



# Rawcliffe Parish Council

Nicola Moorcroft - Clerk to the Council  
83, Broome Close, Huntington, York, YO32 9RH  
Tel: 01904 763902

E-mail: [clerk@rawcliffeparishcouncil.gov.uk](mailto:clerk@rawcliffeparishcouncil.gov.uk)  
[www.rawcliffeparishcouncil.gov.uk](http://www.rawcliffeparishcouncil.gov.uk)

## Minutes of Ordinary meeting of Rawcliffe Parish Council held on Monday 12 November 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, 2 members of the public and Nicola Moorcroft (Clerk)

### **Presentation:**

#### **Stuart Kelly – Apollo Festival**

Chairman welcomed Mr Kelly to the parish council meeting; Mr Kelly explained the Apollo family festival concept. The event has previously been sited at York Sports Club, however to ensure the financial stability of the event it requires proceeds from bar sales – it therefore considering approaching CYC with regards to the use of Rawcliffe Country Park for the event in 2019.

Members highlighted the following issues regarding previous events of the Country Park:

- Overflow parking in residential areas
- Damage to the land and need for reinstatement and repair of any damage to said park.

Chairman thanked Mr Kelly for attending the meeting and for responding candidly to questions raised by members.

#### **Mr Philip Crowe – Northern Orchard Group (NOG)**

Mr Crowe provided a brief update on the progress of the Orchard at the rear of Clifton with Rawcliffe Primary School and identified a 'green space' on Landalewood Road which may benefit from some tree planting – requested support for this venture.

The Parish Council advised that, any request for funding would require a grant funding application and the council would want to see evidence that NOG had consulted residents with regards to the said proposals.

### **99/2018. Apologies:**

#### **a. To Note Apologies and Approve Reasons for Absence**

Councillor S. Phillips

Councillor Alex Benjamin,

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

### **100/2018. To Note any Declarations of Interest:**

#### **a. To Approve Dispensation Requests**

Councillor Case submitted a request for a dispensation to speak to agenda item 105/2018 (a)

***It was resolved that*** this dispensation be granted

**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.

**101/2018. To Receive Report from Ward Councillors**

Councillor S. Rawlings provided a verbal report on the following matters:

***Water Treatment Plant:***

Considerable progress made in addressing issues and application of appropriate action plan.

***Ward Team Meeting:***

To be held outside Lakeside Primary School 2-4pm on Tuesday 20 November 2018

***Re-painting of worn road markings***

Ward Team funds available for re painting of white/yellow road markings – all suggestions to be forward to Ward Team.

**102/2018. Public Participation:**

No matters raised.

**103. Minutes**

**a. To Approve Minutes of Ordinary Meeting of Rawcliffe Parish Council Meeting held 08/10/2018.**

***It was resolved to*** approve said minutes as a true and accurate record of the annual meeting of Rawcliffe Parish Council held 08/10/2018; signed and dated by the Chairman

**104/2018. Finance:**

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

**RAWCLIFFE PARISH COUNCIL**

**INVOICES PRESENTED FOR PAYMENT 12/11/2018**

RRA CARETAKER	WAGES	690.21
CLERK	SALARY	942.08
N. MOORCROFT	MILEAGE (72 MLS@ 0.45p PER MILE)	32.40
N. MOORCROFT	HOME OFFICE ALLOWANCE	30.00
N. MOORCROFT	BLACK BIN BAGS	10.00
N. MOORCROFT	ICO DATA PROTECTION FEE	40.00
LITTER PICKER	WAGES	672.81
SMART PENSIONS	EMPLOYER CONTRIBUTIONS (NM/PW)	31.16
SMART PENSIONS	EMPLOYEE CONTRIBUTIONS (NM/PW)	50.77
CLIFTON PCC	ROOM HIRE	25.00
659 CARS LTD	OCTOBER INVOICE	19.00
CLLR THOMPSON	OUT OF POCKET EXPENSES JUNE-OCT	80.00
CLLR DAWES	BEACON COSTS REIMBURSEMENT	142.56
CYC	ANNUAL LAND RENT	10.00
SLEIGHTHOLM LANDSCAPES	GRASS CUT X3	408.00
P. TURPIN ASSOCIATES	LEAFLET PRINTING	272.00
SOUTHWEST WORKS	REC GROUND CAR PARK PAINTING	1080.00
POPPLETON FABRICATIONS	COMMEMORATIVE BEACON	400.00
YORKSHIRE BUILDING CONTROL	BUIDLING CONTROL ASSESS. REC BUILD.	540.00
RBL	POPPY WREATH DONATION	TBC
<b>TOTAL</b>		<b>5475.99</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**

PKF LITTLEJOHN LLP	CREDIT NOTE	120
<b>TOTAL</b>		<b><u>120.00</u></b>

***It was resolved to*** increase the donation to the Royal British Legion for the poppy wreath to £50.

Invoices checked and approved by Councillor A. Dawes 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 7 noted

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

It was resolved to approve the Bank Reconciliation Statement to 31 October 2018, as against the relevant bank statement and cash book entries checked by Councillor Thornton.

**d. To Consider RPC budget for 2019/20**

***It was resolved to*** include a sum of £6000 towards the cost of defibrillators within the parish and a sum (to be determined) for office equipment and resources required to enable the parish council to utilise the Rawcliffe Recreation Pavilion as an office and meeting venue.

**e. To Note monies collected at WW1 Centenary event and procedure for distribution to relevant charities.**

***Noted:*** £434.35 collected at Beacon of Light event; to be shared equally between the four nominated charities (Royal Navy Association, RAF Benevolent Fund, The Army's National Charity, The Merchant Navy Association).

***It was resolved*** that the collected monies are banked, and cheques authorised for payment (to the four charities) at the December meeting of the parish council.

