

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 13th March 2023 at 7.30pm in the Tower Room, St Nicholas Church, Church Street, Dunnington

Present: Cllr Shaw (Chairman), Cllr Jackson, Cllr Ruston, Cllr Ford, Cllr Anderson, Cllr Maggs, Cllr Turnbull, Cllr Rees-Gay and the Clerk.

Ward Cllrs M Warters and M Rowley attended.

One member of the public attended.

It was **RESOLVED** at the start of the meeting to amend the order of the agenda and move item 44 to after item 37.

23-34 FORMALITIES

a. To receive apologies and approve reasons for absence

Apologies were received from Cllr Kay (work commitments), Cllr Swallow (work commitments), Cllr Thompson (sick), Cllr Dykes (sick) and Cllr Brooks (prior commitments).

It was **RESOLVED** to approve the reasons for absence.

b. To approve the Minutes of the Parish Council meeting held on the 13th February 2023.

It was **RESOLVED** to approve the minutes of the Parish Council meeting held on the 13th February 2023

c. To receive any declarations of interest and approve any dispensation requests

Cllr Jackson noted her role as a PFA trustee in relation to item 44a

(It is a requirement in law, Localism Act (2011, s31) that Council members declare any Disclosable Pecuniary Interest)

23-35 EXCLUSION OF PRESS AND PUBLIC

To consider whether any agenda item requires the exclusion of the press and public

It was **RESOLVED** to exclude the press and public from item 46a.

(The committee 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)

23-36 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 speed limit issues on York Road in relation to the differing 40/60mph sections. The Parish Council confirmed that this is an ongoing matter that they have been pushing City of York Council to alter to one 40mph limit. The no. 10 bus stop location within York was also mentioned and that although it has been relocated, it is still within a construction area and next to a construction entrance.

23-37 PRESENTATION FROM THE COMMUNITY ENGAGEMENT MANAGER, KCOM BROADBAND

To receive and consider details from the Community Engagement Manager, KCOM regarding upcoming broadband installations within Dunnington.

Linzi Corrigan, Community Engagement Manager, KCOM spoke to the Parish Council about the upcoming fibre installations within the village. She advised that KCOM are currently working with City of York Council and hope to have an installation design plan in place by the 24th April 2023. Linzi confirmed that there will be a telecoms cabinet at Chessingham Park but didn't know if there would be any additional ones at this stage. KCOM will do some surveying on the 25th April 2023 which will not involve any digging and then look to start the actual works later in May. They will install signs and QR codes with information around the village. They hope the whole process will take around 3 months. Linzi advised that she is preparing community information and will share that with the Parish Council upon its completion. KCOM will be considering sponsorship of the upcoming coronation village event. Linzi advised that KCOM want to build relationships with residents and local businesses and will be talking with them about what kinds of packages they can offer. Some additional questions were asked:

What facilities will contractors use?
Linzi confirmed that the contractors will bring their own.

What will the working hours be?
KCOM plan to work around 8-10 hours a day between approximately 8.30am and 5pm.

Is the infrastructure for future upgrades being put in at the same time?
KCOM confirmed that they are only installing full fibre, both to the cabinet and to properties and that any installed ducting would be shared with other companies if subsequently required.

Will verges etc be returned to an acceptable standard following the works?
Linzi confirmed that it will be put back to an acceptable standard and in some cases made better.

It was **RESOLVED** that the Parish Clerk will send KCOM full details of all Parish Council owned land.

Can the Parish Council have any input into the locations of any required cabinets?
Linzi advised that once the design plan is completed, then that is a discussion that could take place.

Will the Parish Council be provided with an emergency contact for KCOM?
Linzi confirmed that one will be provided.

Linzi confirmed that she will be attending the Annual Parish Meeting on the 21st March 2023 for residents to ask questions.

23-44 **COMMITTEE/WORKING GROUPS**

a. **To receive and consider an update from the Playpark working group.**

It was confirmed that the PFA have transferred a grant for £5900 to the Parish Council. It was confirmed that the Friends of the Playpark voluntary group have sent a cheque of £4000 to the Parish Council. These amounts will be put within the Playpark earmarked reserve for upcoming works.

Cllr Maggs confirmed that the annual inspection has been completed. Once the playpark group have assessed the report, they will share it.

It was **RESOLVED** to insure the playpark from the 1st April 2023, despite the agreement with the PFA, for the Parish Council to take on responsibility, not yet being fully completed.

b. To receive and consider an update from the Coronation working group and to set a provisional budget

The Parish Council received an update which included;

- Details of the current arrangements for the day
- A request for volunteers to help the day before, event day and day after.
- Road Closure signs need to be sourced. Cllr Kay will also be asked about the possibility of placing straw bales at the closure sites.
- Electric would be useful for the live acts playing at the bike for sound purposes. A discussion took place as to how that could be made possible. Cllr Rees-Gay requested that if anyone has an idea on a solution, that they please let her know.

