



Rawcliffe Parish Council

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Minutes of the monthly meeting of Rawcliffe Parish Council held on Monday 11 June 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. Phillips, Councillor R. Thompson, Councillor E. Thornton, 3 members of the public, and Nicola Moorcroft (Clerk)

22/2018. Apologies:

a. To Note Apologies and Approve Reasons for Absence

Councillor S. Rawlings

Councillor J. Cleaver

Councillor Alex Benjamin

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

23/2018. 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.

24/2018. To Receive Report from Ward Councillors

No report available for this meeting.

25/2018. Public Participation:

Residents from St Mark's Grove raised concerns regarding the vegetation which has 'taken root' to the rear of their properties (open space at Bilsdale Close).

Residents requested the reinstatement of a 'No Ball Games' sign on the open space at Bilsdale Close.

26/2018. Minutes

a. To Approve Minutes of Annual Meeting of Rawcliffe Parish Council Meeting held 14/05/2018

It was resolved to approve said minutes as a true and accurate record of the annual meeting of Rawcliffe Parish Council held 14/05/2018; signed and dated by the Chairman

27/2018. To Review and Approve Strategic Documents of Rawcliffe Parish Council and GDPR Policies:

a. Standing Orders

It was resolved that Standing Order be revised when the NALC updated revised model is available.

b. Document Retention and Disposal Policy

Draft document circulated prior to this meeting; **it was resolved to** remove the following wording from the draft – ‘maximum period 6 months’ and approve the document with said amendment.

Clerk to circulate approved policy to all members.

c. GDPR - Security Incident Policy

Clerk circulated SIP checklist to all members prior to this meeting; **it was resolved to** source a more relevant model document which the council can adapt to suit its requirements.

28/2018. Finance:**a. To Approve payments as detailed in Appendix 2 (a)****INVOICES PRESENTED FOR PAYMENT 11/06/2018**

RRA CARETAKER	WAGES	577.03
CLERK	SALARY	941.88
N. MOORCROFT	MILEAGE (78 MLS@ 0.45p PER MILE)	35.10
N. MOORCROFT	HOME OFFICE ALLOWANCE	30.00
N. MOORCROFT	POSTAGE - AGAR	1.80
N. MOORCROFT	MAGNETS FOR NOTICEBOARDS	10.98
N. MOORCROFT	STENCILS	54.38
LITTER PICKER	WAGES	443.07
SMART PENSIONS	EMPLOYER CONTRIBUTIONS (NM)	24.17
SMART PENSIONS	EMPLOYEE CONTRIBUTIONS (NM)	40.29
CLIFTON PCC	ROOM HIRE	25.00
659 CARS LTD	MAY INVOICE	13.00
SLEIGHTHOLM LANDSCAPES	MANOR LANE X2 GRASS CUT	204.00
CAME + CO	ANNUAL INSURANCE PREMIUM	3091.32
TOTAL		<u>5492.02</u>

NOTE: ITEMS MARKED IN BLUE - PAID BY BACS TRANSFER

NOTE: ITEMS MARKED IN GREEN- PAID BY DIRECT DEBIT

NOTE: ITMES MARKED IN BLACK - PAID BY CHEQUE

INCOME

VAT REFUND	428.93
TOTAL	<u>428.93</u>

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

Invoices checked and approved by Councillor D. Paterson prior to this meeting.

It was resolved to settle all above accounts with immediate effect

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

List of income and expenditure as against the budget situation - detailed in Appendix 2 (b) to end of Month 2 noted

c. To Approve Bank Reconciliation Statement to 31 May 2018

Bank Reconciliation Statement to 31 May 2018 as against bank statements, approved.

d. To Consider Report from Internal Auditor 2017/18 and consider action (s) required.

Clerk circulated report to all members prior to this meeting, ***it was resolved that*** the council undertakes some additional internal controls with regards financial management; Councillors S. Phillips and N. Case to undertake first session on 4 July 2018

e. To Consider quote for work to trees on Rawcliffe Recreation ground

Quote not yet available.

29/2018. Planning (Appendix 3):

a. To Consider planning applications received (as detailed in Appendix 3)

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:
18/01122/FUL	55 Morehall Close York YO30 4WA Conversion of outbuilding into ancillary living accommodation (retrospective)	Rawcliffe Parish Council has no objections to this planning application.
18/01038/FUL	26 Eva Avenue York YO30 5TY Single storey rear extension and dormer window to rear	Rawcliffe Parish Council has no objections to this planning application.
18/01034/FUL	264 Shipton Road Rawcliffe York YO30 5RZ Single storey front, side and rear extensions (resubmission)	Rawcliffe Parish Council has no objections to this planning application.

b. To Consider any other planning related matters.

