

**MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD IN  
RUFFORTH VILLAGE HALL ON MONDAY 18<sup>TH</sup> MAY 2015 AT 7.30 P.M.**

**Present:** Councillor Anne Powell  
Councillor Helen Butterworth  
Councillor Andrew Mate  
Councillor Helen Beeley

Councillor Colin Valentine  
Councillor Keith Clarke  
Councillor Helena Pasquill

**In Attendance:** 3 members of the public and Mrs S Warden (Clerk)

**072 Election of Chairman**

Cllr Clarke proposed Cllr Anne Powell and this nomination was seconded by Cllr Helen Butterworth. Cllr Mate proposed Cllr Valentine and Cllr Helena Pasquill seconded. The vote was tied and so the chairman used her casting vote and Cllr Mrs Powell was declared chairman.

**073 Apologies and reason for absence:** Ward Councillor Chris Steward

**074 Declarations of Interest:** None

**075 Election of vice-chairman**

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

**076 Vacancy Knapton Ward:**

John Flynn was proposed to be co-opted onto the council for Knapton Ward by Cllr Mrs Powell and Cllr Clarke seconded and all were agreed. John Flynn moved into Knapton in December and is a Chartered Accountant. Members of the council introduced themselves to him.

**Cllr Anne Powell asked that Item 084e be taken next:**

Roger Lee produced a report from the Jon Hawkins Trust. The bank balances from 1 January 2014 and income for the year had totalled £504.21, seven senior citizens had received £20 and the vicar £1.33 resulting in cash at the bank of £362.88. Roger explained that a cheque from the North Ainsty Hunt for £20 had not been received in time to be included in the accounts and so will be included in the 2015 accounts. Roger will explain the John Hawkins Trust in a couple of paragraphs in the Church Magazine as he was often asked to explain it.

**077 Election of Representatives:**

John Hawkins Trust: Roger Lee and Celia Galloway

YLCA: Cllrs Mrs Powell and Mrs Butterworth

Harewood Whin Liaison meetings: Cllrs Mrs Butterworth, Valentine, Mates, Ms Pasquill and Mrs Powell

Cycle Track: Cllrs Mrs Butterworth and Clarke

Archiving: Cllr Valentine and Rae Mould

Burial Ground: Cllrs Mrs Butterworth, Mrs Powell, Ms Pasquill and the Clerk

Rufforth Pond: Cllr Valentine

Neighbourhood Watch: Malcolm Coward and Cllr Mate would undertake liaison. An article would go in the next newsletter re. representatives in Knapton. Cllr Flynn would look to doing it shortly.

Ward Committee: Cllr Mrs Powell

Crisis Management: Dick Syms was finishing off the work he had started on this and then would be handing it back to Cllr Valentine.

**078 Minutes of Parish Council meeting held on 13<sup>th</sup> April 2015:** These were proposed as a true record by Cllr Valentine and seconded by Cllr Clarke. The minutes were agreed and signed as a true record.

**079 Minutes of the Annual Parish Meeting held on 13th April 2015:** These were noted.

**080 Neighbourhood Plan:** Peter Rollings reported that the Designated Area consultation had started and would finish on 8 June. His full report is in the minute file. CYC have sent out letters to

businesses and land owners. Frank Di Lorenzo is asking residents to reply to the consultation. CYC have to give an answer within 8 weeks of the consultation starting, which would be 6 July. Rebecca Harrison is meeting with members of the Neighbourhood Plan group on 9 June and she will be able to say informally whether there any problems with the application. During the second half of June it is hoped to get questionnaires out to Rufforth and Knapton residents. They hope to get volunteers actually knocking on doors explaining what the Neighbourhood Plan is about and leaving questionnaires to be answered.

It was noted that there was nothing on the website regarding the Neighbourhood Plan. It was also recognised that there was a need for a website for the Neighbourhood Plan.

Cllr Mrs Powell thanked Peter for his report.

**081 Ward Councillors Comments and Reports:** None as Cllr Steward was unable to be present.

**082 Clerks Report:**

- Mud on road by West Cottage, Rufforth: the Clerk reported that the road sweepers had been out that morning
- S106 monies for Rufforth: the Clerk would chase this yet again with Dave Meigh but this time copy to Kiersten England

**083 Planning Matters:** Yorwaste

15/00135/FUL New House Covert for replacement windows and door to rear: this had been approved. Cllr Mrs Beeley reported that the field by Moor Lane was up for sale with a potential house for £290,000.

The Clerk would follow up on Low Field Farm not appearing to have much in the way of agriculture going on there. Also she would follow up with enforcement the farm on the right had side of the road as one leaves Rufforth for Wetherby, there appeared to be a lot of work going on there without planning permission.

The Clerk would ask Chris Steward to check out the stables that have appeared at the bottom of Pat Comber-Evans' garden. This is on land belonging to the owner of the house at the far end of Yew Tree Close.

