

**RUFFORTH WITH KNAPTON PARISH COUNCIL**  
**MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD BY**  
**ZOOM ON TUESDAY 4 MAY 2021**

**PRESENT:** Cllr Peter Rollings (PR) Chairman; Cllr Anne Powell (AP) Vice Chairman;  
Cllr Helen Butterworth (HB); Cllr Jane Wright (JW);  
Cllr Andrew Mate (AM); Cllr John Flynn (JF);  
Cllr Nicholas Murray (NM); Cllr Mark Reynolds (MR):

**In Attendance:** Laura Redhead (CYC Engagement Officer of Woodland) and the Clerk, Stephanie Warden

**026 Public Comments:** there were no members of the public present

**027 Election of Chairman**

AP proposed (PR) as Chairman for the coming year, this was seconded by NM and agreed. PR thanked all for their support over the last year.

**028 Apologies and reason for absence:** none

**029 Declarations of Disclosable Pecuniary Interest (not previously declared):**

NM declared an interest in Item 43 and would not take part in the discussion or decision.

**030 York Community Woodland:**

Laura Redhead was welcomed to the meeting by PR. The concept of a community Woodland was launched on 14 April following soil testing etc to discover land constraints and following a meeting of the Stakeholder Group on 16 March, at which JF represented the parish council. The idea was to make a new stray for the City with 50,000 trees for carbon capture, increased access, increased biodiversity together with new green skills jobs.

Laura encouraged all to take part in the survey as once all the comments and information was in the designer would be asked to design it. Laura stressed it was a community project and she had been working with various groups and schools including Rufforth Primary. The survey would end on 19 May 2021.

There were three designs shown in the survey but none were set in stone. They could be mixed and matched. The survey could be accessed at the York Community Woodland website.

JF said that this was a massively exciting project 2.1 miles from the city centre and he was in favour of it being accessible. JF asked if CYC could get more land and that free parking was very important, this didn't appear on any of the designs. Parking and dog fouling were an issue at present. There was a need to provide parking and accessible parking. PR reiterated that parking was a big issue.

Laura said that this issue had come through to CYC and assured the council that it was being looked at.

NM asked if there was any planning for incorporating the Woodland with the reclamation of Harewood Whin in the longer term.

MR said that it would be several years before the woodland was mature and walking through trees would depend on what was planted. He commented that the use of cars would be likely to change and planning for parking, if not open for 10 years, may have to change too.

JW was concerned about lighting in the event space and the effect on carbon capture. PR was happy for event space but did not want concerts as there were enough venues in and around York.

PR thanked Laura for her time and Laura would take back all the comments from councillors to CYC.

**031 CYC Recycling Survey:**

Cllr. Paula Widdowson had been unable to be present and so it was proposed that councillors meet with her on 6 May at 7pm for a short meeting to air their concerns regarding the survey. This meeting would not be a formal meeting of the council.

**032 Election of vice-chairman:**

PR proposed AP as vice chairman, JF seconded the proposal and all agreed.

**033 Election of Representatives:** The following were elected as representatives:

John Hawkins Trust: Celia Galloway and Alan Hodgson

YLCA: PR and AP

Harewood Whin Liaison Meetings: AM, PR, NM, JW, AP and HB

Burial Ground: HB, AP, PR, John Place and the Clerk

Knapton Recreation Ground: JF

Cycle Track: It was decided not to elect a representative but that enough councillors used the track and PROW to bring any problems to the council. The day closure each year would be on the next agenda.

Ward Committee: AP

Sand Dykes & Pond, Rufforth: JW

Rufforth Playing Field Association Representative: MR

Woodland Stakeholder Advisory Group: JF with PR deputising when necessary

**034 Minutes of Parish Council meeting held on 12 April 2021:**

AP proposed the minutes as a true record, JW seconded and all agreed and these would be signed as a true record.

**035 Ward Councillors Comments and Reports:** none present.

**036 Clerks Report:**

The Clerk had reported the broken fence on Bradley Lane and had received a reference number: 210414-000291

**037 Annual Return for the Financial Year ended 31 March 2021:**

AP proposed the Annual Governance Statement as a true reflection of the governance of the parish council, AM seconded the proposal and all were agreed.

**038 Annual Return for the Financial Year ended 31 March 2021:**

AP proposed the Accounting Statements for 2020/21 and the Bank Reconciliation, NM seconded the proposal and all were agreed.

**039 Internal Auditor:**

PR proposed James Mackman as the Internal Auditor for year ended 31 March 2021, AM seconded the proposal and all agreed.

**040 Planning Matters:**

- 21/00358/FUL Field North of Hannam Lane Wetherby Road Rufforth for erection of an agricultural building: This had received Approve Planning permission
- 21/00333/FUL Smawith Mill Lane Rufforth for extension to existing detached garage to form workshop and double carport: The application had been withdrawn
- 21/00796/FULM Land to the South of Northminster Business Park for erection of distribution facility (use class B) including formation of vehicle access onto Glaisdale Road: PR would draft a response and circulate for agreement, he would concentrate on traffic movements and the adequate height of landscaping to screen the building.

