



# Rawcliffe Parish Council

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## Minutes of Ordinary meeting of Rawcliffe Parish Council held on Monday 9 July 2018 at 7.00pm St. Mark's Church Hall, Howard Drive, Rawcliffe YO30 5UZ

### **Present:**

Councillor N. Case (Chairman), Councillor D. Paterson, Councillor A. Dawes, Councillor S. Rawlings, Councillor J. Cleaver, Councillor Ray Thompson, Councillor Emma Thornton, Councillor Alex Benjamin, Ward Councillor Sam Lisle and Nicola Moorcroft (Clerk)

### **37/2018. Apologies:**

a. To Note Apologies and Approve Reasons for Absence  
Councillor S. Phillips

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

### **38/2018. 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 declared an interest in matters relating to the Rawcliffe Recreation Association.

### **39/2018. To Receive Report from Ward Councillors**

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

#### ***Libraries:***

City Wide library services out for procurement; funding committed for the next 15 years

#### ***Highway weed control:***

Second phase of herbicide to be applied week commencing 16 July and further on week commencing 23 September 2018

#### ***Waste Collections:***

Bin collections disrupted in some areas of the city due to staff shortages – recruitment ongoing.

### **40/2018. Public Participation:**

No members of the public were present at this meeting.

### **41/2018. Minutes**

a. To Approve Minutes of Annual Meeting of Rawcliffe Parish Council Meeting held 11/06/2018

*It was resolved to* approve said minutes as a true and accurate record of the annual meeting of Rawcliffe Parish Council held 11/06/2018; signed and dated by the Chairman

**42/2018. To Review and Approve Strategic Documents of Rawcliffe Parish Council and GDPR Policies:**

**a. Standing Orders**

***It was resolved to*** approve the Standing Orders as amended (circulated prior to this meeting); clerk to provide all members with an electronic or hard copy as required.

**b. GDPR - Security Incident Policy**

***It was resolved that*** the Chairman draft a policy from the information provided, for consideration at August meeting of Rawcliffe Parish Council.

**43/2018. Finance:**

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

**INVOICES PRESENTED FOR PAYMENT 09/07/2018**

RRA CARETAKER	WAGES	577.43
CLERK	SALARY	942.08
N. MOORCROFT	MILEAGE (68 MLS@ 0.45p PER MILE)	30.60
N. MOORCROFT	HOME OFFICE ALLOWANCE	30.00
N. MOORCROFT	BIN BAGS	20.00
LITTER PICKER	WAGES	545.28
MR P WHITFIELD	FUEL REIMBURSEMENT	4.80
SMART PENSIONS	EMPLOYER CONTRIBUTIONS (NM)	24.17
SMART PENSIONS	EMPLOYEE CONTRIBUTIONS (NM)	40.29
CLIFTON PCC	ROOM HIRE	25.00
659 CARS LTD	JUNE INVOICE	13.00
CLLR N CASE	PARTS FOR STRIMMER	25.99
PARK LANE PLAYGROUNDS	REPAIR PLAY AREA SAFETY SURFACE	570.00
HMRC	PAYE+NI APR-JUN	1593.83
<b>TOTAL</b>		<b><u>4442.47</u></b>

**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**

NIL

**TOTAL**

**0.00**

***It was resolved to*** approve an additional payment of £180 (outstanding £540) to Yorkshire Building Control for work related to extension and refurbishment of Rawcliffe Recreation Pavilion

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

Invoices checked and approved by Councillor A. Benjamin prior to this meeting.

**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 3 noted.

**c. To Approve Bank Reconciliation Statement to 31 May 2018**

Bank reconciliation statement checked against bank statement and cash book entries – approved.

**d. To Note Internal Controls undertaken 04/07/2018**

Councillor N. Case and Councillor S. Phillips undertook additional internal controls on 04/07/2018, see attached sheet.

e. To Consider quote for work to trees on Rawcliffe Recreation ground/ Bilsdale Close  
**It was resolved to** approve; quote from Sleightholm Landscapes for removal of tree on Bilsdale Close open space.

No quote available for work required to trees at Rawcliffe Recreation Ground.

f. To Consider proposals for RPC strimmer

**It was resolved that** the following options be priced and presented to August meeting of the Parish Council:

- Contractor to undertake the strimming work required.
- Cost of battery powered strimmer
- Cost of replacement 2 stroke powered strimmer

**It was further resolved that**, in the interim, a strimmer is hired, on 3 separate occasions, at a day rate of £46 to undertake the work required.

**44/2018. Planning (Appendix 3):**

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:*

<b>CYC Reference:</b>	<b>Address/ Description:</b>	<b>Rawcliffe Parish Council decision:</b>
18/01178/FUL	28 Coningham Avenue York YO30 5NH  Conversion of garage into habitable room with external alterations to front and single storey rear extension and single storey rear extension to house.	<b>Rawcliffe Parish Council has no objections to this planning application but wishes to seek the following assurances to planning consent being granted:</b>  <ul style="list-style-type: none"> <li>• <b>Given the diminutive size of the area on which the development is sited, - any planning consent is subject to the condition that all drainage is connected to the mains drainage system.</b></li> </ul>
18/01274/FUL	Sleepers Guest House 114 Shipton Road Rawcliffe  Change of use of guest house (use class C1) to residential dwelling (use class C3)	<b>Rawcliffe Parish Council has no objections to this planning application.</b>
18/01111/FUL	19 Kensington Road York YO30 5XG	<b>Rawcliffe Parish Council has no objections to this planning application.</b>

	Single storey rear extension	
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b. To Consider any other planning related matters.

