

**Minutes of the meeting held at the Village Hall on Tuesday 28<sup>th</sup> August 2012.**

*The Chairman opened the meeting at 7.00pm.*

Mr Geoff Parker of Main Street attended the meeting to discuss the allotment plots at Appleton Road that were recently disturbed when work was carried out by Yorkshire Water. He explained that he was very disappointed by the slow response from Yorkshire Water to date and urged the Parish Council to push more vigorously for action. He also questioned why the Parish Council has not approached a number of allotment holders who appear to be neglecting their plots stating that the affected allotment holders would be willing to take these over.

Replying on behalf of the Parish Council, Cllr. Neale informed Mr Parker that he had been speaking recently with Simon Smith who has been commissioned by Yorkshire Water to produce a soil analysis on the affected plots. Once completed, the findings in this report will determine the action Yorkshire Water will take.

Addressing the issue of overgrown plots, Cllr. Neale averred that he regularly contacts holders whose plots look overgrown. Rent renewal letters are due out mid September, at which time holders will be asked to relinquish their plot to someone on the waiting list if they do not intend to use it in the coming year.

In conclusion, Cllr. Harrison agreed to communicate Yorkshire Water's response to Mr Parker upon receipt and thanked him for attending the meeting.

Mr Parker left the meeting at 7.06pm.

**Council Members Present:**

Cllr. Harrison (Chair), Cllr. Higgins, Cllr. Mellors, Cllr. Mrs Clifton, Cllr. Neale and Cllr. Kelly

- 12/128 1 **Apologies for absence.**  
Cllr. Mrs Green, Cllr. Mrs Gajewicz and Cllr. Jemison (due to illness)
- 12/129 2 **Declarations of Interest**  
At this point Councillors are asked to declare any prejudicial interests they may have in the business on this agenda: *Nothing declared.*
- 12/130 3 **Minutes of Meeting 24<sup>th</sup> July 2012**  
  
Acceptance of the minutes was proposed by Cllr. Mellors and seconded by Cllr. Neale. Carried unanimously by all who attended the meeting.
- 12/131 4 **Consideration of Planning Matters and recommendations of the Planning Group**
- 4.1 Notice of Applications received
- 4.1.1 **The Palace, Bishopthorpe Road.** External alterations to porch including repairs and installation of light fittings. 12/02499/LBC. No Objection.
- 4.1.2 **The Palace, Bishopthorpe Road.** Installation of four glazed panes within the existing reception door with associated re beading and decoration as required. 12/02507/LBC. No Objection
- 4.1.3 **The Palace, Bishopthorpe Road.** Installation of two rising bollards in the Gatehouse and electronic pedestrian gate entry systems with associated internal intercom. 12/02512/LBC. Objection.
- 4.1.4 **The Palace, Bishopthorpe Road.** Installation of kitchen ventilation system including intumescent louver to the upper sash of the existing kitchen window. 12/02506/LBC. No Objection
- 4.1.5 **1 Maple Avenue.** Two storey side and single storey front extension. 12/02500/FUL. No Objection

- 4.2 Notice of decisions given (*Parish Council decisions are highlighted in red*)
- 4.2.1 **Priory Corner, 83 Main Street.** Single storey extension, infill porch and replacement windows. 12/01970/FUL. **(No Objection – listed building, recommend it is checked by the Conservation Officer.)** Approved
- 4.1.2 **Montague Road.** Loft conversion with dormers to front and rear. 12/02040/FUL. **Objection. (Comments made)** Refused.

4.3 Other Planning Matters

- 4.3.1 *E-planning* – Cllr. Mellors reported that he attended an event arranged by the City Council on Friday 3<sup>rd</sup> August at the Guildhall to represent Bishopthorpe Parish Council's views on the proposed e-planning system. It was agreed that many Parish Council's cannot easily facilitate the proposed new system without extensive changes to their technology, which will be costly. In the short-term, the City Council has agreed to continue to send out hard-copy planning consultations to each Parish Council until they are in a position to receive them electronically.
- 4.3.2 *York Open Planning Forum* – The newsletter will be passed to Cllr. Mrs Green.

