

Minutes of the Annual Meeting of the Council and Dunnington Parish Council Meeting held on 9thth May 2016

Present: Cllrs S Kay, J Brooks, A Brooks, R Freer, L Turnbull, J Maggs, J Farmer, L Black, J Harrison and A Dykes

Clerk: J Bone

Annual Meeting of the Council 2016

- (i) Election of Chairman – Cllr S Kay was re-elected as Chairman – proposed Cllr J Brooks and seconded by Cllr L Turnbull
- (ii) Declaration of Acceptance of office to be signed by the Chairman – The Declaration was signed by the Chairman S Kay and the Clerk J Bone
- (iii) Election of Vice Chairperson – Cllr J Brooks was re-elected Vice Chairman, proposed by Cllr R Freer and seconded by Cllr L Turnbull
- (iv) Parish Councillors Responsibilities.

Representatives were appointed as follows for the positions of:

Finance, Strategy and Audit Group - Cllrs A Brooks, J Brooks, J Harrison, N Ford and S Kay

Planning Committee – Cllrs A Brooks, A Dykes, N Ford and L Turnbull

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

Police Liaison. Byways and police matters – Cllr L Black

PFA – Cllr J Farmer

Activity Park – Cllr J Maggs

Highways Group – Cllrs J Maggs, J Farmer, J Errington and A Dykes

Website – Cllrs L Turnbull, A Dykes, The Clerk J Bone and the Chairman S Kay

Environment Group – Cllrs L Turnbull, J Farmer, J Brooks and Steve Ashby (Dunnington Conservation Group), David Mayston (Chairman of the Friends of Hagg Wood) and Margaret Martin

Dunnington Primary School. – Cllr J Errington

Dunnington Scouts and Guides – Cllrs J Brooks and L Black

In-Bloom Committee and Allotments – Cllr R Freer

Dunnington Reading Rooms – Cllr R Freer

Emergency contact officer – Cllr L Black

Emergency Planning Group – Cllrs L Black, L Turnbull, and J Farmer

Responsible officer – J Bone (Parish Clerk)

Dunnington Parish Council Meeting

1 FORMALITIES

1.1 Apologies and reasons for non-attendance – Cllr J Errington (Away)

1.2 Parish Council approval of Apologies and reasons for absence

Cllr J Errington – Apologies accepted by the PC

Cllr N Ford – Absent and no apologies received

Cllr G Kay – Absent and no apologies received

1.3 Previous Meeting Minutes (11/04/16) – Minutes were approved as correct by the PC

1.4 Declaration of Interest – Cllr J Brooks – as member of Council Executive Team

- Cllr A Dykes – item 11.9

2 POLICE REPORT

2.1 Police Report – The following detail was obtained from North Yorkshire Police

Anti-social behaviour – on or near Sawyers Walk

Burglary – on or near Sawyers Walk

Burglary – Common Road, crime on or near Chessington Park

Anti-social behaviour – York Street

Anti-social behaviour

On or near The Glebe - Violence & Sexual Offences

The PC Chairman has spoken to Sergeant Lee Pointon in respect of the lack of information now being received by the PC. He was very sympathetic but the decision was made that the time taken to attend all PC meetings was taking too much of the resources available. He did agree to discuss with his team how this can be resolved.

Cllr L Turnbull suggested this could be an item for discussion at the YLCA meeting.

PCSO Laura Harper did give a police report on the anti social behaviour in the village in Grapevine (May issue)

3 PUBLIC PARTICIPATION

One member of the public attended and York City Councillor Mark Warters

4 ANNUAL ACCOUNTS 2015-16

4.1 Annual Governance Statement

4.1.1 The Parish Council considered the findings of the review of the effectiveness of the system of Internal Control and preparation of the Annual Governance Statement and all were agreed that the Review and Control procedures are as per the requirements

4.1.2 The Parish Council approved the Annual Governance Statement by resolution – Proposed by Cllr J Harrison and Seconded by Cllr A Brooks

4.2 The Accounting Statements

4.2.1 The Parish Council considered the Accounting Statements

4.2.2 The Parish Council approved the Accounting Statements by resolution – proposed by Cllr R Freer and seconded by Cllr A Brooks

4.2.3 The Accounting statements were signed and dated by the Chairman Cllr S Kay and the Responsible Officer J Bone

4.3 Approval of Public Rights Notification – The Parish Council were all in favour of the Approval of the Public Rights of Notification.