**City of York Council Planning Decision Notices:**

**Ref:** 18/01038/FUL

**Application at:** 26 Eva Avenue York YO30 5TY

**For:** Single storey rear extension and dormer window to rear  
**Withdrawn**

**45/2018. Rawcliffe Parish Council Initiatives:**

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

- Work to commence of Monday 16 July 2018
- Programme of work circulated
- Building control work to be undertaken by Yorkshire Building Control Services.
- Keys acquired for builder
- Site meetings schedule – every 2 weeks
- Anticipated completion date – week ending Friday 21 September 2018

**Rawcliffe Parish Council resolved the following** with regards to this project:

- Rawcliffe Recreation Association (RRA) be advised as to commencement and anticipated completion date.
- Rawcliffe Recreation Association (RRA) be advised that builders will only take instruction from Rawcliffe Parish Council.
- Rawcliffe Recreation Association be invoiced for £20,000 towards project in 4 phases (as per contract)
- 1<sup>st</sup> payment of £14,181 +VAT, as per contract, (to builder) authorised for payment on Monday 23 July 2018.

b. To Consider information received re: additional taxi discount scheme providers  
No further information available.

c. To Consider information regarding RPC legal status as Landlord.  
No further information available.

d. To Consider action required re: location of commemorative beacon  
Councillor A. Dawes met with CYC Officer with regards to siting of the commemorative beacon at land adjacent to Rawcliffe Recreation Ground – this area was considered suitable for the beacon. Awaiting report from CYC with regards to utilities, etc prior to installation.

**46/2018. Employment and Training**

a. To Note dates of Clerk's annual leave.

Clerk's annual leave from Friday 3 August returning to work on Monday 20 August 2018

b. To Approve Clerk's attendance at SLCC Regional Training Seminar

This matter was deferred for consideration at the August meeting of the parish council.

c. To Consider any further employment related issues

Community Litter Picker annual leave – Saturday 4 August to Sunday 12 August – Councillor A. Dawes and Councillor R. Thompson to assist with emptying of dog waste bins in his absence.

**47/2018. Assets and Facilities**

a. To Consider matters relating the parish council play area and approve any action required.  
Community Litter Picker reported remnants of a small fire on play area; removed and reported to Neighbourhood Policing Team

b. To Consider matters related to any other parish council asset  
Councillor A. Dawes highlighted his work to the Rawcliffe Welcome sign and memorial area.

**48/2018. Clerk's Report (Appendix 4)**

a. Rawcliffe Parish Council Newsletter - update  
No further update available

b. To Receive update re: Lease to Allotment Association  
No further update available

c. To Receive update re: Community Orchard  
No further update available

d. To Receive update re: highways initiatives proposals to Ward Team  
Ward Team provided the following information:  
Howard Drive/Manor Park Road junction – safety initiatives submitted to CYC for consideration  
Conway Close/ Public footpath entrance and egress A1237 – Ward Team to investigate and report back to this parish council with finding.

**49/2018. Councillor Activities:**

a. To Note reports from outside bodies, councillor activities and training.  
Councillor A. Dawes – York Bus Forum, brief report and discussion regrading revamp of York bus station and potential integration of transport provision with York.

b. To Consider any action required arising from Item 49(a)  
No action required

c. To Approve that City of York Council Joint Standards Committee will consist of Rawcliffe Parish Council and such other Parish Councils as may be admitted to membership.

***It was resolved to*** approve that City of York Council Standards Committee will consist of Rawcliffe Parish Council and other such Parish Councils as may be admitted to membership.

d. To Approve appointment of Councillor Thornton to the City of York Council Joint Standards Committee

***It was resolved to*** approve the appointment of Councillor E. Thornton to City of York Council Joint Standards Committee.

**50/2018. Policing and Security Matters**

a. To Note Neighbourhood Policing Team Report  
Neighbourhood Policing Team report for June 2018 noted.

b. To Consider any further security related issues  
None raised.

**51/2018. Correspondence Received:**

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

- YLCA White Rose Update June Edition (**Received**)

- YLCA Invitation to Joint Annual Meeting to be held 14 July 2018 (*Received*)

**52/2018. To Note matters for information and items for next monthly meeting agenda**

Councillor A. Dawes highlighted the need for volunteers for the WW1 Commemorative event to be held 11 November 2018 – leaflet, promoting the event and requesting volunteers to be distributed throughout the parish.

**53/2018. To Confirm date and time of next meeting:**

Ordinary Meeting of Rawcliffe Parish Council to be held on **Monday 20 August 2018** commencing at 7pm in St. Mark's Church Hall, Howard Drive, Rawcliffe YO30 5UZ

***Meeting closed at 8.50pm***