**f. To Consider 3<sup>rd</sup> payment to J. Butler Builders LTD.**

J. M. Butler submitted a final invoice of £23,877.88; after considerable discussion, ***it was resolved that*** the outstanding amount is £23038.89 to be paid as detail in the contract. Clerk to detail council's decision to Mr Butler and payments as soon as such is confirmed as accepted.

**g. To Note response from PKF Littlejohn re: request for invoice revision.**

In response to Rawcliffe Parish Council's request for revision of invoice for work completed - PKF Littlejohn arranged a reduction of £100 for the external audit for 2017/18

**h. To Consider merging of RPC interest bearing accounts.**

***It was resolved that*** the RPC General reserve account and manor Lane Reserve account be merged to form one interest bearing account –signatories to relevant document at the December meeting of the parish council.

**i. To Consider arrangements for RPC internal Controls session as required by RPC Financial Regulations**

***It was resolved that*** this session be undertaken on Tuesday 20 November 2018  
**105/2018. Planning:**

a. To Consider planning applications received

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

Councillor Case provided a brief outline of the application below and left the meeting room whilst members discussed the application and reached the decision below:

<b>CYC Reference:</b>	<b>Address/ Description:</b>	<b>Rawcliffe Parish Council decision:</b>
18/02455/FUL	<p>Lakeside Primary School, Oakdale Road York YO30 4YL</p> <p>Construction of controlled access gateway in existing perimeter fence providing access to nursery building</p>	<p><b>Rawcliffe Parish Council has no objections to this planning application however, it considers that the following is required:</b></p> <p><b>Adequate warning signs are erected on the entrance to this well used pathway to ensure other users (both cyclists and pedestrians) are aware that children/parents/carers may be ahead (and a considerable number at certain times of the day)</b></p> <p><b>That the above is made a condition of a condition of any planning consent granted.</b></p>

b. To Consider any other planning related matters.

**CYC Decision notices:**

**Application at:** 9 Boltby Road York YO30 4UW  
**For:** Single storey side extensions and erection of boundary wall  
**Application Ref No:** 18/01827/FUL

**Application refused**

**REASONS FOR REFUSAL:**

The proposed realigned and rebuilt boundary wall, by reason of its height, appearance and position projecting from the front of the house, across the front garden and along the front boundary to Dale Dyke Grove constitutes an incongruous, solid and unduly imposing feature to the front boundary of this cul-de-sac. Dale Dyke Grove is otherwise characterised by its openness and open plan layout to the fronts with no equivalent sized front boundary means of enclosure and the proposal here will be at odds with this. As such, the proposals fail to comply with guidance relating to good design contained within the National Planning Policy Framework 2018, in particular paragraphs 127, 128 and 130, Policy D11 of the City of York Publication Draft Local Plan 2018, Policies H7 and GP1 of the 2005 CYC Draft Development Control Local Plan and the City of York Supplementary Planning Document for House Extensions and Alterations 2012, in particular paragraphs 17.1-17.4.

**106/2018. Rawcliffe Parish Council Initiatives:**

a. To Receive report re: WW1 Commemorative event held 11 November 2018

Councillor Dawes gave a verbal report on the well-attended, successful event held 11 November; highlighted lessons learned and thanked the Recreation Association for making available the Recreation Pavilion.

b. To Update members re: status of RPC/RRA lease

RPC solicitors confirmed that CYC were now ready to approve the lease/licence – e-mail confirmation will be sent to all parties when process is complete

**107/2018. Councillor Activities:**

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

No reports available

b. To Consider any action required arising from Item 107(a)

None raised.

c. To Note resignation of Councillor A. Dawes as RPC RRA representative

Rawcliffe parish Council noted the resignation Councillor A. Dawes as a RPC representative on the Rawcliffe Recreation Association

d. To Approve appointment of RPC representative on RRA.

***It was resolved to*** approve the appointment of Councillor R. Thompson as a RPC representative on the Rawcliffe Recreation Association

**108/2018. Employment and Training**

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

***It was resolved to*** consider this item of business in conjunction with item below 109/2018 (b) at the December meeting of the parish council.

b. To Note litter picker annual leave dates – December

Litter Picker annual leave 4- 11th December 2018; Councillor Dawes and Councillor Thompson and Councillor Case to carryout necessary waste disposal during this period.

c. To Consider any further employment related issues

None raised.

**109/2018. Assets and Facilities**

a. To Consider suggestions for new salt/grit bins

***It was resolved to*** site on new salt/grit bin on the recreation ground path (on bend). Salt /grit to be stored at recreation building and bin filled by litter picker.

b. To Consider collaborative working RPC/RRA

***It was resolved to*** consider this item of business in conjunction with the item 108/2018 (a) above at the December meeting of the parish council.

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

None raised.

**110/2018. Policing and Security Matters**

a. To Note Neighbourhood Policing Team Report

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

b. To Consider any further security related issues

Councillor Dawes highlighted the non-attendance of any police officer (or PCSO) at the Rawcliffe commemorative event, despite several person invitations and a promise of representation.

***It was resolved that*** the Clerk write to Inspector Lee Pointer with regards to the above, highlighting the parish council's disappointment at the lack of police involvement with this community event.

**111/2018. Correspondence Received:**

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

All correspondence received circulated electronically to members, for information only.

**112/2018. To Note matters for information and items for next monthly meeting agenda**

None raised.

**113/2018. To Confirm date and time of next meeting:**

***It was resolved that*** the next ordinary meeting of Rawcliffe Parish Council be held on **Monday 10 December 2018** commencing at 7pm in St. Mark's Church Hall, Howard Drive, Rawcliffe YO30 5UZ

***Meeting closed at 9.15pm***