5 REGISTER OF INTEREST AND CODE OF CONDUCT

5.1 All Parish Councillors were reminded by the Chairman that they should ensure all Register of Interest forms are up to date and that they should submit any that require updating

The ROI forms will be published on the website once they are all up to date

5.2 Review and Adopt Code of Conduct – The Dunnington Parish Council Code of Conduct was reviewed and adopted. Proposed Cllr J Brooks, seconded Cllr J Maggs.

Code of Conduct will be published on the Website.

6 EMERGENCY PLAN

- 6.1 Progress of the Emergency Plan – Cllr L Black requested the Emergency Plan should be an item on the Agenda forthwith and thanked Cllr L Turnbull for all her work progressing the Plan.

Cllr Turnbull suggested there should be a small budget applied to the Emergency Plan to fund two Emergency Boxes containing equipment, maps, information folders and forms. One will be based in the Reading Room and the other in the Sports Club. The PC agreed to this request.

- 7 **CHANGES TO NUMBER 10 BUS** – The Consultation has now finished and the Chairman has submitted a response on behalf of the Parish Council. This will be published on the website. The Chairman stated that his response had not been unanimously agreed by the PC but after discussion with those that were not in agreement they did agree it should be sent.

8 LOCAL AND NEIGHBOURHOOD PLANS

- 8.1 Update on the Local Plan – Cllr J Brooks reported that something will be published in due course. A discussion took place on reports in the York Press of a meeting of the LPWG in June.
- 8.2 Update on the DPC Neighbourhood Plan – Cllr S Kay reported no change
- 8.3 Housing allocation Neighbourhood Plan – Cllr A Brooks reported no change

9 FINANCE AND CORRESPONDENCE

- 9.1 Full updated Accounts and Accruals to date for 2016/17 – The Chairman reported on the various items of Income and Expenditure as per the statement below

Investment Bond & Account	£20,654.28	Apr 11th
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Premium Account Income	£2,038.52	Apr 11th
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Current Account	£55,198.18	Apr 11th
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Current Account Income

In Bloom donations x 1 cheque	50.00
Cemetery memorial permit - (Barlow)	95.00
Allotment Rents x 6 cheques	90.00
Allotment rent cash	10.00
Precept First Instalment	8031.50
Cemetery Plot	410.00

£8,686.50

Current Account Expenditure

J Bone Salary (8/4/16 - 7/5/16) and backdated salary for error in April	341.42
HMRC - PAYE tax due Month 1 and 2	1.60
J Bone - expenses binders and stamps, ink cartridge	29.03
Trueman and Partners	48.95
D Safhill - Audit	40.00
Acer garden Services	362.40

£823.40

Forecast Current Account	£63,061.28
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May 9th

Premium Account	£2,038.52
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May 9th

Investment Bond 1 & 2	£20,654.28
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May 9th

£85,754.08

9.2 Correspondence – See list below of previously circulated correspondence.

Date		Subject	Sender
04/04/2016	E mail	Plans List Week 2	Amy Brookes - COYC
04/04/2016	E mail	Weekly Email News Digest - Monday, 4 April,	Rural Services
04/04/2016	E mail	Agenda for Decision Session - Executive Member for Transport and Planning,	Laura Bootland - COYC
04/04/2016	E mail	Agenda for Decision Session - Economic Development and Community Engagement	Laura Bootland - COYC
04/04/2016	E mail	Re. Meeting Thursday, 14th April, 2016, 2.00 pm, Decision Session - Executive	Laura Bootland - COYC
05/04/2016	E mail	Fundraising Week and the IDM	Third sector
06/04/2016	E mail	Agenda for Decision Session - Executive Member for Transport and Planning,	Judith Betts - COYC
06/04/2016	E mail	Parish Online – latest news, top tips and new tools	Parish online
07/04/2016	E mail	11.4.16 deadline for May Grapevine	Grapevine
08/04/2016	E mail	Fw: Adoption e-mail	Owen Robinson - East Riding
08/04/2016	E mail	REQUEST FOR INFORMATION - ADOPTION OF RED TELEPHONE BOX	YLCA
11/04/2016	E mail	Re: Flyposting.	Mark Warters
11/04/2016	E mail	Plans List Week 3	Amy Brookes - COYC
12/04/2016	E mail	FW: Consultation- changes to council-supported bus services	buses York

