**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 08th AUGUST 2023 AT 7.15 PM**

**Councillors Present:** Andrew Bolton Chris Chambers Tony Fisher\*\* Lawrence Mattinson Susan Nunn Daniel Pillai Maria Rawcliffe Christopher Tetley

**In Attendance:** Fiona Hill – Parish Clerk

Lauren Grindley – City of York Council

Russell Varley – City of York Council

**Public Present:** 17

\*\* City of York Councillor

Lauren Grindley and Russell Varley from City of York Council (CYC) will give an update on the Strensall Westpits DMMO and explain the next steps. They advised that they had seen correspondence from Shepherd Homes regarding fencing on one of the footpaths. Having received these letters from the Foss Internal Drainage Board they have determined that there was an interruption in the 20-year period they had previously established (1995-2015). Therefore, the relevant period we are now looking at for the case is between 1982-2002. CYC confirmed they are still supporting the confirmation of paths 22, 23 and 24 and taking a neutral stance towards the remaining paths in the order.

1. **a) To receive apologies for absence given in advance of the meeting:**  \*, , Wayne Wigley

**b) To consider the approval of reasons given for absence: \*** Resolved / Approved (Unanimous)

**c) To confirm granting approval for a sixmonth period, to Cllr Wigley**

Resolved / Approved (seven votes in favour, 1 abstention)

1. **To discuss the ordinary and casual vacancies:** None
2. **To receive any declarations of interest under the Parish Council Code of Conduct or**

**Members register of interests:**

Cllrs Chambers/Rawclifee – Allotments

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

Resolved / Approved (Unanimous)

**b) To endorse the approved Planning Committee minutes of 27th June 2023:**

Resolved / Endorsed (Unanimous)

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

15 members of the public left the meeting, 2 remained

**24/46 To receive matters raised by/with City of York Ward Councillors:** a)To discuss ward funding Cllr Fisher spoke about the amount available and the criteria for spending. He would encourage, where appropriate, to seek funding elsewhere, such as Parish Council Grant Funding.

**24/47 To discuss and, if necessary, agree action on matters arising/ongoing issues:** a)North Yorkshire Police monthly reports The Parish Council noted receipt of the monthly report. b) Queen Elizabeth II Memorial Garden A specification had been sent to three contractors, but none had submitted quotes. Specifications would be sent to more contractors. The Parish Council would establish if permission was needed to name the garden after the late queen. c) Assets of Community Value within the parish Library Granted 09Apr18 Expires 08Apr23 Renewal Application submitted Garrison Church Granted 19Sep18 Expires 18Sep23 Renewal Application submitted Hirst Hall Granted 15Jul19 Expires 14Jul24 Renewal Application in diary d) Road Closure Request – Remembrance Day Sam Parkhouse, Highway Regulation Officer, CYC had emailed (02Aug23) as follows: “I’m writing to you with regards to the Strensall Remembrance Sunday road closure in light of the information that North Yorkshire Police have issued regarding their deciding that they can no longer man road closures for such events. As there is no longer going to be any involvement from the police then it has been decided that all community road closures (and associated diversionary signage) will need to be put in place by formal traffic management (TM) companies to ensure the safety of everyone involved. This is a position that we are taking with all community road closure requests and so it may be worth contacting other parish councils who may be planning similar events to see if you can benefit from a discounted group rate from a TM company.

We will, as usual, process the road closure for free however we would need a formal traffic management plan to be submitted and confirmation of their operatives being in attendance for the full event duration please.

I’m sorry to be the bearer of bad news however it was only with police presence in the past that we were happy for things to be completed on a slightly less formal footing”.

The Parish Clerk had contacted Community TM Ltd, who should be able to assist. Resolved / The Parish Council would proceed with the event management and where possible provide volunteers. (Unanimous)

**24/48 To discuss and, if necessary, agree action on matters raised since last meeting:** a) Purchase of bulbs Resolved / The Parish Council agreed a budget of £100.00 and Cllr Nunn will purchase them. (Unanimous)

b) Allotments – Overhanging Vegetation at 11 Netherwoods

Resolved / The Parish Council agreed to assist with the cutting back of this vegetation.

c) Neighbourhood Plannning – to agree the website wording

Resolved / The Parish Council agreed the wording as follows:

“Following the Local Authority Approval of the Strensall Village Design Statement on 3rd March 2015, further discussions between Parish Councillors took place and at the 14th July 2015 meeting it was agreed that a steering group be formed to compile a Neighbourhood Plan for Strensall with Towthorpe Parish (SwT).

The inaugural meeting took place on 25th August 2015 with four parish councillors and arrangements were made for a letter to be sent from the Parish Council to City of York Council (CoYC) to commence the procedure to designate the whole of the parish as the designated area covered by the Strensall with Towthorpe Neighbourhood Plan (NP). The NP area was agreed by CoYC on 6th January 206.

During the remainder of 2015 consultation with the local community was discussed which resulted in the first public consultation took place in February 2016.

The steering group interviewed planning consultants to provide assistance with the NP and Katherine Jukes, together with Mike Dadndo, of Directions Planning was appointed.

In early 2016 a questionnaire was hand delivered to residents and businesses in the parish and the results provided a basis to start development of the NP. Following the announcement on 7th November 2016 by the Ministry of Defence that Queen Elizabeth Barracks at Strensall and Towthorpe Lines would close with the land earmarked for housing and business development.

The Steering Group were concerned about the effect of the developments on traffic levels between Strensall and the A1237 at Earswick. Consultation with Earswick Parish Council and Stockton on the Forest Parish Council resulted in a revision to the NP area to add the whole of Towthorpe Moor Lane and the junction with the A64. This amendment to the NP area was to provide a better route to the major highways once the planned doubling of the A64 was completed. This was agreed by CoYC on 14th June 2018.

