

Minutes the Annual General Meeting and Monthly Meeting of a Meeting of Strensall with Towthorpe Parish Council held on Tuesday 9th June 2009 in the Village Hall

Cllr Jesse opened the meeting by reporting that this was the first meeting of the new Council. Strensall and Towthorpe Parish Council had now been changed by Statutory Instruments 2009 No 573 Local Government, England, and The York (Parishes) Order 2009 made on 4th March 2009.

All Councillors signed the necessary Acceptance of Office Forms and Register of Interest forms for the new Council.

Annual General Meeting

Agenda Item 1 – Attendance: Parish Councillors P. Jesse, K. Marquis, R. Plant, Miss E. Blacklee, N. Smith, I. Cuthbertson, Mrs. J. Smith, J. Chapman and D. Baxter.

Also in attendance were two members of the public.

Agenda Item 2 – Apologies: Apologies for absence were received from Parish Councillor J. Scott and A. Swales

Agenda Item 3 – Election of Chairman - Cllr Marquis nominated Cllr Jesse to be elected Chairman. There were no other nominations. On the proposition of Cllr Plant, seconded by Cllr Baxter it was unanimously agreed that Cllr Jesse be elected Chairman for the next year.

Agenda Item 4 – Election of Vice Chairman – Cllr Cuthbertson proposed Cllr Marquis. Cllr Marquis proposed Cllr N Smith. Cllr Smith said he would be willing to take over as Vice Chairman but not able to commit to take on the additional responsibilities at the present time. Cllr Plant proposed that Cllr Marquis be elected as vice Chairman with Cllr N Smith acting as Cllr Marquis's understudy at the moment until such time as Cllr N Smith was able to take over. Cllr Cuthbertson seconded this proposal and it was agreed unanimously.

Agenda Item 5 – Election of Committees and Individual Responsibilities – Cllr Jesse went through the Committees and Responsibilities list dated 9th October 2008. The following amendments were added/deleted where approved.

Cllr Chapman – Planning Committee

Cllr N Smith – added to the Finance Committee

Cllr Cuthbertson – added to the Cemetery Committee.

Cllr Marquis proposed that the remaining Committees/Responsibilities be accepted as they are until such time as it is necessary to amend them by the needs of the Council. The proposal was unanimously agreed.

Cllr Plant said he must hand over the War Memorial refurbishment to another Councillor. He had put a lot of hard work into this project but felt that it was now impossible to move on through lack of support from other authorities. Cllr Cuthbertson agreed to take the matter up with City of York Council.

Chairman's address: Cllr Jesse thanked all the Councillors, past and present, for their total support to him as Chairman and said no-one can do the job on his own without the willingness and dedication of everyone. Special thanks went to Cllr Marquis for all his work over every aspect of Parish Council work and also to Cllr Chapman for all his work as Chairman of the Planning Committee. Cllr Jesse said he would like to invite everyone, including ex-Councillors for a social evening as a mark of his appreciation.

Monthly Meeting

Agenda Item 1 – Attendance: Parish councillors P. Jesse (Chairman), K. Marquis (Vice Chairman), R. Plant, Miss E. Blacklee, N. Smith, I. Cuthbertson, Mrs. J. Smith, J. Chapman and D. Baxter.

Also in attendance were two members of the public

Agenda Item 2 – To Receive Apologies for Absence: Apologies for absence were received from Parish councillors A. Swales and J. Scott

Agenda Item 3 – To approve and sign the minutes of the Parish Council Meeting held on 12th May 2009 – The minutes of the meeting held on 12th May 2009, having previously been circulated were considered. On the proposition of Cllr Marquis, seconded by Cllr J Smith, it was unanimously agreed that the minutes be approved and signed by the Chairman as a true record of that meeting.

Agenda Item 4 – Matters arising from the minutes of the meeting held on 12th May 2009 (for information only).