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**Services**

5.1 Village Hall Management Committee

- 5.1.1 *Management Committee Report* – Nothing to report.
- 5.1.2 *Village Hall Dispensation* – Cllr. Kelly signed the dispensation. Cllr. Mrs Green and Cllr. Mrs Gajewicz will be requested to sign it at the September meeting.

5.2 Sports and Leisure Management Committee

- 5.2.1 *Management Committee Report* – Cllr. Higgins reported that he has painted the main car park gate before Play Group recommences at the beginning of September.

Cllr. Harrison commented that the Sports Pavilion looks in a poor state of repair with guttering damaged and paint peeling from the window frames. He suggested that a number of quotes should be requested from local contractors to paint the window frames and replace the guttering. **Action Cllr. Higgins**

- 5.2.1 *New Cricket Pavilion* – Cllr. Kelly reported that the architect is due to visit the site shortly. The next meeting of the Cricket Club will be on the 19<sup>th</sup> September.
- 5.2.3 *Yorkshire Water bill* – Cllr. Harrison reported that this item is yet to be resolved and it was agreed that Yorkshire Water should be asked to attend the site to check the system. **Action Clerk.**
- 5.2.4 *Letter from Advance Fire Services regarding fire extinguisher recommendations* – Advance Fire Services has recommended replacement of one of the water fire extinguishers, which failed the annual test, at a cost of £89.95 plus VAT. It was agreed that this should be replaced as soon as possible. **Action Clerk.**
- 5.2.5 *Aqua Test – annual Legionella Test* – Cllr. Higgins confirmed that the water samples have been collected from various outlets in the Sports Pavilion and sent to Aqua Cert (the specialist Legionella Testing Company) for analysis.
- 5.2.6 *Glebe rent increase* – Cllr. Harrison reported that following lengthy negotiations with Smiths Gore, an agreement has been reached to charge the sum of £450 per annum for the Parish Council to rent the glebe land at Ferry Lane.

- 5.3 Finance Committee  
5.3.1 *Committee Report* – Nothing to report.
- 5.4 Field 84, Riverside and Footpaths Working Party  
5.4.1 *Working party report* – Nothing to report.  
5.4.2 *Queen's Jubilee Trees* – Cllr. Harrison reported that the saplings and the Diamond Jubilee Oak tree, planted at the bottom of Ferry Lane, have perished.
- 5.5 Youth Support and Children's Recreation  
5.5.1 *Monthly update*- Cllr. Harrison reported that the sign on the gate 'No ball games / No dogs' has disappeared and agreed to request a replacement from Sign Arts. **Action Cllr Harrison**  
  
Cllr. Harrison agreed to do the park checks for the coming month.
- 5.6 Allotments  
5.6.1 *Monthly update* – The report from Simon Smith, a soil analyst expert which was commissioned by Yorkshire Water analysing the soil at Appleton Road allotments, is nearing completion. Yorkshire Water is accepting responsibility for the disturbance caused to plots following the laying of new sewerage pipes and has promised that the findings from the report will determine future action to be taken to return the plots to a workable state.
- 5.7 Senior Citizens Support  
5.7.1 *Monthly update* – Reporting by email before the meeting, Cllr. Mrs Green stated that Vernon House has no groups in August so no issues were reported.
- 5.8 Web-site Management  
5.8.1 *Monthly update* – Cllr. Higgins confirmed that the web-page is up to date.
- 5.9 Environmental and Sustainability Issues  
5.9.1 *Monthly update* – Nothing to report.
- 5.10 Accessibility Network  
5.10.1 *Monthly update* – Nothing to report.

