

Minutes of the Annual Meeting of the Council and the Dunnington Parish Council Meeting held on 14th May 2018

Present: Cllrs S Kay, A Brooks, J Maggs, A Dykes, J Brooks, R Freer and A Smith

Clerk: J Bone

- (i) Election of Chairman – Stuart Kay was re-elected as Chairman - nominated by Cllr A Brooks and seconded by Cllr J Maggs.
- (ii) Declaration of Acceptance of Office was signed by the Chairman S Kay and the Clerk J Bone
- (iii) Election of Vice Chairman – Cllr J Brooks was re-elected – nominated by Cllr S Kay and seconded by Cllr A Dykes
- (iv) Parish Councillor Representatives for the following positions were decided as below

Finance, strategy and Audit Group – Cllrs A Brooks, J Harrison, N Ford, S Kay A Dykes and J Brooks.

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

Cemetery – Cllrs A Brooks, J Harrison, N Ford and S Kay

Police Liaison – Cllr A Smith

Playing Fields – Cllr J Farmer

Activity Park – Cllr J Maggs

Highways – Cllrs J Maggs, A Dykes and J Brooks

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

Environment – Cllrs L Turnbull, J Brooks and A Smith

Primary School Representative – Cllr A Dykes

Scouts and Guides – Cllrs A Dykes, J Brooks and S Kay

In Bloom – Cllr R Freer

Reading Rooms – Cllr R Freer

Emergency Contact – Cllrs S Kay and J Brooks

Data Processor – The Clerk J Bone

Responsible Officer – The Clerk J Bone

YLCA – Cllrs A Dykes and S Kay

The Annual Meeting of the Parish Council was closed by the Chairman

Parish Council Meeting held 14th May 2018

Present: Cllrs S Kay, A Brooks, J Maggs, A Dykes, J Brooks, R Freer and A Smith

Clerk: J Bone

1 FORMALITIES

1.1 Apologies and reasons for non-attendance

Cllr L Turnbull – Away

Cllr J Harrison – Away

Cllr J Farmer – Away

Cllr N Ford – Working

Cllr G Kay did not attend and did not send any apologies

- 1.2 Parish Council approved all apologies received
- 1.3 Previous Meeting Minutes (9/4/18) were approved by the Parish Council
- 1.4 Declaration of Interest – Cllr S Kay – AOB Reading Rooms

2 POLICE REPORT

- 2.1 Police Report was again limited and the Chairman went through the incidents reported. An incident was discussed that had taken place on Intake Lane where groups of youths had gathered. The police subsequently attended but no action followed.

3 PUBLIC PARTICIPATION

No members of the public attended

4 ANNUAL ACCOUNTS 2017-18

4.1 Annual Governance Statement

4.1.1 The Parish Council to consider the findings of the review carried out, of the effectiveness of the system of Internal Control and preparation of the Annual Governance Statement – Approved by the Parish Council

4.1.2 The Parish Council to approve the Annual Governance Statement by resolution - Approved by Resolution

4.2 The Accounting Statements

4.2.1 The Parish Council to consider the Accounting Statements – Considered by the Parish Council

4.2.2 The Parish Council to Approve the Accounting Statements by resolution – Approved by the Parish Council

4.2.3 The Accounting statements to be signed and dated by the person presiding at the meeting – Signed by the Chairman and the Parish Clerk

4.3 Approval of Public Rights Notification – The dates were approved – 4th June to 13th July 2018

RECOGNITION OF PARISH VOLUNTEER AND RESOLUTION

- 5.1 Further to the Public Bodies (Admissions to meetings) Act 1960 to resolve the exclusion of the Press and Public – The PC resolved the exclusion of the Press and Public.
- 5.2 Recognition for Parish Volunteer – Discussion took place to recognise a member of the Parish. The Parish Council decided to support this. The Chairman will move this forward.

6 BEEHIVES

Cllrs A Dykes requested consideration to have Beehives placed on Parish Council land. There would be no cost to the village. Discussion took place and it was decided the Clerk would

enquire as to the impact on the Parish Council insurance and it will be discussed at the next meeting of the Environment group.

