

## 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 15<sup>th</sup> October 2018.

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

**Parish Clerk:** J Fisher

**Three members of the public present and Ward Cllr Doughty.**

**1. Apologies for absence**

None

**2. Declarations of Interest and Any Other Declarations**

Cllrs Wiseman and Leveson made a non-pecuniary declaration regarding item 6 on the agenda, ie they both live in Shilton Garth Close.

**3. Minutes of Previous Meetings**

The minutes for the Parish Council (PC) meeting held on the 10<sup>th</sup> September 2018 were approved as accurate records by the Councillors and signed.

**4. Ward Councillors' Reports**

Ward Cllr Doughty reported the following:

- Residents in Lock House Lane had contacted him regarding the exercise equipment on the sports field. Cllr Doughty had subsequently contacted North Yorkshire Police with regard to increasing surveillance in this area.
- Central government money has been allocated for improvements to the A1237, York Outer Ring Road, but no further details will be available until Spring 2019. In conjunction with the proposed development of the Strensall barracks site, the PC asked Cllr Doughty for support for a new road linking Strensall to Monks Cross, bypassing Earswick.

**5. Clerk's Report**

The following pre-authorised payments (incl VAT where appropriate) have been made since the Parish Council (PC) meeting on 10<sup>th</sup> September:-

- J Fisher's salary for September 2018;
- £60 to Reynolds Plumbing and Heating Ltd;
- £5.72 to Yorkshire Water;

- £102 to M Harland for river side hedge cut;
- £780 to A Hill for grass cutting in July;
- £84 to A Hill for Centenary Wood cut in July;
- £48 to A Hill for river footpath cut in July;
- £72 for pond strimming in July;
- £120 to A Hill for Diamond Wood pathway cut in July;
- £168 to A Hill for cutting hawthorn hedge in Diamond Wood;
- £60 to A Hill for cutting the holly tree in Shilton Garth;
- £48 to A Hill for grass cutting in Shilton Garth in July;
- £960 to A Hill for cutting the sports field perimeter;
- £48 to A Hill for grass cutting in Shilton Garth in August;
- £120 to A Hill for Diamond Wood pathway cut in August;
- £84 to A Hill for footpath weedkill in August;
- £48 to A Hill for river footpath cut in August;
- £84 to A Hill for Centenary Wood cut in August;
- £900 to A Hill for grass cutting in August;
- £48 to A Hill for willow tree branch removal;
- £120 to Huntcatchkill PCS Ltd for mole removal;
- £135 to Inc Dot Com Ltd for Newsletters.

The following amounts have been received by the PC since reported at the meeting on the 10<sup>th</sup> September 2018:

- £8.53 interest on the Royal Bank of Scotland (RBS) savings account;
- £0.40 interest on the RBS tennis account;
- £75 tennis subscriptions;
- £8,880 precept.

The PC authorised the following payments:

- £39 to J Fisher for ink and stationery;
- £8.04 to J Fisher for postage.

## **6. Planning Applications**

The PC considered application 18/01923/OUT Proposed Residential Development Site, Shilton Garth Close YO32 9SQ (Outline application for the erection of 2no dwellings (revised description)).

It was resolved that the Parish Council would object to this application on the basis of inappropriate overdevelopment of the site but would support the erection of one large dwelling or two semi-detached dwellings.

City of York Council (CYC) has approved the following planning application:

- 18/01789/FUL 354 Strensall Rd YO32 9SW (Conversion of garage into 2no holiday lets).
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**7. Monthly Equipment Check**

Bushes growing near the pond lifebelts need cutting back.

**8. Tennis Courts**

A quote of £6,150 (incl VAT) to replace the tennis court fence had been received. A quote from Yorkshire fencing is awaited. At least one further quote will be obtained. In the meantime, the temporary repair to the fence is holding. Ward funding/grants will be considered Jan/Feb 2019.

**Action: PL**

**9. Flower Meadow Maintenance**

The PC agreed Cllr Wiseman should discuss with Mr A Hill the removal of certain tree branches from trees in two areas of the flower meadow to allow wild flowers to grow, and ask him to quote on this work.

**Action: SW**

**10. Maintenance of Hedges over Footpaths**

The Clerk was asked to write to a number of residents asking them to cut back any vegetation overhanging footpaths or roads.

**Action: JF**

The Clerk was asked to obtain a quote from the Highways Dept for removal of the hedge on Strensall Rd, which runs from the entrance to The Village to opposite the entrance of Willow Grove, as it is encroaching on the footpath.

