



# Rawcliffe Parish Council

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**Minutes of the Annual meeting of Rawcliffe Parish Council held on Monday 14 May 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 S. Phillips, Councillor J. Cleaver, Councillor Ray Thompson, Councillor Emma Thornton, Ward Councillor Sam Lisle, Ward Councillor Peter Dew, 1 member of the public and Nicola Moorcroft (Clerk)

## **1/2018. Election of Chairman**

### **a. To Approve Election of Chairman**

***It was resolved that*** Councillor N. Case be elected as Chairman of Rawcliffe Parish Council

### **b. Appointed Chairman to sign Declaration of Acceptance of Office.**

Elected Chairman duly completed and signed the required declaration of acceptance of office form

### **c. To Approve Appointment of Vice Chair**

***It was resolved that*** Councillor A. Dawes be appointed as Vice Chairman of Rawcliffe Parish Council

## **2/2018. Apologies:**

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

Councillor Alex Benjamin

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

## **3/2018. To Note any Declarations of Interest:**

### **a. To Consider any 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.

## **4/2018. To Receive Report from Ward Councillors**

*Ward Councillors Sam Lisle and Peter Dew provided verbal report on the following matters:*

### **Ward Team meeting:**

Tuesday 14 May 2018, 2.30pm – 4pm at Clifton Library

### **Buses:**

Example provided of an 'amalgamation of parish councils' in South York which provides subsidy for evening bus service.

**Annual Parking Review:**

No double yellow lines to be implemented at Manor Lane/Shipton Road.

**Rawcliffe P+R**

Ongoing discussions regarding public use of the car park by residents using Rawcliffe Country Park; Councillor Dew to follow up and report to Rawcliffe Parish Council

**Local Plan:**

Thursday 17 May CYC seeking finally to submit Local Plan to Planning Inspector.

**Bonfire Night at Rawcliffe Country Park:**

Ward Councillors verbally informed that this event will not be taking place in 2018 – however they had no written confirmation of this.

**Additional litter/dog waste bins:**

Ward Team awaiting a response from CYC Officers

**5/2018. Public Participation:**

No matters raised.

**6/2018. Minutes**

a. To Approve Minutes of Rawcliffe Parish Council Meeting held 09/04/18

***It was resolved to*** approve said minutes as a true and accurate record of the meeting held 09/04/2018; signed and dated by the Chairman

**7/2018. To Appoint of Parish Representatives to Outside Bodies.**

***It was resolved that*** the following Councillors were appointed as representatives to the following bodies:

a. Rawcliffe Recreation Association (2 representatives):

Councillor A. Dawes and Councillor S. Phillips

b. Clifton Without & Rawcliffe Allotment Association (1 representative):

Councillor D. Paterson

c. YLCA (2 representatives):

Councillor Alan Dawes and Councillor Emma Thornton

d. York Bus Forum

***It was resolved that*** this appoint be deferred until such time as meeting dates, times, etc are provided to RPC.

**8/2018. To Appoint members to Employment Panel (3 members)**

Councillor N. Case, Councillor E. Thornton and Councillor R. Thompson.

**9/2018. To Review Strategic Documents of Rawcliffe Parish Council.**

a. Standing Orders

***It was resolved that*** RPC Standing Orders be re-drafted to reflect NALC new model – to be presented for consideration and approval at June meeting of RPC.

b. Financial Regulations

***It was resolved that*** this document be reviewed and approved without further amendment.

c. Freedom of Information Publication Scheme

***It was resolved that*** this document be reviewed and approved without further amendment.

d. RPC Complaints Procedure

***It was resolved that*** this document be reviewed and approved without further amendment.

e. Grant and Funding Application Criteria and Terms of Reference.

***It was resolved that*** this document be reviewed and approved without further amendment.

**10/2018. Finance:**a. To Approve payments as detailed in Appendix 2 (a)**INVOICES PRESENTED FOR PAYMENT 14/05/2018**

RRA CARETAKER	WAGES	706.40
CLERK	SALARY	945.76
N. MOORCROFT	MILEAGE (78 MLS@ 0.45p PER MILE)	35.10
N. MOORCROFT	HOME OFFICE ALLOWANCE	30.00
N. MOORCROFT	BLACK BIN BAGS	20.00
N. MOORCROFT	POSTAGE TENDERS +LEASE DOCS	12.00
LITTER PICKER	WAGES	520.10
SMART PENSIONS	EMPLOYER CONTRIBUTIONS (NM)	24.35
SMART PENSIONS	EMPLOYEE CONTRIBUTIONS (NM)	40.58
CLIFTON PCC	ROOM HIRE	25.00
659 CARS LTD	APRIL INVOICE	9.00
ROLLITS SOLICITORS	INTERIN INVOICE/LEASE WORK	900.00
MR I SMITHSON	INTERNAL AUDIT 2017/2018	109.50
YNET	ANNUAL SUBS	30.00
YBF	AFFLIATION FEE	10.00
RRA	50% WASTE VESSEL	45.36
<b>TOTAL</b>		<b><u>3463.15</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**

