

MINUTES OF THE MEETING OF RUFFORTH WITH KNAPTON PARISH COUNCIL HELD  
BY ZOOM ON MONDAY 7 SEPTEMBER 2020 AT 7.30pm

**PRESENT:**

Cllr. Peter Rollings (PR) Chairman  
Cllr. Jane Wright (JW)  
Cllr. Helen Butterworth (HB)

Cllr. Nick Murray (NM)  
Cllr. Andrew Mate (AM)  
Cllr. John Flynn (JF)

**IN ATTENDANCE:** The Clerk, Stephanie Warden

**049 Public Comments:** There were no members of the public present

**050 Apologies and Reason for Absence:** Apologies were accepted from Cllr Mark Reynolds, Cllr. Anne Powell and Ward Cllr. Anne Hook.

**051 To receive Declarations of Disclosable Pecuniary Interest** (not previously declared) by Councillors on any of the agenda items below: NM declared an interest in part of Item 063.

**052 Minutes of Previous Meetings:** Minutes of 6 July 2020 were proposed by AM, seconded by NM and agreed and signed as a true record.

**053 Ward Councillors' Comments:** an opportunity for Ward Councillors to raise any matters concerning the Parish. As AH was not present there were no comments.

**054 Clerk's Report:** The Clerk updated council on outstanding issues arising from previous meetings:

- Street Signs: CYC ref: 103963028: the Clerk had heard no more about this and would follow up if she had heard nothing within the next two or three weeks.
- Telephone Box: Many thanks were given to NM and volunteers for the work done to the telephone box, it looked wonderful. The Clerk would send an email to those residents who had done much of the work thanking them.

**055 Finance:**

Monthly financial report by the Clerk

- a. Payments that were ratified since 6 July 2020 proposed by AM, seconded by NM and agreed:

Clerk's Salary +burial fees 31 July	£ 390.54
Redfields for Pinfold Plaque	£ 795.00
Platinum HPL for printing school books re Pinfold	£ 322.80
Bear Tree Care for crown cleaning Oak Tree	£ 250.00
Farm & Land Services Ltd for spraying and strimming cycle track	£ 144.00
AJT Garden Services for grass cutting etc	£ 1116.00
Clerk's salary + Burial fees 31 August	£ 623.04
Cllr Murray for expenses for telephone box refurbishment	£ 71.97

- b. Payments received since 6 July 2020

2 <sup>nd</sup> inscription on a memorial stone	£ 50.00
Inv 220 NBG Burial fees + plot	£ 1600.00
Inv 221 Memorial Plaque fee	£ 250.00
VAT reclaim	£ 2008.64
Rufforth Institute for pruning shrubs	£ 60.00

c. Funds available: £14800.16

Following NALC guidelines PR proposed the recommended uplift in the Clerk's salary per hour, all agreed. PR had also asked the Clerk to record the hours she spent on PC work to see if they were correct and whether the hours paid for should be upped. All agreed and it would be put to the December meeting in readiness for the budget for 2021/22.

### **056 Planning Matters:**

#### The following had been approved by CYC:

- 20/01054/FUL Silverwood House Bradley Lane Rufforth for a single storey rear extension
- 20/00888/FUL 2 New House Covert Knapton for alterations to windows to rear elevation and introduction of brick panel
- 20/01153/FUL 8 Victoria Farm Close Rufforth for erection of replacement single storey workshop/store to rear with associated landscaping and access
- 20/00930/FUL 69 Main Street Knapton for 1.8m high wall and installation of 2.1m high electric gate to front

#### Planning decisions taken by the council that had been agreed and were ratified by all councillors present:

- 20/01153/FUL 8 Victoria Farm Close Rufforth for erection of replacement single storey: in the light of revisions to this application the parish council withdrew their objections but asked for safeguards regarding noise damage, access and building materials.
- 20/01210/FUL Lorien Rufforth for single storey rear extension to form attached annex accommodation: the parish council did not object to this application but sought safeguards and all future development rights to be removed to protect neighbours' outlook

#### Responses to planning Applications were agreed:

- 20/01448/FUL York Microlight Centre for erection of building to provide training facilities, bike and equipment storage for motorcycle training school and microlight hangar, and erection of extension to hangar: it was agreed to object to this application on various planning grounds
- 20/01445/FUL 18 Bradley Lane Rufforth for rear extension following demolition of conservatory (resubmission): it was agreed that there were no objections to this.
- The Parish Council had also sent a further response to the Wheatlands planning application (20/00752/FULM). The Parish Council would wait to see the planning officer's report before deciding whether we needed to speak at the planning meeting.

#### Planning Enforcement:

- 20/00272/EXTH Unauthorised construction of gym in garden 30 Southfield Close Rufforth

### **057 Maintenance of Rufforth Churchyard:**

The Clerk had sent a discussion paper round councillors before the meeting. The Church was entitled to close the Churchyard and pass on the responsibility for maintenance to the Parish Council. Within 3 months of the request from the PCC the Parish Council could pass the responsibility to CYC. The Clerk explained that CYC could charge parishioners for the churchyard maintenance through council tax to cover their costs. This could possibly end up costing parishioners more money than if the parish council took it on and added to the precept. Council would have to ascertain the Churchyard had been formally closed before accepting responsibility for the maintenance/ or passing on that responsibility.

We would also need to know whether the Insurance and Public Liability would still remain with the Church as landowner and whether any family trusts are in place for covering costs of maintaining loved ones' graves. Councillors expressed a preference for keeping maintenance works under the control of the Parish Council with the possibility of a financial contribution from CYC.

