

## **EARSWICK PARISH COUNCIL**

Minutes of the meeting of Earswick Parish Council held in Earswick Village Hall on Monday 23<sup>rd</sup> July 2012.

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

**Parish Clerk:** J Fisher

**Members of the Public Present:-** I Jones, J Gambold, J McTurk, J P Norman, G Offler.

**1. Apologies for Absence**

Councillor Pace, Councillor Sapsford, Ward Councillor Doughty

**2. Declarations of Interest.**

None

**3. Minutes of Previous Meetings.**

Minutes for the Parish Council Meeting on 11<sup>th</sup> June 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 issues:-

Mr P Norman, the Village Neighbourhood Watch Co-ordinator, gave a very positive report on the low level of crime in the area. The Parish Council (PC) agreed to his requests for a Neighbourhood Watch section to be included on the PC website, and space for notices on the PC noticeboard. **Action: JF**

The cycle footpath towards the by-pass and along New Lane were very overgrown with nettles, etc. Likewise, the land near the bungalows down by the river is also overgrown. The PC reported that Andy Hill is due to trim this area as part of his existing maintenance contract.

Ward Councillor Wiseman asked the Clerk to put the ‘Ward Councillors Update’ as item 4 on future Agendas. She went on to report in her capacity as Ward Councillor:

- The City of York Council (CYC) are removing litter bins in York and Councillor Wiseman would like to be informed if anyone becomes aware of litter bins being removed from the village. Likewise if any grit bins are removed.
- Regarding the Vehicle Activated Sign (VAS), a speed check will be carried out by the Police six months after the VAS is in position to see if it is working.
- Ward Councillors are working with the Footpaths Officer (at CYC) and the Foss Drainage Board to see how the footbridges to the village can be made more user friendly for cycles and pushchairs. Both bridges need repair; in

particular there is a footplate missing from the one near Landing Lane. The Footpaths Officer is due to repair them.

- The Drainage Board have reported that there are three hawthorns on the river bank causing problems. If the PC agree, they are happy to remove these trees at no cost to the PC. The PC agreed to include this as an agenda item at the next meeting. **Action: JF**
- The Local Authority want to impose Community Contracts on PCs. Ward Councillors Wiseman and Doughty are against this measure because they feel the CYC are trying to pass their responsibilities over to PCs. The CYC will be contacting Ward and Parish Councillors on this matter in the future.

## **5. Clerks Report**

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

The CYC is consulting with 'appropriate members', staff & police for comments regarding the VAS. They will then complete a report to go to the Officer in Consultation. If accepted, the VAS should be in place in September 2012.

The clerk reported that she had contacted the Huntington PC clerk regarding Xmas Trees. Huntington erect two Xmas Trees. They pay £540 for trees, delivery and erection plus £250 for the electrician to connect and switch on the lights. They purchased lights three years ago at a cost of £2,000 (approx) from Blanchere illuminations. The electrical source is an extension of the street lighting system and was installed 15 years ago. They don't pay anymore for the electric used as it is minimal but they have to be aware of any maintenance on street lights nearby as this tends to knock out supply which is costly to switch back on. The PC agreed that the costs involved in providing a Xmas tree for the village would be too expensive and no further action was required.

It was reported that work on replacing the fence in the children's play area was scheduled to start at the end of July 2012.

Andy Hill arranged for the Scented Garden benches to be cleaned, restrained and in situ by 8th July. He informed the Clerk that he underestimated the cost of doing this work and that it actually cost him £240.00 (excl VAT). He asked the Clerk to approach the PC to see if they are prepared to increase payment to this amount. The PC discussed the matter and resolved to pay the £240.00 (excl VAT). **Action JF**

Due to the exceptionally bad weather Andy Hill has found it difficult to meet the jobs asked of him. As at the 20th July, he still had to:

- weedspray and maintain the footpaths and tennis courts;
- strim and maintain the pond area;
- cut and weed spray the River Access Land and flower meadow.

It was also reported that the marking of the football pitches had not yet been completed.

The clerk has written to the owner of 18, the Village to ask them to remove the tree which has fallen in the ditch, or to agree to reimburse the PC if they arrange it. No reply has been received yet and the clerk will chase this up. **Action: JF**

b. The following pre authorised payments have been made since the last Parish Council meeting:-  
Mrs Millson's salary for June;  
Mrs Fisher's salary for May and June  
£18.85 stationery expenditure to Mrs J Fisher.  
£18.84 travel expenses to Mrs Fisher.  
£30.44 (incl VAT) for strimmer line and petrol to Councillor Pace.  
£744.00 (incl VAT) to A. Hill for Maintenance Contract.  
£48.00 (incl VAT) to A. Hill for cutting river footpath in May.  
£6.65 to Yorkshire Water.  
£37.80 (incl VAT) to Advance Fire Services.  
£12.00 to Rob Warriner Lawn Services for weed spraying PC area of Scented Garden.

