

## **Minutes of the Dunnington Annual General Meeting and Parish Council meeting held on 11<sup>th</sup> May 2015**

**Present:** Cllrs S Kay, R Freer, L Black, D Martin, N Ford, A Brooks, J Brooks, J Farmer, J Errington, J Maggs, J Harrison, L Turnbull.

**Clerk:** J Bone

The newly elected Councillor for the ward Mark Wartens attended at the invitation of the Parish Council to observe the meeting plus one member of the public.

### **Annual General Meeting**

Cllr S Kay welcomed the new members of the Parish Council and thanked the outgoing Cllr Caroline Grant for all her work on the previous Council.

All members of the Council who were present completed an acceptance of office form and these were signed and witnessed by the Clerk J Bone before the meeting began.

- (i) Election of Chairman. – Cllr S Kay – nominated by Cllr J Brooks, seconded by Cllr J Errington
- (ii) Election of Vice Chairperson – Cllr J Brooks – nominated by Cllr J Errington, seconded by Cllr Roy Freer.
- (iii) Parish Councillors Responsibilities.

Representatives for the positions of:

Finance and Strategy Group and Audit and Risk – Cllr A Brooks (Chairman) and members will be Cllrs N Ford, J Harrison, S Kay, J Brooks and D Martin.

Planning Committee – Cllrs A Brooks (Chairman), N Ford, and D Martin

Cemetery Management Group – Cllrs A Brooks, N Ford, J Harrison, S Kay and L Black

Police Liaison. Byways and police matters – Cllr L Black

Dunnington PFA – Cllr J Farmer

Activity Park – Cllr J Maggs

Highways Group – Cllrs J Maggs, J Farmer, N Ford and J Errington

Website – Cllr L Turnbull

Environment Group – Cllrs L Turnbull, J Farmer and J Brooks

Dunnington Primary School. J Errington

Dunnington Scouts and Guides – Cllrs J Brooks and L Black

In-Bloom Committee and Allotments – Cllr R Freer

Dunnington Reading Rooms – Cllr L Turnbull

Emergency contact officer – First contact Cllr L Black, second Cllr J Brooks

Responsible Finance Officer – Julie Bone

## Parish Council Meeting Agenda – 11<sup>th</sup> May 2015

### **1 FORMALITIES**

- 1.1 Apologies – No apologies but Cllr G Kay did not attend
- 1.2 Previous Meeting Minutes (13/4/15) – Minutes were proposed by Cllr A Brooks and seconded by Cllr L Black with the following amendments:  
Item 4 - Last paragraph should read – ‘Cllr D Martin wanted to clarify the issue of who owns the Scout Hut – the Parish council own the hut and have the right to sell provided any revenue would go back into a related purpose in the village’  
  
Item 5 – The last sentence should read – ‘The merger is due to Dunnington not being big enough to be a ward in its own right’  
  
Item 6.2 last paragraph should be  
  
‘After the meeting Steve Wragg had been sent:  
  
1. Two photos of flooding in the lower parts of Dunnington taken after the worst effects of the storm of 2011 had subsided and typical of the effects in other parts of the village plus some flooding photos from 1977..’  
  
Item 8.1 should read  
  
‘Local projects – Cllr J Brooks – Nothing to Report but Cllr D Martin reported that the Village Cross is listed so no work can be done unless it is approved by English Heritage’
- 1.3 Declaration of Interest – The three new members of the Council submitted their Register of Interest forms, all other members had no changes

### **2 POLICE REPORT**

- 2.1 Police Report – PCSO’s Laura Harper and Marie Hampshire attended the meeting having previously submitted the following report:

In April 2015 we have had the following incidents reported within the Ward,.,.,

**THEFT:** Make off from Petrol Station.

**BURGLARY:** Commercial building in **KEXBY** Motocross stolen from garage.

**CRIMINAL DAMAGE:** Dunnington sports club damage to guttering.

Incidents classed under the **Anti Social Behaviour(ASB)** category are as follows.

There were 3 in total...

1x ASB Personal: neighbour issues

2x Nuisance- Parking issues in Dunnington and Neighbour issues.

If you have any incidents to report please contact North Yorkshire Police on **Tel 101** no matter how minor. This way we can have a clearer picture of crime & anti social behaviour within the Parish.

Just as a reminder your Safer Neighbourhood Team consists of.....

- Sergeant 305, Colin Sutherland
- Service Delivery Officer PC 508 Steve Gillespie
- PCSO 5655 Laura Harper
- PCSO 5520 Andy Smith
- PCSO 6457 Marie Hampshire
- PCSO 5458 Mark Jackson

If you need to make contact with any of the above you can contact via **101** and when prompted just ask for the officer by name or collar number, or alternative you can email [snayorknorth@northyorkshire.pnn.police.uk](mailto:snayorknorth@northyorkshire.pnn.police.uk)

At the meeting PCSO Laura Harper asked that if at the time of reporting a crime the actual times that it happened should be noted as this helps to monitor the situation.