7 ADOPTION OF RETENTION POLICY

The retention policy was discussed and adopted.

8 STREET LIGHTS

Cllrs J Brooks and S Kay have been in discussion with COYC. There appears to be no immediate plans to change the street lighting. A discussion took place in respect of the way forward.

9 LAY-BYS ON A1079

Options were discussed that have been put forward by the Ward Councillor Mark Warters. The Parish Council decided that a gate would be the best option and that the Chairman would approach the farmer concerned to ascertain that he is happy with this suggestion.

COYC have received an application for a street trading consent to trade licence from the same layby on the A1079. They will be selling hot/cold food and drinks. After discussion the Parish Council decided to object. The Chairman will prepare a note of objection which will be forwarded to COYC.

10 DATA PROTECTION

10.1 Appointment of Data Protection officer – After discussion it was decided that the Parish Council will appoint (if required) the YLCA DPO subject to a suitable fee. This will be reviewed once the final legislation is known.

11 LOCAL AND NEIGHBOURHOOD PLANS

11.1 Update on the Local Plan – A discussion took place on the latest developments and Cllr J Brooks will make available the latest documents to the Parish Council.

11.2 Update on the DPC Neighbourhood Plan – Cllr A Brooks reported that a useful meeting had been held and agreement made on several points to enable the Plan to move forward. Next meeting 12th June 2018

11.3 Housing allocation Neighbourhood Plan – Cllr A Brooks had nothing further to report

12 FINANCE AND CORRESPONDENCE

12.1 Full updated Accounts and Accruals to date for 2018/19 as follows

Investment Bond & Account	£20,832.41	Apr-18
Premium Account Income	£2,040.65	Apr-18
Current Account	£56,254.89	Apr-18

[Current Account Income](#)

Allotment Rents and bond	130.00
In Bloom cheques and cash	1890.00
Cemetery Inscription	75.00
Precept (First instalment)	8851.50

£10,946.50

Current Account Expenditure

Clerk pay and back pay for April	589.74
Clerk - Expenses - Ink, stamps, Land Registry fees, HMRC tax	408.80
Councillor - Expenses	43.95
Grass cutting	404.40
Safety Report - Playpark	300.00
Audit costs	197.00

£1,943.89

Forecast Current Account	£65,257.50
--------------------------	------------

May-18

Premium Account	£2,040.65
-----------------	-----------

May-18

Investment Bond 1 & 2	£20,832.41
-----------------------	------------

May-18

£88,130.56

12.2 Correspondence – See list below of previously circulated correspondence below

Date		Subject	Sender
01/04/2018	Email	Darlington roads boss reveals study to consider prosecuting grass verge drivers The Northern Echo	Mark Warters
01/04/2018	Email	York Ind letter.docx	Mark Warters
01/04/2018	Email	Fwd: City of York - Pension Fund	Mark Warters
01/04/2018	Email	Reports	NYP
02/04/2018	Email	Plans List Week 1	COYC
03/04/2018	Email	Parish Consultation - The Surgery Petercroft Lane - Ref: 18/00686/TCA	COYC
04/04/2018	Email	Re: Verge damage.	Mark Warters
04/04/2018	Email	Re: Road Safety Concern - Kerb side drainage - A1079 & Build Up of Rubbish on Highway Verges	Mark Warters
04/04/2018	Email	Re: Road Safety Concern - Kerb side drainage - A1079 & Build Up of Rubbish on Highway Verges	BT
04/04/2018	Email	Re: Road Safety Concern - Kerb side drainage - A1079 & Build Up of Rubbish on Highway Verges	Mark Warters
04/04/2018	Email	Fwd: City of York - Pension Fund	Mark Warters