CYC Planning Authority Decision Notices:

Application at: 9 Embleton Drive York YO30 5FA

For: Installation of access ramp to front.

Application Ref No: 18/00534/FUL

Approved

Application at: 9 St James Close York YO30 5WL

For: Single storey rear extension
Application Ref No: 18/00177/FUL
Approved

30/2018. Rawcliffe Parish Council Initiatives:

a. To Approve tender bid/ approved contractor for work to extend and refurbish Rawcliffe Recreation Pavilion

It was resolved to approve the Tender bid to the sum of £56,724 by J. M. Butler Builders Ltd.

b. To Approve award of contract for work to extend and refurbish Rawcliffe Recreation Pavilion

It was resolved to approve the award of the contract for work to extend and refurbish Rawcliffe Recreation Pavilion to J. M. Butler Builders Ltd

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

d. To Consider information regarding RPC legal status as Landlord.
No further information available – solicitor has stated that as yet, lease is not complete.

e. To Consider location of commemorative beacon and further action required.

Due to the safety concerns and the reluctance of CYC to confirm whether or not the firework event will be held at Rawcliffe Country Park, an alternative location for the commemorative beacon was considered by the council - ***It was resolved to*** move forward with this location (see attached), Councillor Dawes to meet with CYC Officer on Friday 15 June to discuss the site.

31/2018. Employment and Training

a. To Consider development of litter pickers role and priorities within the parish.

- Increase to 20 hours per week accepted by litter picker.
- ***It was resolved that*** the role be apportioned – 8 hours per week at the Rawcliffe Recreation Ground and Rawcliffe Lake plus time for dog waste bins, the remainder of the time to be spent in outlying streets.

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

32/2018. Assets and Facilities

a. To Consider matters relating the parish council play area and approve any action required.
None raised.

b. To Consider matters relating to Rawcliffe Recreation Ground – signage
It was resolved to undertake stencilling along pedestrian walkway at Rawcliffe Recreation Ground with semi -permanent spray paint (yellow):



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

See item 25/2018:

It was resolved to reinstatement of a 'No Ball Games' sign on the open space at Bilsdale Close.

It was resolved to engage a contractor to assess the options available with regards to the vegetation which has 'taken root' to the rear of their properties (open space at Bilsdale Close).

33/2018. Clerk's Report (Appendix 4)

a. Rawcliffe Parish Council Newsletter - update

Clerk awaiting article regarding precept spend 2017

b. To Receive update re: Lease to Allotment Association

No further information available

c. To Receive update re: Community Orchard

No further information available.

34/2018. Councillor Activities:

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

Councillor D. Paterson gave a brief verbal report on the activities of the Rawcliffe and Clifton Without Allotment Association; allocation of plots for migrant families and new charging regime.

b. To Consider any action required arising from Item 34(a)

None

c. To Consider Councillor nominations to CYC Joint Standards Committee

It was resolved to approve the nomination for Councillor E. Thornton and Councillor J. Cleaver from Rawcliffe Parish Council to YLCA for CYC Joint Standards Committee.

d. To Approve Councillor Training Requests

None received.

35/2018. Policing and Security Matters

a. To Note Neighbourhood Policing Team Report

Neighbourhood Policing Team Report for May 2018 not yet made available.

b. To Consider any further security related issues

Concerns raised as to safety of junction – Howard Drive/Manor Park Road.

It was resolved to request that the Ward Team utilise Highways budget to implement some road safety/traffic calming measures at this junction.

36/2018. Correspondence Received:

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

- E-mail from resident highlighting overgrown vegetation on Rawcliffe Country Park site – ***Received***
- Invitation to Ward Team Meeting – 5-7pm 12 July 2018 at Clifton library -- ***Received***

37/2018. To Note matters for information and items for next monthly meeting agenda

For information:

- Ward Team attended Young at Heart Group

Matters for next meeting:

- Publicising of Commemorative event
- Access and egress to public footpath at Conway Close/A1237

38/2018. To Confirm date and time of next meeting:

Ordinary Meeting of Rawcliffe Parish Council to be held on **Monday 9 July 2018** commencing at 7pm in St. Mark's Church Hall, Howard Drive, Rawcliffe YO30 5UZ

Meeting closed at 8.45pm