

## EARSWICK PARISH COUNCIL

Minutes of the meeting of Earswick Parish Council held in Earswick Village Hall on Monday 10<sup>th</sup> December 2012.

**Councillors Present:** D Jones  
S Wiseman  
P Leveson  
G Offler

**Parish Clerk:** J Fisher

**Members of the Public Present:-** R Brown, J Gambold, I Jones.

### **1. Apologies for Absence**

Ward Councillor Doughty, Councillor Pace.

### **2. Declarations of Interest**

Councillors Offler, Wiseman and Leveson declared an interest in agenda item 11

### **3. Minutes of Previous Meeting.**

Minutes for the Parish Council Meeting on 12<sup>th</sup> November 2012 were approved as accurate records by the Councillors and signed.

### **4. Members of the Public.**

Comments were received from Members of the public concerning the following issue:-

A resident had seen person(s) driving around in an unknown vehicle and looking in the Parish grit bins. It was agreed that Councillors Jones and Leveson would use an existing stencil and spray all the grit bins, to inform the public that the grit bins and contents are the property of the Parish Council and should only be used on Earswick Parish communal areas. It was agreed the Clerk would use her emergency powers to authorise expenditure on cleaning spirit and white spray paint. **Action: DJ/PL/JF**

### **5. Ward Councillor's Report**

Councillor Wiseman stated that she will circulate papers from a Community Contract meeting, to Parish Councillors, for comment. **Action: SW**

### **6. Clerks Report**

a. The ongoing action tracker was reviewed and it was noted that:-

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- An email was received from City of York Council (CYC), on 27<sup>th</sup> November, to say the order for the Vehicle Activated Sign will take 6 weeks, so it is expected in January 2013.
- The Councillors' Registers of Interests are now showing on the Parish Council website.
- Mr McTurk, Internal Auditor, wants the Clerk to seek further clarification from Zurich Insurance on the Parish Council Insurance policy. **Action: JF**
- The Clerk will cost options for a new PC laptop in the New Year.

**Action: JF**

- Martin Whittaker has replaced the Stepping Stone bolts.
- The Parish Council has responded to a resident's email about hedges on the estate.
- Councillors Jones and Leveson carried out an Internal Audit on 22<sup>nd</sup> November 2012.
- The Clerk has placed an order with Lewis Tree Surgery to work on the trees in the enclosed open space at a cost of £480 plus VAT. The work is likely to be carried out in January 2013.
- A quote of £180 incl VAT had been received from A. Hill to clear three piles of vegetation – two from the pond area and one from the Lock House Lane car park. This expenditure was authorised by the Parish Council.

**Action: JF**

b. The following pre authorised payments have been made since the last Parish Council meeting:-

- Mrs Fisher's salary for November;
- £744.00 (incl VAT) for maintenance contract (Sept);
- £90.00 (incl VAT) for labour and marking of football pitch;
- £804 (incl VAT) for maintenance contract, area 6;
- £48.00 (incl VAT) for cutting river footpath (Sept);
- £744.00 (incl VAT) for maintenance contract (Oct);
- £84.00 (incl VAT) for strimming pond banking;
- £48.00 (incl VAT) for cutting river footpath (Oct);
- £240.00 (incl VAT) for cutting grass in river access land and around trees (Oct);
- £156 (incl VAT) for 1 tonne rock salt, filling bins and storage;
- £27.07 (incl VAT) to Mrs J Fisher for stationery;
- £5.00 to J Pace for strimmer petrol.

The Clerk reported that £4,432.11 interest on the Lloyds account had been received.

**The following payments were authorised:**

- £11.20 to Mrs J Fisher for Stationery;

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- £100 to SLCC;
- £6.65 to Yorkshire Water;

## **7. Planning Applications**

The following planning applications were dealt with by the clerk using delegated powers:

- Ref 12/03331//FUL 16 Lock House (two storey side and single storey rear extension);
- Ref 12/03397//FUL 19 Earswick Chase (single storey rear extension).
- Ref 12/03420//FUL 2 Ilford Close (single storey side ext linking garage to dwelling);

The Clerk reported that CYC had approved the following planning applications:

- Ref 12/03331//FUL, 16 Lock House Lane (two storey side and single storey rear extension);
- Ref 12/03157//FUL, 9 Northlands Ave (rooflights to front and rear);
- Ref 12/01752//FUL, 2 Northlands Ave (3no. dormer windows to rear).

Councillors had no objection to planning application ref 12/03634//FUL, 31 Earswick Chase (single storey rear extension).

## **8. Monthly Equipment Check**

Councillors agreed no action required.

## **9. Scented Garden Shed**

Costings and shed specification details were deferred to the next meeting.