Parish Vacancies – Cllr Jesse reported that following the uncontested election for the Parish of Strensall With Towthorpe, there were now three vacancies and that the Parish Council could now fill these vacancies by co-option as soon as possible. The two members of the public expressed interest in filling the vacancies and this was considered. Cllr Smith gave a brief summary of one of the candidates, Mr. Tony Young. The second candidate was Mr. Chris Chambers and had previously been a Councillor for Strensall and Towthorpe. On the proposition of Cllr Jesse, seconded by Cllr Marquis, it was unanimously agreed that Mr. Young and Mr. Chambers be co-opted to Strensall With Towthorpe Parish Council. Mr. Young and Mr Chambers then completed the necessary forms of Acceptance and Register of Interests.

Agenda Item 5 – Police Report/ Cllr J. Smith’s Police Liaison Report.

There was no Police Ward Report this month. PSCO Michael Hannon gave a report to the meeting which indicated that crime was up, with damage being carried out at the allotments in New Lane and action was being taken by the Police. Damage had also been carried out at Robert Wilkinson School but PSCO Hannon reported that one of those responsible had been arrested and charged with the others being dealt with by the Police.

Agenda Item 6 – To receive the report of the Planning Sub-Committee.

Cllr Chapman gave the following reports:-

Planning Meeting – 26th May 2009

1. Attendance: Parish Councillors J. Chapman, K. Marquis, R. Plant, J. Scott, Miss E. Blacklee, C. Chambers
2. Apologies: P. Jesse
3. Declarations of Interests: None
4. Planning Applications:
 - a) 09/00570/FUL – 11 Barley Rise –
First floor pitched roof side extension – No objections but neighbours must be consulted.
 - b) 09/00725/FUL – Forest Hill Farm, Pottery Lane –
change of use of redundant farm barn from caravan storage to storage of coaches/bus storage and maintenance – object for the following reasons –
 1. The Application Form shows in answer to Q20 that 10 staff will be employed in this venture and whilst the Parish Council would want to support employment particularly if it is locally sourced there are concerns that no mention is made of Messing and Toilet facilities for the employees. This begs the question of disposal of associated foul waste.
 2. In answer to Q21 where the hours of opening are shown to be 08.00 to 18.00 Mondays to Saturdays, does this mean that there will be no movement of coaches planned outside of these hours?
 3. There is no mention on either the application or the Access and Design statement of a tank retention system for oil separation to protect water courses. Q 13 of the Application Form indicates a water course within 20m of the site. Yorkshire Water, Foss Internal Drainage Board and the Environment Agency should be requested to comment on the application.

4. By the very nature of the venture there is planned to be storage of oils and other dangerous products on the site. Advice on storage of such items should be requested from North Yorkshire Fire Service.
5. The access to the site is from Pottery Lane which is little more than a single track highway with limited passing opportunities in many places which cause difficulties for cars passing each other and will be even more difficult with coaches. City of York Council's Highways Department and similar neighbouring authorities must be consulted.
6. In view of the proposed change of use for the site to be an operating/maintenance centre for coaches then does it need to be licensed by the Traffic Commissioner's Office?
7. There appears to be a number of inaccuracies in both the application and the Access and Design statement:
 - i) On the application Q3 asks whether the change of use has already started and is answered NO but the reason for the application is shown on the Design and Access statement as an order from the Planning Enforcement Officer who investigated the storage of buses/coaches on the site.
 - ii) Q12 of the application form about Foul Sewage is answered as UNKNOWN but as mentioned in 1 above is of concern.
 - iii) In answer to Q13 regarding Assessment of Flood Risk the answer YES to the query about the proximity of the site to within 20 metres of a watercourse is also of concern in item 3 above.
8. In Section 3 of the Design and Access statement it is stated that the site is close to local facilities and is accessible by foot, cycle and public transport. The nearest facilities are in Strensall village centre as is the nearest public transport and this is in excess of 1 mile from the site.
9. In items 5, 6, 7 and 9 of the Design and Access statement reference is made to there being no plan to alter the buildings but if there are to be 15 coaches on site can they all be stored within the buildings. Also in item 11.2 there is reference to construction and building material design work suggesting excavation/construction work yet this conflicts with what is stated in items 5,6,7 and 9.
10. On the approval notice issued on 11th January 2005 in respect of the application (04/03902/FUL) to use the same buildings for caravan storage, condition 4 for this approval stated "*No caravans, towing or transport vehicles, parts, waste materials or equipment connected with the use hereby permitted shall be placed or stored on any part of the site other than within the three barns shown on Drawing Number 2256H/3 received 29 October 2004.*" The reason given for this condition was to prevent the site becoming unsightly and to protect the openness of the green belt.
A similar condition should be applied to the current application if approval is given.
11. A site meeting is requested.

