

DUNNINGTON PARISH COUNCIL

Clerk: Mrs Jessica Bedford

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Chairman: Cllr Gill Shaw

Minutes of the meeting of Dunnington Parish Council held on the 9th January 2023 at 7.30pm in the Tower Room, St Nicholas Church, Church Street, Dunnington

Present: Cllr Shaw (Chairman), Cllr Dykes, Cllr Turnbull, Cllr Swallow, Cllr Maggs, Cllr Ruston, Cllr Jackson, Cllr Kay, Cllr Ford, Cllr Brooks and the Clerk

Ward Cllr M Warters and Ward Cllr M attended.

23/1 FORMALITIES

1.1 To receive apologies for absence given in advance of the meeting

Apologies were received from Cllr Rees-Gay due to work commitments

1.2 To consider the approval of reasons given for absence

It was resolved to approve the reasons for absence

1.3 To receive and approve the Minutes of the Parish Council meeting held on the 12th December 2022

It was resolved to approve the minutes of the Parish Council meeting held on the 12th December 2022

1.4 To receive any declarations of interest under the Parish Council Code of Conduct or Members register of interests

Cllr Jackson declared an interest in item 23.6 as a trustee of the PFA which currently manages the Playpark

1.5 Incorrect numbering by the Parish Clerk

1.6 To consider any written dispensation requests received by the Proper Officer

None received

23/2 EXCLUSION OF PRESS AND PUBLIC

The Parish Council will resolve to exclude the press and public, from the meeting for any item where the publicity of the matter being prejudicial to the public interest or by reason of the confidential nature of the business to be transacted or for other special reasons.

It was resolved to exclude the press and public from item 4.2

23/3 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

A member of the public spoke on item 23/7.1. The participant asked that the Parish Council take note of the value of the PFA/Sports Club to Dunnington and the hard work that the volunteers put into running it and fundraising. The participant asked that as a trustee of the PFA, Dunnington Parish Council should submit any proposals to change any historical financial support to the PFA for mutual discussion.

23/4 CO-OPTION OF PARISH COUNCILLOR TO FILL VACANCY

4.1 Applicants for the vacancy to present to the Parish Council and answer any questions from the Parish Councillors

The applicant presented themselves to the Parish Council and answered any questions they had.

The Press and Public were excluded from the following item

4.2 The Parish Council to consider the applications

The Parish Council considered the application and a discussion took place which included consideration of the upcoming elections

The Press and Public were readmitted to the meeting

4.3 The Parish Council to vote on which applicant will be co-opted to the Parish Council

The Parish Council voted unanimously to appoint the candidate

4.4 The Chairman will announce who has been voted onto the Parish Council

The Chairman announced that the candidate had been co-opted onto Dunnington Parish Council

23/5 POLICING

To receive and consider the monthly report from NYP and decide on any necessary action

No report had been received from NYP for consideration

23/6 PLAYPARK

To consider the proposed changes to the playpark management and any required alterations

Cllr Jackson took part in discussions but abstained from the vote due to her declared interest

Following a discussion, it was proposed that 2 or 3 Parish Council members offer to sit down with 2 or 3 PFA members to come up with mutually agreeable terms with a view to the Parish Council taking over responsibility for the playpark from the 1st April 2023. It was resolved that the proposal be taken forward. Cllrs Dykes, Maggs and Ford will form a working group that will meet with the PFA. It was noted that the park CCTV should be covered within the proposed agreement. The working group will report back to the Parish Council no later than the March meeting.

23/7 2023/24 FINANCES

7.1 To consider and approve the budget for the 2023/24 financial year

Following a lengthy discussion, it was resolved to:

- Approve the budget with a reduction to the broad cut budget line from £1000 to £768 and an increase to the PFA annual support grant line from £1500 to £1732, leaving the total budgetary amount unchanged.
- Assess the PFA agreement moving forward during the 2023/24 financial year, prior to the 2024/25 budget.
- Implement a grant application process and policy.

Cllr Turnbull and Cllr Jackson abstained from the vote.

7.2 To consider and approve the precept amount for 2023/24

It was resolved to approve the precept request at £41,945.43

23/8 PARISH COUNCIL ADMINISTRATION

8.1 To consider an amendment to section 7 as recommended by the Finance, Strategy and Audit Committee

It was resolved to amend section 7 as recommended by the Finance, Strategy and Audit Committee

8.2 To consider the date for the May meeting

It was resolved to amend the April and May meeting to the following dates to allow for bank holidays:

11th April

9th May

8.3 To consider a land access request from a member of the public

It was resolved to approve the request subject to the member of the public being respectful of the cemetery, giving advance notice to the Parish Clerk and receiving confirmation that no funerals are booked at the same time.

