 2023
- 23014.** To choose from the options listed at Appendix 1 to set the times, dates and place of ordinary meetings of the full council for the year
- 23015.** To set the times and dates of the following Parish Council working group meetings (to be scheduled shortly before each Parish Council meeting where possible):
- a. Planning Working Group
  - b. Open Spaces Working Group
  - c. Cemetery Working Group
  - d. Social Hall Working Group
  - e. HR Panel
  - f. Climate and Ecological Emergency Working Group
- 23016.** To consider the Annual Governance Statement for 2023/2024 for submission to Internal Auditor
- 23017.** To consider the Accounting Statements for 2023/2024 for submission to Internal Auditor
- 23018.** Close the Annual Meeting.

## Annual Parish Council Meeting Appendix 1

### Option A - Monthly

13 <sup>th</sup> June 2023	11 <sup>th</sup> July 2023	15 <sup>th</sup> August 2023
12 <sup>th</sup> September 2023	10 <sup>th</sup> October 2023	14 <sup>th</sup> November 2023
12 <sup>th</sup> December 2023	9 <sup>th</sup> January 2024	13 <sup>th</sup> February 2024
12 <sup>th</sup> March 2024	16 <sup>th</sup> April 2024	14 <sup>th</sup> May 2024

### Option B – Every 2 Months <sup>1</sup>

13 <sup>th</sup> June 2023	15 <sup>th</sup> August 2023	10 <sup>th</sup> October 2023
12 <sup>th</sup> December 2023	9 <sup>th</sup> January 2024 (Jan meeting required to set Precept & Budget)	12 <sup>th</sup> March 2024
14 <sup>th</sup> May 2024		

### Option C – 6 Weekly

13 <sup>th</sup> June 2023	25 <sup>th</sup> July 2023	5 <sup>th</sup> September 2023
17 <sup>th</sup> October 2023	28 <sup>th</sup> November 2023	9 <sup>th</sup> January 2024
20 <sup>th</sup> February 2024	2 <sup>nd</sup> April 2024	7 <sup>th</sup> May 2024

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<sup>1</sup> Working Group and Committee meetings can take place in between full PC meetings and save time at full PC meetings, reducing the need for frequency of full PC meetings. Committees can take decisions but must have sufficient membership to enable quorate decisions. Working Groups can debate most areas of dissent and form a consensus/resolve queries in advance of full PC meetings. Working Group recommendations can be agreed at the full PC meeting without further discussion where non-members of the working group have no queries on/alternative views to the recommendations. Effective use of Working Group and Committee meetings, with the consequent reduction in frequency of PC meetings, reduces the meeting related admin burden which would enable more effective use of time for the Clerk and Councillors in following through with PC decisions and actions.



# Fulford

Parish Council

**Notice is given that a Meeting of the Parish Council will be held on Tuesday 9<sup>th</sup> May 2023 immediately after the Annual Meeting of the Parish Council in the Old Library, Fulford Social Hall, School Lane, Fulford, York.**

## ORDINARY MEETING AGENDA

- 23019.** Chairman's welcome
- 23020.** To receive apologies and approve reasons for absence
- 23021.** To receive any declarations of interest
- 23022.** To receive and approve the Minutes of the Extraordinary Meeting of the Parish Council meeting held on 27<sup>th</sup> April 2023
- 23023.** To consider any applications for co-option to the Parish Council
- 23024.** 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]*
- 23025.** To note correspondence received at Appendix 1 and decide if any action is necessary
- 23026.** To consider and confirm any decisions taken using delegated powers listed at Appendix 2
- 23027.** To receive and consider a report from the Ward Councillor and decide on any necessary action
- 23028.** To receive and consider any report from the Police and decide on any necessary action
- 23029.** Financial Matters
  - a. To approve the payments presented for authorisation
  - b. To note the receipts presented
  - c. To approve the bank reconciliation
  - d. To note the statement of reserves
- 23030.** To consider renewal of the Zoom subscription and decide on any necessary action
- 23031.** 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) 23/00808/NONMAT | Non-material amendment to permitted application 22/02433/FUL to alter external finish of platform lift and full height curtain wall glazing to 2no. window casements | Fulford School Fulfordgate York YO10 4FY
  - b. Ongoing applications
    - i) 23/00283/FUL | Flood alleviation scheme comprising a pumping station and associated inlet structure, control kiosk, access track and parking area; culvert under Selby Road; outfall structure and floodwall alignment and penstock across Germany Beck; two earth flood embankments, and a temporary construction compound and tree works within the Fulford Conservation Area | Fulford Flood Alleviation Scheme Pt Fulford Ings and Pt Playing Fields Selby Road York A
    - ii) 22/01502/FUL. Single storey rear and side extension and erection of 2no. rear garden outbuildings for additional living space. 151 Main Street Fulford York YO10 4PR
    - iii) 23/00581/FUL | Change of use from restaurant (use class E) to 2no. one bedroom apartments (use class C3), demolition of existing rear extension and associated external alterations | 77 Main Street Fulford York YO10 4PN
  - c. To consider exclusion of the press and public from the discussion of any aspect of item 23031.d by virtue of s.1(2) of the Public Bodies (Admission to Meetings) Act 1960.
  - d. To consider any update of proceedings relating to 22/02437/FUL. Conversion of Nos. 100-102 to provide 4no. dwellings with external alterations and extensions. Redevelopment of outbuildings at rear to provide 1 no. dwelling and parking. 100 Main Street Fulford York YO10 4PS and decide on any further action
  - e. To note the LPA decided applications listed at Appendix 3