It was **RESOLVED** that Cllr Shaw and Rees-Jones will pass the road closure requests onto the Clerk to chase. The Clerk will write to those houses affected following CYC confirmation.

It was **RESOLVED** that Councillors will volunteer to deliver leaflets.

It was **RESOLVED** that Cllr Jackson will speak to a possible painting competition judge.

It was **RESOLVED** that Cllr Shaw will lead on arrangements for the painting competition.

It was **RESOLVED** to set aside the community celebration amount of £1110 from the 23/24 budget for the event.

c. To receive and consider an update from the cemetery working group containing rules and regulations, appointed wording for future price increases and marking up staffing

An update was received which included:

- The rules and regulations are not completed yet. No plastic will be included.
- Mole deterrent has been used at the cemetery and seems to have worked.
- Following notice, Christmas decorations have now been removed and left at the side of the cemetery.
- The possibility of a contractor to mark up was discussed.

It was **RESOLVED** to defer any decision on marking up until Ward Cllr Rowley conducts some enquiries with other Parish areas on how they manage the process.

It was **RESOLVED** that the Clerk will speak to the gravediggers regarding the marking up process.

It was **RESOLVED** to approve the addition of the following wording to the cemetery fees. *'These charges become effective on 1 April 2023 and will increase annually on 1 April each year by the CPI rate of inflation*, rounded up to the nearest £5 or £10 pound, until further notice. (*The rate of inflation will be based on the published February rate)'*

Cllr Rees-Gay left the meeting.

d. To consider a proposal from the communications group regarding a joint letter about the no10 bus stop/route

It was **RESOLVED** to send a proposed joint letter to City of York Council, in conjunction with Stamford Bridge Parish Council, with the additions that the bus stop needs to be on Merchantgate, not relocating to another unsatisfactory location and that Councillor D'Agorne, City of York Council agreed to move it 2 weeks ago.

23-38 POLICING

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

The monthly report was received and considered

23-39 ANNUAL PARISH MEETING

To consider arrangements and agenda for the Annual Parish Meeting on the 21st March 2023

It was confirmed that no response has been received from Barratts following their invitation.

Cllr Turnbull offered to speak on the Neighbourhood plan.

Cllr Maggs offered to speak on the Eastfield Lane development.

Cllr Shaw will ask Cllr Rees-Gay to speak on the coronation event.

Cllr Shaw requested that if anyone can come early to assist with putting the chairs out it would be appreciated.

23-40 PROW/3303087

To consider a response to the planning inspectorate regarding attendance at the upcoming inquiry on the 11th July 2023

It was **RESOLVED** to delegate the matter to the Highways group with a note that a response is required by the 28th March 2023

23-41 LOCAL CYCLING AND WALKING INFRASTRUCTURE PLAN (LCWIP)

To receive and consider an update from Cllr Gill Shaw

Cllr Shaw provided an update to the Parish Council. Nothing was shown for Dunnington within the plan. Cllr Shaw raised what the village wanted and needed during the session and followed it up in writing.

23-42 YORK LOCAL PLAN

To consider any required representation to the current consultation

It was **RESOLVED** not to take any action on this matter.

Ward Cllr Warters advised that he will forward details of his submission to the Parish Council

23-43 PARISH COUNCIL ADMINISTRATION

a. To consider the Parish Council insurance renewal for 23/24

It was **RESOLVED** to approve a spend of up to £1500 for the 23/24 insurance renewal including the playpark.

b. To consider the renewal of the Parish Clerks subscription to SLCC (Society for Local Council Clerks)

It was **RESOLVED** to approve the Parish Clerks subscription to SLCC at a cost of £139 per annum.

c. To consider any required amendments to previous meeting actions

It was **RESOLVED** that no amendments were required at this time

23-45 CORRESPONDENCE

To note correspondence received and consider if any action is necessary

Resident correspondence containing several ideas and suggestions for Dunnington was discussed. Highways matters are ongoing or have been previously discussed with CYC. Ideas suggested for new facilities within the village have been previously considered. While the Council appreciated the impact of car use within the village, the Parish Council holds no powers to ban the use of vehicles and the impact on local businesses and out of area residents using the facilities was felt to be too great.

Resident correspondence regarding a possible planning breach was discussed. It was **RESOLVED** to ask the resident to submit a copy of their correspondence to CYC for

inclusion on a future Parish Council agenda and consideration on the submission of a supporting letter.

