



# Rawcliffe Parish Council

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**Minutes of Ordinary meeting of Rawcliffe Parish Council (RPC) held on Monday 14 January 2019 at 7.00pm Rawcliffe Recreation (Bob Eccles) Pavilion, St. Mark's Grove, Rawcliffe YO30 5TS**

## **Present:**

Councillor N. Case (Chairman), Councillor D. Paterson, Councillor A. Dawes, Councillor J. Cleaver, Councillor Ray Thompson, Councillor Emma Thornton, Councillor Alex Benjamin, 1 member of the public and Nicola Moorcroft (Clerk)

## **129/2019. Apologies:**

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

Councillor S. Rawlings,  
Councillor S. Phillips

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

## **130/2019. To Note any Declarations of Interest:**

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

No requests received.

### **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 R. Thompson declared an interest in matters relating to the Rawcliffe Recreation Association

## **131/2019. To Receive Report from Ward Councillors**

No report available

## **132/2019. Public Participation:**

Resident requested RPC support for renewed tender for No. 20 bus service.

As RPC is committed to supporting all bus services for the parish, RPC will convey its support to the requisite CYC meeting.

Resident raised concerns as to the amount of dog waste in the parish, particularly close to her home.

**Clerk advised;** additional measures could be sourced for this particular area, any potential costs to be incurred by RPC to be considered at February meeting.

***Councillor J. Cleaver left the meeting at 7.20pm***

## **133/2019. Minutes**

### **a. To Approve Minutes of Ordinary Meeting of Rawcliffe Parish Council Meeting held 10/12/2018.**

#### **Amendment**

***It was resolved that*** Minute 119/2018 a. should read:

*The clerk left the meeting (as requested) whilst the council discussed the concerns raised by the clerk (in writing prior to the meeting) about her working arrangements.*

**It was resolved to** approve said minutes (subject to the amendment noted above) as a true and accurate record of the annual meeting of Rawcliffe Parish Council held 10/12/2018; signed and dated by the Chairman

**-To consider exclusion of the press and public by virtue of Public (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed (agenda item 134 only)**

**It was resolved to** exclude the press and public from this meeting due to the confidential nature of agenda item 134 only

**134/2019. Employment and Training**

a. To Consider Clerk's resignation and approve leave date.

**It was resolved to** accept the current clerk's leave date at Friday 28 June 2019

b. To Consider (in light of above) time scales and procedure for recruitment of new clerk

**It was resolved that** an extra ordinary meeting be convened to consider all matters relating to time scales and procedure for recruitment of new clerk (provisional date 28 January 2019); RPC to source relevant advice from YLCA

c. To Approve arrangements for RPC employee annual appraisals

**It was resolved to** hold employee annual appraisals on Monday 28 January from 6pm onwards at St. Mark's church.

d. To Consider any further employment related issues

**None raised.**

**135/2019. Assets and Facilities**

a. To Approve specification and purchase for RPC office furniture

**It was resolved that** a projector, maximum price £300, be purchased for use by RPC at the Recreation Pavilion.

**It was resolved that** specification and purchase for all other office furniture be deferred for consideration at February meeting of RPC.

b. To Update members re: RPC/RRA lease and consider any further action required.

**Clerk advised;** leased now complete, all completed documents and information forwarded to RRA.

c. To Consider matters related to Rawcliffe Parish Council play area

None raised.

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

Keys for RPC office – **it was resolved that** the clerk source 4 sets of keys for the.

**136/2019. Finance:**

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

**INVOICES PRESENTED FOR PAYMENT 14/01/2019**

RRA CARETAKER	WAGES	690.21
CLERK	SALARY	942.08
N. MOORCROFT	MILEAGE (75 MLS@ 0.45p PER MILE)	42.08
N. MOORCROFT	HOME OFFICE ALLOWANCE	30.00
N. MOORCROFT	BIN BAGS/GRIT SCOOPS	22.39
LITTER PICKER	WAGES	673.01
SMART PENSIONS	EMPLOYER CONTRIBUTIONS (NM/PW)	31.16

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SMART PENSIONS	EMPLOYEE CONTRIBUTIONS (NM/PW)	50.77
659 CARS LTD	DECEMBER INVOICE	15.00
ESE DIRECT	GRIT BIN	138.78
MR A DAWES	PHOTO FRAMES	166.75
SLEIGHTHOLM LANDSCAPES	TREE WORK	540.00
STONES4HOMES	GRIT BIN REFILL	443.52
RRA DONATION	SENIOR CIT PARTY	400.00
HMRC	PAYE+NI SEPT-DEC	1697.48
<b>TOTAL</b>		<b><u>5883.23</u></b>

