

## **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 11<sup>th</sup> September 2023 at 7.30pm in the Tower Room, St Nicholas Church, Church Street, Dunnington**

**Present:** Cllr Ruston (Chairman), Cllr Thompson, Cllr Rees- Gay, Cllr Rowley, Cllr Major, Cllr Anderson, Cllr Dykes, Cllr Maggs  
Ward Councillor Wartens attended  
No members of the public attended.

#### **23.148 FORMALITIES**

- a. **To receive apologies and approve reasons for absence**  
Apologies were received from Cllr Kay (work commitments), Cllr Jackson (away), Cllr Swallow (family commitments) and Cllr Ford (work commitments)  
It was **RESOLVED** to approve the reasons for absence.
- b. **To approve the Minutes of the Parish Council meeting held on the 10<sup>th</sup> July 2023.**  
It was **RESOLVED** to approve the minutes of the Ordinary Parish Council meeting held on the 10<sup>th</sup> July 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)*  
No declarations of interest were received.  
No dispensation requests were received.

#### **23.149 EXCLUSION OF PRESS AND PUBLIC**

**To consider whether any agenda item requires the exclusion of the press and public.**  
*(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)*

It was **RESOLVED** to exclude the press and public from item 23.162a

#### **23.150 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

#### **23.151 POLICING**

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

The monthly reports for July and August were noted and discussed.

It was **RESOLVED** that the Parish Clerk will invite the attendance of an officer at a future Parish Council meeting.

It was recommended that all residents report issues within Dunnington to 101 to allow the Parish Council to chase up North Yorkshire Police with an accurate record.

*Cllr Shaw arrived at the meeting and took over as Chairman*

#### **23.152 TO CONSIDER HOW TO DEAL WITH PARKING ON THE PAVEMENTS/VERGES**

To consider alternatives to avoid any further misses due to the parking situation on the public footpath and highway verges near the Sports Club. Signage, use of alternative parking, cooperation with Sports club.

To consider distributing and placing parking pavement/verge leaflets on offending vehicles.

Following a lengthy discussion:

It was RESOLVED that the Council will write to Dunnington PFA with suggested resolutions and an offer to supply some pavement signage. The letter will request the matter including on their next meeting agenda. The Parish Clerk to action.

It was RESOLVED to delegate to the Parish Clerk the sending of a standard letter requesting that residents refrain from verge/land parking if notified by a Councillor or resident.

### **23.153 COMMITTEES & WORKING GROUPS**

**a. To consider evicting 2 tenants from the allotments following improvement letters.**

It was RESOLVED to terminate two existing tenancy agreements. The Parish Clerk to action in conjunction with the allotment group.

**b. To receive and update on the Neighbourhood plan and Village Design statement**

The Parish Council received an update from the planning group. It was RESOLVED to apply for a Design, Guidance and Code document rather than update the Village Design Statement. If the Parish Council does not qualify then they will revert to updating the Village Design Statement.

**c. To provide an update and to review the status of the registration of Parish Council land.**

The Parish Council received an update from Cllr Dykes on the registration of land with the land registry.

Cllr Dykes will share a plan of Parish Council land with Councillors.

**d. To consider amendments to the cemetery fees.**

It was RESOLVED to approve the cemetery fees with three amendments. The Parish Clerk to amend on the website.

*Cllr Rowley declared a non pecuniary interest in item 23.154 as a member of the Royal British Legion and local committees*

### **23.154 REMEMBRANCE SUNDAY 2TH NOVEMBER 2023 AND D DAY 80 - 6 JUNE 2024**

To consider a donation to the Royal British Legion for 2023 and to consider whether we are going to mark D Day 6<sup>th</sup> June 2024.

It was RESOLVED to approve a donation of £100 to the Royal British Legion

It was RESOLVED to defer discussions on D Day to the next meeting. The Parish Clerk will write to local village organisations about their plans.

### **23.155 BUDGET 2023-2024 REVIEW**

To invite any exceptional potential budget costs for 2023-2024, including in particular whether to pay the annual £3k to the PFA, for consideration.

It was requested that all Councillors, Working Groups and Committees consider any budgetary requirements for 2024-25 for the October meeting.

It was RESOLVED that the Parish Clerk will contact the manager at the PFA to establish some further information for Octobers meeting.