The clerk reported that £12.00 rent from the Scented Garden Committee had been received as has £142.59 from the Village Hall Committee for their proportion of the insurance costs.

The Clerk made the following payments using delegated powers:  
£45.00 to Martin Whittaker to repair the shed door in the Scented Garden which had been vandalised.

The following payments were authorised:  
£26.67 (incl VAT) to Mrs J Fisher for stationery and stamps.  
£18.00 to the River Foss Society

c. The Internal Auditor (Mr J McTurk) issued his report regarding the annual accounts ending 31 March 2012 and stated the Council has good controls in place surrounding the key financial systems. He thanked Sarah Millson for her assistance in the conduct of the audit.

His observations were:

- When the Insurance Policy is renewed, confirmation of coverage and replacement cost valuation should be obtained in writing from the insurer;
- The Parish Clerk should sign a contract of employment detailing employment terms, conditions and responsibilities for tax and NIC.
- As advised by HMRC, the Council is not required to be registered for PAYE at the present time.

The PC thanked Mr McTurk for his internal audit. It was reported that the Clerk now has a signed employment contract and that the insurance policy for 2012 had already been renewed. The Clerk will check with the insurers to see if coverage and replacement cost valuation has been obtained in writing. **Action: JF**

## **6. Planning Applications**

- Planning application 12/02138/FUL, 127 Strensall Road (single storey rear extension and replacement garage roof) was dealt with by the clerk using her delegated powers. The response was no objections from the PC.

- Planning application 12/02438/FUL, 1 Laurel Close (single storey side extension) had no objections from the PC.
- The Clerk reported that planning application 12/01059/FUL, 238 Strensall Road (part retention of existing building and alterations to create single storey dwelling) has been approved by CYC subject to a number of conditions.
- Regarding planning application, 12/02258/FUL, 18 The Village (2no dwellings following demolition of existing dwelling- amended scheme), the PC did not have any comments on design and layout but raised concerns on drainage and sewerage. In particular, the PC want written assurance from CYC Planning that no drainage will discharge into the PC owned ditch to the north of the site. Also, they asked that Mr Harland, who owns the private sewer at the rear of the property, be contacted to discuss sewerage arrangements.
- Planning application 12/02503/FUL 39 The Village (two storey side extension, single storey rear extension, porch & 2 dormer windows to rear) and planning application 12/02485/FUL Foss Bank Farm, Strensall Road (1<sup>st</sup> floor extension to rear) have been received and are under consideration by the PC.

#### **7. Monthly Equipment Check**

The following was reported:

- Re. Teen Equipment, there is a hole by the bench.
- Re. BMX track, some slats are missing from the fence. Also, the track/jump area needs strimming and tidying up.
- Repair on the children's play area fence is due to commence end of July 2012.

Councillors were reminded that ROSPA come to check the equipment in September. The Council agreed no further action is required.

#### **8. Nets for Football Goal Posts**

It was reported that the condition of some of the football nets is poor. As there are new nets stored in the village hall, it was agreed that the Clerk would ask Andy Hill if he would change the net with the hole, and any others that seem in poor condition, when he marks the football pitch, at no extra cost. **Action: JF**

#### **9. New Equipment for Children's Play Area**

It was agreed that there was no space for any additional equipment.

#### **10. Diamond Jubilee Commemorative Board**

Mr Thompson of Peter Thompson Joinery Ltd had supplied the following quotes to prepare the Board:

- hand carved lettering at £5 + VAT per letter;
- cost to prepare the sign and provide an oiled finish will be £90 + VAT;
- wood to be supplied free of charge.

Councillors agreed to purchase the Board with the following inscription: 'In commemoration of the Diamond Jubilee of Queen Elizabeth II'. Header: 'Diamond

Wood 2012'. Carving of 67 letters at £5 each will cost £335. This plus the oiled finish of £90 gives a total of £425 + VAT.

It was reported that a certificate had been received from the Woodland Trust which recognises that the village's Wood was planted as part of the Woodland Trusts' Jubilee Woods Project. Councillors agreed to purchase a frame for the certificate (A4 size) up to the value of £50.

