

## 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 10<sup>th</sup> September 2018.

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

**Parish Clerk:** J Fisher

### **Eight Members of the Public Present and Ward Cllr Doughty**

#### **1. Apologies for absence**

None

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

None.

#### **3. Minutes of Previous Meetings**

The minutes for the Parish Council meeting held on the 23rd July 2018 and the Extraordinary Parish Council meeting held on the 20<sup>th</sup> August 2018 were approved as accurate records by the Councillors and signed.

#### **4. Ward Councillors' Reports**

Ward Cllr Doughty reported the following:

- A letter from the Planning Inspectorate had been sent to City of York Council (CYC) at the end of July asking for more detail on the Local Plan – in particular, on the objective assessment of housing need and why there was not a 10% uplift in house numbers. CYC is to tell the Inspectorate it has a lower population forecast.
- The Environment Agency is to hold an open meeting before the next Strensall Parish Council meeting to discuss upland water catchment areas, ie to consider actively flooding farmland to avoid flooding the town centre.
- The non-cutting of vegetation along Strensall Rd has been chased up by Cllr Doughty. Apparently it was an oversight by the contractors.

#### **5. Clerk's Report**

The following pre-authorized payments (incl VAT where appropriate) have been made since the Parish Council (PC) meeting on 23rd July 2018:-

- J Fisher's salary for July and August 2018;
- £13.73 to Yorkshire Local Council Associations (YLCA) for guide books;

- £115 to YLCA for training;
- £42 to A Hill for initial grass cut corner of Shilton Garth Close;
- £48 to A Hill for Shilton Garth grass cut in June;
- £120 to A Hill for Diamond Wood pathway cut in June;
- £48 to A Hill for river footpath cut in June;
- £84 to A Hill for Centenary Wood cut in June;
- £900 to A Hill for grass cutting in June
- £37 to J Fisher for ink;
- £120 to Huntcatchkill PCS Ltd for mole removal.

The following amounts have been received by the PC since reported at the meeting on the 23<sup>rd</sup> July 2018:

- £8.62 and £8.03 interest on the Royal Bank of Scotland (RBS) savings account;
- £552.22 interest on the Cambridge and Counties deposit account;
- £75 tennis subscriptions.

The PC authorised the following payments:

- £48 to A Hill (under emergency powers) for cutting and removing a damaged and dangerous branch from the willow tree adjacent to pond.

## **6. Planning Applications**

The Clerk had used her delegated powers to inform CYC the PC had no objections to the following planning application but felt the design was out of keeping with the rest of the property and surrounding buildings:

- 18/01285/FUL 29 Earswick Chase YO32 9FZ (Enclosure of porch to front);

The PC had no objections to the following planning application:

- 18/01789/FUL 354 Strensall Rd YO32 9SW (Conversion of garage into 2no holiday lets);

The PC had no objections to the following planning application provided the 40mph speed limit currently under trial along Strensall Rd is maintained. If the speed limit is raised back to 60mph then the PC would have concerns over the dangers of touring caravans accessing and leaving the site on such a fast stretch of road:

- 18/01979/FUL Hall Farm, Strensall Road York YO32 9SW (Demolition of the existing agricultural buildings and change of use of the land to provide 17no. touring caravan pitches between April and October each year, and associated refuse storage and shower and w/c facilities.)

The PC considered application 18/01923/OUT 1 Fir Tree Close YO32 9XT (Outline application for the erection of 3no dwellings) and asked the Clerk to write to CYC with the following objection to, and comments on, the plans:

- i. Earswick Parish Council object to this application as they feel this plan is over development for the size of plot. They feel three properties would lead to 'over spill' parking about the corner of Shilton Garth, and opposite an existing drive, which could be hazardous for other drivers. Concern was also expressed regarding the possible effect of increased surface water resulting from the proposed development.
- ii. They feel any new properties should preferably be single storey but no more than two storeys because they will be backing onto bungalows and this could be an invasion of privacy for these bungalow owners and would not be in keeping with the area.
- iii. They note there are trees with TPOs given in the plans and require the TPO details from CYC.

Finally, the Clerk was asked to advise CYC not to refer to this site as '1 Fir Tree Close' as there is already a property with this address, and this site is on Shilton Garth Close.

**Action: JF**

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

The Chairman had circulated details of the monthly check to the PC prior to the meeting. No action required.

#### **8. Tennis Courts**

The tennis court fence uprights were painted by Tony Elsegood from Homeskills Handyman in September 2010. The Clerk had left a message on an answerphone but had received no reply as of yet. The PC resolved to seek a quote from elsewhere and defer this item to the next agenda.