12/133	6	<b>Financial Transactions</b>		
	6.1	<u>Payments to approve</u>		
		Clerk's Salary		567.00
		Clerk's Expenses- ( <i>photocopying £5.52, Ink cartridges £47.30</i> )		52.82
		Monthly direct debit to E-On Sports Pavilion Electricity		154.00
		Monthly direct debit to E-on Village Hall Electricity		92.00
		Monthly direct debit to E-on Village Hall Gas		153.00
		Rebecca Clark – Play Area gate		42.00
		Rebecca Clark – Sports Pavilion cleaning		135.00
		Village Hall Caretaker		200.00
		* <i>Yorkshire Water – Village Hall Quarter two</i>		80.77
		Yorkshire Water – Sports Pavilion Quarter two (£118.65 in 2011)		918.34
		Yorkshire Water – Allotments Appleton Road Quarter two		9.61
		Advance Fire Services – annual fire inspection of Sports Pavilion		26.10
		* <i>Knowles – Gas safety check in Village Hall</i>		358.50
		Sports Turf Services – Grass cut Ferry Lane 26/6/12 to 29/7/12		249.60
		Npower – Sensory Garden 14 May to 23 <sup>rd</sup> July		23.75
		 <b>Payment Total</b>		<b>£3,062.49</b>
		* <i>Payments referred to the Village Hall Management Committee</i>		
	6.2	<u>Income Receipts</u>		
		Play Group – term rent		1266.45
		Takings for Village Hall – July (£303.76 cash)		1278.01
		Takings for Village Hall – June (£575.50 cash)		794.25
		Jubilee Street party - final cheques		37.83
		 <b>Income Total</b>		<b>£3,376.54</b>
		Approval of financial transactions proposed by Cllr. Higgins and seconded by Cllr. Mellors. Carried Unanimously.		
12/134	7	<b>School Governors</b>		
	7.1	<i>Infants School</i> – Nothing to report.		
	7.2	<i>Junior School</i> – In an email update received before the meeting Cllr. Mrs Green reported that the School Gardening Club will restart on Monday 10 <sup>th</sup> September. The school intends to enter a competition at the York Food Festival towards the end of September.		
12/135	8	<b>Youth Awards</b>		
	8.1	<i>Committee Report</i> – Nothing to report.		
12/136	9	<b>Pinfold</b>		
	9.1	<i>Committee Report</i> – Nothing to report.		
12/137	10	<b>Sensory Garden</b>		
	10.1	<i>Committee Report</i> – Nothing to report.		
12/138	11	<b>Police Liaison</b>		
	11.1	<i>North Yorkshire Police Force</i> – No report.		