Residents correspondence regarding village dog fouling issues were discussed and it was confirmed that a communication has been planned for the next Grapevine magazine as a reminder to all dog owners.

A request to volunteer within the cemetery from the Dunnington Green Initiatives Group was discussed.

It was **RESOLVED** to deny the request for the Scouts to volunteer within the cemetery as the Parish Council felt there are more suitable locations.

Whilst thanking the group for all their hard work, it was **RESOLVED** that the yew tree hedge at the cemetery does not require the group to place any additional wood chippings there.

It was **RESOLVED** to add details of the York Bus Forum onto the Dunnington Parish Council website

23-46 FINANCE AND CORRESPONDENCE

Members of the press and public were excluded from the meeting

- a. **To receive and consider any quotes for work/services or request to spend approvals**
It was **RESOLVED** to approve quotes for £736.83 for repairs/servicing to In Bloom lawn mowers.
It was **RESOLVED** to approve quotes of £81.87 for repairs/servicing to lawn mowers at the allotments

Members of the press and public returned to the meeting

- b. **To consider banking arrangements for paying in cash**
It was **RESOLVED** to request allotment rent payments by cheque or bank transfer.
- c. **To approve the payments presented for authorisation**
It was **RESOLVED** to approve the payments presented for authorisation (Appendix 1)
- d. **To note the receipts presented**
The receipts for February were NOTED (Appendix 2)
- e. **To note the bank reconciliation**
The bank reconciliation for February was NOTED (Appendix 3)
- f. **To note the statement of reserves**
The statement of reserves was NOTED (Appendix 4)

23-47 PLANNING - Ongoing Applications

- a. **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**
- b. **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.**
- c. **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**
- d. **22/00759/FUL 1 Ashdale Road Dunnington York YO19 5NT Single storey side extension, dormers to front and rear.**

It was noted that this application has previously been APPROVED, the Clerk has omitted to reallocate it.

- e. **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**
- f. **22/01683/FUL OS Field 0040 Stamford Bridge Road Dunnington York Erection of a general purpose agricultural building**
- g. **22/01729/FUL Millhouse Barn Elvington Lane Dunnington York YO19 5LD Two storey rear extension and balcony to existing single storey rear extension.**
- h. **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**
- i. **22/02524/FUL The Chestnuts 2 Pear Tree Lane Dunnington York YO19 5QF Two storey and single storey front extensions with new dormers to front and recladding of existing dormers to rear.**

23-48 PLANNING - New Applications

- a. **23/00280/TPO The Lodge Grimston Court Hull Road Dunnington York Crown reduce 2no. Sycamore trees protected by Tree Preservation Order no.3/1973**
- b. **23/00239/FUL Lodge Farm Hull Road Dunnington York YO19 5LR Erection of carport to Barn B and garages to Barns A and C, removal of previously retained portal frame barn and alterations to plot demises**
- c. **23/00307/FUL 94 Kerver Lane Dunnington York YO19 5SH Single storey rear extension following demolition of existing conservatory**
- d. **23/00364/TPO The Rectory 30 Church Street Dunnington York YO19 5PW Crown lift 1no. Beech to 4 metres above ground level, and crown reduce to give 2m clearance away from the houses - protected by Tree Preservation Order no. 7/1984.**
- e. **23/00326/FUL The Market Garden Eastfield Lane Dunnington York YO19 5ND Removal of condition 3 (Occupancy Restriction) of permitted application 04/01438/FUL to allow occupation of the dwelling by those who are not employed or last employed in the locality in agriculture**
- f. **23/00424/FUL Chestnut House Common Road Dunnington York YO19 5NG Replacement windows and roof lights throughout**

23-49 PLANNING - Decisions (COYC)

- a. **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. APPROVED**
- b. **23/00172/FUL 9 Ox Calder Close Dunnington York YO19 5RJ Single storey side and rear extension APPROVED**

23-50 PLANNING – Appeals

- a. **21/00339/FUL Laurentide Common Lane Dunnington York YO19 5LS Raising of roof with hip to gable roof extensions to sides, front and rear; single storey front and rear extensions, 3no. rooflights to front and 2no. rooflights to rear Appeal Reference: APP/C2741/D/22/3310551**

23-51 PLANNING ENFORCEMENT

- a. **Unauthorised encampment - A166**
To receive and consider a response from Neil Ferris and an update from Jane Mowat, City of York Council.

An update from Jane Mowat, Head of Community Safety, City of York Council was received and considered.

An update from Neil Ferris, Corporate Director of Place, City of York Council, confirming that in light of legal constraints on this subject matter the Parish Council

will have to submit any specific questions to him in writing as an open discussion at a Parish Council meeting is not within the mutual interest of the Council and the executive member decision on the 14th March reflects this decision was received and considered.