Cllr S Kay informed PCSO L Harper that Cllr J Maggs who is now on the Council will be keeping an eye on the Playpark for the Parish Council and reporting back any problems including the timings.

### **3 PUBLIC PARTICIPATION**

Any member of the parish may speak for up to 5 minutes on any matter on the Agenda with the session lasting no more than 20 minutes

The newly elected Ward Councillor Mark Warters attended the meeting and he stated that he did not agree with the merger of the two Wards. The Chairman pointed out that the PC had objected to the merger initially but all future support from Cllr M Warters would always be appreciated.

### **5 DUNNINGTON FLOODING**

Item 5 was brought forward to allow Steve Wragg who attended the meeting to speak ahead of the rest of PC business

- 5.1** S Wragg Flood Risk and Asset Manager for COYC explained his team's role and that they have a vast amount of knowledge between them. York City council is the lead flood authority and are in a position to help Dunnington with the flood problems in the area. He explained that to move forward past events and their effects need to be documented..

**Q and A session**

**Q** Cllr J Errington – York Street floods every time there is heavy rain, what preventions are in COYC plan? **A** The proposal is to move towards preventative Maintenance and have a more proactive approach. Gulley cleaning being an area to look at. There are more funds available this year to look at gulley cleaning and Brian Hebditch is keen to look at this area and so he (Steve Wragg) will be continuing with a proactive approach.

**Q** Cllr D Martin stated that experience tells us that a report or document is required before a productive argument can be made. Cllr S Kay also asked if there is a process to advise what will happen if someone is coming out to do something? **A** S Wragg would be happy to initiate a questionnaire or drop in session .

**Q** Cllr J Brooks asked when Gulleys will be cleaned? **A** Not sure as there may be other options to explore first.

**Q** Cllr S Kay asked what the relationship was like with Yorkshire Water? **A** Yorkshire Water team is very small and so getting action can sometimes be impossible. Also YW are measured by Ofwat so getting funding can be difficult. They also have constraints as to what they can get involved in.

**Q** Cllr D Martin pointed out that he had seen complaints at first hand and Yorkshire Water's processes had not been helpful. **A** It is often about COYC badgering YW to get the help.

**Q** Cllr J Farmer asked if there is someone specific who looks at housing developments?  
**A** Yes someone looks at all proposals.

**Q** Cllr A Brooks raised the issue of lack of use of permeable surfaces? **A** Evidence required on how designs are approved.

**Q** Cllr D Martin mentioned that there is no feedback on decisions **A.** S Wragg said he would request that feedback is given.

It was decided that the next steps would be more communication and a greater understanding which would begin with an investigation and questionnaire in the Summer. S Wragg will communicate with Cllr D Martin in the first instance.

#### **4 COYC JOINT STANDARDS COMMITTEE – APPOINTMENT OF THREE PARISH REPRESENTATIVES**

4.1 Nominations – Cllr S Kay nominated Cllr D Martin, seconded by Cllr J Brooks  
Cllr D Martin was therefore nominated

#### **6 GRIMSTON COURT**

Cllr S Kay was pleased to report that after PC complaints the new system is now in place so the smell should stop

#### **7 LOCAL AND NEIGHBOURHOOD PLANS**

7.1 Update on the Local Plan – Cllr J Brooks – the latest news is that after the Council elections there is no overall majority but it was thought that the vast majority of those elected were not looking for vast numbers of housing on green belt land.

7.2 Update on the DPC Neighbourhood Plan – Cllr D Martin – The PC had agreed that the housing part of the plan would be suspended until any new housing proposals were made under the Local Plan. Before the meeting there had been a constructive discussion on the approach to flooding between Cllr Martin, S Wragg and Ward Cllr Mark Warters.

A discussion took place regarding obtaining a consultant and getting a Housing Needs Survey done. This is to be explored by Cllr Kay

Cllr D Martin circulated an initial draft of a flooding leaflet for comments from the PC. Costs £150 to print. Comments made were noted and Cllr Martin to circulate notes to obtain further feedback from PC members prior to next PC meeting in order to expedite progress in agreeing a final format.

7.3 Housing allocation in Neighbourhood Plan – Cllr A Brooks reminded the meeting that an discussion paper had been circulated previously but key issues were the shape of the Local Plan and the possible need for a housing needs survey .to provide a possible mechanism for choosing between housing options.

