**STRENSALL WITH TOWTHORPE PARISH COUNCIL**

The Village Hall, Northfields, Strensall, York YO325XW

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Chairman : Mr A H Fisher

**MINUTES OF AN PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL ON TUESDAY 09th MAY 2023 AT 7.15 PM**

**Councillors Present:** Andrew Bolton Chris Chambers Tony Fisher\* Lawrence Mattinson Susan Nunn Christopher Tetley Wayne Wigley

**In Attendance:** Paul Healey\* Fiona Hill – Parish Clerk

**Public Present:** 1

\* City of York Councillor

1. **a) To receive apologies for absence given in advance of the meeting:** None

**b) To consider the approval of reasons given for absence:** N/A

1. **To discuss the ordinary and casual vacancies:** NTR
2. **To receive any declarations of interest under the Parish Council Code of Conduct or**

**Members register of interests:**

Cllr Fisher - North Yorkshire Police Report

1. **a) To approve the minutes of the Parish Council meeting of 11th April 2023:**

Resolved / Approved (Unanimous)

**b) To endorse the approved Planning Committee minutes of 25th April 2023:**

The minutes could not be endorsed, as they were still to approve, as tonight’s planning committee meeting was cancelled.

1. **Public participation on any subject relating to the agenda:** None

**24/13 To receive matters raised by/with City of York Ward Councillors:** - In the recent elections Tony Fisher and Paul Healey were elected at Strensall Ward Councillors. - The Parish Council would write to Paul Doughty to thank him for all his hard work whilst he was a ward councillor. - Ward Cllrs felt the Neighbourhood Plan and the Local Plan were likely to proceed even though the leadership of the council had changed.

- Cllr Mattinson raised the issue of the World Health Organization Pandemic Treaty, which the Parish Council noted.

**24/14 To discuss and, if necessary, agree action on matters arising/ongoing issues:** a)North Yorkshire Police monthly reports – The Parish Council had received a Community Newsletter from PCSO Chris Pitchford, but not the usual monthly report, which was disappointing, so would ask for this to be re-instated. b) Queen Elizabeth II Memorial Garden - NTR

**24/15 To discuss and, if necessary, agree action on matters raised since last meeting:** a) Cemetery – Update to rules regarding funeral flowers Following the removal of flowers from a grave, the Parish Council received a complaint. The complaint was dealt with, in accordance with the adopted Complaints Procedure. The complaints committee recommends that the Parish Council this  addition to the cemetery rules - When the Parish Clerk visits the cemetery with the witness to tidy up the grave of a recent interment; – If the Clerk feels that the floral tributes are shriveled and need removing, then the Clerk will take photos and then write to the bereaved family, explaining the cemetery policy and inviting the family to themselves remove the floral tributes within a reasonable timescale. Should it become necessary for the clerk to remove the shriveled flowers, then photographs of the grave will be taken, before and after the removal of any flowers. Resolved / Rule Adopted (Unanimous) b) Cemetery – Review of feed and use of admin fee The current charges are:

Adults                         Single Grave                                       £240.00

                                      Adjacent Grave                                   £240.00

                                      Reservation Fee                                  £240.00

                                      Interment Charge                                £145.00

Children                      Up to 12 months                                 £17.00

                                      From 1 year to 12 years                       £140.00

Headstone                  Erection                                             £95.00

                                      Charge for inscription                          £30.00

                                      Charge for inscribed vase                     £40.00

Cremated Remains:

Adults                         In existing grave or designated

                                      Area with interment                             £160.00

Children                      in designed area                                  £75.00

Other Fees:

Administration fees     Standard Fee                                      £27.50 per plot

Search fee                  Register of Burials                               £22.50 per person

The Administration Fee is currently charged for each transaction, e.g. internment, Headstone. However, a funeral director recently queries this. Should it only be Charged only once were person? Resolved / The rates would remain unchanged at this review (Unanimous) c) Cemetery – Footpath works quotations The Parish Clerk had requested three quotes from M Duck, Oakwood Landscaping and York Landscapes. Only one quote had been received. The Parish Clerk was asked to contact more contractors to try and obtain two more quotes. d) Trees, Allotments & Open Spaces – Northfields Tree Works Lewis Trees had conducted the climbed inspection and issued a report and quote of the works they recommended.

Resolved – The Parish Council would accept the report and quote, asking them to conduct the work ASAP.

e) CML Drainage works replanting

The Parish Council noted the content of the emails between CML and the Parish Clerk. Resolved – The Parish Council would respond as follows – “The Parish Council would be happy with planting of small to medium growing trees, as advised by Dan Calvert or City of York Council. I trust that Network Rail have agreed to fund this”.

In the referendum on Thursday 04th May 2023, more than half of those voting voted in favour of the Neighbourhood Plan, so the NP will go forward to the CYC Executive for adoption.

f) Neighbourhood Plan – Printed Copies Resolved – The Parish Council would have two copies of the NP, one for the Parish Council office and one for the Planning Committee Chairman. g) Neighbourhood Plan – Website Resolved – The NP website information would be transferred to the PC website, then the NP website would be shut down.

 **24/16 To discuss and, if necessary, agree action, on any correspondence received:** None

**24/17 To discuss matters raised by/with Responsible Financial Officer (RFO):** a)Bank reconciliation, income received, payments made to date: The Parish Clerk had circulated a bookkeeping spreadsheet by email, with bank accounts totalling £224186.39 b) Review of “Bank Made Up Off” figures The internal auditor has queried why double taxation is ring-fenced, as it should have just been noted in the relevant financial year that it was off-set against the expenditure. Resolved - The Parish Council would move the double taxation funding (£38751.00) into the general reserve. The Play Equipment 2022/23 underspend (£7708.50) would be ring-fenced. The Ear-marked funding should be re-adjusted as follows: Tree Work From £11122 To £15000 Play Area From £12709 To £15000 c)Internal Controls Checks: Cllr Fisher conducted the checks and found everything in order. d) Yorkshire Local Councils Association: Information provided was circulated around Cllrs.

**24/18 To confirm the date of the next meeting as Tuesday 13th June 2023 at 7.15 p.m.:** Resolved / Approved (Unanimous)