To consider appointing an attendee for the Executive Member for Transport, Decision Session on the 14th March 2023

It was **RESOLVED** that Councillor Shaw will attend the Executive Member for Transport Decision Session.

- b. Costcutter opening hours change application**
- c. 22/00505/ADV Unauthorised erection of advertising structure Roberts 66 Ltd Kilnfield House 45 Common Road Dunnington York**

23-52 NEXT MEETING

- a. To consider and propose any items for inclusion on the agenda for the next meeting**
No items were proposed.
- b. Date and time of next meeting**
11th April 2023 at 7.30pm in the Tower Room, St Nicholas Church, Dunnington

Appendix 1

**Dunnington Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST**

Voucher	Code	Date	Description	Net	VAT	Total
212	In Bloom Expenditure	06/03/2023	Flowers	4,581.50		4,581.50
218	Dog Facilities	13/03/2023	Dog Dispenser Refill	159.40	31.88	191.28
222	Maintenance - Trees	13/03/2023	Tree Maintenance	319.00	63.80	382.80
226	Printing - Leaflets/Flyers	13/03/2023	Leaflet Printing	165.00	33.00	198.00
221	Payroll Services	13/03/2023	Payroll Services	75.20	15.04	90.24
215	Net Salary - Clerk	13/03/2023	Clerk Salary	688.44		688.44
219	Office Expenses - Telephone	13/03/2023	Mobile Phone	18.98		18.98
210	Office Expenses - Stationery and Postage	13/03/2023	Stamps	11.40		11.40
220	IT - Equipment & Software Purchase	13/03/2023	Microsoft Office	9.40	1.88	11.28
216	Garage Rental	13/03/2023	Garage Rent	769.08		769.08
224	General Contingency	13/03/2023	Face Painting - Coronation	105.00		105.00
223	In Bloom Expenditure	13/03/2023	In Bloom Expenditure	200.00		200.00
217	Cemetery - Water	13/03/2023	Water	3.98		3.98
211	Allotment - Water	13/03/2023	Water	62.62		62.62
227	Subscriptions	13/03/2023	Membership Fees	139.00		139.00
228	General Contingency	13/03/2023	Flags	73.43	14.69	88.12
229	General Contingency	13/03/2023	Leaflet Printing	80.00		80.00
230	Insurance	13/03/2023	Insurance	934.05		934.05
225	Community Celebrations	13/03/2023	Entertainment	500.00		500.00
				8,895.48	160.29	9,055.77

Appendix 2

**Dunnington Parish Council
RECEIPTS LIST**

Voucher	Code	Date	Description	Net	VAT	Total
130	In Bloom Donations	02/02/2023	In Bloom Donation			250.00
127	Cemetery Fees-Memorials	06/02/2023	Stonemason Permit			140.00
131	Rent	10/02/2023	Allotment Rent			21.00
132	Allotment Bonds	10/02/2023	Allotment Bond			50.00
136	Cemetery Fees - Interments	17/02/2023	Interment Fee			270.00
133	Double Taxation	23/02/2023	Double Taxation			8,751.72
135	VAT Refund	27/02/2023	VAT Refund		2,730.27	2,730.27
134	Grants - Other	27/02/2023	Grant Transfer			5,900.00
					2,730.27	18,112.99

Appendix 3

Dunnington Parish Council

Prepared by:

Name and Role (Clerk/RFO etc)

Date:

Approved by:

Date:

Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 28/02/2023

Cash in Hand 01/04/2022 67,345.20

ADD

Receipts 01/04/2022 - 28/02/2023 101,621.51

168,966.71

SUBTRACT

Payments 01/04/2022 - 28/02/2023 49,307.17

A Cash in Hand 28/02/2023 119,659.54
(per Cash Book)

Cash in hand per Bank Statements

Petty Cash 29/09/2022 0.00

Investment Account 31/12/2022 21,241.44

Barclays Premium
Account 29/12/2022 2,051.56

Barclays Saver Account 10/02/2023 31.37

Barclays Current Account 27/02/2023 98,691.91

122,016.28

Less unpresented payments	2,356.74
	119,659.54
Plus unpresented receipts	
B Adjusted Bank Balance	119,659.54

A = B Checks out OK

Appendix 4

**Dunnington Parish Council
Reserves Balance up to 10th Mar 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

Earmarked

Allotment Bonds	750.00	50.00	200.00	1,000.00
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	4,307.42	2,444.92
Playpark		10,880.00		10,880.00
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	29,232.34	4,307.42	200.00	79,095.42
TOTAL RESERVE		58,963.92	29,232.34	4,307.42	200.00	84,088.84
GENERAL FUND						30,915.18
TOTAL FUNDS						115,004.02

DRAFT