23/9 COMMITTEE/WORKING GROUPS

To receive an update from the Standing orders working group

There was no update from the Standing Orders working group

To consider and receive an updated emergency plan

The Parish Council received an update that a volunteer is needed to become the second key contact as well as additional volunteers for if a rest centre was implemented. It was resolved that Cllrs Jackson, Ruston and Brooks will become rest centre volunteers and the newly co opted Cllr will become the second key contact once officially in post at Februarys meeting.

23/10 CYCLE/FOOTPATH

To consider lottery funding for a cycle/footpath

It was resolved to defer this item due to the absence of Cllr Rees-Gay and confirmation that lottery funding will not be available for this project

23/11 FINANCE AND CORRESPONDENCE

11.1 To note and consider the budget monitoring report for 22/23 up to December 2022

The report was noted with no further questions (Appendix 1)

11.2 To receive and consider the VAT claim for quarter 3 2023/23

It was resolved to approve the VAT claim for quarter 3 2022/23 for £959.86 (Appendix 2)

11.3 To receive and consider any quotes for work/services

No quotes for work/services were received

11.4 To approve the payments presented

It was resolved to approve the payments presented (Appendix 3)

11.5 To note the receipts presented for December

The receipts presented for December were noted (Appendix 4)

11.6 To note the bank reconciliation for December

The bank reconciliation for December was noted (Appendix 5)

11.7 To note the statement of reserves

The statement of reserves was noted (Appendix 6)

23/12 PLANNING - Ongoing Applications

- 12.1 Former Storage Facility Site Derwent Valley Industrial Estate Dunnington York - 21/02601/FULM Erection of storage and distribution warehouse (Use Class B8) and office building including associated car parking, perimeter security fencing and new vehicular access from Chessingham Park
- 12.2 22/00557/FUL Hollytree Caravan Park Intake Lane Dunnington York Erection of information shed, wash/water shed and fenced bin storage area, installation of hard standing caravan access road
- 12.3 22/00497/FUL Land To Rear Of Mars Centre Stamford Bridge Road Dunnington York Erection of storage and distribution building (Use Class B8) following the removal of telecommunications station
- 12.4 22/00759/FUL 1 Ashdale Road Dunnington York YO19 5NT Single storey side extension, dormers to front and rear
- 12.5 22/00755/FUL 30 The Manor Beeches Dunnington York YO19 5PX Two storey side and single storey rear extension, and porch to front following demolition of garage
- 12.6 22/01705/TCA Wheel Cottage 30 York Street Dunnington York YO19 5QT Crown reduce 2no. Conifer trees by 25% - tree works in a Conservation Area
- 12.7 22/01683/FUL OS Field 0040 Stamford Bridge Road Dunnington York Erection of a general purpose agricultural building
- 12.8 22/01729/FUL Millhouse Barn Elvington Lane Dunnington York YO19 5LD Two storey rear extension and balcony to existing single storey rear extension
- 12.9 22/01814/FUL Os Field 2800 Eastfield Lane Dunnington York Variation of condition 2 (Approved Plans) of permitted application 20/01626/FULM to amend the internal site layout including provision of electricity substation, and update several house types to gable roofs rather approved hipped versions
- 12.10 22/02076/FUL 19 York Street Dunnington York YO19 5PN Single storey rear extension with new exterior render
- 12.11 22/02146/FUL The Yews Stamford Bridge Road Dunnington York YO19 5LQ Conversion of agricultural buildings to create 4 no. dwellings. Creation of domestic curtilages. Conversion of pole barn to parking area. Single storey rear extension to Yew Cottage. Removal of agricultural buildings
- 12.12 22/02345/FUL Foxoak Business Park Common Road Dunnington York Erection of 2no. commercial units (mixed use classes E and B8)
22/02459/FUL 14 Hunters Wood Way Dunnington York YO19 5RA
Single storey rear extension

- 23/13 PLANNING - New Applications
- 13.1 22/02459/FUL 14 Hunters Wood Way Dunnington York YO19 5RA
Single storey rear extension
Cllr Dykes requested that the planning committee respond to Parish Council communications regarding the application quickly as a response to City of York Council is required by Thursday

- 23/14 PLANNING - Decisions (COYC)
- 14.1 22/02240/TCA Wold View 18 Church Street Dunnington York YO19 5PW Crown reduce and thin by 30% 1no. Holly and 1no. Maple - tree works in a Conservation Area APPROVED
- 14.2 22/02247/TCA 20 Church Street Dunnington York YO19 5PW Crown lift by 4m from ground level and prune 1no. tree in a Conservation Area APPROVED

14.3 22/01989/FUL Os Field 2800 Eastfield Lane Dunnington York Variation of condition 13 (Working Hours) of permitted application 20/01626/FULM to revise working hours REFUSED

23/14 PLANNING ENFORCEMENT

14.1 Unauthorised encampment - A166

14.2 Costcutter opening hours change application

14.3 22/00505/ADV Unauthorised erection of advertising structure Roberts 66 Ltd Kilnfield House 45 Common Road Dunnington York

23/15 AOB

Cllr Brooks requested storage help for a previous resolution of installing a bench on Common Road. Cllr Kay agreed to have the bench delivered to his address for transportation to the site.