12/04/2016	E mail	Shadow Minister for Environment, Food & Rural Affairs to Attend Floodex	Public Sector online
12/04/2016	E mail	Decision sheet for Decision Session - Economic Development and Community	Laura Bootland - COYC
12/04/2016	E mail	Agenda for Health and Wellbeing Board, Wednesday, 20th April, 2016, 4.30 pm	Judith Betts - COYC
12/04/2016	E mail	Agenda for Decision Session - Executive Member for Transport and Planning,	Jill Pickering - COYC
14/04/2016	E mail	Weed killing	Mark Wartars/Russell Stone
14/04/2016	E mail	ACCESS TO THE WEBSITE OF THE NATIONAL ASSOCIATION OF LOCAL COUNCILS (NALC)	YLCA
14/04/2016	E mail	NEW EDITION OF 'GOVERNANCE AND ACCOUNTABILITY', THE FINANCIAL GUIDE	YLCA
14/04/2016	E mail	Jewson funding	Michal Czekaljo
14/04/2016	E mail	Agenda for Health and Wellbeing Board, Wednesday, 20th April, 2016, 4.30 pm	Judith Betts - COYC
14/04/2016	E mail	Decision sheet for Decision Session - Executive Member for Transport and	Jill Pickering - COYC
15/04/2016	E mail	Weed killing	Mark Wartars/Russell Stone
15/04/2016	E mail	Forward Planing Spring 2016 Newsletter	Owen Robinson - East Riding
16/04/2016	E mail	RE: White Rose Update	YLCA
18/04/2016	E mail	PFA Facebook Page	Gareth Wigdahl
19/04/2016	E mail	HNR	Terry Weston
19/04/2016	E mail	Plans List Week 4	Amy Brookes - COYC
19/04/2016	E mail	Request for Information Regarding Installation of a Defibrillator	YLCA
20/04/2016	E mail	Rural Housing Spotlight	Rural Services
20/04/2016	E mail	Notice of adoption of the Affordable Housing Supplementary Planning	Jessica Hobson - East Riding
20/04/2016	E mail	INVITATION - York Hive - Crowdfunding Workshop - 28.04.16 (1300-1500)	Joe Ashton - COYC
21/04/2016	E mail	RE: Re Allotments and Community Service	Irene Watson
21/04/2016	E mail	The latest from the UK's largest Public Sector Network	Editor - Public sector .co
22/04/2016	E mail	Request for Information - Transport Provision	YLCA
25/04/2016	E mail	East Riding Local Plan ? Consultation on Draft Open Space Supplementary Planning	East Riding .cov
25/04/2016	E mail	Plans List Week 5	Amy Brookes - COYC
25/04/2016	E mail	NYOS - Art & Garden themed events this Summer!	France-Leigh
25/04/2016	E mail	Weekly Email News Digest - Monday, 25 April, 2016	Rural Services
26/04/2016	E mail	Parish council grant schemes	Joe Ashton - COYC
26/04/2016	E mail	Request for Information - Lychgate Refurbishment	YLCA
26/04/2016	E mail	Jewson Fund	Joe Ashton - COYC
26/04/2016	E mail	Agenda for Area Planning Sub-Committee, Thursday, 5th May, 2016, 4.30 pm	Judith Betts - COYC
27/04/2016	E mail	FW: Parish council Invitation (6 May) (ref Ineos)	Mike Benton Rose
28/04/2016	E mail	Wed 11 May deadline for June Grapevine	Grapevine
28/04/2016	E mail	One Planet York - Official Launch 15 June 2016	Joe Ashton - COYC
28/04/2016	E mail	Invitation to a presentation from INEOS Shale - Reminder	Peter Reilly - Ineos
29/04/2016	E mail	Ref: Flood Advisory Service roadshow coming to York - 5 May please spread the word!	Sarah Marriott - Flood advisory
29/04/2016	E mail	Bags of Help TESCO's funding pot	Michal Czekaljo
29/04/2016	E mail	Agenda for Decision Session - Economic Development and Community Engagement	Judith Betts - COYC