Payment for the Board and frame will come from monies raised at the Royal Wedding and Diamond Jubilee events and not from the precept. Councillors Wiseman and Leveson will select the wood for the Commemorative Board and initiate its production. They will also select the frame for the certificate. **Action: SW & PL**

#### **11. Strategic Cycle Network Review**

It was agreed that the Clerk will respond to Andy Vose, Transport Planner, CYC to say the PC have no objections and support the proposals set out in the documents.

**Action: JF**

#### **12. General Power of Competence Training**

£30.00 was approved for Councillor Wiseman to attend this course on 31<sup>st</sup> July.

**Action: JF**

#### **13. Working With Your Council (WWYC) course**

The Clerk reported that she had attended the WWYC courses in Selby on 13<sup>th</sup> June and in Chapel Haddlesey on 4<sup>th</sup> July as approved in the meeting on 11<sup>th</sup> June. The PC authorised travel and parking expenses of £18.84 and £21.87 respectively, total £40.71.

#### **14. Regional Training Partnership Conference**

Councillors resolved no-one from Earswick PC will attend.

#### **15. Code of Conduct and Register of Interests**

All Councillors provided updated Registers of Interests in line with the new Code of Conduct. The Clerk will send the Register details to Andy Docherty at CYC and update the PC website.

**Action: JF**

#### **16. Maintenance of Grass Verges on the River Footpath**

The Clerk sought clarification of this work agreed in the minutes of 11<sup>th</sup> June. Andy Hill will carry out this work at a cost of £48.00 per month (incl VAT), for six months, commencing in May 2012. It was noted that this work includes the footpath behind the bungalows by the river.

**17. Use of Earswick Tennis Courts by Wigginton Tennis Club**

The Clerk reported that she had received two requests from Earswick residents to use the Earswick Tennis Courts to alleviate a fixtures backlog at Wigginton Tennis Club. They had said they needed either mid week matches 6.30-9.30pm or Sunday morning matches 10 am – 12.30am, and only 2/3 times from May to Sept. They had offered payment or free coaching in exchange.

Councillors discussed this proposal but felt they could not support it because the Tennis Courts had been provided under Section 106 for the residents of Earswick and not for use by other Tennis Clubs. The Clerk will write to the two residents who raised the proposal to inform them of the PC's decision. **Action: JF**

**18. Payback Team**

Councillors reported that they were disappointed with the work carried out by the Payback team on recent visits. It was agreed that they would review the use of the Payback team after their next visit in August. The Clerk was asked to find out if, provided the PC carried out risk assessments, the PC's current insurance policy would cover residents and volunteers carrying out strimming and general maintenance work on communal areas. **Action: JF**

**19. Planters at the base of the two 'Earswick' signs**

An estimate of £120 each was provided for retaining 'walls' using old cobbles to match the existing stone. Councillors agreed for Councillor Pace to acquire more accurate quotes. **Action: KP**

**20. Parish Council Laptop and Software**

Councillors agreed in principal to a PC laptop and software, particularly with the advent of e-planning. It was reported that the CYC bulk buy IT equipment so it was agreed their IT department would be contacted to find out if the PC could buy IT equipment through them. **Action: SW**

**21. Anti-social behaviour**

A number of incidents occurring in the Village have been reported to the police recently. As a result, the Village has been included in the police's top ten places to visit on a regular basis. The patrol officers have been given maps of the area so they know where to patrol. Security measures available to combat anti-social behaviour to be included on the next Agenda **Action: JF**

**22. Items for Parish Council Newsletter**

Any items for inclusion in the next Newsletter should be sent (preferably emailed as a word document) to the Clerk by 15th August for consideration at the PC meeting on 10<sup>th</sup> September. Items proposed to date include:

- Parish Plan on the website. Paper copy available at a cost. **Action: DJ**
- Diamond Jubilee Event, including photos **Action: DJ**

- Anti-social behaviour **Action: DJ/KP**
- Scented Garden – item from Scented Garden Committee
- York against Cancer **Action: PL**
- Environment Group report **Action: KP**
- Litter/salt bins **Action: SW**

**23. Items for Information**

- The Clerk was informed that more detail of planning applications should be given on Agendas in future.
- Grit bins should be included as an item on the next Agenda. **Action: JF**
- Councillors Wiseman and Leveson will be attending the CYC’s e-planning conference on 3<sup>rd</sup> August. **Action: JF**
- A response to the ‘Payments by Parish and Community Councils and Charter Trustees’ consultation was needed by 11.9.12. **Action: JF**

The meeting closed at 9pm

Signed.....

Date.....

Joanne Fisher  
Parish Clerk