



Rawcliffe Parish Council

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Minutes of Ordinary meeting of Rawcliffe Parish Council held on Monday 8 October 2018 at 7.00pm St. Mark's Church Hall, Howard Drive, Rawcliffe YO30 5UZ

Present:

Councillor N. Case (Chairman), Councillor A. Dawes, Councillor S. Rawlings, Councillor S. Phillips, Councillor J. Cleaver, Councillor Ray Thompson, Councillor Emma Thornton, Councillor Alex Benjamin, 1 member of the public, Ward Councillor Sam Lisle, PCSO Nick Pickford and Nicola Moorcroft (Clerk)

PCSO Chris Pickford provided a brief report as to the incidents reported and attended to in the Ward; outlining the use of social media as an effective communication tool across the city and the number of PCSOs and response police officers designated to the North of York (based at Athena House, Clifton Moor)

84/2018. Apologies:

a. To Note Apologies and Approve Reasons for Absence
Councillor D. Paterson

It was resolved to note all apologies and approve all reasons for absence

85/2018. To Note any Declarations of Interest:

a. To Approve Dispensation Requests
No dispensation requests submitted.

b. To Note Declarations Interests not already declared under members Code of Conduct or members Register of Disclosable Pecuniary Interests

- Councillor A. Dawes and Councillor S. Phillips declared an interest in matters relating to the Rawcliffe Recreation Association.

86/2018. To Receive Report from Ward Councillors

Councillor Sam Lisle provided a verbal report on the following matters:

Aggressive door to door selling:

A number of reports of aggressive door to door selling in the area, this has been reported to the police.

Drainage on Eva Avenue:

Periods of high rain fall has seen sewage run up through manholes – Yorkshire Water investigation found insufficient gullies, potentially further maintenance work could be undertaken.

87/2018. Public Participation:

Resident raise concerns regarding tress on entrance to Rawcliffe Recreation Ground and the impact on his property, having undertaken survey. Clerk advised that the resident to forward said information to the council for consideration at the next meeting of the council.

88/2018. Minutes

a. To Approve Minutes of Ordinary Meeting of Rawcliffe Parish Council Meeting held 10/09/2018.

It was resolved to approve said minutes as a true and accurate record of the annual meeting of Rawcliffe Parish Council held 10/09/2018; signed and dated by the Chairman

89/2018. Finance:

a. To Approve payments as detailed in Appendix 2 (a)

INVOICES PRESENTED FOR PAYMENT 08/10/2018

RRA CARETAKER	WAGES	577.03
CLERK	SALARY	941.88
N. MOORCROFT	MILEAGE (181.40 MLS@ 0.45p PER MILE)	81.63
N. MOORCROFT	HOME OFFICE ALLOWANCE	30.00
LITTER PICKER	WAGES	558.71
SMART PENSIONS	EMPLOYER CONTRIBUTIONS (NM/PW)	27.75
SMART PENSIONS	EMPLOYEE CONTRIBUTIONS (NM/PW)	45.66
CLIFTON PCC	ROOM HIRE	25.00
659 CARS LTD	SEPTEMBER INVOICE	12.00
PKF LITTLEJOHN	EXTERNAL AUDIT 2017/18	360.00
ROSPA PLAY SAFETY	ANNUAL INSPECTION + REPORT	79.80
CLLR THOMPSON	OUT OF POCKET EXPENSES JUNE-SEPT	
CLLR THOMPSON	WASHBOWL REIMBURSEMENT	79.20
CLLR DAWES	BEACON COSTS REIMBURSEMENT	40.53
RAWCLIFFE JFC	CONTRIBUTION - MOWER	1400.00
HMRC	JUN-SEPT PAYE+NI	1645.28
TOTAL		<u>5904.47</u>

NOTE: ITEMS MARKED IN BLUE - PAID BY BACS TRANSFER

NOTE: ITEMS MARKED IN GREEN- PAID BY DIRECT DEBIT

NOTE: ITEMS MARKED IN BLACK - PAID BY CHEQUE

INCOME

CYC 2ND PRECEPT INSTALLMENT	20,040
BANK INTEREST	25.28
TOTAL	<u>20,065.28</u>

Bank statements checked and approved by Councillor S. Phillips prior to this meeting.

Invoices checked and approved by Councillor E. Thornton prior to this meeting.

It was resolved to approve all invoices presented for payment with the exception of that from PKF Littlejohn LLP; this invoice will be paid when the complaint to PKF Littlejohn LLP has been addressed.

b. To Note budget situation as detailed in Appendix 2 (b)

List of Income and expenditure as against the budget figures to end of Month 6 noted

c. To Approve Bank Reconciliation Statement to 30 September 2018

It was resolved to approve the bank reconciliation statement to 31 August 2018, as checked against bank statements and cash book entries.

d. To Note AGAR Section 3 – External Auditors Certificate and Report

Clerk explained that PKF Littlejohn LLP had made an error on Section 3 of the AGAR; a

letter to rectify the matter had been issued to Rawcliffe parish Council -although the correct reference was used the letter was addressed to Rawcliffe Parish Council, Goole.
It was resolved to submit a complaint to PKF Littlejohn LLP (using the complaints procedure) and not with hold any payment until an invoice reflecting the poor service is issued.

e. To Approve arrangements for next Internal Controls session.