PRECEPT 1ST INSTALLMENT	20040
<b>TOTAL</b>	<b><u>20,040.00</u></b>

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

Invoices and bank statements checked by Councillor E. Thornton

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

List of income and expenditure as against budget figures, to end of month 1 noted.

c. To Approve Bank Reconciliation Statement to 30 April 2018

Bank Reconciliation Statement to 30 April 2018 noted and approved.

d. To Approve Annual Governance Statement for Annual return 2017/2018

***It was resolved to*** approve Section 1 of the Annual Return 2017/2018- Annual Governance Statement; signed and dated by Chairman and Clerk

e. To Approve Statement of Accounts for Annual Return 2017/2018

***It was resolved to*** approve Section 2 of the Annual Return 2016/2017- Statement of Accounts signed and dated by Chairman and RFO/Clerk

f. To Approve Dates for Exercise of Electors Rights 2018

***It was resolved that*** the dates set for the period of elector's rights are – commencing Monday 4 June and ending on 13 July 2018

g. To Approve Rawcliffe Parish Council Insurance Premium for 2018/2019

**It was resolved to** approve quote provided by Came and Company for insurance provision for 2018/2019 (see report attached).

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

Clerk awaiting quote for work required.

**11/2018. Planning (Appendix 3):**

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>
18/00822/FUL	31 Morehall Close York YO30 4WA  Single storey rear extension and conversion of garage into habitable room.	<b>Rawcliffe Parish Council has no objections to this planning application.</b>

b. To Consider any other planning related matters.

CYC Planning Decision Notices:

**Application at:** 118 Shipton Road Rawcliffe York YO30 5RR

**For:** Single storey rear extension

**Application Ref No:** 18/00642/FUL

*Approved*

**Application at:** 24 Florence Grove York YO30 5UR

**For:** Single storey front, side and rear extensions.

**Application Ref No:** 18/00619/FUL

*Approved*

**Application at:** 17 Staindale Close York YO30 5TU

**For:** Single storey side and rear extensions.

**Application Ref No:** 18/00483/FUL

*Approved*

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

**For:** Erection of 1no. dwelling

**Type of Application:** Full Application

*Application withdrawn*

**Application at:** 9 Howard Drive York YO30 5UX

**For:** Single storey side and rear extensions and conversion of garage into living accommodation with associated external alterations.

**Application Ref No:** 17/03059/FUL

*Approved*

**Application at:** 264 Shipton Road Rawcliffe York YO30 5RZ

**For:** Dormers to front, side and rear elevations.

**Type of Application:** Full Application

*Application withdrawn*

**Application at:** 5 Deanhead Grove York YO30 4UH

**For:** Two storey side and rear extension and single storey front and rear extensions.

**Application Ref No:** 18/00391/FUL

*Approved*

**Application at:** 49 Rawcliffe Croft York YO30 5UW

**For:** Two storey side extension.

**Application Ref No:** 18/00281/FUL

*Approved*

### **12/2018. GDPR**

**a. To Approve appointment of a competent DPO**

***It was resolved that*** RPC give due consideration to the appointment of a DPO when Data Protection Bill has received Royal Assent

**b. To Discuss completion of Data/information audit**

Data/information audit for Rawcliffe Parish Council circulated to all members prior to this meeting; policies highlighted to be drafted for consideration and approval at June meeting of RPC.

**c. To Approve Rawcliffe Parish Council Privacy Notice**

***It was resolved that*** the RPC General Privacy Notice, circulated to all members prior to this meeting, be adopted for immediate use.

### **13/2018. Rawcliffe Parish Council Initiatives:**

**a. To Receive update on tender process re: extension and refurbishment of Rawcliffe Recreation Pavilion.**

Clerk advised that;

- Tender packs had been sent to 12 builders (10 from Federation of Master Builders York) plus 2 from previous interest shown.
- Tender opportunity posted on Government Contracts Finder website
- Extra -ordinary meeting of Rawcliffe Parish Council will be held 30 May at 7pm to consider tender bids.