- 12/139 12 **Local Council Association**
- 12.1 *YLCA Update* – Nothing to report.
- 12.2 *Countryside Voice Magazine* – Noted.
- 12/140 13 **Highway Matters**
- 13.1 *Dropped kerb request for Main Street / Priory Corner* – In response to the Parish Council’s request for a dropped kerb at the of Main Street / Priory corner the following reply was received from Andy Vose, Transport Planner at the City Council:
- “Mike [Durkin – Transport Project Manager] has passed me your request for dropped kerbs on Main Street at the start of the 20mph zone. I have only just passed the prioritised list of dropped crossing sites through to colleagues in Communities & Neighbourhoods in the past week or so to implement. At the moment I only have a £20K budget for dropped kerbs this year and the list I have passed over to C&NS will most probably swallow up that whole amount. I will, however, put your request on a reserve list in case there is an under-spend or some extra funding appears from somewhere. I notice from Google Streetview (if it is up to date) that there appear to be other side road junctions off Main Street without dropped kerbs which will also need to be sorted out, Acaster Lane & Copmanthorpe Lane are the most obvious ones. I will also add these to the reserve list. If no additional funding is forthcoming then the list will be carried forward into the next financial year for consideration then”*
- 13.2 *Race Meeting Traffic* – Cllr. Harrison read out the following response from Philip Irwin, Traffic Engineer City of York Council:
- “Thank you for your enquiry regarding placement of additional no waiting cones for the next race meeting in August. The traffic regulation order we use for the race meetings only permits cones in certain areas and unfortunately without making legal changes we cannot place cones in other areas. As this is the first time we have been notified of this situation we would like to monitor the location to see if it is a one off or if it is going to be a regular occurrence, this way we will be better able to provide a solution to address any problem. If cones are placed on street they will not only prohibit any race traffic parking but also residents and their visitors. In addition if coaches have now taken to parking at this location should we prohibit parking the drivers will move elsewhere nearby and could create a greater danger. I will arrange for one of our staff to visit Acaster Lane each day of the August meeting to assess the situation.”*
- 13.3 *School Lane snicket clearance request* – The City Council has agreed to clear this snicket before the start of the new school term even though it is not a Public Right of Way or part of the adopted highway.
- 13.4 *30mph speed signs on Acaster Lane and Sim Balk Lane*– The VAS (Vehicle Activated Speed) sign on Acaster Lane has been replaced and the one on Sim Balk Lane has been taken away for repair by the City Council.
- 13.5 *Changes to Bus Service 11 route* – Cllr. Harrison reported that a change in the bus route of the First Bus number eleven means that it will, in future, run straight along Bishopthorpe Road cutting out the loop around South Bank. It is feared that this change, whilst speeding up the journey from Bishopthorpe to the city centre, may ultimately reduce foot-fall on the bus and could lead to cuts in the service frequency. Cllr. Harrison agreed to contact the South Bank Councillors to offer the support of Bishopthorpe Parish Council to have the bus route re-instated around South Bank. **Action Cllr Harrison**

- 12/141 14 **Correspondence**
- 14.1 City of York not covered elsewhere
- 14.1.1 *Register of Interests* –Cllr. Higgins, Cllr. Mrs Clifton and Cllr. Harrison gave the Clerk a copy of their Register of Interest leaving Cllr. Kelly and Cllr. Neale to complete the document. **Action Cllr. Kelly and Cllr. Neale**
- 14.2 Others
- 14.2.1 *Electoral review of the City of York* – Cllr. Harrison explained that a boundary review is taking place but this will not affect the number of Parish Councillors currently in place.
- 14.2.2 *Letter from Bishopthorpe Camera Club* – A letter of thanks was received from the Club following the donation of £300 made by Bishopthorpe Parish Council towards the purchase of a new laptop.
- 12/142 15 **Ward Committee**  
Nothing to report.
- 12/143 16 **Any other business, which the Chairman considers urgent under the Local Government Act 1972.**
- *St Andrew's Trust* – Following an impromptu conversation with the Trust Chairman, Russell Wright, Cllr. Harrison suggested that the Parish Council could work with St Andrew's Trust to tidy the area around the Old Church. Mr Wright has suggested that teams of volunteers may wish to come forward to maintain the area in the long-term. In the short-term, Cllr. Harrison suggested that the Parish Council should arrange and pay for the area to be cleared. The Clerk was asked to contact Brunswick Organic Nursery for a quote to undertake this job. **Action Clerk.**
  - A letter of support will be sent to the Sailing Club in their attempt to obtain grant funding towards a new club house and sailing boat. **Action Cllr Harrison**
  - Cllr. Harrison reported that the Parish Council was copied in with emails between Mr Smith of Keble Park and the City Council concerning a collapsing wall on Mr Smith's property. The City Council has since attended the site to cordon off the area with warning tape.
  - Cllr. Mellors reported that he will be on leave for three weeks from 2<sup>nd</sup> September and requested that all Planning Applications should be directed to Cllr. Higgins. **Action Clerk.**
- 12/144 17 **Date and time of next meeting – Tuesday 24<sup>th</sup> September 2012 – at the Village Hall**

Meeting closed at 8.10 pm