- c) 09/00758/FUL – Hoxne Farm, Sheriff Hutton Road –
Erection of barn/machinery store, site office, stable block and
Retention of vehicular access (resubmission) – defer until plans
are available.

5. Decision Notices received from City of York Council:

Ref:	Location	CYC Dec.	PC Rec:
09/00470/FUL	1 Wheatcroft	Approve	n/objections
09/00535/FUL	39 Park Gate	Approve	n/objections
09/00444/FUL	Dairy Cottage Towthorpe	Approve	n/objections
09/00238/CLU	OS Field 2000	Do not approve	object

- 6. Any other business:
Planning updates as available:

Planning Meeting 9th June 2009

Signing of Acceptance of Office Form

- 1. Attendance: Parish Councillors J. Chapman, K. Marquis, R. Plant, Miss E. Blacklee, I. Cuthbertson and P. Jesse
- 2. Apologies: J. Scott
- 3. Declarations of Interests: None
- 4. Planning Applications:
 - a) 09/00712/FUL – 4 Lakeside Gardens – single storey pitched roof rear extension (re-submission) – no objections providing neighbours are consulted.
 - b) 09.00758/FUL – Hoxne Farm Sheriff Hutton Road –
Erection of barn/machinery store, site office, stable block and
Retention of vehicular access (re-submission) – re-iterate the Parish Councils objections to the previous submission with additions – as follows:
Planning Application 09/0758/FUL – Hoxne Farm, Sheriff Hutton Road – erection of barn/machinery store, site office, stable block and retention of vehicular access.

This Parish Council believes that the development of Hoxne Farm site (or sites), is in the best interests of the public of Strensall. However, we are aware that the conditions imposed on the site owner by City of York Council on 12th May 2006, in respect of planning application 06/01054/FUL, have not yet been fulfilled. Specifically surface water or foul water drainage provisions had not been complied with.

In addition we are aware that the second access to the site is still a bone of contention, with enforcement action, although it is now part of this application. Before we can as a Parish Council give total approval to this application we must be assured that all conditions previously set have been complied with. The parish council also requests a condition of approval for this application that the developer/applicant should be required to consult with Yorkshire Water regarding the disposal of surface and foul water

The applicant was not at the meeting on 10th June so we are unable to ask questions which are raised in the application, for instance where are horses kept now which are all to be kept on the new site. Is there any intention to use the cattery as accommodation for the custodian there?

We reiterate we do not want to stop this overall plan but we ask that the City of York Council on our behalf ensure the validity of all the proposed changes.

Although this application should be encouraged and we must now set our reservations on size of the footprint and height of the buildings and our insistence that the accesses are looked at by the Highways Department to prove to us they are adequate especially the distance between the highway and the access gates. Although the new access is part of the current application we understand that work was halted at this location by the Enforcement Officer.

We note that in effect the building of the cattery and store are effectively on a new open site. We therefore believe that there should also be an application for change of use.

The Parish Council recently recommended refusal of an application for a property opposite Hoxne Farm, namely Fieldholme, and this application 07/01680/AGNOT was refused by City of York Council.

In addition to the above comments, however despite there being no planning approval the building has gone ahead and the access has already been constructed.

Owners of neighbouring properties must be consulted.

- c) 09/00834/FUL – 5 Lakeside Gardens – two storey pitched roof side and rear extension.- no objections providing neighbours are consulted.