**084 Finance:** Monthly report

**a) The following Invoices for Payment were agreed:** Cllr. Mrs Butterworth expenses for mileage to Brightwater Green Burial meadow, Lincolnshire 150 m round trip @ 40p per mile

	£60
Clerk's Salary + burial fees	£558.76
Council Insurance to Aon	£632.26
D Bush Grass Cutting	£344
CYC for Rent for Knapton Recreational Field	£120
James Mackman for carrying out Internal Audit	£80

**b) Payments Received:**

1 <sup>st</sup> instalment of Precept	£4,075
NBG Burial fees	£1,032
Bank Interest	£3.77

**c) Change to Bank Account:** The Clerk reported that as of end June the Co-op would no longer be giving any interest on accounts with less that £25,000 in them. It was agreed that the Clerk would ask the Co-op if the interest would be on all the money held in the account or only that over £25000. It may be better to put a good deal of the money back into the 14 day account. The Clerk will report back to the next meeting.

**d) It was agreed to purchase 10 copies Good Councillor Guide:** @ £2 per copy + postage

**e) To receive a report on the John Hawkins Trust:** This had been received earlier in the meeting.

**Burial Grounds:**

- a) There had been one burial in the Natural Burial Ground the week before last and there was to be another on Wednesday of this week.

- Cllrs Flynn and Mrs Butterworth would get together and produce a short paper on the Burial Ground finances and maintenance
- b) Maintenance in Burial Grounds: Cllr Mrs Butterworth will put together a job description and hours to be worked so that the Clerk can go out to tender for deciding a contractor for maintenance work in the Burial Ground
  - c) Any Other Business: None

**Projects on Parish Council Land:**

- a) Sand Dykes Area: Harvey Lowson (CYC) had looked at the trees and said it would cost £647.62 to clear them from overhanging the road + £400 to set out signs and traffic lights for a partial road closure to enable the work to be carried out. What was even more worrying is that there was a patch of Japanese Knotweed that needs to be got rid of measuring about 2/3 m2. The Clerk would get quotes for this and Cllr Flynn would forward a contact. The Clerk would also get quotes from Rylands Horticulture and Sam the Tree Fella for the tree work.
- b) Rufforth Pond: TCV had quoted £6400 for the work. Grants could be applied for from HLF and Awards for All. If they need a 10% contribution we have £600 in the budget.
- c) Parish Garden: nothing to report
- d) Knapton Recreational Field: it was agreed to pay R Burniston £70 + VAT per cut once a month through the growing season

**085 Internal Auditor's Report for the Financial Year ended 31 March 2015:** The report is in the minute file. James Mackman was happy with the accounts and had made slight changes to the Annual Return to reflect accurate figures for the precept (a small part of this is a government grant). All was in order and the Annual Return had now gone to the External Auditors and been posted on the Parish Council website.

**086 Correspondence:**

- a) Email from Brian Bell: PROW Officer Richard Hoyland will be making a site visit to Hannam Lane to look at the overgrown willow that Brian reported.
- b) Rufforth Well, an email from Helen Cooling of The Terrace, Rufforth asking if anyone knew where the well is as she suspects it is on her land.

**087 Communications:** updates were received on the following:

Web Site: Cllr Flynn will have a look at the website, the Clerk felt the Home Page was messy.

Newsletter: the next one will go out towards the end of the Summer.  
Cllr Mrs Butterworth had found a man's ring in Southfield Lane, she will ask Frank Di Lorenzo to put a notice in the shop.

**088 Dog Bin for Hannam Lane:** due to unexpected expenses at Sand Dykes it was agreed to leave this decision until the next meeting.

**089 Defibrillator for Rufforth:** it was decided to put the purchase of a defibrillator on the back burner for a while due to expenses at Sand Dykes.

**090 Cycle Track:** Mike Wood wants spraying and cutting back on the cycle track. The Clerk will contact PROW to see if they will do it.

**091 Representatives' Reports:** The following reports were received:

- a) Rural West York Team and residents Forum Meetings: the next meeting is on 29 June at Askham Richard
- b) York Branch Yorkshire Local Councils Association: the next meeting is on 4<sup>th</sup> June
- c) Yorwaste Liaison Group: the next meeting will take place on 5<sup>th</sup> June at 2pm. Yorwaste will confirm this with Cllr Mrs Powell.

**092 Community Speed Watch:** Cllr Mrs Butterworth said that we were in line for strips across the road to monitor speed. CYC say they have received no complaints regarding speeding through Rufforth. Speeding problems should be reported to them.

**093 Minor Matters and Items for the Next Agenda:**

Cllr Mrs Powell will bring the bad state of the gates at the end of the Wetherby end of Rufforth at the Ward Team Meeting.

Jo Ashton is taking over from Moira Scaife.

**094 Date of next meeting:** Monday 8 June 2015 in Rufforth Village Hall starting at 7.30 p.m.

Cllr Mrs Powell thanked all for attending and closed the meeting at 10.02pm

**095 Public Comments:**

Peter Rollings asked if we knew when the Trenchard Road application would come up before the planning committee: the answer was no.

\_\_\_\_\_ Chairman

\_\_\_\_\_ Date

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