

**MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD IN
THE METHODIST SCHOOLROOM, RUFFORTH ON MONDAY 14 MAY 2018 AT
7.30 P.M.**

Present: Councillor Anne Powell
Councillor Andrew Mate
Councillor Helen Beeley
Councillor Peter Rollings
Councillor Jane Wright
Councillor John Flynn
Councillor Deborah Smitten
Councillor Helen Butterworth

In Attendance: 5 members of the public, Ward Councillor Chris Steward and Mrs S Warden (Clerk)

076 Public Comments: 2 residents expressed their concern over the Southfield Lane Footpath being used as an exit for cars at a recent 10k run on the airfield. Another resident of Bradley Lane was greatly concerned about the speeding on Bradley Lane and had clocked an average speed of 51.6mph. It was particularly bad between 7 and 8 am. There needed to be a speed counter on the Lane. The resident offered her services on Speedwatch.

100 Southfield Lane:

Council had written to CYC to establish exactly who has Right of Way over Southfield Lane. The airfield have always said that it is an emergency access to the airfield but the Fire Brigade know nothing about it. The official emergency signs are off the B1224 past the Tennis courts but that emergency access is blocked by a soil bund. The other emergency access is off Bradley Lane to the Guiding Club.

The Clerk had written to the Public Rights of Way (PROW) officer and will chase him up. We hope to have a definitive answer to exactly who has rights over the PROW. The procedure for closing a PROW for the 10k race was not followed.

Next agenda: Southfield Lane

077 Election of Chairman

Cllr Anne Powell thanked all for their good wishes for her recovery and said she was standing down as Chairman. Cllr Anne Powell proposed Cllr Rollings and this nomination was seconded by Cllr Deborah Smitten. All were in agreement.

Cllr. Peter Rollings took the Chair and thanked Cllr Anne Powell on behalf of the council for her years as Chairman.

078 Apologies and reason for absence: None

079 Declarations of Disclosable Pecuniary Interest (not previously declared): None

080 Election of vice-chairman

Cllr Deborah Smitten proposed Cllr Anne Powell, Cllr Helen Butterworth seconded and all agreed.

081 Election of Representatives:

The following representatives were agreed:

John Hawkins Trust: Roger Lee and Celia Galloway

YLCA: Cllr Mrs Powell and Cllr Deborah Smitten

Harewood Whin Liaison meetings: Cllrs Mrs Butterworth, Mate, Rollings and Mrs Wright.

Cycle Track: Cllrs Mrs Butterworth and Flynn

Burial Ground: Cllrs Mrs Butterworth, Mrs Powell, Mate and the Clerk
Rufforth Pond and Sand Dykes: Cllr Jane Wright
Ward Team Meetings: Cllrs Mrs Powell and Rollings
Knapton Recreational Field: Cllr Deborah Smitten

082 Minutes of Parish Council meeting held on 9 April 2018:

Cllr Mate proposed the minutes as a true record of the meeting, Cllr Mrs Wright seconded and all agreed.

083 Neighbourhood Plan:

The final consultation on the Plan was completed on 2 May 2018. With one exception all resident responses were strongly supportive.

All responses along with the Plan and supporting documents have been sent to the examiner, Andrew Ashcroft. There is a meeting with the examiner on 12 June after which he will probably tour the parish. His report is expected early in July.

Any changes arising from the examiner's report will be included in a revised Plan. Upon receipt of the report a referendum date must be announced. The final Plan must be presented to the Local Plan working group and CYC executive which might take until mid September.

The referendum should take place within 56 working days of acceptance by the Executive and endorsed by the full Council. The referendum will be conducted by CYC Electoral Services.

Once the final Plan is accepted it will be printed and delivered to all households and businesses in the Parish. Final Plan spare copies will be available to form part of a proposed Welcome Pack for newcomers to the Parish.

084 Ward Councillors Comments and Reports:

Cllr Steward congratulated Cllr Rollings as Chairman.

The Local Plan would be voted on 17th May.

A letter had gone from CYC to the landowner of the Allotments but it looked as though he was unwilling to extend the lease. CYC will be asked to write asking if he would extend the lease to the end of 2019 in order for time to find a new location.

There had been a letter from a Knapton resident stating that since all the vegetation had been cut down on the Wetherby Road roundabout the noise from traffic was far greater. Highways/ Ward Councillors might do a survey to see if there is a need for closure of the road into Knapton off the A1237.

Proposed Poultry Farm: the air survey that has been done looks unfavourable to the proposed application.

085 Clerks Report:

Someone had been set on to rebuild the Bradley Lane Village Sign and to repair the Wetherby Road one.

3 Senior Surveyors from Yorkshire Water were to go out to Bradley Lane. Pete Bruffell from Yorkshire Water would be updating the Clerk on proposals for improving drainage on Bradley Lane as soon as he had them.

086 Communications:

It was decided to discuss this under Data Protection Item 098

087 Planning Matters:

18/00152/FUL 30 Southfield Close, Rufforth: an appeal has been lodged against CYC's Refuse permission to part render the front elevation

18/00758/FUL Algarth, Rufforth for erection of one dwelling: the Parish Council do not object in principle but seek safeguards – there should be conditions regarding drainage as this is not addressed properly in the planning application.