PR will discuss these issues further with the Vicar but no final decisions need to be made until a formal request is received from the Church.

### **058 Burial Grounds:**

- a. Caring Coffins: the parish council decided they would be happy for them to put our Natural Burial Ground on their website.
- b. Maintenance in Burial Grounds: the sign for the Formal Burial Ground had been bent in the winds and needed repairing, HB put in a request for a volunteer. The Natural Burial Ground was still awaiting its cut and needed it badly. It was hoped it would be done in the next two weeks.  
There was also a rabbit problem in the Burial Grounds: HB required a letter from the Clerk giving permission on behalf of the Parish Council and RPFA for the ferret man to use his ferrets to get rid of the rabbits, there was also a possibility he may need to use an air rifle. Cllrs were worried about vicarious liability and so HB proposed ferrets and no air rifle to control the rabbits and that was agreed.
- c. Burials: there had been one burial in the Natural Burial Ground during August.

### **059 Rufforth:** Cllr Jane Wright updated on the following:

- Pinfold: the work to the Pinfold was now complete and the plaque was up, the council notice was still to go up.
- Pond and Sand Dykes: the reeds needed clearing and the Clerk would see if Jim Cavanagh (CYC Highway drainage) could do it, otherwise we would get TCV to look at it. JW would get quotes to trim the Goat Willow that was now getting much too tall.
- Memorial Seat: it was formally approved that JW should go ahead and order the bench that had been decided upon.

**060 AJ1 Project Road Safety Fund:** This grant was coming from the NYCC Police, Fire and Crime Commissioner, the grant application NM had submitted was for Vehicle Activated Sign (VAS) cameras that came with data collection for Rufforth. Unfortunately the portable VAS for Rufforth and Knapton had to be withdrawn from the application as CYC couldn't commit to it. As part of the submission there would be Community Speedwatch equipment which would belong to the parish council resulting in not needing to share equipment with other parishes. JF said there was a rat run issue in Knapton but this had been less of a problem due to the recent reduction in traffic and roundabout work and agreed the priority

was Rufforth. The Parish Council thanked NM for all his work on this. NM said the £1000 wrapped up in the budget for signage was also included in the grant application.

#### **061 Government Planning White Paper Consultation:**

PR update the council on this and said that it included some wide ranging implications. Its aim was to simplify the planning process. Neighbourhood Plans were still a part of it. PR felt we should respond to the consultation. JF declared an interest in this. PR proposed that as part of the Neighbourhood Plan team NM, JW and PR would look at this and come back to council with a draft response, this was agreed.

#### **062 Southfield Lane:**

PR had been in email correspondence with Liam Dennis, the CYC plan no longer included placing bollards along the B1224 just before the turn into Southfield Lane, that had been an error. The new proposal was to put timber bollards along the verge of the part of Southfield Lane that was "unsuitable for vehicles". The Parish Council discussed the proposed plan in detail and council unanimously agreed against the bollards and that they would cause significant harm. PR would go back to Cllr Anne Hook with our decision as it had been her that had stopped this from going ahead (without the knowledge of the parish council) knowing it was unlikely to be wanted.

#### **063 Parish Council Website:**

Accessibility to the Parish Council Website does not meet the new government requirements. An Accessibility Statement needs to go on to the website by 23 September 2020. Councillors all agreed the statement and to it being put on the website.

Longer term the web content needed to be compliant with GDPR, with accessibility guidelines and to be secure.

NM said that we currently run 2 websites and these could be merged into one. One option would be to develop our own website but the downside would be the ongoing compliance long term. The other option would be to go with WJP Software that the Clerk had been introduced to during training or Aubergine recommended by SLCC. There was little to choose between them but NM was leaning toward Aubergine as had been recommended by SLCC (Society of Local Council Clerks). The website would be tailored to us and do everything we needed and the ongoing costs would not be much more than the 2 sites we currently have but ongoing monitoring compliance costs have to be done quarterly. There was agreement in principle.

NM then declared an interest.

Charlotte Murray had been helping and advising NM on producing a new compliant website and PR said she had the expertise. PR proposed that council agree in principle to go with Aubergine and ask Charlotte to act as project manager at an agreed rate.

PR thanked NM for all the work he had done so far and for all the time Charlotte had put into it free of charge.

As it was all part of communicating with residents JW said that she would be sending out the draft newsletter to councillors for agreement. PR thanked her and AM offered his help in putting them around the village.

#### **064 Minor Matters and Items for the Next Agenda:**

The next Yorwaste meeting was on 29 September at 2pm by Zoom.

AM requested that additional land for the Burial Grounds be on the next agenda. HB stated that the current site is 0.9 acres. PR and HB would produce a financial evaluation paper for the next meeting.

AM said the cycle path could do with some benches alongside – this to go on the next agenda.

Pinfold, Pond and Sand Dykes is to go on the next agenda as well as Traffic if we have heard whether the grant application has been successful.

There had been a major problem with parking at Moor Lane and there were now yellow no parking lines on the road. PR thanked HB and JF who had put in lots of time and effort into the cycle track which was a huge success.

There would be a piece in the newsletter asking cyclists to ring a bell to warn pedestrians of their presence on the cycle track

The Recreational Ground in Knapton would go on the November agenda.

**065 Date of Next Meeting:** 5 October 2020 in Rufforth Village by Zoom at 7.30pm.

PR thanked all for attending and closed the meeting at 9.36pm.

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