

**MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD IN
RUFFORTH VILLAGE HALL ON MONDAY 8 MAY 2017 AT 7.30 P.M.**

Present: Councillor Anne Powell
Councillor Andrew Mate
Councillor Helen Beeley
Councillor Jane Wright
Councillor John Flynn
Councillor Deborah Smitten
In Attendance: 3 members of the public, Ward Councillor Chris Steward and Mrs S Warden (Clerk)

081 Public Comments: None

082 Election of Chairman

Cllr Deborah Smitten proposed Cllr Anne Powell and this nomination was seconded by Cllr Flynn. All were in agreement.

083 Apologies and reason for absence: Councillor Helen Butterworth

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

085 Election of vice-chairman

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

086 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 and Mrs Powell.

Cycle Track: Cllrs Mrs Butterworth, Flynn and Deborah Smitten

Archiving: The Clerk

Burial Ground: Cllrs Mrs Butterworth

Rufforth Pond and Sand Dykes: Cllr Jane Wright

Neighbourhood Watch: It was decided to take this off next year's agenda

Ward Team Meetings: Cllr Mrs Powell

Knapton Recreational Field: Cllr Deborah Smitten

087 Minutes of Parish Council meeting held on 3rd April 2017:

The minutes were amended to read: Item 059 ... "for TPO status and it had not been brought up as a community amenity in the Neighbourhood Plan; Item 064d to read "Cllr Steward is to keep a watching brief as have been" instead of " to follow up as they have been". The minutes were then proposed as a true record by Cllr Mate and seconded by Cllr Flynn. The minutes were agreed and signed as a true record.

088 Neighbourhood Plan:

Peter Rollings reported that The SEA scoping report is now out for consultation with the relevant bodies until 19 May. Councillors have copies of this. Work on the SEA can commence during the consultation period and AECOM are indicating that the report should be available for reviewing during the last two weeks in June.

At a meeting with CYC during the previous week it was said that a Habitat Regulation Screening Report would also have to be carried out. CYC have agreed to provide the Poppleton Report as a template and have assured the Group that there should be no further reports of this nature required.

CYC confirmed that they felt the Daft Plan (as on the website) was ready for pre submission consultation once the SEA is complete. One or two minor alterations have been made following one particular response to the Draft. There is a list of bodies that can be consulted electronically but every household in the Parish will have a Plan delivered together with a response form. The full Plan with all supporting documents will be available on the website and in hard copy at locations such as West Offices, Rufforth shop and Post Office and the Red Lion. Meetings will be organised

to promote and explain the Plan. This is the Parish Council's Plan and they will be using its policies to assess all planning applications in the future.

Work to the York Local Plan is ongoing and a revised draft will be presented for consultation in the Summer.

Cllr Anne Powell thanked Peter for his report, a full copy of which is in the minute file.

089 Ward Councillors Comments and Reports:

Cllr Steward said that there were no instant solutions to Hannam Lane. Unfortunately the plan for road surfacing had already been done and so would not include Back Lane, it needs not to be forgotten. Cllr. Steward would report the mattress on Bland Lane. The Poultry Farm is to come back to CYC much smaller but Cllr. Steward did not think it would alter officer's recommendations.

90 Clerks Report:

Work had been done to the Oak Tree in the Parish Garden but there was still a large branch going towards the houses with the telephone cable below it. This needed removing. It was agreed that the Clerk would hold onto the cheque whilst contacting the company to see what could or should have been done.

091 Planning Matters:

16/00534/FULM Yorwaste: to extend time period for tipping operations for a further 15 years has been approved.

17/00644/FUL for erection of an Agricultural Building on Rufforth Airfield has been approved.

17/00344/FUL Field on East side of Bland Lane Knapton for erection of timber stables: amendments have been received. Councillors felt that 6 meters from the boundary with residents' properties was too close.

092 Finance: Monthly report

a) The following Invoices for Payment were agreed:

Clerk's Salary	£268.88
Council Insurance to Aon	£638.30
Sleightholme Grass Cutting	£582.00
Knapton Recreational Field Rent	£133.82
Neighbourhood Plan printing	£ 82.88
Clerk's expenses	£ 89.33
Yorkshire tree surgeons: Oak Tree Parish Garden	£312.00
The Clerk would not pay this until after contact with the company	
Burn & Company for work on lease for cycle track	£792.00
The Clerk would consult Cllr Butterworth before paying this	

b) Payments Received:

1 st instalment of Precept	£5000.00
Bank Interest	£ 6.31
Inv 156 NBG Admin Fees	£ 35.00
Neighbourhood Plan Grant (SEA)	£6900.00

It was agreed to review our internal control and security procedures within the next 6 months as part of our continuous improvement process.

