

## **DUNNINGTON PARISH COUNCIL**

Clerk: Mrs Jessica Bedford

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Chairman: Cllr Gill Shaw

### **Minutes of the Ordinary meeting of Dunnington Parish Council held on the 10<sup>th</sup> July 2023 at 7.30pm in the Tower Room, St Nicholas Church, Church Street, Dunnington**

**Present:** Cllr Ruston (Vice Chairman), Cllr Dykes, Cllr Maggs, Cllr Anderson, Cllr Jackson, Cllr Thompson.

Two members of the public attended.

Jane Mowat, City of York Council attended.

#### **23.131 FORMALITIES**

- a. **To receive apologies and approve reasons for absence**  
Apologies were received from Cllr Swallow (work commitments), Cllr Rowley (away) Cllr Rees-Gay (family commitments), Cllr Shaw (illness), Cllr Ford (work commitments) and Cllr Kay (work commitments)  
It was RESOLVED to approve the reasons for absence.
- b. **To approve the Minutes of the Ordinary Parish Council meeting held on the 12<sup>th</sup> June 2023.**  
It was RESOLVED to approve the minutes of the Ordinary Parish Council meeting held on the 12<sup>th</sup> June 2023.
- c. **To receive any declarations of interest and approve any dispensation requests**  
*(It is a requirement in law, Localism Act (2011, s31) that Council members declare any Disclosable Pecuniary Interest)*  
Cllr Jackson declared an interest in any items relating to the PFA.  
No dispensation requests were received.

#### **23.132 EXCLUSION OF PRESS AND PUBLIC**

It was RESOLVED to exclude the press and public from item 135b

#### **23.133 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.**

None

*Ward Cllr Mark Warters arrived at the meeting.*

#### **23.134 CITY OF YORK COUNCIL – COMMUNITY SAFETY UNIT**

**To receive an update from Jane Mowat, Head of Community Safety.**

Jane Mowat, Head of Community Safety, City of York Council attended to provide an update.

##### Cherry Tree Court

Jane now has police officers attached to her unit who take part in the daily meetings. This allows them to pick up issues in a timelier manner.

In terms of Cherry Tree Court there have been no received complaints for a while. Some tenants have now moved out and any relets will be classed as sensitive lets which will hopefully prevent any additional anti-social behaviour.

After her last visit to the Parish Council her team brought all the Cherry Tree Court issues into her teams jurisdiction. As things are progressing positively, she has now handed some cases back to the housing team but has retained one unresolved case. Jane plans to maintain an interest and contact with the housing team, even after cases are returned and has asked that housing raise any potential issues with her team early in the process as they have daily access to police officers.

Jane advised that she has raised the housing team not responding to the Parish Council internally.

The Parish Council questioned previous issues with staffing within the housing team and the lack of a housing support officer for Cherry Tree Court. Jane advised that these are now resolved and that there should be no issues moving forward but did note that housing is not a team within her control. Jane will forward the new housing managers details to the Parish Clerk.

#### Unauthorised Encampment – A166

Jane confirmed that the recent petition had gone to Executive Member Decision session.

She advised that her team were not currently making much progress as they were now waiting for the local plan to sort additional pitches before they could offer the family a new pitch.

Jane advised that she has liaised with the Council legal department and enquired on what rights the Council currently have. They are currently unable to issue a direction to leave and the Travellers Trust have advised that they would fund legal representation for the family to fight the Council.

Jane needs to speak with Neil Ferris to find out the current situation.

Jane confirmed that the current rubbish is not acceptable and that she will be seeking advice on any possible legal options. The housing team have made acceptable clear to the family. Jane requested a report from the housing team to bring to the meeting, but she had not received one.

Jane confirmed that although the Travellers Trust were working closely with her team last year, communication is not as forthcoming at present.

The Parish Council raised concerns around possible motoring offences, but Jane advised that they are police matters.

Jane has put in place the stopping of the layby so that it can be closed as soon as it is vacated.

Jane confirmed that she will keep pushing the matter internally and that she wants to get the matter resolved and is disappointed that she hasn't already managed to do so.

The Parish Council thanked Jane Mowat for taking the time to attend and update them.