#### **8 FINANCE AND CORRESPONDENCE**

8.1 Full updated Accounts and Accruals to date for 2015/16  
Accounts as follows:

<b>Investment Bond &amp; Account</b>	<b>£20,502.86</b>
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**Apr 13th**

<b>Premium Account Income</b>	<b>£2,037.50</b>
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**Apr 13th**

<b>Current Account</b>	<b>£33,214.36</b>
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**Apr 13th**

**Current Account Income**

In Bloom Donations	700.00
Cemetery Memorial and Interment	285.00
Cemetery Memorial	95.00
Cemetery Interment	200.00
Cemetery Interment	200.00
In Bloom Donations	725.00
Precept 1st Instalment	7795.50
VAT Claim 2014-15	3109.00

**£13,109.50**

**Current Account Expenditure**

Expenses - J Bone - stamps	31.15
Roof Repairs Dunnington PFA	671.43
JRB Enterprise Dog gloves	133.80
Metanym Lincoln Ltd	87.60
Acer Garden Services	212.09
D Boswell and Sons	216.00
J Bone Salary (8/4/15 - 7/5/15)	279.99
Payment to R Tatham (Caretaker Cemetery)	750.00
Honorarium - T Weston	200.00

**£2,582.06**

<b>Forecast Current Account</b>	<b>£43,741.80</b>
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**May 11th**

<b>Premium Account</b>	<b>£2,037.50</b>
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**May 11th**

<b>Investment Bond 1 &amp; 2</b>	<b>£20,502.86</b>
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**May 11th**

**£66,282.16**

## 8.2 Year end Account 2014-15

The year-end accounts are being audited by Dave Safhill at the moment. Cllr S Kay explained the end of year position which was better than expected and allows for some flexibility due to VAT refund being high and there being a surplus of Cemetery Income. Various transfers made to reserves and a payment paid back from the Cemetery to the PC. As there is room for some flexibility any suggestions for projects which would benefit the Parish would be welcomed.

Discussion took place regarding investment opportunities for the Fighting fund and how long this should be kept by the PC. This was referred to the Finance and Strategy Group.

The Reserves to be discussed by the F&S Group

## 8.3 Correspondence – See list below of previously circulated correspondence. Correspondence list as below

Date		Subject	Sender
03/04/2015	E mail	Outline approval 13/01960/OUT. 25 Garden Flats Lane, Dunnington	Cllr B Watson
05/04/2015	E mail	Agenda for Area Planning Sub-Committee, Thursday, 9th April, 2015	Judith Betts - COYC
07/04/2015	E mail	Weekly Email News Digest - Tuesday, 7 April, 2015	Rural Services
07/04/2015	E mail	Rural Vulnerability Service - Rural Broadband - April 2015	Rural Services
07/04/2015	E mail	Shout, scream and ROAR for the Tour de Yorkshire  deb2	Cheryl Davison
09/04/2015	E mail	CITY OF YORK EMAIL REPLY 15/00242/LHE	Paul Edwards - COYC
10/04/2015	E mail	Decision Notice	Anne Curtis - COYC
12/04/2015	E mail	Police Report	Laura Harper
13/04/2015	E mail	Weekly Email News Digest - Monday, 13 April, 2015	Rural Services
13/04/2015	E mail	Plans List Week 2	Diane Wikinson - COYC
13/04/2015	E mail	Cycle race 2nd may May	Laura Haviland
16/04/2015	E mail	Rural Vulnerability Service - Fuel Poverty - April 2015	Rural Services
20/04/2015	E mail	FW: 15/00794/TCA - Land To The South Of 20 Garden Flats Lane - Consultation Email	Amy Brooks - COYC
20/04/2015	E mail	Plans List Week 3	Plans List Week 3
20/04/2015	E mail	Weekly Email News Digest - Monday, 20 April, 2015	Rural Services
20/04/2015	E mail	Acceptance of Office	Jacquie Wilson
20/04/2015	E mail	New Play Facilities in time for Summer	Mark Gornall
21/04/2015	E mail	Rural Services Network News	Rural Services
22/04/2015	E mail	Planning consultation for application 15/00756/FUL	Diane Wikinson - COYC
22/04/2015	E mail	Alliance draft manifesto	Allan Charlkesworth
22/04/2015	E mail	11th May deadline for June Grapevine	Grapevine Editor
24/04/2015	E mail	Tour de Yorkshire cycle race 2nd May	Laura Haviland
27/04/2015	E mail	Weekly Email News Digest - Monday, 27 April, 2015	Rural Services
27/04/2015	E mail	Plans List Week 4	Amy Brooks - COYC
27/04/2015	E mail	Planning application decision - 15/00574/TCA	Diane Wikinson - COYC
29/04/2015	E mail	Rural Housing Spotlight	Rural Services