## **10. Relaying of Flagged Footpath in Scented Garden**

The Clerk had received two quotes for relaying the flagstones in the Scented Garden. The PC authorised £432 (incl VAT) to A. Hill for this work. The PC agreed to ask A. Hill for a quote to clean the flagstones before relaying. Up to £150 (excl VAT) was approved for cleaning the flagstones. **Action: JF**

## **11. Cutting of the Boundary Hedge to the River Access**

The PC approved issue of a letter which had been circulated to all Councillors prior to the meeting, which summarised the need for residents and the PC to agree any works to be carried out on the hedge prior to any work being undertaken. **Action: JF**

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## **12. Burial Authority Constitution**

It was agreed Councillor Offler will replace Councillor Jones as Earswick PC representative at the Burial Authority meetings. Councillor Leveson will continue as Earswick PC's second representative. The next Burial Authority meeting is scheduled for the 4<sup>th</sup> January 2013. Earswick PC will wait to see if any changes to the Constitution are proposed by the Burial Authority. The Clerk will inform the Burial Authority of the change of representative.

**Action: JF**

## **13. 2013/14 budget**

Councillor Jones went through the Financial Position report for November 2012 and the proposed 2013/14 budget which had been circulated to Councillors prior to the meeting. He explained that maintenance contract figures would remain the same next year and that most other budget figures had been calculated by making a 5% increase on this year's expenditure. An additional budget heading had been included to cover grass cutting of the river footpaths.

Councillor Jones explained that in 2014 the PC will need to go out to tender for the maintenance contract. He recommended that the precept for 2013/14 remain the same in anticipation of this new contract in 2014.

The PC approved the 2013/14 budget and agreed no change to the 2013/14 precept.

## **14. Broken Barrier at Lock House Lane Car Park**

The Clerk had obtained a verbal quote of £60 from M Whittaker to replace the broken barrier in the Lock House Lane (LHL) car park (including replacement of the padlock). The PC agreed to ask Mr Whittaker to inspect the fencing around the LHL car park, to advise the PC which posts/fencing needed repairing/replacing and to provide a quote for this work. **Action: JF**

## **15. Security Measures to Combat Anti-social behaviour**

Prior to the meeting, the Clerk had circulated a letter from Mrs S McIntosh which nominated herself as the Lead Person, and Mr R Brown as Deputy, in the proposed trial of locking the Lock House Lane (LHL) car park. Five households to date had agreed to take part in the rota of locking and unlocking the proposed lockable post. The residents had suggested that each household would lock/unlock the post on a weekly basis. Also, Mrs McIntosh proposed that a lockable key safe be attached to one of the resident's gate posts to facilitate access by the emergency services.

Mr Brown asked if the proposed opening times of the LHL car park could be changed to 8am. He also suggested a sign be made to show the opening/closing times of the car park.

The PC discussed the residents' responses to the PC policy documentation and agreed:

- a. To order the three lockable posts with wings, concrete spigots, and identical keys for both the LHL and Village Hall car parks at a cost of £321.55 (incl VAT). **Action: JF**
- b. LJD Construction will fit one lockable post and a new speed hump at the LHL car park at a cost of £475. **Action: JF**
- c. LJD Construction will fit two lockable posts and install a concrete post at the Village Hall car park at a cost of £249.50. **Action: JF**
- d. The revised opening time of 8am.
- e. To authorise up to £50 (excl VAT) for signs, for both car parks, displaying opening times. **Action: SW**
- f. To authorise up to £100 (excl VAT) for two key safes. Councillor Offler agreed to supply the Clerk with details of key safes. It was agreed Councillor Pace will discuss with Mrs McIntosh where to place the key safe at LHL. Mr Brown agreed to put up the key safes at no charge. **Action: GO/KP/JF**

#### **16. Protective Tree Tubes**

Councillor Offler reported that a large number of tree tubes had been damaged/knocked over on the River Access Land. It was agreed Councillor Offler will prepare an estimate of the number of tubes which need replacing. The Clerk will contact the company that supplied the tubes to find a cost per tube. **Action: JF/GO**

#### **17. Councillors' Dispensation**

Councillors present signed the forms requesting dispensation under Section 33 of the Localism Act 2011 on consideration of the precept.

#### **18. Cobbled Planters**

It was agreed that LJD Construction Services Ltd would be contracted to supply two cobbled planters under the Earswick Signs at a cost of £240 (incl VAT). R&S Landscaping & Paving Services was no longer able to carry out the work. **Action: JF**

#### **19. Weed Killing Pond Area**

The Clerk reported that A. Hill had supplied a verbal quote of £30 plus VAT per visit to weed kill the pond area. The PC agreed to investigate the cost of hiring a digger plus driver to level the ground, and to do more substantial weed clearance, around the pond area. **Action: GO/KP**

#### **20. Marie Curie Nursing Services**

The PC agreed not to make a donation.

#### **21. Meeting Dates**

The Clerk had circulated proposed meeting dates for 2013 to Councillors prior to the meeting. These were agreed.

#### **22. Items for Information**

Councillor Offler agreed to reposition the 'floating platform' in the pond.

**Action: GO**

It was noted that Councillor Pace is in touch with the organisers of 'Smarter York'.

The meeting closed at 8.45pm

Joanne Fisher  
Parish Clerk

Signed.....

Date.....