04/04/2018	Email	Contact form - Bus timetable	Parishioner
04/04/2018	Email	Agenda for Decision Session - Executive Member for Transport and Planning, Thursday, 12th April, 2018, 2.00 pm	COYC
05/04/2018	Email	GDPR Compliance - Information from YLCA	YLCA
06/04/2018	Email	'I believe the Local Plan will cause huge damage to York. This is why' • YorkMix	Mark Warters
06/04/2018	Email	18/00683/FUL - 1 Derwent Estate - Consultation Email	COYC
06/04/2018	Email	Decision Manor Farm Elvington Lane	COYC
07/04/2018	Email	Re: 'We're being priced out of our city' – Campaign launched over 'horrifying' lack of affordable homes • YorkMix	Mark Warters
09/04/2018	Email	Supplement: Agenda Supplement 1: Fossgate Experimental TRO (additional representations received after report drafted) to the agenda for Decision Session - Executive Member for Transport and Plannin...	COYC
09/04/2018	Email	Plans List Week 2	COYC
09/04/2018	Email	East Riding of Yorkshire and Kingston upon Hull Joint Minerals Local Plan Proposed Submission consultation	East Riding
09/04/2018	Email	Quick thinking of local post office alerts NYP to fake Microsoft fraud	NYP
09/04/2018	Email	High Value Thefts from Rural Locations in York	NYP
10/04/2018	Email	AGENDA PFA MEETING WEDNESDAY 9th MAY	PFA
10/04/2018	Email	Fwd: Lay-bys on A1079	Mark Warters
10/04/2018	Email	Re: 'We're being priced out of our city' – Campaign launched over 'horrifying' lack of affordable homes • YorkMix	Mark Warters
10/04/2018	Email	**Fraud Alert** - new phone sophisticated phone scam	NYP
11/04/2018	Email	Re: 'We're being priced out of our city' – Campaign launched over 'horrifying' lack of affordable homes • YorkMix	various
10/04/2018	Email	Opposition hits out over collapse of Guildhall deal York Press	Mark Warters
11/04/2018	Email	Re: Verge damage.	Mark Warters
11/04/2018	Email	Re: Verge damage.	COYC
11/04/2018	Email	Supplement: Agenda Supplement 2: Written Comments Summary to the agenda for Decision Session - Executive Member for Transport and Planning, Thursday, 12th April, 2018, 2.00 pm	COYC
11/04/2018	Email	Revised plans 17/03034/FUL 3 West Cottages Hagg Lane	COYC
11/04/2018	Email	GDPR	Mark Warters
12/04/2018	Email	Re: 'We're being priced out of our city' – Campaign launched over 'horrifying' lack of affordable homes • YorkMix	Mark Warters
12/04/2018	Email	Fwd: RURAL TAXI BUSES.	Mark Warters
12/04/2018	Email	'York' sign, A166.	Mark Warters

12/04/2018	Email	Re: 'We're being priced out of our city' – Campaign launched over 'horrifying' lack of affordable homes • YorkMix	various
12/04/2018	Email	RE: RURAL TAXI BUSES.	COYC
12/04/2018	Email	Decision sheet for Decision Session - Executive Member for Transport and Planning, Thursday, 12th April, 2018, 2.00 pm	COYC
12/04/2018	Email	Supplement: Agenda Supplement 3: Item 9 - Local bus services to Wheldrake and villages to the South East of York – post-procurement update to the agenda for Decision Session - Executive Member for ...	COYC
13/04/2018	Email	Re: 'We're being priced out of our city' – Campaign launched over 'horrifying' lack of affordable homes • YorkMix	Mark Warters
13/04/2018	Email	Fwd: 'York' sign, A166.	Mark Warters
13/04/2018	Email	Minutes for Area Planning Sub-Committee, Thursday, 5th April, 2018, 4.30 pm	COYC
13/04/2018	Email	Request for Information from Rossington Parish Council - Photocopiers and associated costs	YLCA
14/04/2018	Email	Weedkilling again!	Mark Warters
15/04/2018	Email	Shed Burglary	NYP
15/04/2018	Email	Re: Verge damage.	Mark Warters
16/04/2018	Email	Re: It's started	Mark Warters
16/04/2018	Email	Plans List - Week 3	COYC
16/04/2018	Email	Fwd: Kexby Parish Council - GDPR/Appointment of a DPO (OUR REF: APR40)	Mark Warters
16/04/2018	Email	YLCA to offer Data Protection Officer Service	YLCA
17/04/2018	Email	Contact form	Parishioner
17/04/2018	Email	Do you still want to hear about York Flood Alleviation Scheme?	Environment Agency
17/04/2018	Email	Request for information from Sutton under Whitestonecliffe Parish Council - Financial donation requests	YLCA
18/04/2018	Email	18/00711/FUL 5 Greenside Dunnington York YO19 5NJ	COYC
18/04/2018	Email	Request from Embsay with Eastby Parish Council - Village car park	YLCA
18/04/2018	Email	IMPORTANT: How to comply with the GDPR and what we're doing to help.	Website provider
18/04/2018	Email	City of York Council Joint Standards Committee - Appointment of Two Parish Representatives	YLCA
19/04/2018	Email	Re: 'We're being priced out of our city' – Campaign launched over 'horrifying' lack of affordable homes • YorkMix	Mark Warters
19/04/2018	Email	Osbalwick and Derwent population figures by parish 2018-2019.docx	Mark Warters
19/04/2018	Email	GDPR - Privacy Policy Clarification	Website provider
20/04/2018	Email	Re: Presurface Dressing drainage works on Stamford Bridge Road 19th - 23rd March	Mark Warters
20/04/2018	Email	Scrap Box café	Mark Warters