- APP/C2741/W/21/3271045 for 60 affordable homes on land near Boroughbridge Road. The Parish Council had written to the Planning Inspector defending CYC's decision to refuse planning permission and asking the inspector to reject the appeal and had listed additional comments to add to the objections we had already submitted. This letter had been agreed by the council.
- Public Footpath, Knapton No. 4 (Grange Lane to Rufforth Airfield) Definitive Map Modification Order 2010: The Clerk would write to the Inspector saying that the council did not wish to make any further comments.
- 21/00955/FUL 21 Southfield Close, Rufforth for single storey side extension following demolition of garage: the parish council had no objections to this application but would ask that building materials were in keeping with the original building.
- Leeds East Airport consultation: the Clerk would ask if the York Gliding Club had any issues with this that we ought to be aware of.

**041 Finance: Monthly report**

a) The following payments were ratified:

CYC for Knapton Recreation Field Rent	£ 133.82
Village emergency telephone system yr 4	£ 120.00
BHIB for Parish Council insurance	£ 660.19
CM Marketing Solutions	£ 135.00
Clerk: April salary + burial fees	£ 636.37
Falon nameplates for memorial plaque x2	£ 280.92
AJT Garden Services for grass cutting	£ 396.00

b) Payments Received:

Invoice 238 NBG Burial	£ 900.00
Invoice 239 BG Burial in double plot	£ 250.00
CYC Precept (first half)	£5722.50
HMRC VAT reclaim	£1039.73
Bank Interest	£ 9.00

c) Funds Available: £ 17,601.59

**042 Burial Grounds:**

- a) Report on Burials: There had been none
- b) Maintenance in Burial Grounds: Damian Hirst had not yet started on the arisings' pit.

**043 Website:**

- NM left the meeting during this discussion. PR had been looking into whether to retain CM Marketing to provide website support including the posting of news and the production of a quarterly activity report. It is estimated that this would take 2 to 3 hours per month. This would cost £60 per month subject to review after 12 months. JW proposed that the council retain CM Marketing as per the above and AP seconded the proposal, all agreed.
- There was no additional content to agree

**044 AJ1 Project Road Safety Fund:**

- NM had emailed Ben Potter at CYC, who was in charge of the project, but had been off work for some time and recently returned. NM had not yet received a reply. NM would keep chasing him. Community Speedwatch was now back up and running.
- Signs to reduce speed "20's plenty": Andy Vose had come back to NM with comments. He was unsure of the legality of 20mph on a 30mph road. They were looking especially at the area outside Rufforth Primary School and Main Street in Knapton. NM will keep chasing.

- Bradley Lane is on the list for patch repairs, not full resurfacing. NM would ask CM Marketing to put something on the website

**045 Delegation to the Clerk:**

As of midnight on 6 May parish councils can no longer hold remote meetings. PR had completed the survey calling for evidence to allow remote meetings. The decision had been taken not to hold an official meeting in June. In order to make sure business carried on PR proposed that the Council empowered the Clerk/RFO to do anything expedient and necessary to ensure the continuous business of the council, and to deal with mandatory undertakings to prevent the authority from incurring liability during the period that the delegation was applicable. That period being from the date of this meeting until such time as it was safe to meet face to face. JF seconded this proposal and all agreed.

**046 Rufforth:**

- Allotments: PR reported that the allotments were slowly moving along. There was a potential budget problem, PR was in discussion with CYC and the Allotment Association with regards to details of the lease both with CYC and the Allotment holders. Allotment holders have agreed to the design. PR will keep the Council updated at subsequent meetings.
- Rufforth White Painted gate: this is still down to be surveyed by MR
- The Ridings: JW asked for this to come off the agenda.
- Benches for Rufforth to Knapton PROW: AM and HB would sort out exact locations for seats. PR asked that these locations be circulated before the next meeting for discussion.

**047 Knapton Recreational Field:**

JF said that we should find out about the grant from CYC for the play area in 2 weeks.

**048 Representatives' Reports:** To receive reports on meetings councillors have attended:

- a) Rural West York Team and residents Forum Meetings: there had been no meeting
- b) York Branch Yorkshire Local Councils Association: The next one would be on 10 June at which MP Julian Sturdy would be present.
- c) Yorwaste Liaison Group: there had been no meeting. Minutes of the last meeting were on the website.

**049 Minor Matters and Items for the Next Agenda:** the Clerk had received a call from a member of the public who had attended the Rufforth Auto Jumble. She had been horrified by the number of people there without any social distancing, many not wearing masks and had not felt safe. It was agreed that as the Parish Council has no jurisdiction over such matters she should contact the operators of the Auto Jumble or the police. The Clerk had explained to the complainant that was what she should do.

Next agenda: Parish Council Archives

**050 Date of next meeting:** Monday 5 July 2021 in Rufforth Village Hall starting at 7.30 p.m.

PR thanked all for attending and closed the meeting at 21:54

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

Email: clerk@rufforthwithknapton-pc.gov.uk

RwKPC 04.05.21