CoYC submitted their Local Plan to the Planning Inspectorate in May 2018.

CoYC advised SwT Parish Council that a Strategic Environmental Assessment (SEA) and a Habitat Regulation Assessment (HRA) was required due to concerns from organisations, including Natural England, about the effect development of the Ministry of Defence sites would have on Strensall Common which is classified as a Site of Special Scientific Interest (SSSI) and Special Area of Conservation (SAC). These assessments took place during Summer 2018 and concluded that leisure activity on Strensall Common would increase by an unacceptable level of 24% if the development went ahead. CoYC withdrew the housing development site at Queen Elizabeth Barracks from the submitted Local Plan

Further amendments to the content of the NP were agreed with CoYC to ensure the NP was still in concert with the Local Plan. A Regulation 14 consultation was undertaken between 1st July and 26th August 2019 to this pre-submission version of the NP.

After over 4 years of concentrated effort by the steering group the NP was checked by the steering group in February 2020 and was considered ready for submission.

The coronavirus pandemic brought about changes in working practices to the holding of meetings but the NP was agreed as ready for submission by SwT Parish Council on 8th June 2021. Members of the Steering Group communicated by email or telephone to address and necessary alterations to the NP.

The NP was finally submitted to CoYC for examination by a Planning Inspector on 16th June 2021.

At the request of the Steering Group and their consultants Rosemary Kidd (MRTPI) was appointed to examine the NP and the process commenced on 5th April 2022.

With further interruptions due to the pandemic the examiner’s report was submitted to CoYC on 13the October 2022.

CoYC arranged for the report to be studied by the Local Plan Working Group on 6th March 2023 and it was agreed that the NP together with the Examiner’s report be passed to the Executive. The Executive decided that a referendum of electors in Strensall with Towthorpe Parish be held on 4th May 2023 with a question as under:

Do you want City of York Council to use the neighbourhood plan for Strensall with Towthorpe to help it decide planning applications in the neighbourhood area?

The results of the referendum was 82.5% of electors taking part in the referendum were in favour of accepting the NP with 17.5% against on a 33% turnout.

CoYC Executive discussed the referendum result at their meeting on 15th June 2023 and a unanimous decision to “make” the NP was agreed.

From that date the NP is a document to be taken into account by planning officers when planning applications located within the NP area are decided”.

**24/49 To discuss and, if necessary, agree action, on any correspondence received:** None

**24/50 To discuss matters raised by/with Parish Clerk/Responsible Financial Officer (RFO):** a)Bank reconciliation, income received, payments made to date: 

b)Internal Controls Checks: Cllr Fisher would conduct the checks tomorrow. c) Yorkshire Local Councils Association: Information provided was circulated around Cllrs. d) Policy Review – CCTV Policy The Parish Clerk is working with the Village Hall committee to prepare a draft which works for both organizations Documentation Retention Policy Resolved – Adopted (Unanimous) The Parish Clerk had reviewed policies as follows: **Communications:** (\*Statutory Requirement) Website management policy – Parish Clerk to investigate Website Accessibility Statement\* – Parish Clerk to investigate Social Media Policy – Parish Clerk to investigate Press and Media Policy – Parish Clerk to investigate Meeting Dates – on website **Play Areas:** (\*Statutory Requirement) Record of play equipment inspections – kept on file Record of Annual Inspection and copies of inspection certificate – kept on file Record of contractors’ insurance, including copies of contractor’s liability insurance documents – requested with quotes Play Area Management and Improvement Plan – to form part of budget discussions **Burial Authority:** (\*Statutory Requirement) Cemetery Management Policy – Parish Clerk to investigate Register and record of burials\* - kept on office Register of graves\* - kept in office Map of graves\* - kept in office Record of exclusive rights of burial\* - kept in office List of Cemetery charges – on website **Allotments:** (\*Statutory Requirement) Allotment Register – with Cllr Chambers Allotment Plan – with Cllr Chambers Tenancy Agreements – with Cllr Chambers List of allotment charges – agreed in minutes Copy of allotment rules – kept on file **Environment:** (\*Statutory Requirement) Certificate of waste disposal\* – No required, all bins are owned, managed and controlled by CYC Green space audit - Parish Clerk to investigate Tree policy – three-yearly report, currently 2023-2025 on file Parish Map – on file e) Payments Approval - None f) Monthly Report from Parish Office The fence behind the war memorial has now had the replacement panels fitted. Play Safety has advised that the ROSPA inspections for all three play areas will take place in September 2023. Since the last meeting the fire brigade were called out to the village to remove a teenager who became stuck in one of the infant basket swings. The swing was unharmed! A resident had contacted City of York Council about the poor state of the streetlights at Steading Yard. In answer to CYCs question, the Parish Council advised that the PC did not own them. Cllr Fisher and the Parish Clerk will walk the footpath from Lords Moor Lane to Moor Lane, as a resident reported it was overgrown in places. An email from 20’s Plenty For Us and 20’s Plenty for York detailing their work was circulated around Cllrs. The old photographs recently circulated, will be rehomed with the Strensall Local History Group. The Parish Clerk is on holiday from Saturday 26 August 2023 to Sunday 03 September 2024 inclusive.

Cllr Lawrence requested that 20s Plenty was added to the agenda for the September 2023 meeting.

**24/51 To confirm the date of the next meeting as Tuesday 12th September 2023 at 7.15 p.m.:** Resolved / Approved (Unanimous)