**b. To Consider arrangements for onsite open morning for potential bidders (Saturday 19 May 101m- 12noon)**

***It was resolved that*** Councillor Ray Thompson meet with potential bidders at this event.

**c. To Consider further expansion of Taxi Discount Scheme.**

***It was resolved that*** the Clerk contact additional Taxi companies in York to explore possibilities of others being involved with the scheme. Once responses collated Councillors to meet with potential providers.

**d. To Consider proposals for alternative transport initiatives to serve the parish.**

***It was resolved that*** this be deferred for consideration by RPC Transport Advisory Committee.

### **14/2018. Employment and Training**

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

**It was resolved to** offer the Community Litter Picker an increase in contracted hours to no more than 20 per week with immediate effect.

**It was resolved to** consider Community Litter Picker's work load and priorities at the June meeting of the council.

b. To Note NJC pay award for all employees.

NJC Pay awards for all employees noted – see attached report.

b. To Consider any further employment related issues

None raised.

### **15/2018. Assets and Facilities**

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

Recent maintenance inspection for play area highlighted roundabout safety surface attention required

**It was resolved that** the quote from Park Lane Playgrounds to repair the safety surface be approved. Work to be undertaken as soon as is practicable

b. To Consider matters relating to Rawcliffe Recreation Pavilion further to signing of lease and approve any action required.

The following matters have been raised by RRA:

- Extent of RPC responsibilities in Landlord capacity – **it was resolved to** obtain legal advice with regards to this prior to moving forward.
- Anti dog fouling measures for recreation field – **it was resolved to** purchase some stencils and paint for pedestrian path and consider additional signage (with costings) for the area.

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

None raised.

### **16/2018. 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

Clerk awaiting response from NOG regarding invitation to attend a meeting and policy on dogs in the orchard area.

d. To Receive update re: Commemorative event 11/11/2018:

No further update from Clerk; Councillor Dawes to present information under agenda item 17 (a)

### **17/2018. Councillor Activities:**

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

Councillor A. Dawes and Councillor D. Paterson – YLCA GDPR Training:

Expressed disappointment as to quality and practical information on application of GDPR provided to delegates.

**It was resolved that** the Clerk contact YLCA to forward councillor comments.

Councillor E. Thornton - YLCA Planning Training:

Although enjoyed the training, expressed disappointment that the session had been dominated by representatives from parish councils with a specific agenda which didn't benefit all delegates.

***It was resolved that*** the Clerk contact YLCA to forward councillor comments.

Councillor A. Dawes – Commemorative Beacon:

Power point presentation highlighting the health, safety and logistical issues associated with siting of the beacon at Rawcliffe Country Park.

***It was resolved that*** the Rawcliffe Recreation Association be approached with a view to discussions as to the possibility of the beacon being sited on the Rawcliffe Recreation ground.

b. To Consider any action required arising from Item 17(a)

See above.

c. To Consider Councillor nominations for CYC Joint Standards Committee

***It was resolved that*** the following Councillors be nominated for CYC Joint Standards Committee:

Councillor J. Cleaver, Councillor E. Thornton and Councillor R. Thompson

### **18/2018. Policing and Security Matters**

a. To Note Neighbourhood Policing Team Report

Neighbourhood Policing Team Report for April 2018 noted

b. To Consider any further security related issues

None raised.

### **19/2018. Correspondence Received:**

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

- A local resident has requested placing of a plaque on bench at RPC bench at Rawcliffe Lake in memory of family pet who recently passed and loved the area around the lake which he walked daily

***It was resolved that***

- The plaque requested must be no larger than 2.5inches (depth), due to the curvature of the back slats, by 6inches
- As the bench is produced from recycled plastic the plaque must be attached using strong glue (not nails or screws).

- A local resident raised various concerns regarding use of Rawcliffe Country Park and associated parking restrictions

***It was resolved that*** the clerk respond accordingly.

### **20/2018. To Note matters for information and items for next monthly meeting agenda**

Members requires update from Northern Orchard Group regarding the progress of the Orchard and policies regarding use by dogs and dog walkers.

### **21/2018. To Confirm date and time of next meeting:**

Ordinary Meeting of Rawcliffe Parish Council to be held on **Monday 11 June 2018** commencing at 7pm in St. Mark's Church Hall, Howard Drive, Rawcliffe YO30 5UZ

***Meeting closed at 9.20pm***