### **23.135 CO-OPTION OF PARISH COUNCILLOR TO FILL VACANCY**

*Cllr Maggs declared a knowledge of the candidate.*

#### **a. 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.*

- b. The Parish Council to consider the applications**  
The Parish Council considered the application, and a discussion took place.  
The Press and Public were readmitted to the meeting.
- c. 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.
- d. 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

### **23.136 POLICING**

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

The monthly report from NYP was noted.

### **23.137 UPDATES**

- a. To consider a written update from Cllr Pavlovic, Executive member for Housing, Community Safety and Community Cohesion, City of York Council on the Noddle Hill unauthorised encampment.**  
It was RESOLVED that Cllr Dykes will draft a written response for agreement by Councillors which the Parish Clerk will submit.

### **23.138 COMMITTEES & WORKING GROUPS**

- a. To consider the playpark sign template.**  
It was RESOLVED that assistance dogs, play safe, have fun and CCTV coverage will be added to the current sign template and that Cllr Maggs will action the order and installation.  
It was RESOLVED that the Clerk will obtain a quote for cutting the playpark hedge and action.  
It was RESOLVED that the Clerk will chase the PFA in relation to their section of the hedge boundary.
- b. To consider the 20-mph speed limit request along with the 20s plenty campaign details and required actions.**  
It was RESOLVED that at this time the Parish Council will continue with their own request to City of York Council for the introduction of 20mph zones. Councillor Maggs will request an update from Dave Atkinson, City of York Council in relation to the Parish Council 20mph request which will be on the September executive members decision session.

### **23.139 LAND & BUILDINGS**

- a. To consider a quote for a pathway at Julia's Garden.**  
Councillor Dykes provided an update that he had met with contractors, but a quote had not yet been received.
- b. To consider implementing verge cuts on York Road**  
It was **RESOLVED** that the Clerk can appoint the contractor to conduct two cuts over summer if neighbouring properties have not already conducted one.

### **23.140 POLICY AND PROCEDURES**

- a. To receive an update on the draft revised Standing Orders.**

It was **RESOLVED** to defer the matter to the Finance, Strategy and Audit committee meeting in August for a recommendation. Councillors will submit any document feedback to the Parish Clerk.

**b. To consider the volunteer policy**

It was **RESOLVED** to defer the item to the August Finance, Strategy and Audit committee meeting in August. The Parish Clerk will share the draft policy with the newly co-opted Councillor for feedback.

**23.141 CEMETERY**

**a. To consider a proposal from the cemetery group regarding ongoing maintenance and tasks.**

It was **RESOLVED** to defer the item while the cemetery group meet and collate a costed plan for consideration.

**b. To consider a request to use the cemetery car park on the 25th & 26th November for tree collections.**

It was **RESOLVED** to approve the request to use the cemetery car park.

**23.142 FINANCE AND CORRESPONDENCE**

**a. To consider additional bank signatories**

It was **RESOLVED** to add Councillor Anderson and Councillor Major as bank signatories.

**b. To receive and consider any quotes for work/services or request to spend approvals**

It was **RESOLVED** that Ward Councillor Waters will assess the trees affected by canker and provide the Parish Council with an opinion on treatment options.

**c. To approve the payments presented for authorisation up to the 4<sup>th</sup> July and any other invoices that come in prior to the meeting. (See appendix 1)**

It was **RESOLVED** to approve the payments presented for authorisation.

**d. To receive the bank reconciliation for June 2023 (Appendix 2)**

The bank reconciliation for June 2023 was noted.

**23.143 PLANNING - New Applications**

**a. 23/01028/FUL Barley Studio Limited Church Balk Dunnington York YO19 5PR Single storey rear extension**

**b. 23/01033/FUL 20 Holly Tree Lane Dunnington York YO19 5RD Single storey rear extension and pitched roof to existing flat roof garage**

**c. 23/01146/FUL 1 Derwent Estate Dunnington York YO19 5QL Single storey side and rear extension after removal of conservatory**

**d. 23/00770/FUL Miller Food Services Unit 7 Derwent Valley Industrial Estate Dunnington York YO19 5PD Use of land as a car park. Installation of 1no. 4-metre-high lighting column.**

**e. 23/01218/FUL 17 Owlwood Lane Dunnington York YO19 5PH Single storey rear extension following removal of conservatory**

**23.144 PLANNING – Decision Notices (Approved and Declined)**

**a. 23/00935/TCA Rectory Bungalow 28 Church Street Dunnington York YO19 5PW 30-40% crown reduction of 1no. Sycamore - tree in Conservation Area APPROVED AS NO TPO**