30/04/2015	E mail	Planning - Let us do the hard work, so you don't have to	Karen Brookes - planning resource
30/04/2015	E mail	15/00841/FUL - 26 Church Lane - Consultation Email	Amy Brooks - COYC
01/05/2015	E mail	RE: POLICE AND CRIME PANEL 15TH JANUARY 2015	Mark Warters/ Will Naylor
01/05/2015	E mail	Letter from Julia	Mark Warters
01/05/2015	E mail	Finance in Local Government: Impact of the Election and Devolution of Powers	Capita
02/05/2015	E mail	POLICE AND CRIME PANEL 15TH JANUARY 2015	Mark Warters

- 8.4 Report Finance and Strategy group – Cllr A Brooks – Group has not had a meeting therefore nothing to report
- 8.5 Purchase of new laptop, security software and Outlook for use by Parish Clerk – It was agreed by the PC that all be purchased.

## **9 REVIEWS**

- 9.1 Local projects – Cllr J Brooks – The PC agreed that they would attempt to gain progress this year with various projects such as the work required on the Cross in the middle of the village and the War memorials. All suggestions welcome.
- 9.2 PFA Update – Cllr J Farmer - Not much to report. Everything going well. A new insurance policy which has saved us £500. Rates have stayed more or less the same. CCTV and Fire quotations received and improvements should be in place shortly. May have found a treasurer, still looking for a secretary.
- 9.3 Web site – None but the new Councillor L Turnbull will be looking at the website
- 9.4 In-Bloom – Cllr R Freer – Cllr Freer explained that one allotment that had been left in a terrible state has been cleared by the Probation service and they are to clear another that is also in need of clearance. This has been at a cost to the PC for skip hire. A discussion took place as to what should happen when allotments are not kept to the expected standard and it was decided this needs reviewing.

Dunnington in Bloom are organising a Front Garden competition in July. An allotments competition is to be revived.

The question arose of the previous honorarium paid to Stuart Jacques for managing the millennium garden. The PC agreed to give him £350 to carry out this work but first In Bloom should confirm he is not getting this from them.

- 9.5 Environment – No report
- 9.6 Cemetery – Cllr N Ford – A meeting will be organised

## **10 APPROVAL OF PLANNING PROCEDURES**

The PC voted to accept the new document formally recording the long established PC planning procedures

## **11 PLANNING - Ongoing Applications**

- 11.1 Simpson York Ltd Common Road Dunnington York YO19 5PD - Upgrading of existing equipment to allow installation of biomass boiler with associated steel frame and enclosure
- 11.2 25 Garden Flats Lane Dunnington York YO19 5NB - Variation of conditions 3 and 5 of permitted application 13/01960/OUT to amend location of proposed garage and increase height of proposed dwelling – Called in – discussion took place
- 11.3 OS Field 4470 Elvington Lane Dunnington York - Conversion of agricultural building to 1no. dwelling house (class C3) with associated operational development under Class MB, Part 3, Schedule 2 of Article 3 of The Town and Country Planning (General Permitted Development) Order 1995, as Amended.

## **12 PLANNING - New Applications**

- 12.1 Land To The South Of 20 Garden Flats Lane Dunnington York - Crown thin 5no. Sycamore trees in a Conservation Area
- 12.2 Quality Clinical Reagents 15 Chessingham Park Dunnington York YO19 5SE - Two storey front and rear extensions
- 12.3 26 Church Lane Dunnington York YO19 5PS - Single Storey rear extension

## **13 PLANNING - Decisions (CoYC)**

- 13.1 43 York Street, Dunnington, York YO19 5ST – Erection of Single storey extension extending 3.6 metres beyond the rear wall of the original house with a height to the eaves of 2.95 metres and a total height of 2.95 metres – Granted
- 13.2 Windmill Farm 9 York Street Dunnington York YO19 5PN - Variation of condition 2 of permitted application 13/01253/FUL to add single storey extension to side and amend openings to ground floor of rear elevation - Granted
- 13.3 Shangri La Hagg Lane Dunnington York YO19 5PE - Removal of condition 5 of permitted application 7/S03/00308J/FUL to remove occupancy restriction – Granted – Cllr D Martin suggested the PC should ask for the reasons for the decision as no explanation given for the decision as it has implications for other applications. Planning Committee will draft a letter.

## **14 AOB**

Three weeks ago the two new notice boards were taken away by COYC for repair and they have not been returned– Cllr J Brooks will look into this

Next Meeting 8<sup>th</sup> June 2015 at 7.30 in St Nicholas Church Tower Room