### **23.156 RISK/FIRE ASSESSMENTS AND HEALTH AND SAFETY POLICY**

**To consider our situation with regard to risk/fire assessments and a health and safety policy including engaging the services of a third party to undertake the preparation work on our behalf.**

It was RESOLVED that the Parish Clerk will complete the health and safety requirements as part of the CILCA qualification requirements.

#### **23.157 BENCH REQUEST**

**To consider a resident bench request.**

Following a discussion on possible locations, it was RESOLVED to defer the matter to the October meeting.

#### **23.158 FLYPOSTING**

**To consider flyposting within the village and any required actions**

It was RESOLVED to write to Jane Mowat at City of York Council. The Parish Clerk to action.

#### **23.159 PUBLIC FOOTPATH - 14/10/10**

**To consider a request received from CoYC to assist in addressing the very narrow width of the footpath and formalising a legal determination regarding the width**

The Council received an update on the matter from Cllr Dykes, which included the fact that the path has no statutory recorded width. City of York Council are asking for the Parish Councils assistance in obtaining an official record of its width.

It was RESOLVED to assist and support City of York Council subject to seeing further details of the proposed plans. Cllr Dykes to action.

#### **23.160 20 MPH SPEED LIMIT AND CYC EXECUTIVE MEMBER MEETING**

**To consider any required response or actions in relation to the Executive Member for Transport, CYC meeting on the 12<sup>th</sup> September 2023**

The Parish Council discussed the CYC agenda packs details. The Parish Council felt that Dunnington has no comparison with Bishopthorpe and it would object to waiting for a 12 month experiment at Bishopthorpe before Dunningtons speed limit request was considered.

Cllr Dykes has drafted a statement to be read out within the meeting.

It was RESOLVED that Ward Councillor Warters will speak on the Parish Councils behalf during the meeting. Cllr Dykes will forward the Parish Council statement.

#### **23.161 CILCA**

**To consider the CILCA qualification for the Parish Clerk**

The Parish Council noted that the qualification cost will be shared with the Clerks other employer and approved the associated costs (previously approved at Finance, Strategy and Audit committee)

#### **23.162 FINANCE AND CORRESPONDENCE**

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

It was RESOLVED to approve the quotation of £1180.00 for works/servicing to the heating system at the Scouts hut.

**b. To approve the payments presented for authorisation up to the 5<sup>th</sup> September and any other invoices that come in prior to the meeting. (See appendix 1)**

It was RESOLVED to approve the payments presented for authorisation. (Appendix 1)

**c. To note the bank reconciliation for July and August 2023**

The bank reconciliation for July and August were noted (Appendix 2)

**d. To amend and sign the AGAR 22-23 following the external auditor's advice (Chairman and Clerk)**

It was RESOLVED to amend and sign the amended AGAR

#### **23.163 PLANNING - New Applications**

- a. 23/01333/FUL Grimston Court Hull Road Dunnington York YO19 5LE Erection of detached laundry building
- b. 23/01441/FUL Haygarth Hull Road Dunnington York YO19 5LR Removal of condition 3 of permitted application 20/01255/FUL
- c. 23/01489/FUL Little Orchard 22 Water Lane Dunnington York YO19 5NS Single storey side extension and install bay windows to front elevation

#### **23.164 PLANNING – Decision Notices (Approved and Refused)**

- a. 23/01146/FUL 1 Derwent Estate Dunnington York YO19 5QL Single storey side and rear extension after removal of conservatory APPROVED
- b. 23/01033/FUL 20 Holly Tree Lane Dunnington York YO19 5RD Single storey rear extension and pitched roof to existing flat roof garage APPROVED
- c. 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. WITHDRAW BY APPLICANT
- d. 23/00642/FUL Hall Garth Paddocks Hull Road Dunnington York YO19 5LP Installation of 24no. ground mounted solar panels to rear paddock APPROVED
- e. 23/01218/FUL 17 Owlwood Lane Dunnington York YO19 5PH Single storey rear extension following removal of conservatory APPROVED
- f. 23/01356/FUL 8 Greenside Close Dunnington York YO19 5PF Single storey front extension, raising of roof height to side elevation and conversion of garage to habitable space APPROVED