Appendix 1

See Separate Report

Appendix 2

Dunnington Parish Council VAT between 01/10/2022 to 31/12/2022

PAYMENTS

Voucher	Code	Date	Description	Vat Type	Net	Vat	Total
137	Chairmans Allowance	03/10/2022	Flowers	S	18.33	3.67	22.00
138	Audit	03/10/2022	External Audit	S	400.00	80.00	480.00
139	Chairmans Allowance	03/10/2022	Condolence Book	S	34.99	7.00	41.99
140	IT - Equipment & Software Purchase	03/10/2022	Microsoft Office	S	9.40	1.88	11.28
143	IT - Equipment & Software Purchase	10/10/2022	Microsoft Office	S	9.40	1.88	11.28
145	Playpark RoSPA	10/10/2022	ROSPA Inspection	S	143.50	28.70	172.20
146	Grass Cutting - Parish Council Open Spaces	10/10/2022	Grass Cutting	S	469.20	93.84	563.04
147	Cemetery - Grass Cutting	10/10/2022	Grass Cutting	S	140.76	28.16	168.92
141	Cemetery - Commercial Waste	10/10/2022	Waste Collection	X	25.70		25.70
142	Net Salary - Clerk	10/10/2022	Clerk Salary	X	634.36		634.36
144	Office Expenses - Telephone	10/10/2022	Mobile Phone	X	18.98		18.98
148	Pension Oncost (Employer) - Clerk	10/10/2022	Employers Pension Contributions	X	19.82		19.82
149	Employee Pension Contribution	10/10/2022	Employee Pension Contribution	X	26.43		26.43

153	Ward Grant - Electrical Work Scout Building	17/10/2022	Electrical Work	X	555.00		555.00
154	In Bloom Expenditure	17/10/2022	Petty Cash	X	300.00		300.00
150	Playpark Repairs/Maintenance	17/10/2022	Playpark Repairs	S	250.00	50.00	300.00
151	Playpark Repairs/Maintenance	17/10/2022	Playpark Repairs	S	650.00	130.00	780.00
152	Playpark Repairs/Maintenance	17/10/2022	Playpark Repairs	S	650.00	130.00	780.00
155	General Contingency	17/10/2022	Tree Maintenance	S	268.00	53.60	321.60
157	Saltbins	09/11/2022	Salt Bin Return and Refill	S	602.50	120.50	723.00
161	Office Expenses - Stationery and Postage	09/11/2022	Stamps	X	8.55		8.55
162	Hassacarr Reserve Maintenance Costs	09/11/2022	Room Hire	X	20.00		20.00
163	Subscriptions	09/11/2022	Membership Fees	X	15.00		15.00
164	General Contingency	09/11/2022	Donation	X	100.00		100.00
168	Office Expenses - Stationery and Postage	14/11/2022	Stamps	X	5.44		5.44
171	Office Expenses - Telephone	14/11/2022	Mobile Phone	X	18.98		18.98
165	Grass Cutting - Parish Council Open Spaces	14/11/2022	Grass Cutting	S	469.20	93.84	563.04
165	Cemetery - Grass Cutting	14/11/2022	Grass Cutting	S	140.76	28.16	168.92
166	General Maintenance/Repairs	14/11/2022	Defibrillator Consumables	S	61.20	12.24	73.44
167	Office Expenses - Stationery and Postage	14/11/2022	Ink Cartridge	S	13.32	2.67	15.99
169	Christmas Decorations	14/11/2022	Christmas Lights	S	95.40	19.08	114.48
170	IT - Equipment & Software Purchase	14/11/2022	Microsoft Office	S	9.40	1.88	11.28
158	Net Salary - Clerk	20/11/2022	Clerk Salary	X	634.36		634.36
159	Employee Pension Contribution	20/11/2022	Pension	X	26.43		26.43
160	Pension Oncost (Employer) - Clerk	20/11/2022	Pension	X	19.82		19.82
176	Office Expenses - Stationery and Postage	30/11/2022	Postage	E	9.50		9.50
173	Allotment - Water	05/12/2022	Water	E	31.82		31.82
174	Cemetery - Water	05/12/2022	Water	E	10.07		10.07
172	Dog Facilities	05/12/2022	Dog Dispenser Refill	S	159.40	31.88	191.28