20/04/2018	Email	Minutes for Decision Session - Executive Member for Transport and Planning, Thursday, 12th April, 2018, 2.00 pm	COYC
20/04/2018	Email	Minutes for Health and Wellbeing Board, Wednesday, 7th March, 2018, 4.30 pm	COYC
20/04/2018	Email	Re: 'We're being priced out of our city' – Campaign launched over 'horrifying' lack of affordable homes • YorkMix IGF/6113	Mark Warters
20/04/2018	Email	Re: 2018 highway weed control	Mark Warters
23/04/2018	Email	Re: 'We're being priced out of our city' – Campaign launched over 'horrifying' lack of affordable homes • YorkMix IGF/6113	COYC
23/04/2018	Email	Re. Meeting cancelled - 01/05/2018, 14:00, Decision Session - Economic Development and Community Engagement	COYC
23/04/2018	Email	Plans List Week 4	COYC
23/04/2018	Email	National Salary Award for local council employees 2018-2019	YLCA
23/04/2018	Email	Planning Seminar - Friday, 4 May	YLCA
23/04/2018	Email	RE: Presurface Dressing verge works	COYC
24/04/2018	Email	Decision The Biorenewables Development Centre Limited Units 16 - 17 Hassacarr Close	COYC
24/04/2018	Email	Decision 1 Pear Tree Lane Dunnington	COYC
24/04/2018	Email	Fwd: 1079 Cafe Crime reference NYP 15092016 0205 Scrap box?	Mark Warters/D Uttley
25/04/2018	E mail	Contact Form	Parishioner
25/04/2018	E mail	Agenda for Area Planning Sub-Committee, Thursday, 3rd May, 2018, 4.30 pm	COYC
26/04/2018	E mail	Request for information on the installation of play equipment	YLCA
26/04/2018	E mail	Royal Wedding Commemorative Medal for Schools and Councils	Tower Mint
26/04/2018	E mail	Contact From	Parishioner
26/04/2018	E mail	You do NOT need a DPO	YLCA
26/04/2018	E mail	CITY OF YORK EMAIL REPLY 18/00317/FUL	COYC
26/04/2018	E mail	Revised drawings 3 Water Lane	COYC
26/04/2018	E mail	Newsletter from Julia Mulligan, Police and Crime Commissioner for North Yorkshire	NYP
27/04/2018	E mail	Amendment to the General Data Protection Regulation bill - Appointment of a Data Protection Officer	YLCA
27/04/2018	E mail	Fwd: Amendment to the General Data Protection Regulation bill - Appointment of a Data Protection Officer	Mark Warters
27/04/2018	E mail	Parish Council Report - April	NYP
27/04/2018	E mail	Fwd: Planning Committee, 11 May 2017 - YouTube	Mark Warters
28/04/2018	E mail	RSP26282.docx	Mark Warters
28/04/2018	E mail	Fwd: Agenda for Local Plan Working Group, Wednesday, 2nd May, 2018, 6.00 pm	Mark Warters
30/04/2018	E mail	Plans List Week 5	COYC
30/04/2018	E mail	Agenda for Health and Wellbeing Board, Wednesday, 9th May, 2018, 4.30 pm	COYC

12.3 Report Finance and Strategy group – Cllr A Brooks

The Internal Audit has taken place and Dunnington Parish Council was given a clean bill of health for the 2017-18 accounts.