**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**

RRA 3RD PAYMENT	BUILDING WORK	6660
NOTHERN POWERGRID	WAYLEAVE PAYMENT	23
<b>TOTAL</b>		<b><u>23.00</u></b>

***It was resolved to*** settle all the above accounts with immediate effect.

Invoices checked and approved by Councillor E. Thornton 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 9 noted

c. To Approve Bank Reconciliation Statement to 31 December 2018

Bank Reconciliation Statement to 31 December 2018, as against the relevant bank statement and cash book entries circulated prior to this meeting – checks not completed.

d. To Consider budget allocation for 'Operation London Bridge' arrangements

***It was resolved that*** further information be sourced by the Clerk prior to any further consideration being given to this matter.

e. To Approve RPC budget for 2019/20

***It was resolved to*** approve the budget for 2019/20 as circulated prior to this meeting (see attached).

f. To Approve RPC precept demand for 2019/20 to City of York Council

Budget and financial planning document, with precept options for financial year 2019/20 circulated to all members prior to this meeting; ***it was resolved that*** the precept demand to City of York Council for 2019/20 be £42,840 (a 5% increase on precept figure for 2018/19)

g. To Consider purchase of HR software

***It was resolved that*** the council utilise a free HR software package for all HR administration purposes.

h. To Approve councillor attendance at play area routine inspection training.

***It was resolved that*** one member of RPC attend the routine play area inspection course to be held 25 April 2019 at Rawcliffe recreation ground play rea.

**137/2019. 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:*

<b>CYC Reference:</b>	<b>Address/ Description:</b>	<b>Rawcliffe Parish Council Decision:</b>
18/02873/FUL	114 Shipton Road Rawcliffe York YO30 5RN  Single storey rear extension	<b>Rawcliffe Parish Council has no objections to this planning application.</b>

b. To Consider any other planning related matters.

**CYC Decision notices:**

**Application at:** 13 Bowness Drive York YO30 5TE

**For:** Single storey rear extension with rear dormer

**Application Ref No:** 18/01544/FUL

*Approved*

**Application at:** 12 St James Close York YO30 5WL

**For:** Erection of 1no. dwelling (resubmission)

**Application Ref No:** 18/01518/FUL

*Approved*

**138/2019. Rawcliffe Parish Council Administration and Initiatives:**

a. To Consider action re: Rawcliffe Parish Council newsletter

Draft newsletter circulated to all members prior to this meeting – ***it was resolved that*** the Chairman enhance and edit the draft document; approval of the further draft to be sought at the next meeting of RPC

b. To Update members re: provision of defibrillators within the parish

**Clerk advised;** BT had been contacted with regards to use of BT phone box on Shipton Road – awaiting reply.

c. To Note new 2A evening bus service and approve RPC action regarding promotion of the service.

First new 2A evening bus service, noted – ***it was resolved that***, in addition to advertisement on noticeboards, website and Facebook page, this service be advertised in the next RPC newsletter.

d. To Consider continuation of taxi discount scheme in light of 2A bus service.

***It was resolved to*** continue discount taxi scheme.

**139/2019. 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 139(a)

None raised.

**140/2019. Policing and Security Matters**

a. To Note Neighbourhood Policing Team Report

Neighbourhood Policing Team Report and additional information for December 2019 noted.

b. To Consider any further security related issues

None raised.

**141/2019. Correspondence Received:**

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

- Email regarding Recreation Ground gate closure, forwarded to Chairman of RRA for response
- YLCA White Rose Update December – circulated
- Email regarding Inspector lee Pointer – circulated
- E-mail information regarding 2A bus service - circulated

**142/2019. To Note matters for information and items for next monthly meeting agenda**

- Councillor Thompson – large bin at recreation pavilion no longer fit for purpose, RRA to consider the matter at its next meeting.

**143/2019. To Confirm date and time of next meeting:**

***It was resolved that*** the next ordinary meeting of Rawcliffe Parish Council be held on Monday 11 February 2019 at 7pm in Rawcliffe Recreation Pavilion, St. Marks Grove, Rawcliffe

***Meeting closed at 8.45pm***