

EARSWICK PARISH COUNCIL

A public participation session took place with Parish Councillors immediately prior to the following Parish Council meeting.

Minutes of the meeting of Earswick Parish Council, held in Earswick Village Hall on Monday 23rd July 2018.

Councillors present: D Jones
P Leveson
S Wiseman
A Bell
B O'Connor

Parish Clerk: J Fisher

Members of the Public Present: I Jones, G Offler

1. Apologies for absence

Ward Cllr Doughty

2. Declarations of Interest and Any Other Declarations

None.

3. Minutes of Previous Meetings

The minutes for the Parish Council meeting held on the 29th June 2018 were approved as accurate records by the Councillors and signed.

4. Ward Councillors' Reports

None.

5. Clerk's Report

The following pre-authorized payments (incl VAT where appropriate) have been made since the Parish Council (PC) meeting on 29th June 2018:-

- J Fisher's salary for June and back pay from April to June 2018;
- £40.20 to Advance Fire Services for quarterly fire inspection;
- £25 membership fee to the River Foss Society;
- £48 to J Fisher as reimbursement for purchase of 8 tins of seedballs;
- £10.15 to J Fisher for postage;
- £34 to J Fisher for ink;
- £32.49 to J Fisher as reimbursement of Norton security for PC laptop;
- £29.99 to J Fisher reissue of cancelled cheque no 1378;
- £20.80 to J Fisher reissue of cancelled cheque no 1392.

The following amounts have been received by the PC since reported at the meeting on the 29th June 2018:

- £8.84 interest on the Royal Bank of Scotland (RBS) savings account;
- £905.01 interest on the Cambridge and Counties deposit account;

Chairman's Signature..... Date.....

- £0.36 interest on the RBS tennis account.

The PC authorised the following payments to J Fisher:

- £37 to J Fisher for ink.

6. Planning Applications

The PC had no objections to the following planning application:

- 18/01206/FUL 137 Strensall Rd YO32 9SJ (Single storey side and rear extension and partial conversion of existing garage to additional living accommodation);

City of York Council had approved planning application:

- 18/00988/FUL The Gables 344 Strensall Rd YO32 9SW (Erection of double garage (revised scheme)). The PC had commented on this application to CYC, informing them that it did not think the appearance was in keeping with its surroundings – but there was no record on the CYC system. The Clerk was asked to contact Sharon Jackson at CYC to confirm this was an oversight. **Action: JF**

7. Monthly Equipment Check

The Chairman had circulated details of the monthly check to the PC prior to the meeting. Two benches near the pond need varnishing.

8. Tennis Courts

The PC agreed to obtain a quote from Yorkshire Fencing to replace two wires of the tennis court fence. **Action: PL**

The tennis court fence uprights are rusting. They have not been painted for several years. The Clerk was asked to find out the name of the business which painted them last time. **Action: JF**

9. RoSPA play equipment inspection performed by Playsafety Ltd.

The PC authorised £163.10 plus VAT to Playsafety Ltd to inspect the childrens play and sports field equipment. **Action: JF**

10. Clerk Training

The PC authorised £115 to Yorkshire Local Council Associations (YLCA) for training for the Clerk. **Action: JF**

11. General Data Protection Register (GDPR)

As the YLCA is not now going to perform Data Protection Officer (DPO) duties, the PC decided not to appoint a DPO at this stage.

Andrew Jones (website administrator) had quoted £75 to attach a privacy notice to the Clerk's email. Wordpress uses cookies so a notice of this is required.

The Clerk was asked to recirculate to the PC a Lazenbybrown (website domain and host) email regarding its GDPR services. **Action: JF**

The PC agreed to meet with Andrew Jones and/or Lazenbybrown to discuss options.

Action: AB/BOC/JF

The PC agreed to prepare and circulate a records management policy with an action column.

Action: AB

12. Varnishing of two benches located around the pond

No quote had yet been received to varnish the benches so this item was postponed to the next meeting.

13. Cutting back of trees/vegetation

The PC approved £800 plus VAT to cut back trees and vegetation around the sports field perimeter.

Action: JF

The Clerk was asked to contact Mr M Harland to see if he could cut the riverside hedge as soon as possible and if he would be prepared to do another cut later in the year/early next year for the same price ie £102.

Action: JF

14. Maintenance of the Flower Meadow

Before the PC meeting, Mr Alastair Fitter, a local expert botanist, gave a presentation on the wild flower population of Earswick's flower meadow and how best to manage it. The PC formally thanked Mr Fitter and approved £540 to D & J Stead Contracting, Agricultural Contractors, to cut around the perimeter of the flower meadow. (The £300 budgeted to Mr A Hill to cut the flower meadow will be cancelled and used to offset this cost). **Action: SW**
Mr Fitter recommended an annual cut of the flower meadow. Maintenance will be reviewed again next year.

15. Standing Orders and Financial Regulations

The PC thanked Cllr O'Connor for updating the Standing Orders and Financial Regulations in line with the latest National Association Local Council's (NALC) Standing Orders. The updated Standing Orders and Financial Regulations were agreed by the PC and the Clerk was asked to update the website.

Action: JF

16. Emergency Plan

The PC agreed to place the Emergency Box in the disabled toilet.

Action: BOC

17. Use of bouncy castles, inflatable slides, etc. on Earswick's public open space

The PC agreed no inflatables will be permitted on any land or property owned by Earswick Parish Council as they pose a potential health hazard. The PC want to see this stated in the hire conditions of the Village Hall. The Clerk was asked to obtain a latest copy of the hire agreement from the Village Hall Committee to see if there is a clause restricting use of inflatables. Also, the

Clerk is to ask the Village Hall Committee if they have any insurance in addition to the cover provided by Earswick Parish Council.

Action: JF

18. Purchase of Yorkshire Local Council Associations Guide Books

The PC authorised £13.73 to Yorkshire Local Council Associations (YLCA) for the purchase of three guide books – The Good Councillor’s Guide 2018, The Good Councillor’s Guide to Finance and Transparency 2018, and The Good Councillor’s Guide to Being a Good Employer.

Action: JF

19. Items for Information

Cllrs Leveson and Wiseman had attended the Huntington Burial Authority (HBA) AGM and ordinary meeting.

The PC asked the Clerk to write to Sheena Spence at YLCA to outline the points of concern which it raised with the former HBA Chair and others connected with the HBA.

Action: JF

A complaint has been made by the former Chair to the HBA against Earswick PC Chair. Earswick PC asked the Clerk to write to the Monitoring Officer to point out that all correspondence between Cllr Jones and the former HBA Chair, and all other persons connected with the HBA, was sent with the full backing and agreement of Earswick PC so the complaint, which Earswick PC strongly refutes, should be addressed to EPC as a whole and not Cllr Jones.

Action: JF

The meeting closed at 9.25pm

Joanne Fisher
(Parish Clerk)