13 REVIEWS

13.1 Local projects – Cllr S Kay reported as follows:

Telephone Box – Cllr A Dykes is to follow up and try find a buyer.

Hassaccar Lane – A meeting was held with Yorkshire Water. A quote of £19k has been obtained to complete the work. The owners of the various parts of Hassaccar Lane have been contacted to ask for contributions. We have received a negative response from two land owners. Waiting for response from third owner before the way forward is decided.

Allotments – work is ongoing on new fencing. Several of the plots are in a poor state. This will be monitored.

13.2 PFA Update – Cllr J Farmer sent the following report:

AGM Thursday 19th July. Currently insufficient trustees to form a committee. Possible leaflet drop to emphasise the importance of PFA to the village to retain the facilities.

13.3 Web site – Cllr A Dykes reported there would be a meeting in June and that in the month of April the site had the most number of hits to date.

13.4 In-Bloom – Cllr R Freer reported that a coffee morning had raised £514. Another £180 donated collected whilst walking the village.

13.5 Environment – nothing new to report

13.6 Cemetery – nothing new to report

13.7 Playpark – Cllr J Maggs reported the park is being heavily used. A full inspection has been carried out and only a few small issues found.

13.8 Transport – Cllr J Maggs reported on the age old problem of HGV's going through the village. Some of the road signs are being covered by trees and seem to be in the wrong place. Cllr J Brooks will advise the Highways team.

13.9 Ward Committee – Cllr J Brooks reported that a meeting was held but was not well attended.

13.10 This Is Dunnington – Cllr A Dykes had nothing new to report

13.11 Scouts and Guides – Cllr A Dykes reported that the asbestos will be removed after the May bank holiday. Still awaiting risk assessment and the new kitchen is being progressed.

14 PLANNING - Ongoing Applications

14.1 42 York Street Dunnington York YO19 5QS - Formation of new access and driveway to house (retrospective)

- 14.2 Common Farm Common Lane Dunnington York YO19 5LS - Erection of 2no. mono pitched open fronted storage buildings in existing storage yard (resubmission)
- 14.3 21 Eastfield Lane Dunnington York YO19 5ND - Two storey rear extension, single storey front extension and dormer to front.
- 14.4 Haygarth Hull Road Dunnington York YO19 5LR - Erection of detached two storey dwelling following the demolition of existing dwelling
- 14.5 3 Water Lane Dunnington York YO19 5NW - Two storey side and rear extension and single storey side and rear extensions
- 14.6 OS Field 0040 Stamford Bridge Road Dunnington York - Erection of stables and field shelter
- 14.7 Newlands York Road Dunnington York YO19 5LF - Installation of underground LPG Tank to front.

15 PLANNING - New Applications

- 15.1 1 Derwent Estate Dunnington York YO19 5QL - Erection of 1no. dwelling to side of 1 Derwent Estate, Dunnington
- 15.2 5 Greenside Dunnington York YO19 5NJ - Single storey side and rear extensions.

16 PLANNING - Decisions (CoYC)

- 16.1 1 Pear Tree Lane Dunnington York YO19 5QQ - Two storey side extension - Approved
- 16.2 Manor Farm Elvington Lane Dunnington York YO19 5LT - Erection of replacement agricultural building for storage of grain, fertilizer and machinery – Approved

17 AOB

Next Meeting to be held Monday 11th June 2018 at St Nicholas Church

Dunnington Through the Ages is considering winding up as there are no longer enough volunteers to run it. They have approached the Parish Council to consider taking over its archive. The only outgoings would be the payment for storage at the Reading Room.

The butcher's shop in the village is changing hands in June.

The Clerk has produced a Councillors' Handbook.