It was resolved to defer this agenda item to the November meeting of RPC

90/2018. Planning:

a. To Consider planning applications received

Rawcliffe Parish Council considered the under-mentioned applications, received from City of York Council and reached the decision shown:

CYC Reference:	Address/ Description:	Rawcliffe Parish Council decision:
18/02004/FUL	14 Alwyne Drive York YO30 5RS Single storey front and rear extensions pitched gable roof to replace existing flat roof, 5 no. roof lights to front and 3 no. roof lights to rear.	Rawcliffe Parish Council has no objections to this planning application.
18/02022/FUL	29 Furness Drive York YO30 5TD Single storey rear extension, replacement windows, erection of boundary fence and erection of detached single storey outbuilding for office use (retrospective)	Rawcliffe Parish Council has no objection to the erection of the detached single-storey outbuilding for <u>residential</u> use. The parish council considers that, any planning approval must include a condition that this outbuilding is <u>not</u> used for business/commercial purposes, any such use will require a separate planning application for change of use.

b. To Consider any other planning related matters.

City of York Council LPA – Planning Decision Notices:

Application at: 28 Manor Lane York YO30 5TX

For: Two storey side extension, single storey rear extension and front extension.

Application Ref No: 18/01481/FUL

Approved

Application at: 24 Eva Avenue York YO30 5TY

For: Single storey rear extension connecting to an existing detached garage and rear dormer and replacement roof tiles.

Application Ref No: 18/01647/FUL

Approved

91/2018. Rawcliffe Parish Council Initiatives:

a. To Receive and Update from Councillor Thompson re: extend and refurbish Rawcliffe Recreation

Councillor Thompson provided the following report:

- Work complete with the except of two interior doors which require lifting

It was resolved that Rawcliffe Parish council would carryout a site visit at 6pm on Wednesday 10 October 2018

b. To Consider any further action required re: extension and refurbish Rawcliffe Recreation

It was resolved that consideration would be provided to the final invoice from JM Butler, by Councillor Thompson and Councillor Thornton, prior to the parish council to the parish council making the next (third) payment.

c. To Receive and Update from Councillor Dawes re: Commemorative Beacon and associated event

Councillor Dawes provided a detailed report on the Commemorative Beacon and associated event.

d. To Consider action required re: re: Commemorative Beacon and associated event

It was resolved to approve the following items/actions in relation to the event:

- Beacon of Light leaflet (attached), with one typo amended – 5000 copies to be printed by Peter Turpin Associates.
- Press Release – as prescribed by The Battles Over event
- Plaques (to be sponsored by Andrews signs)
- Symbol beneath the beacon
- Static collection for registered charities – RPC to apply for permit from CYC, monies to be banked by RPC and forwarded to relevant charities.
- Lighting – 6 LED Smithlights to be hired for the event
- Marshalls - list of names to be provided to RPC for insurance purposes.

Additional information:

- RRA Committee to the recreation pavilion on the evening of the event for refreshments.
- Clifton with Rawcliffe Primary School to provide the choir for the event
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e. To Update members on status of RRA/RPC lease

RRA had approved the amendments as required by CYC; this has been communicated to the RPC solicitor – no further information available.

92/2018. Employment and Training

a. To Consider possible changes to Clerk's working arrangements – re: new RPC office

It was resolved that consideration of this agenda item be deferred until RPC viewed new office facilities and assessed potential changes to working arrangements.

b. To Note Clerk's annual leave dates – October 2018

Clerk's annual leave dates – Monday 22 October – Wednesday 31 October 2018 (inclusive), noted

c. To Consider any further employment related issues

None raised.

93/2018. Councillor Activities:

a. To Note reports from outside bodies, councillor activities and training.

RRA - Rawcliffe Parish Council took a few moments to remember Mr Bob Winspear, a RRA Trustee and community volunteer, who passed away earlier this week.

RRA – Councillor S. Phillips provided the following information from the RRA AGM:

- Current Chairman informed RRA that this will be last year as Chairman
- Amendments to RRA/RPC lease approved
- Councillor A. Dawes appointed as safeguarding Officer – which leaves vacancy for one RPC appointment on the RRA (to be determined at November meeting of RPC).

YLCA Conference- Councillor J. Cleaver and Councillor A. Dawes provided a brief verbal report on this event

b. To Consider any action required arising from Item 93(a)

None raised.

94/2018. Assets and Facilities

a. To Consider matters relating the parish council play area and approve any action required.

Noe raised.

b. To Consider arrangements for RPC salt/grit bin audit

It was resolved to circulate the current asset map to enable members to consider suitable locations for additional salt/grit bins within the parish at November meeting of RPC.

c. To Consider matters related to any other parish council asset

Rawcliffe Recreation Ground carpark:

Council approached by SW Works to 'use up' paint from road markings – ***it was resolved that*** this be used to repaint car parking bays at Rawcliffe Recreation ground carpark.

Notice board at entrance to Rawcliffe Recreation Ground:

Perspex on one side requires repair – ***it was resolved that*** the clerk obtain costings for said work.

95/2018. Policing and Security Matters

a. To Note Neighbourhood Policing Team Report

Neighbourhood Policing Team Report and additional information for September 2018 noted.

b. To Consider any further security related issues

See above from PCSO Chris Pickford

96/2018. Correspondence Received:

a. To Note all correspondence received and consider any necessary action.

All correspondence received circulated electronically to members, for information only – except the following:

- Invitation from Julian Sturdy MP to meeting of parish councils on Wednesday 17 October at Dunnington Reading rooms (***Received***)

97/2018. To Note matters for information and items for next monthly meeting agenda

Items for next agenda:

- Apollo festival at Rawcliffe Country park
- Report Commemorative event on Sunday 11 November 2018
- New RPC representative to RRA
- Merge of bank savings accounts
- Collaborative working RRA/RPC – managing assets

98/2018. To Confirm date and time of next meeting:

It was resolved that the next ordinary Meeting of Rawcliffe Parish Council be held on **Monday 12 November 2018** commencing at 7pm in St. Mark's Church Hall, Howard Drive, Rawcliffe YO30 5UZ

Meeting closed at 9.20pm