Burial Grounds:

There had been one burial since the last meeting. Cllr Mrs Butterworth was unhappy with the gardeners' work in the Burial ground and that they had put grass cuttings in the skip.

Next agenda: Handyman/Gardener for the Burial Ground

Projects on Parish Council Land:

a) Sand Dykes Area: Cllr Mrs Wright had an application for a grant ready to go to Yorventure and would need three letters of support. She is applying on biodiversity grounds.

b) Rufforth Pond: The fences and gates need some attention

c) Parish Garden: nothing to report

d) Knapton Recreational Field: This had been cut by CYC following contact from the Clerk

093 Annual Return for the Financial Year ending 31 March 2017: The Annual Governance Statement 2016/2017 was read out and agreed and signed.

094 Annual Return for the Financial Year ending 31 March 2017: The Annual Accounting Statements 2016/2017 and the bank reconciliation for the year ending 31 March 2017 were agreed and signed.

095 Internal Auditor:

It was agreed that James Mackman be our auditor for the year 2016/2017.

096 Correspondence: None

097 Communications: updates were received on the following:

Web Site: this was up to date

Newsletter: Cllr Mrs Wright asked for items to put into the next newsletter by mid June. All Knapton residents have had a newsletter re. the defibrillator, speed cameras and all have had access to the Neighbourhood Plan Draft.

098 Cycle Track:

There is nothing to stop horses using the tarmac track. The Clerk will write to Alison Newbould regarding horses not liking to use the surface put down for them and so using the tarmac track. Could there be some signs to say where horses should be? The Clerk would also ask who was responsible for the upkeep of the path.

Peter Rollings said that the Knapton end of the track needed to be got on with as Yorventure money wouldn't be available for long.

099 Community Speed Watch:

This is to go on the next agenda.

Newsletters have gone out asking for volunteers and names are coming back in, The next step will be to organise a training session.

100 Vacancy on the Parish Council: to go on next agenda

101 Representatives' Reports: The following reports were received:

a) Rural West York Team Meeting 3 May 2017: Items discussed were Speeding on Askham Field Lane, this prompted discussion on extensions to 30mph limits in Askham Bryan and other Ward villages; Parking on the Green in Askham Richard on prison visiting days; Weekend burglaries in Skelton; Rufforth Cycle Path extension; The installation of defibrillators in Rufforth, Knapton and Poppleton; the closure of pubs in villages and Ward budgets and suggestions of groups to apply for them.

The Rural West Ward meeting is on 17 May at the Poppleton Centre.

b) York Branch Yorkshire Local Councils Association: 2 June

c) Yorwaste Liaison Group: no date as yet for the next meeting

Peter Rollings reported that The Stage One Safety Audit for the site entrance was approved. Geoff Derham requested agreement to use a portion of the front field close to the boundary of the site as a temporary car park whilst concreting works are completed. This has been agreed to as long as the area is restored by 30 June. Yorwaste have now gone away to produce detailed design drawings based on those submitted for the Safety Audit. Once these are produced they will come to a liaison meeting and then Yorwaste will have to sign a S278 which commits them to completing the works including CCTV. This will ensure we are happy with the design and we can sign off on the operating agreement. Work is unlikely to be complete before November and there may be a need to use the Transfer Station before then. Planning approval was conditional upon the site entrance being completed so formal approval would be required. We are unlikely to object as long as the S278 and our operating agreement are signed.

A major concreting operation has been ongoing for the last 2 weeks involving up to 80 vehicles per day which have been routed away from Rufforth. Monthly detailed analysis of vehicle movements are being received and we need to agree an archiving process. Wood processing is programmed to move away from Harewood Whin in September.

102 Police Report:

08.03.17 Main Street, Knapton: van entered but nothing taken
13.03.17 Rufforth Car Boot Sale: selling of stolen goods, 1 arrest
Nothing for April.

103 Minor Matters and Items for the Next Agenda:

Next Agenda: Defibrillator for Knapton, B1224 road surface by Playing Fields entrance, road markings on B1224 by Southfield Lane need renewing, Southfield Lane maintenance and the area by the two new houses, Rufforth.

104 Date of next meeting: Monday 5 June 2017 in Rufforth Village Hall starting at 7.30 p.m.

Cllr Mrs Powell thanked all for attending and closed the meeting at 9.45 pm

_____ Chairman

_____ Date

Mrs Stephanie Warden, Parish Clerk: Tel: 738751
Email: Rufforth.parish.council@hotmail.co.uk