

# **RUFFORTH WITH KNAPTON PARISH COUNCIL**

## **MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD IN RUFFORTH VILLAGE INSTITUTE ON MONDAY 13 MAY 2024**

**Present:** Cllr Peter Rollings (PR) Chairman; Cllr Nick Murray (NM) Vice Chairman; Cllr Helen Butterworth (HB); Cllr Linda Young (LY); Cllr Frank Di Lorenzo (FD); Cllr Terry Edmonds (TE); Cllr Gary Thompson (GT):

**In Attendance:** Stephanie Warden (SW) Clerk; 2 members of the public

**070 Public Comments:** No one had registered to speak.

**071 Election of Chairman:** NM proposed Peter Rollings as Chairman, HB seconded and all were agreed.

**072 To receive the Apologies for absence given in advance of the meeting:** Cllr Suzie Flynn (SF); Ward Cllr Emilie Knight (EK); Ward Cllr Anne Hook (AH):

**073 To consider the approval of reason given for absence:** all were approved.

**074 Declarations of Disclosable Pecuniary Interest (not previously declared):** there were no declarations on any items of interest below.

**075 Election of vice-chairman:** PR proposed Nick Murray, HB seconded and all were agreed.

HB announced that she intended to step down from the Parish Council, she had enjoyed being a councillor and part of the council for many years. Helen has been involved in all aspects of Council activities. Her passion and enthusiasm has driven the development of the Natural Burial Ground, which is now such a well respected facility and, more recently, the footpath / Cycleway from Rufforth to Knapton, which proved to be of incredible benefit to residents during the Covid Pandemic and is now a valuable asset to walkers, cyclists and equestrians from across the region. Council welcomed her being happy to continue in an advisory role with the Natural Burial Ground. PR thanked her for all her hard work as a councillor and wished her well for the future. She will be missed. The Clerk would advertise the Vacancy.

**076 Election of Representatives:**

PR explained the difference between Committees and Working Groups. All councillors agreed that they would be Working Groups in the future.

John Hawkins Trust: Jane Wright and Celia Galloway would remain as trustees.

The following were agreed and elected as representatives:

Harewood Whin Liaison Meetings: PR, NM, TE and FD

Knapton Recreation Ground: SF

Traffic Management: NM, TE would carry on with SpeedWatch.

Rufforth Playing Field Association Representative: FD

YLCA: PR and NM

Cycle Track (permissive path) Sand Dykes and Pond: TE

Solar 2: the election of representatives would be deferred until after the meeting with Solar 2.

Green Energy Park: if the operators were to be Yorwaste, the representatives for Yorwaste liaison would represent the council. If it was to be CYC the parish council would need a separate liaison group. A new project manager is to be appointed by CYC of which we will be notified and an introduction will be organised. Representatives would be TE, PR, NM, LY.

**077 Review of Policies, Standing Orders and Financial Regulations:** The Internal Auditor had been happy with our policies, but it had been recognised that some needed looking at. All policies are published on the website and councillors are to raise any issues with these policies at the next meeting. New Financial Regulations had come out from NLCA and they would be updated:

**ACTION:** SW to review Financial Regulations

**ACTION:** NM would review the Social Media Policy and Dealing with the Press.

**ACTION:** TE would review Health & Safety and Risk Assessments

**ACTION:** SF and PR would look at the Employment Policy

All those other policies would be updated with a review date as the Internal Auditor was happy with them. SW would do this.

**078 Minutes of Parish Council meeting held on 8 April 2024:**

TE proposed the minutes as a true record, seconded by LY and all agreed.

**079 Ward Councillors Comments and Reports:** there were no Ward Councillors present.

**080 Clerks Report:** Councillors had received a report from the Clerk which included: Weedkilling by the decking around the pond on cycle path; the replacement bin on Bridleway by cattle grid near Harewood Whin; drains both ends of Rufforth; Hannam Lane: Further to these matters Jim Cavanagh (Highway Drainage) had written to the Clerk stating that all the drains and gulleys would be cleared on the B1224 from Rufforth to the A1237 roundabout as they had not been done for several years. The Clerk would thank him and ask if anything was likely to be done with the pond.

SF had reported that the litter/dog bin was now in situ at the Knapton Recreational Field.

**081 Annual Governance and Accountability Return (AGAR) for the Financial Year ended 31 March 2024:**

1. The Annual Internal Audit Report was noted.
2. The Annual Governance Statement was agreed and signed by the Clerk and Chairman
3. The Accounting Statements were agreed and signed by the Chairman and RFO (Clerk).