Ash Farm: this is going through the Enforcement process.

18/00760/FUL Pro Valet Unit 1 Rufforth Airfield: change of use of commercial unit to car valeting and car mapping business (use class B2/B8) (retrospective) – council objected to this application as waste industrial water should not be going into soakaways. It was going from agricultural use to commercial unit, the road surface was very poor, there was a multiplicity of signs on the B1224 and extra cars going in and out.

TEF: There are rumours that TEF might be operating out of the old Keedwell site. The situation requires clarification and if confirmed we need an agreement that HGVs will not exit or enter the site via Rufforth.

088 Finance: Monthly report

The Clerk had obtained two quotes for the council's insurance. BHIB and Zurich. Whilst Zurich's quote was cheaper the sums insured were much lower and it was proposed and agreed that council go with BHIB.

a) The following Invoices for Payment were agreed:

Clerk's Salary	£590.92
Council Insurance to BHIB	£566.81
AJT Garden Services for Grass Cutting	£295.00
Cllr H Butterworth for cycle track expenses	£ 20.09
Neighbourhood Plan printing	£ 49.70
Clerk's expenses Fire proof box (63.54)+ website (54.00)	£117.54
Rufforth Methodist Church for meeting hall hire	£ 10.00

b) Payments Received:

1 st instalment of Precept	£5250.00
Bank Interest	£ 6.24
Inv 175 NBG Interment Fees	£1131.00
Yorventure Grant no 2– cycle track	£28301.00
Yorventure Grant no 3 –cycle track	£1300.00
Inv 176 Purchase single plot + single crem. plot NBG	£1650.00

089 Burial Grounds:

There is to be a double burial in the NBG on Thursday 17 May

Projects on Parish Council Land:

Rufforth Pinfold: College are still interested in taking this on as a project.

090 Annual Return for the Financial Year ending 31 March 2018: The Annual Governance Statement 2017/2018 was read out and agreed and signed.

091 Annual Return for the Financial Year ending 31 March 2018: The Annual Accounting Statements 2017/2018 and the bank reconciliation for the year ending 31 March 2018 were agreed and signed.

092 Internal Auditor:

It was agreed that James Mackman be our auditor for the year 2017/2018.

093 Financial Regulations:

These had been sent out to councillors before the meeting for agreement. It was proposed that they be accepted and all agreed

094 Standing Orders:

These had been sent out to councillors before the meeting for agreement. It was proposed that they be accepted and all agreed

095 Correspondence: None

096 The Tankard:

As long as the Neighbourhood Plan goes through there is sufficient safeguards in there to protect the land from development.

Asset of Community Value: gives the community the right to buy within 6 months.

It was agreed that the Neighbourhood Plan Policy was sufficient.

097 Cycle Track: it was agreed to take this item towards the end of the meeting.

098 Data Protection:

Cllrs. Rollings and Smitten had been on GDPR seminars. The General Data Protection Regulations are to protect our personal data, they only apply to the living.

Council need a privacy policy and have an obligation to keep information up to date and safe. Council also needs to adopt a Security Breach Policy.

Councillors should have a parish council email address.

There are fines if not compliant. The ICO fee this year will be £40 and not £35.

We need to do a data audit. Cllr Rollings proposed we adopt the General Privacy Notice and this was agreed and that the privacy notice be displayed on the website. The Parish Council is the Data Controller and the Clerk the Data Processor.

It was agreed to have a meeting in the Village Hall on 11 June on the Data Audit at 7.30pm.

YLCA are offering the service of a data Protection officer but the indications are that we won't need one as Parish Councils may be exempt.

Newsletter will be fine apart from contact details: permissions would be required.

Facebook: 4 councillors were in favour, 3 against and 1 abstention. On the basis of a narrow vote the Chairman deferred the decision until the next meeting when clear guidelines on its use would have been issued.

097 Cycle Track:

The opening ceremony was to take place at 3.30pm on 18 May. Cllr Mrs Butterworth asked for help from councillors. Council approved expenditure on juice and sweets for the children and flowers for the person in charge of funding from Yorventure and for the resident of Rufforth, for many years, who opened the track.

099 Allotments: this had been discussed earlier.

There is to be an Allotments Open Day in the Summer.

101 Representatives' Reports: none received

102 Police Report:

06.03.18 Car parked in Victoria Farm Close had been keyed all down one side

07.04.18 Fridge and Dishwasher taken from behind Victoria Farm forge by some Polish males who said they had permission to collect them. They had not been given permission by the owner but only worth scrap value.

103 Minor Matters and Items for the Next Agenda: None

104 Date of next meeting: Monday 4 June 2017 in the Methodist Church Schoolroom, Rufforth starting at 7.30 p.m.
Cllr Rollings thanked all for attending and closed the meeting at 10.20 pm

_____ Chairman Date _____

Mrs Stephanie Warden, Parish Clerk: Tel: 738751
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