175	Cemetery - Phase 2 Development	05/12/2022	Phase 2 works	S	180.00	36.00	216.00
181	IT - Equipment & Software Purchase	12/12/2022	Microsoft Office	S	9.40	1.88	11.28
186	Christmas Decorations	12/12/2022	Batteries - Christmas Lights	S	12.50	2.50	15.00
177	Net Salary - Clerk	12/12/2022	Clerk Salary	X	634.36		634.36
178	Employee Pension Contribution	12/12/2022	Employee Pension Contribution	X	26.43		26.43
179	Pension Oncost (Employer) - Clerk	12/12/2022	Employers Pension Contributions	X	19.82		19.82
180	Office Expenses - Telephone	12/12/2022	Mobile Phone	X	18.98		18.98
182	Allotment - Water	12/12/2022	Water	X	34.36		34.36
183	In Bloom Expenditure	12/12/2022	Equipment Repairs	X	150.00		150.00
184	Christmas Decorations	12/12/2022	Christmas Tree Supply	X	714.00		714.00
185	Christmas Decorations	12/12/2022	Christmas Tree Installation	X	250.00		250.00
						959.36	

Appendix 3

Dunnington Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher	Code	Date	Description	VAT Type			Net	VAT			Total
192	IT - Support and Services	09/01/2023	Microsoft Office			S	9.40			1.88	11.28
190	Office Expenses - Stationery and Postage	09/01/2023	Stamps			X	5.70				5.70
191	Office Expenses - Telephone	09/01/2023	Mobile Phone			X	18.98				18.98
193	Net Salary - Clerk	09/01/2023	Clerk Salary			X	634.36				634.36
							668.44	1.88			670.32

Appendix 4

**Dunnington Parish Council
RECEIPTS LIST**

Voucher	Code	Date	Description	VAT Type	Net	VAT	Total
121	Other Income	02/12/2022	Donation	X	319.00		319.00
125	Other Income	05/12/2022	Bank Interest	X	1.14		1.14
126	Other Income	05/12/2022	Bank Interest	X	0.01		0.01
122	Grants - Ward Grants	06/12/2022	Ward Grant	X	1,980.00		1,980.00
119	Other Income	12/12/2022	Donation	X	714.00		714.00
123	Rent	13/12/2022	Allotment Rent	X	25.00		25.00
120	Cemetery Fees - Burial Rights Purchase	21/12/2022	Cemetery Plot Purchase	X	1,205.00		1,205.00
					4,244.15		4,244.15

Appendix 5

Dunnington Parish Council

Prepared by:

Date:

Name and Role (Clerk/RFO etc)

Approved by:

Date:

Name and Role (RFO/Chair of Finance etc)

**Bank Reconciliation at
30/12/2022**

Cash in Hand 01/04/2022		67,345.20
ADD		
Receipts 01/04/2022 - 30/12/2022		83,253.87
		150,599.07
SUBTRACT		
Payments 01/04/2022 - 30/12/2022		44,305.64
A Cash in Hand 30/12/2022		106,293.43
(per Cash Book)		
Cash in hand per Bank Statements		
Petty Cash	29/09/2022	0.00
Investment Account	29/09/2022	21,126.79
Barclays Premium Account	29/12/2022	2,051.56
Barclays Saver Account	09/12/2022	31.37
Barclays Current Account	30/12/2022	83,521.24
		106,730.96
Less unrepresented payments		437.53

106,293.43

Plus unpresented receipts

B Adjusted Bank Balance

106,293.43

A = B Checks out OK

Appendix 6

**Dunnington Parish Council
Reserves Balance up to 9th Jan 2023
2022 - 2023**

<u>Reserve</u>		<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Capital						
In Bloom		4,993.42				4,993.42
Total	Capital	4,993.42				4,993.42

Earmarked

Allotment Bonds	750.00			150.00	900.00	
Election Contingency		3,000.00			3,000.00	
PFA	17,867.50	1,000.00			18,867.50	
Reading Rooms	4,500.00	500.00			5,000.00	
Scouts	4,700.00	300.00			5,000.00	
Cemetery	20,000.00	1,000.00			21,000.00	
Dunnington through the ages	1,277.50	-100.00			1,177.50	
Neighbourhood Plan Grant	3,155.10				3,155.10	
Hassacarr Nature Reserve	1,720.40	350.00			2,070.40	
Ward Grants		6,752.34	4,057.42		2,694.92	
Playpark		4,980.00			4,980.00	
Replacement Fencing - York Road		2,500.00			2,500.00	
Legal Costs - Parish Assets/Planning etc		3,000.00			3,000.00	
Christmas Decorations					0.00	
Bus Stop Maintenance					0.00	
Allotments					0.00	
Tree & Hedge Maintenance					0.00	
Total	Earmarked	53,970.50	23,282.34	4,057.42	150.00	73,345.42
TOTAL RESERVE		58,963.92	23,282.34	4,057.42	150.00	78,338.84

GENERAL FUND

27,016.03

TOTAL FUNDS

105,354.87