Cllr A Brooks will attend the INEOS Shale Meeting

9.3 Report Finance and Strategy group – Cllr A Brooks

A meeting of the Finance and Strategy Group was held on Monday 9th May and the following were discussed

1. The title of the Group which has been changed to include Audit due to the more rigorous Auditing requirements recently put in place. The Committee will review bank accounts, investments and Bank reconciliations on a quarterly basis.
2. Attendance of members at the Parish Council meetings, how that information should be published and how to differentiate between the acceptable reasons for absence. It is the intention that this information should be made public each year.
3. The White Rose Update
4. Planning Committee – the need to have a more in depth meeting of the committee to discuss the more contentious planning applications.

Cllr A Brooks proposed the change of name of the Group to Finance, Strategy and Audit Group, seconded by Cllr J Harrison

9.4 Approve Updated Asset Register – The Chairman requested approval of the updated Asset Register but after discussion it was decided this required further update so will be an item on the next Agenda for approval

10 REVIEWS

10.1 Local projects – Cllr S Kay

10.1.1 Defibrillator – The Ward committee will pay towards a defibrillator. The British Heart Foundation will also contribute but only if it placed in an unlocked container which the Parish Council were unhappy about. It was therefore decided the Chairman will pursue other funding.

The coins for HM Queen 90th Birthday have been distributed at the school and a thankyou note received. It was agreed after discussion to approach other Nurseries in the village for distribution of further coins – the Chairman will pursue this.

The seat is now in place in the Cemetery. The dispute over the placement of a memorial has re-emerged and is being dealt with, with the help of our legal advisors.

The Chairman has spoken to COYC regarding the verges opposite Grimme and it is being progressed.

The condition of the Scout and Guide hut has been raised with B Prince and he will advise the situation in due course.

The last available allotment has now been let.

Cllr J Maggs is awaiting to hear the outcome of the application to the Ward Committee for the Typhoon in the Playpark

Manor Park Corner is progressing

In Bloom are applying for a Water Bowser with a rechargeable battery to assist volunteers manoeuvre it up and down Church Street as well as York Street.

Cllr J Brooks is allocated two additional bins as a COYC Councillor and asked the PC to consider what form these should take and where they should be placed. The Chairman has also spoken to a representative of the Housing Association who have asked for two new dog bins but the concern is who will empty them. Cllr J Brooks to discuss with COYC.