**Action: JF**

**11. Electronic Surveillance**

The PC resolved that both options of installing a "Mosquito" device or CCTV were unfeasible and no further action was to be taken.

**12. Adding a Privacy Notice to Earswick PC's Website**

The PC approved £50 to A Jones to add a privacy notice pop-up on Earswick PC's website.

**Action: AB**

In line with GDPR, the PC agreed it would no longer print the names of members of the public (MOPs) who attend PC meetings in its minutes. MOPs will have the choice as to whether they sign the 'register' book at meetings.

**13. Varnishing of two benches located around the pond**

The PC approved £120 to Martin Whittaker to wood treat the two pond benches.

**Action: JF**

**14. Ratification of a Complaint by Earswick PC to the CYC Monitoring Officer**

The PC ratified an oversight from the July meeting regarding a complaint made by Earswick PC against Cllr Dave Jobling, Vice Chair of Huntington PC. The Clerk will inform the Monitoring Officer accordingly.

**Action: JF**

### **15. Emergency Plan**

The Emergency Plan has been updated in line with GDPR. Permission has been obtained from all persons whose names appear in the plan. The Clerk was asked to send a copy of the plan to all those named in the plan.

**Action: JF**

The PC did not feel it was necessary to copy the Emergency Plan on their website.

### **16. Plants/soil for Earswick Planters**

The PC authorised up to £30 (in total) to Mrs G Offler and Mrs JK Pace to fill the Earswick Planters. The PC formally thanked Mrs Offler and Mrs Pace for maintaining the planters.

### **17. Village Hall**

It was noted that the Village Hall Committee (VHC) had agreed, following the PC's recommendation, to insert a clause into its booking form stating that no bouncy castles, or similar equipment, were permitted to be used either inside the hall or on the adjacent Parish Council Open Space.

Whilst noting that the booking form already contained a clause to say that the hirer should have their own insurance, the PC would recommend that the VHC should also request that a copy of the hirer's insurance certificate be supplied to the VHC prior to the booking date. For regular hirers of the hall this could be on an annual basis. In addition, but not instead of, the VHC could also take out their own hirer's liability.

The PC resolved that in future the VHC should acquire all its own insurance separate from the PC. The PC would require seeing a copy of the VHC insurance on an annual basis.

The Clerk was asked to contact Zurich Municipal to see how much the items insured for the VHC and Scented Garden Committee, in connection with the PC's insurance policy, would cost if paid separately.

**Action: JF**

The PC approved £17.10 to Baton Lock Ltd for a new padlock (with two keys) for the large VH car park gate.

**Action: JF**

The PC approved £70.44 incl VAT to Signs Express for a parking sign for the VH car park.

**Action: JF**

The PC agreed to obtain a quote to have the kerb at the smaller VH gate lowered.

**Action: JF**

The PC agreed that the larger of the two car park gates should be locked permanently and that once the sign had been erected the VHC should instruct all hirers to lock both gates at the end of every hire.

In order to comply with Health and Safety legislation, particularly with regard to Risk Assessment, the PC would advise the VHC to consider the possibility of

employing someone to open and close the VH for the one-off hires and to carry out spot safety checks on long term hirers.

**18. Neighbourhood Plan (NP)**

The Neighbourhood Plan is currently at the Submission Consultation Stage, which ends on the 15<sup>th</sup> November 2018.

**19. Internal Audit Report**

Cllrs O'Connor and Leveson carried out an internal audit of the PC's 'cash' book, invoices and minutes. Please see annex A.

**20. Items for Information**

An email had been sent to the PC, drawing attention to two government consultations which end on the 25th October – one proposing to make exploratory drilling for shale gas a permitted development, the other that fracking in England should be treated as a NSIP (Nationally Significant Infrastructure Project). The PC felt individuals should respond to the consultations personally.

The meeting closed at 9.40pm

Joanne Fisher  
(Parish Clerk)

### Earswick Parish Council's Internal Audit

Councillor O'Connor and Councillor Leveson met with the Parish Clerk on the 15 October 2018 to carry out an internal audit of Earswick Parish Council's accounts.

Eight payments were chosen at random covering a variety of amounts and payees.

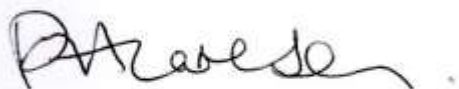
Checks consisted of reference to the original approval in the Minutes, the invoice and the cheque stub.

In all cases we are satisfied that the correct financial procedures have been followed.

Councillor O'Connor



Councillor Leveson



15 October 2018