- 23032.** To receive and consider an update on matters pertaining to the Germany Beck Liaison Advisory Committee (LAC)
- 23033.** To receive and consider any update on the Local Plan Examination (Phase 1) and decide on any necessary action
- 23034.** To receive and consider a report from the Cemetery working group and decide on any necessary action
- 23035.** To consider the Cemetery Lodge Apartment Inspection Report and decide on any necessary action
- 23036.** To receive and consider a report from the Open Spaces working group and decide on any necessary action to include:
  - a. Allotments
  - b. Fordlands Road
  - c. Parish Field School Lane
  - d. Play Equipment
  - e. Village Green
  - f. Tree Survey
- 23037.** To consider reports of speeding boats along the River Ouse and decide on any necessary action
- 23038.** To receive and consider a report from the Social Hall working group and decide on any necessary action
- 23039.** To receive and consider any update from the Fulford Climate and Ecological Emergency Working Group and decide on any necessary action
- 23040.** To consider any updates or information resulting from recent training webinars and decide on any necessary action
- 23041.** To consider exclusion of the press and public from the discussion of any aspect of item 23042 by virtue of s.1(2) of the Public Bodies (Admission to Meetings) Act 1960
- 23042.** To receive and consider reports from the HR panel and decide on any necessary action
- 23043.** To consider and propose any items for inclusion on the agenda for the next meeting
- 23044.** Confirm date and time of next meeting

## **Ordinary Parish Council Meeting Appendix 1** **Correspondence Received**

- a. NYPFCC Response to North Yorkshire Police Inspection 20230316.
- b. Email from newsletter distributor requesting a reference for their website.
- c. Email from resident relating to the Parish Field and Germany Beck open space areas.
- d. Email from a Tree Consultation relating to Tree Surveys.
- e. Email from Fulford Show Committee relating to the programme advert.
- f. Letter from Complete Communities relating to workshops for funding opportunities.
- g. Email from Fulford Sports Club attaching AGM Minutes.
- h. Email from Fulford Sports Club attached Minutes of meeting on 26<sup>th</sup> April 2023.
- i. NALC Correspondence:
  - i. Chief Executive's Bulletins dated 10<sup>th</sup>, 14<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup>, 31<sup>st</sup> March and 6<sup>th</sup>, 10<sup>th</sup>, 28<sup>th</sup> April 2023.
  - ii. Newsletters dated 15<sup>th</sup>, 22<sup>nd</sup>, 29<sup>th</sup> March, 19<sup>th</sup>, 26<sup>th</sup> April & 3<sup>rd</sup> May.
  - iii. PC1-23 Infrastructure Levy Briefing Note.
- j. YLCA Correspondence:
  - i. White Rose bulletins dated 31<sup>st</sup> March and 24<sup>th</sup> April 2023.
  - ii. YLCA Training & Discussion Forums 3-13 April.

## **Ordinary Parish Council Meeting Appendix 2** **Decisions taken using delegated powers**

- a. Decision taken 13 March 2023: It is RESOLVED to send the letter of appeal statement in respect of 34 Main Street Appeal Ref: APP/C2741/W/22/3309624 as drafted and circulated.
- b. Decision taken 27 March 2023: It is RESOLVED to submit the representations to the City of York Local Plan Main Modifications Consultation as drafted and circulated.
- c. Decision taken 12 April 2023: It is RESOLVED to instruct David Walton to send the Pre Action Protocol Letter as drafted and circulated in respect of 22/02437/FUL Challenge to Grant of Planning Permission for conversion of Nos. 100-102 Main Street, Fulford, York, YO10 4PS to provide 4 dwellings.

## **Ordinary Parish Council Meeting Appendix 3** **LPA Decided Planning Applications**

- a. 23/00409/CLU - 50 Heslington Lane – LPA issued certificate of lawfulness.