**Action: PL/JF**

#### **9. Additional Riverside Hedge Cut**

The PC resolved to authorise £102 (inc VAT) to M Harland to proceed with a further cut of the riverside hedge, preferably early March next year.

**Action: JF**

#### **10. Removal of Trees/Shrubs**

The PC resolved to authorise £300 (inc VAT) to Bartlett Tree Experts to cut back the trees and shrubs to the right side of the garage at 48 Earswick Chase.

**Action: JF**

#### **11. 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.

**Action: JF**

### **12. Additional Insurance to cover Hirer's Liability for the Village Hall**

Zurich Municipal had estimated hirer's liability would cost approximately £25 (plus IP tax) per annum. The PC resolved to ask Zurich Municipal what 'hirer's liability' covered and, provided the PC felt the cover was adequate, approved up to £40 to Zurich Municipal to add hirer's liability to Earswick PC's Insurance Policy. The PC also resolved to send a copy of the response from Zurich Municipal to the Internal Auditor. **Action: JF**

Earswick PC has asked the Village Hall Committee (VHC) to add a clause to the hire agreement which states that under no circumstances are bouncy castles or inflatables to be used inside or outside of the hall. This is to be discussed at the next VHC meeting and a copy of the hire agreement is to be sent to the PC once amended.

The PC also discussed that if a hirer of the VH employs another party to come along to the VH, eg a DJ, then it is the hirer's responsibility to ensure this party has their own insurance. Further consideration to this will be given following the response from Zurich Municipal. **Action: All**

### **13. Newsletter Printing Costs**

The PC resolved to approve £135 to Inc Dot Com Ltd to print Summer 2018 Newsletters. **Action: DJ**

### **14. Records Management Policy**

Cllr Bell had circulated a draft Records Management Policy prior to the meeting. The PC resolved to adopt the draft Records Management Policy which follows the National Association of Local Council's (NALC) guidelines.

### **15. Privacy notice for all incoming emails**

The PC resolved to try and incorporate the privacy notice given at Annex A on the Clerk's automatic email response and the PC website. **Action: JF/AB**

### **16. Sports Field Fitness Equipment**

The PC discussed a proposal to move the Sports Field fitness equipment further away from residents' properties because of youths gathering around the equipment. It was clear from the discussion that the proposal was not supported by a majority of Councillors, so the matter was not put to a vote. It was agreed to review the matter in April 2019.

The PC will speak to the Police Inspector, at a Police Meeting this week, about the issue. **Action: DJ**

The PC will investigate possible use of a 'Mosquito'. **Action: SW**

### **17. Items for Information**

- Earswick's Neighbourhood Plan was submitted to CYC in March 2018. CYC could not progress it because they were finalising the Local Plan. In June CYC determined that The Hazardous Regulation Assessment has no impact on

Earswick's Neighbourhood Plan so CYC should progress to the next stage of consultation shortly.

- The flower meadow should be cut week commencing 10<sup>th</sup> September.

The meeting closed at 8.40pm

Joanne Fisher

(Parish Clerk)

Chairman's Signature.....

Date.....

## Annex A

# Draft Privacy Notice – Standard Response to Incoming Emails / Correspondence

Thank you for contacting Earswick Parish Council.

Earswick Parish Council will be referred to as the ‘Controller’ of the personal data you provide to us. We will only collect basic data which does not include any special types of information or location-based information. This can however include name, address, email, phone number.

### **Why we collect your data**

We need to know basic data in order to provide a service. We will not collect any personal data from you we do not need in order to provide and oversee this service to you.

### **What we may do with your data**

All the personal data we process is processed by our officers for the purpose of Parish Council business. This information is located on servers within the European Union. No 3rd parties have access to your personal data unless the law allows them to do so.

We have a Data Protection regime in place to oversee the effective and secure processing of your personal data.

### **How long we keep your data**

We are required under UK tax law to keep your basic personal data (name, address, contact details) for a minimum of 6 years after which time it will be destroyed.

### **What we would also like to do with your data**

If you have contacted us in writing, via email or through the website contact form then we will use the data you have provided to process your request.

Chairman’s Signature..... Date.....

## What are your rights

If you believe the information we may have is inaccurate then you can request to see this information and ask to have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact us at [earswickclerk@aol.com](mailto:earswickclerk@aol.com). If you are not satisfied with our response or believe we are processing your data improperly then you can complain to the Information Commissioner's Office <https://ico.org.uk/>

Chairman's Signature.....

Date.....