#### **23.165 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. 23/00844/FUL32 York Street Dunnington York YO19 5QT Erection of detached annexe to rear following demolition of existing outbuildings
- i. 23/00866/FUL Holme Lea Hull Road Dunnington York YO19 5LR Erection of building to rear for the production and storage of wine
- j. 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
- k. 23/01028/FUL Barley Studio Limited Church Balk Dunnington York YO19 5PR Single storey rear extension

#### **23.166 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**

**23.167 NEXT MEETING**

- a. **To consider and propose any items for inclusion on the agenda for the next meeting  
None**
- b. **Date and time of next meeting – 9<sup>th</sup> October 2023 at 7.30pm**

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**Appendix 1**

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

<b>Voucher</b>	<b>Code</b>	<b>Date</b>	<b>Description</b>	<b>VAT Type</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
74	Allotment - Water	11/09/2023	Water	X	52.27		52.27
75	Cemetery - Water	11/09/2023	Water	X	9.34		9.34
78	Playpark Repairs/Maintenance	11/09/2023	Signs	S	218.00	43.60	261.60
77	Grass Cutting - Parish Council Open Spaces	11/09/2023	Grass Cutting	S	480.92	96.18	577.10
77	Cemetery - Grass Cutting	11/09/2023	Grass Cutting	S	144.28	28.86	173.14
76	Cemetery - Phase 2 Development	11/09/2023	Plans	S	350.00	70.00	420.00
80	Office Expenses - Telephone	11/09/2023	Mobile Phone	X	22.26		22.26
81	Net Salary - Clerk	11/09/2023	Salary	X	688.44		688.44
82	IT - Equipment & Software Purchase	11/09/2023	Microsoft Office	S	9.40	1.88	11.28
79	Hassacarr Reserve Maintenance	11/09/2023	Life ring	S	276.99	55.40	332.39
86	Maintenance - Trees	11/09/2023	Phase 2 and 3 Tree Works	S	2,484.00	496.80	2,980.80
					<b>4,735.90</b>	<b>792.72</b>	<b>5,528.62</b>

## Appendix 2

31 August 2023 (

### Dunnington Parish Council

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
Name and Role (Clerk/RFO etc)

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Name and Role (RFO/Chair of Finance etc)

	<b>Bank Reconciliation at 28/07/2023</b>		
	Cash in Hand 01/04/2023		115,776.24
	<b>ADD</b> Receipts 01/04/2023 - 28/07/2023		26,505.40
			142,281.64
	<b>SUBTRACT</b> Payments 01/04/2023 - 28/07/2023		29,718.33
<b>A</b>	<b>Cash in Hand 28/07/2023</b> (per Cash Book)		<b>112,563.31</b>
	Cash in hand per Bank Statements		
	Petty Cash 31/03/2023	0.00	
	Investment Account 09/05/2023	21,241.44	
	Barclays Premium Account 29/06/2023	2,058.39	
	Barclays Saver Account 10/08/2023	31.47	
	Barclays Current Account 28/07/2023	90,119.47	
			113,450.77
	Less unrepresented payments		2,082.84
			111,367.93
	Plus unrepresented receipts		1,195.38
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>112,563.31</b>
	<b>A = B Checks out OK</b>		

## Dunnington Parish Council

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

	<b>Bank Reconciliation at 30/08/2023</b>		
	Cash in Hand 01/04/2023		115,776.24
	<b>ADD</b> Receipts 01/04/2023 - 30/08/2023		29,495.40
			145,271.64
	<b>SUBTRACT</b> Payments 01/04/2023 - 30/08/2023		31,843.79
<b>A</b>	<b>Cash in Hand 30/08/2023</b> (per Cash Book)		<b>113,427.85</b>
	Cash in hand per Bank Statements		
	Petty Cash 31/03/2023	0.00	
	Investment Account 09/05/2023	21,241.44	
	Barclays Premium Account 29/06/2023	2,058.39	
	Barclays Saver Account 10/08/2023	31.47	
	Barclays Current Account 28/07/2023	93,079.17	
			<b>116,410.47</b>
	Less unrepresented payments		3,070.62
			113,339.85
	Plus unrepresented receipts		88.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>113,427.85</b>
	<b>A = B Checks out OK</b>		