5. Decision Notices received from City of York Council:

Ref:	Location	CYC Dec.	PC Rec:
NONE			

6. Any other business:
Planning updates as available:

Cllr Jesse gave an update on The Firs. Cllr Jesse and Cllr Marquis were to attend a meeting at the Solicitor's on Thursday 11th June 2009.

Cllr Chapman reported on the situation regarding land at 102 Middlecroft Drive. However it was agreed that the Parish Council should do nothing at this stage until they were approached formally by the Green belt Group.

Cllr Marquis commented on a report that travellers were now using the reserve land in Brecks Lane. The report proved to be false

The Clerk reported on the situation regarding OS Field 2000, Apparently the application has been taken off the website due to incorrect forms being completed by the agent which rendered the application invalid. It was not clear at this stage whether another form had been completed or whether another application had been Submitted to City of York Council. Information was awaited from the Planning Officer. The Enforcement Officer had also been contacted and information was awaited.

The Clerk reported that a cheque for £13,558.06 had been received from City of York Council in respect of The Siding development 106 Agreement.

Cllr Jesse also reported on the meeting held at City of York Council recently regarding electronic consultation. The Vice Chairman of Haxby Town Council had offered to come to a Parish Council meeting to explain the system and how it works.

Agenda Item 7 – To receive a report on Long Term Planning progress and to agree how to progress the findings – Cllr N Smith

The report issued by Cllr N Smith was discussed. It was agreed that an extra ordinary meeting of the Parish Council would be held on Tuesday 22nd June 2009, at 7.00p.m. in the Village Hall to discuss the way forward.

Agenda Item 8 – To receive notes on discussion regarding Youth/Sports Association from Cllr N. Smith.

Cllr Jesse said that Ian Smith was no longer a Councillor at this time and there was no report from the Sports Association but a meeting was to be held on Thursday 11th June 2009. No councillors were available to attend. Cllr N Smith said that the matter of youth provision would be discussed along with the Long Term Planning at the meeting on 22nd June 2009.

Agenda Item 9 – Finance

Expenditure

The following accounts were presented for approval for payment this month from the General Account:

	Code	Inc VAT	exc VAT
S. Walker – salary	100	£382.68	£382.68
J. Chapman – open spaces	306	£13.10	£13.10
Petersons – open spaces	306	£587.00	£587.00
Haxby Sawmills – open spaces	306	£18.35	£15.96
YLCA - admin	102	£8.00	£8.00

Income –

£13,558.06 – 106 Agreement The Sidings –

Cllr Marquis proposed that this cheque be paid into the Contingency Account and would be shown in the accounts as a separate item.

Cemetery Account:

Payments:

Yorkshire Water	£31.10	£31.10
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Receipts - £70.00

Cllr Marquis reported that the Website provider was to increase there costs shortly. After some discussion it was agreed to renew the service now at the current rate.

Cllr Marquis reported that he had reproduced the Clerk's contract to reflect the new Council, Strensall with Towthorpe.

Finance Meeting – The minutes of the Finance Meeting held on 1st June 2009 were considered and approved and are attached to these minutes as Appendix A. On the proposition of Cllr Marquis, seconded by Cllr J Smith it was unanimously agreed that the Financial Accounts for the year ended 31st March 2009 were approved and signed by the Chairman and Clerk.

Cllr Marquis went through the audit letter from Yorkshire Internal Auditors and the Parish Council's proposed response in detail. He also reported that he was carrying out investigations into the Clerk's gratuity payment. All actions proposed in that letter were approved by full Council.

On the proposition of Cllr Blacklee, seconded by Cllr Plant it was unanimously agreed that the Parish Council's response to the Yorkshire Internal Auditors was approved.

Cllr Jesse thanked Cllr Marquis for all his work on the accounts and other financial matters.

With regard to the purchase of a projector for electronic consultation purposes a cupboard would have to be purchased in order that this can be stored at the Village Hall.

With regard to telephone banking, Cllr Marquis was making arrangements with the bank so that the Clerk could obtain information direct, without the need to make appointments with the bank.