**b. 23/00524/FUL 31 Eastfield Lane Dunnington York YO19 5ND Alterations to front dormer, conversion of garage to workshop and replacement carport roof APPROVED**

**c. 23/00659/LBC St Nicholas Church Church Street Dunnington York YO19 5PW External works to rebuild boundary wall APPROVED**

- d. 23/00869/FUL Trunk Road Services A1079 Hull Road Dunnington York YO19 5LP  
Cladding to exterior APPROVED

#### **23.145 PLANNING - Ongoing Applications**

- a. 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.
- b. 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
- c. 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
- d. 22/01683/FUL OS Field 0040 Stamford Bridge Road Dunnington York Erection of a general purpose agricultural building
- e. 22/01729/FUL Millhouse Barn Elvington Lane Dunnington York YO19 5LD Two storey rear extension and balcony to existing single storey rear extension.
- f. 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
- g. 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
- h. 23/00642/FUL Hall Garth Paddocks Hull Road Dunnington York YO19 5LP Installation of 24no. ground mounted solar panels to rear paddock
- i. 23/00844/FUL32 York Street Dunnington York YO19 5QT Erection of detached annexe to rear following demolition of existing outbuildings
- j. 23/00866/FUL Holme Lea Hull Road Dunnington York YO19 5LR Erection of building to rear for the production and storage of wine
- k. 23/00707/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 - resubmission

#### **23.146 PLANNING ENFORCEMENT**

- a. Unauthorised encampment - A166
- b. 22/00505/ADV Unauthorised erection of advertising structure Roberts 66 Ltd  
Kilnfield House 45 Common Road Dunnington York
- c. 23/00092/CONSRH Alleged Breach of Planning Control – Bistro 66
- d. 22/00967/FUL 8 Church Street, Dunnington  
It was noted that no updates to any enforcement actions have been received.  
Councillor Dykes will chase.

#### **23.147 NEXT MEETING**

- a. To consider and propose any items for inclusion on the agenda for the next meeting  
Flyposting to be included on September's agenda.  
The Clerk reiterated the requirement to submit an agenda item request forms for additional requests.
- b. Date and time of next meeting – 11<sup>th</sup> September 2023 at 7.30pm

Paul Major signed his declaration of acceptance of office.

**Appendix 1**

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

<b>Voucher</b>	<b>Code</b>	<b>Date</b>	<b>Cheque No</b>	<b>Description</b>	<b>VAT Type</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
56	Net Salary - Clerk	10/07/2023	103821	Clerk Salary	X	784.62		784.62
57	HMRC - Oncost ( Employer)	10/07/2023	103822	Employer NIC	X	8.18		8.18
63	Office Expenses - Telephone	10/07/2023	103824	Mobile Phone	X	22.26		22.26
64	IT - Equipment & Software Purchase	10/07/2023	103824	Microsoft Office	S	9.40	1.88	11.28
60	Cemetery - Commercial Waste	10/07/2023	103823	Waste Collection	X	29.77		29.77
65	Net Salary - Clerk	20/08/2023	103825	Clerk Salary - August	X	688.44		688.44
						<b>1,542.67</b>	<b>1.88</b>	<b>1,544.55</b>

**Appendix 2**

**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  
29/06/2023**

	Cash in Hand 01/04/2023		115,776.24
	<b>ADD</b>		
	Receipts 01/04/2023 - 29/06/2023		24,895.02
			140,671.26
	<b>SUBTRACT</b>		
	Payments 01/04/2023 - 29/06/2023		28,298.91
<b>A</b>	<b>Cash in Hand 29/06/2023</b>		<b>112,372.35</b>
	(per Cash Book)		
	Cash in hand per Bank Statements		
	Petty Cash	31/03/2023	0.00
	Investment Account	09/05/2023	21,241.44
	Barclays Premium	29/06/2023	2,058.39
	Account		
	Barclays Saver Account	09/06/2023	31.47
	Barclays Current Account	29/06/2023	90,883.87
			<b>114,215.17</b>
	Less unrepresented payments		1,867.82
			112,347.35
	Plus unrepresented receipts		25.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>112,372.35</b>
	<b>A = B Checks out OK</b>		

DRAFT