**082 Planning Matters:**

- 23/01732/FULM Yorwaste Tinker Lane Harewood Whin Rufforth for Installation of a solar farm with associated infrastructure, access, and security fencing. We have received an amendment for us to comment on, that being a revised Glint and Glare Assessment: the Parish Council had no further comments.
- 24/00726/FUL Land at Junction of Main Street and Back Lane, Knapton for Erection of 6no. dwellings with associated access, landscaping and parking: PR together with Knapton Councillors would draft a response for the Clerk to send to CYC to include concerns with drainage, biodiversity needed further investigation, concerns over parking and hours of work. It was agreed that there was not an objection to the application but there were serious concerns.  
**ACTION** PR to draft a response.

- Kiln House, Wetherby Road, Rufforth and Northminster Park would go to the 3 June meeting as had only come in today and councillors had not had chance to look at them.

23/00823/FULM The recommendation for Pavers Ltd by planning officers was to Approve. This would go to 16 May Planning meeting at 4:30pm at West Offices.

### 083 Finance: Monthly report

#### a) The following payments were ratified:

Clerk: April salary	£ 602.20
Bright Pay licence fee	£ 94.80
Invoice 4034 to AJT Garden Services for grass cutting	£ 606.00
Invoice 76115615 Website Mailbox	£ 8.46
A Slodki for work to Burial Ground	£ 91.00
James Mackman for Internal Audit	£ 80.00

Clear (was BHIB) Insurance to be paid by 1 June 2024 £969.80 This was discussed following a paper sent to councillors on options. It was agreed to go with the quote but the Clerk would go back to the Insurers to take out Playground equipment as we had none and whether it would make any difference to the quote. It was also agreed that the bank interest should go into the long term Burial Ground.

#### b) Payments Received:

Bank Interest	£705.77
1 <sup>st</sup> half Precept from CYC	£ 6335.00
Allotment rent	£500.00

c) Funds Available: £15545.98

### 084 Burial Grounds:

- 1 Update on Burial ground Report to include constitution of Burial Ground Working Party and terms of reference: LY had drafted terms of reference but would have to redraft following the decision to make it a working party. LY proposed membership should be not less than 3 people, 2 cllrs and one another, it would need 2 members present to make a quorum.

**Resolution:** It was agreed that LY would lead the Burial Grounds Working Committee. Election of representatives would come back to the next meeting.

### 085 Litter on the B1224 and Grass Cutting around the Villages within the 30mph zones:

Grass cutting will only be done 6 times a year. At the meeting with Ben Grabham, he and PR agreed that the Parish Council would cut the grass within the 2 villages' 30mph zones and we would get double taxation for the amount they would be doing it for. CYC are now appearing to have made the decision to change the rules on double taxation and they want to cut the grass.

LY and GT would look at what grass cutting needed to be done in Knapton. TE would assess Wetherby Road and The Avenue. NM would assess Bradley Lane and Bradley Crescent, Southfield Close and Southfield Lane. Meanwhile PR would be working on CYC to get clear answers from them. This to go on the next agenda.

Litter on the B1224: Ben Grabham had accepted that this road was a special case and would litter pick every 6 weeks. He had given PR his mobile number so that we could get in touch if extra was needed.

**ACTION:** We would try and diarise when they were doing litter picking.

### 086 Knapton Issues: There were no outstanding issues.

### 087 Representatives' Reports: To receive reports on meetings councillors have attended:

- a) Rural West York Team and residents Forum Meetings: none
- b) York Branch Yorkshire Local Councils Association: none

c) Yorwaste Liaison Group: none

d) Rufforth Playing Fields Association: FD has a meeting with the RPFA this coming week. An issue had arisen when parts/areas of the playing field were closed to residents to preserve playing pitches before a match. This had been dealt with by the Chairman of the RPFA on Facebook. The PC website had links to the Playing Fields website and if these times were published on the latter the PC could help by highlighting the link.

**088 Website and Key Communications:**

- The newsletter has been printed and SF is dropping them off next week. NM asked for assistance in leafletting, and it was agreed who would drop newsletters in the various areas of the Parish.

**089 Minor Matters and Items for the Next Agenda: None**

**090 Date of next meeting:** Monday 3 June 2024 in Rufforth Village Hall starting at 7.30 p.m.

PR thanked all for attending and closed the meeting at 10:20pm

Signed \_\_\_\_\_ Date \_\_\_\_\_