Agenda Item 10 – Parish review/Parish Charter

The Parish Review was now complete.

With regard to the Parish Charter, Cllr Jesse said that Liaison Meeting of YLCA were to draft a letter to send back to City of York Council not accepting the proposed charter.

Agenda Item 10 – To receive councillor's reports and or updates

Highways/Streetlights – Cllr Marquis's report which had been issued with the Agenda was approved. Cllr Marquis referred to the trees along Lords Moor Lane which City of York Council was to cut back. Cllr Smith reported that the hedge alongside the snicket from Church Lane to West End was now very overgrown and a letter would be sent to the occupiers of the property concerned.

Cllr Young was to take on the responsibility of Highways.

Cllr J Smith was to take on the responsibility of Street Lights.

Village Traffic Study – nothing further at the moment.

Play Equipment – Cllr Baxter reported that the play equipment was satisfactory at the moment.

Environment Committee – nothing to report

Open Spaces – Cllr Chapman reported that the Community Pay Back workers would not be in the village for the next three weeks. Cllr Chapman requested that the Parish Council purchase a strimmer which would be made available to these workers. It was agreed that Cllr Chapman could investigate the purchase of a strimmer at around £150.00 and the Clerk would check on the situation regarding insurance.

Youth – see reports above.

Bus Shelters/Seats – There was no report from Cllr Swales, although it was noted that the shelter at Newton Way was broken.

Cemetery – The Clerk report that the quotation for the extra drainage work had been accepted and it was hoped that the contractor would start work shortly.

York Pride/Ward Committee – The next Ward Committee Meeting was to be held on 13th July 2009 at the Scented Garden at Earswick.

Sports Association – A meeting was to be held on Thursday 11th June 2009

War Memorial – Cllr Plant agreed to speak to Cllr Cuthbertson about this matter.

YLCA – Nothing to add.

Agenda Item 11 – Publicity/ Website/Newsletter.

Website – see above.

Outreach – a note was to be put in Outreach regarding the outcome of the Parish Review.

Newsletter – a meeting was required shortly

Agenda Item 12 – Robert Wilkinson School

Cllr Jesse reported that he had had contact from the Head teacher regarding cricket facilities at the school. This would be for discussion at the next public meeting in September.

With regard to funds from the sale of the Old School, it had transpired that the Parish Council would need to come up with some projects which required funding before City of York Council would consider any payments to the Parish Council.

Agenda Item 13 – To consider correspondence received

York Voluntary Voice
Country Air Magazine
York & District Mind – notices

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Date and time of next meeting – 12th July 2009, 7.00p.m. Village Hall

Signed.....
Chairman

Dated.....

Police Report: May 2009

There were 315 crimes reported on the ward compared to 425 the previous year, an overall reduction of 25%.

Burglary in the ward was reduced by 60%

Criminal Damage was reduced by 36% compared to the previous year.

Reports of anti-social behaviour also decreased

Total number of incidents relating to under-age drinking dramatically reduced particularly after introduction of alcohol exclusion zone.

The Safer Neighbourhood Team will continue to work hard on your behalf and we recognise that it is only with the support of local residents that such success can be repeated. We want to thank you for your help and support over the last year and we look forward to a productive year ahead.

Please come along to one of the monthly surgeries detailed below and let us know your views on your local priorities.

Friday 26 June	Strensall Library 1630-1830
Friday 24 July	Strensall Library 1630-1830
Friday 21 August	Strensall Library 1630-1830
Friday 18 September	Strensall Library 1630-1830
Friday 16 October	Strensall Library 1630-1830

June 2009 Reports

Highways / Street Lights

The level crossing sign on Lords Moor Lane, initially reported to CoYC as in need of a replacement pole due to rust damage in February/March 2009, was again reported as in urgent need of attention as it was now in danger of completely collapsing. New pole erected within 24 hours.

Flooding outside The Firs on Lords Moor Lane again reported to CoYC and reply received that remedial work would be carried out by 28th May 2009.

Open Spaces

The Village name signs have been planted with summer flowers. Hanging baskets are to be placed at the usual points in The Village and again have been funded by City of York Council.