10.2 PFA Update – Cllr J Farmer reported as follows:

- Junior membership is doing well and on a Sunday morning there is cricket/football/squash and tennis coaching for all ages.
 Police issues mentioned previously.
 A leaflet is to be distributed in the next couple of weeks.
 The vice chair is obtaining quotes for CCTV to cover all field and play area. First one is £8.5k. The second one should be in shortly.
 The accounts for the PFA and the Sports Club are with the auditors and no queries have been raised to date – a copy will be sent to the PC when they are available.
- 10.3 Web site – Cllr L Turnbull reported that the four members of the group had met last week to look at options for a new website. Looked at 3 quotes and the middle range option is being pursued. When this has been scoped it will be brought back to the PC for approval
- 10.4 In-Bloom – Cllr R Freer reported he had attended an enjoyable party at the school where the coins were handed out. Two more donations received for In Bloom. A large number of prizes have now been received for the Tombola to take place at the coffee morning on the 11th June.
- 10.5 Environment – Cllr L Turnbull reported that Steve Ashby had received an email from a Parishioner reporting two people doing a survey of the ditch opposite the sports club. The PC is aware that the Landowner is still considering what to do with the land.
- A Tree inspection of some areas of parish council land has taken place. Cllr L Turnbull has a copy of the report which will also be published on the COYC website.
- Pollinator project proposal for the Millenium Garden has been completed and will work alongside In Bloom. There may be an area in the Cemetery that will part of the project so a contribution from the PC for this may be requested.
- The Parish Council asked that the group expand on the Trees report to include the types of trees.
- The Hassacar Nature reserve noticeboard has now been erected.
- 10.6 Cemetery – Cllr S Kay reported that the seat is now in place. Nothing else to report
- 10.7 Playpark – Cllr J Maggs reported on a serious graffiti incident at the Playpark. The police are aware. The Playpark is looking good and additional help is now being given by Steve Moore. A sign is being designed to display the do's and don'ts in the Playpark.
- 10.8 Transport – Cllr J Maggs reported on Road signs on the A1079 which are hidden by overgrown trees and are badly positioned.
 A discussion took place on the issue of the village being a rat run and the need for evidence as to it being the case or is it just residents arriving and leaving.

11 PLANNING - Ongoing Applications

- 11.1 8 Petercroft Lane Dunnington York YO19 5NQ - Erection of dwelling to rear of 8 Petercroft Lane and replacement garage - Approved
- 11.2 23 Kerver Lane Dunnington York YO19 5SL - Crown reduce and thin Oak tree protected by Tree Preservation Order.: 3/1992
- 11.3 Dunnington Lodge Cottage Elvington Lane Dunnington York YO19 5LT - Fell Cypress tree in a Conservation Area

- 11.4 Pumping Station Stamford Bridge Road Dunnington York - Proposed change of use from agricultural building to business (use class B1) under Schedule 2, Part 3, Class R of The Town and Country Planning (General Permitted Development) Order 2015
- 11.5 Proposed Agricultural Building Coneygarth Lane Dunnington York - Erection of agricultural building
- 11.6 Quality Clinical Reagents 15 Chessingham Park Dunnington York YO19 5SE - Variation of condition 2 of permitted application 15/00756/FUL to add first floor escape door and external metal staircase to rear
- 11.7 Kiln Cottage 13 Common Road Dunnington York YO19 5NG - Erection of 1no. dwelling (resubmission) - PC response same as previous
- 11.8 25 Garden Flats Lane Dunnington York YO19 5NB - Reserved matters application for approval of appearance, landscaping and scale for erection of detached dwelling and garage with room in roof to rear following previous approval of outline application 15/00442/OUT
- 11.9 Westholme 29 Church Street Dunnington York YO19 5PP - Erection of detached single storey dwelling with associated access
- 11.10 5 Water Lane Dunnington York YO19 5NW - Three storey side and rear extension and single storey front and rear extensions

12 PLANNING - New Applications

- 12.1 Stockhill Cottage Church Balk Dunnington York YO19 5LH - ON HOLD - Erection of dwelling and garage following demolition of existing house, garage and greenhouses
- 12.2 Dunnington Church Of England Primary School Pear Tree Lane Dunnington York YO19 5QG – Alteration of flat roof to pitched roof
- 12.3 18 Common Road Dunnington York YO19 5NG - Conservatory to side
- 12.4 Shangrila 44 Church Lane Dunnington York YO19 5QA - Fell Pear tree in a Conservation Area – discussion re last Pear Tree in Pear Tree Lane and it is a rare variety
- 12.5 Land Adj To 16 Undercroft Dunnington York - Fell Sycamore tree protected by Tree Preservation Order.: 9/1979 – the ownership of the land is not apparent.

13 PLANNING - Decisions (CoYC)

- 13.1 7 Eastfield Lane Dunnington York YO19 5NE - First floor side extension – Approved

14 AOB

Next Meeting to be held Monday 13th June 2016 at St Nicholas Church

It is the Friends of Hagg Wood 20th anniversary on 4th June. A celebration will be held between 2-4pm on the date.