Half barrels were placed at various locations along York Road, Ox Carr Lane, The Village and Lords Moor Lane in readiness for planting with summer flowers. However one of the new barrels was emptied and removed within hours. Anyone with knowledge of this incident should advise the police and any parish councillor.

Keith Marquis

Minutes of a Finance Committee Meeting held on Monday 1st June 2009 in the Village Hall Strensall

1. Attendance; Present P. Jesse (Chairman), K. Marquis, Miss E. Blacklee, J. Scott, R. Plant
2. Apologies: None
3. Declarations of Interest: None
4. Approve the Year end statement of accounts for the External Auditor.

The accounts for the year ended 31st March 2009, as audited by Yorkshire Internal Audit Services, having previously been circulated were considered. On the proposition of Cllr Marquis, seconded by Cllr Plant, it was agreed that the accounts be accepted and recommended for approval at the full Parish Council Meeting on 9th June 2009.

5. Consider the letter of recommendations received from the Internal Auditor and agree actions to be taken.

The letter from Yorkshire Internal Audit Services, dated 14th May 2009, was discussed and actions taken as follow:

Cash Book/Bank Account reconciliation: the cash book/bank account reconciliation was approved.

Bank Accounts: The auditor's recommendation to close bank accounts was discussed. However, it was agreed that the Parish Council would prefer to keep open all bank accounts, as they could see no benefit in closing any of them, particularly the cemetery account which had been set up on the recommendation of a previous auditor, so that the Parish Council could easily identify the Cemetery funds, which are ring fenced for the Cemetery only. With regard to the Contingency Account this had again been set up on the recommendation of a previous auditor to mainly identify funds for contingent liabilities, i.e. currently Clerks gratuity.

Form of Accounts – The receipts and payments basis was discussed against income and expenditure basis. It was agreed to adopt the receipts and payments basis as recommended by the auditor.

Spreadsheet system – Cllr Marquis reported on the spreadsheet system now and the spreadsheet system proposed. After some discussion it was agreed to adopt the spread sheet system recommended by the auditor and review progress.

Standing Orders and Chairmanship/Standing Orders as to Contracts/Financial regulations – With regard to Financial Regulations Cllr Marquis reported that these had been considered and approved at meetings held on the 18th December 2006, 13th December 2007 and 27th November 2008.

With regard to Standing Orders a copy of the latest edition of Standing Orders for Parish Councils had been ordered from YLCA. With regard to Financial Regulations Cllr Plant and Cllr Blacklee agreed to produce a new set of regulations in line with YLCA's tailored version to meet Parish Council requirements and report back to the Parish Council meeting in July.

Minutes – the numbering system has been changed in line with the Auditors recommendations.

VAT – claims will be made at the end of each quarter, as recommended by the auditor.

Risk management – This was discussed in some detail. It was agreed to purchase a Safe for the time being and consider the options of storage of back up information at a later date.

Clerk's Gratuity – Cllr Marquis was to investigate this in the light of new legislation.

Separation of Duties – no action to be taken.

Internal Controls – no action.

6. Consider the current Financial Regulations and recommend any alterations. – see above
7. Approve the purchase of financial and other guides for the Parish Clerk and Councillors.
Cllr Plant proposed that 3 copies of the Governance and Accountability in Local Councils in England and Wales be purchased along with any other relevant publications for Committees as felt relevant by the Chairman, vice Chairman or Clerk, without further reference to the Council. This was agreed.

8. Consider grant application [Awards for All] for funding of additional electronic equipment to meet CoYC desire to transmit planning applications electronically. Cllr Jesse reported on a meeting at City of York Council regarding electronic consultation with regard to planning applications. This was discussed at length and it was agreed that as we have a laptop and access to the screen at the Village Hall the Parish council should look into purchasing a projector. Cllr Scott agreed to investigate the possibilities of storing the projector at the Village Hall.
9. Consider application for Telephone Banking. – It was agreed that Telephone Banking arrangements would be set up for the Parish Council.

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