

Minutes of the meeting held at the Village Hall on Tuesday 25th September 2012.

The Chairman opened the meeting at 7.05pm.

No members of the public were present.

Council Members Present:

Cllr. Harrison (Chair), Cllr. Jemison (Vice Chair), Cllr. Higgins, Cllr. Mellors, Cllr. Mrs Clifton, Cllr. Neale, Cllr. Mrs Green and Cllr. Mrs Gajewicz.

- 12/145 1 **Apologies for absence.**
Cllr. Kelly – Work Commitments
- 12/146 2 **Declarations of Interest**
At this point Councillors are asked to declare any prejudicial interests they may have in the business on this agenda: *No Councillor declared a prejudicial interest for any item listed on the Agenda.*
- 12/147 3 **Minutes of Meeting 28th August 2012**
Acceptance of the minutes was proposed by Cllr. Mellors and seconded by Cllr. Neale. Carried unanimously by all who attended the meeting.
- 12/148 4 **Consideration of Planning Matters and recommendations of the Planning Group**
- 4.1 Notice of Applications received
- 4.1.1 **17 Temple Road.** Conservatory to rear. 12/02983/FUL. No Objection
- 4.1.2 **Chestnut Cottage, Chantry Lane.** Internal and external alterations to replace existing rear windows and doors with French doors. 12/02577/LBC. No Objection
- 4.1.3 **5 Maclagan Road.** Single storey rear extension. 12/02910/FUL. No Objection
- 4.1.4 **The Palace, Bishopthorpe Road.** Reduce lower branches of Lime Tree: tree in the Conservation Area. 12/03042/Tree Conservation Area. No Objection
- 4.2 Notice of decisions given (*Parish Council decisions are highlighted in red*)
- 4.2.1 **1 Maple Avenue.** Two storey side and single storey front extension. 12/02500/FUL. **(No Objection)** Approved
- 4.1.2 **Grannies Piece, 27 Croft Court.** Erection of detached bungalow. 12/02197/FUL. **(Objection.)** Approved
- 4.2.3 **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)** Approved
- 4.3 Other Planning Matters
- 4.3.1 *Email from Tracey Willis, City of York Council, regarding e-planning* – The email confirmed that a Task Group has been established to consider all suggestions put forward at the meeting held on 3rd August where the implementation of e-planning was discussed. The recommendations of the Task Group will be presented at a meeting on Tuesday 20th November at the Guildhall commencing 5.30pm. This meeting is open to the public.

12/149

5

Services5.1 Village Hall Management Committee

- 5.1.1 *Management Committee Report* – Cllr. Jemison reported that the Committee meeting, due to be held on the 24th September, had to be cancelled.

The Village Hall Management Committee has suggested moving a radiator in the entrance hall to free wall space for a new notice board. A quote from a local plumber to move and re-plumb the radiator has been received for £220. Cllr. Jemison proposed that the Parish Council should accept this quotation. This was seconded by Cllr. Mrs Green and agreed unanimously. Cllr. Jemison agreed to advise Keith Thornton of the Parish Council's decision. **Action Cllr. Jemison**

- 5.1.2 *Village Hall Dispensation* – The Dispensation Document was signed by Cllr. Mrs Green and Cllr. Mrs Gajewicz. The document is now complete and under new legislation the Clerk granted all Parish Councillors dispensation to participate in discussions and vote on matters pertaining to the Village Hall at Parish Council meetings in the future.

- 5.1.3 *Gas Installation / Safety Record* - Knowles of Lawrence Street has tested the gas appliances in the Village Hall to ensure that they comply with safety legislation. Cllr. Harrison drew the meeting's attention to two comments contained within their report and passing a copy to Cllr. Jemison, asked him to contact Knowles to clarify their meaning. **Action Cllr. Jemison**

5.2 Sports and Leisure Management Committee

- 5.2.1 *Management Committee Report* – Cllr. Higgins reported the following items from the Committee meeting held on the 24th September:

- Following a discussion with the Football Clubs, the cleanliness of the Pavilion has dramatically improved.
- The Committee has suggested purchasing a new, larger, waste bin for the shower / lavatory area to discourage the disposal of blue paper towels down the drains.

Commenting on the man-hole cover in the Sports Pavilion car park, Cllr. Harrison reminded the meeting that this has recently been inspected by City of York Council and declared safe. (The indentation in the cover does not compromise its safety).

The Chairman asked the Clerk to calculate the cost to the Parish Council of grass cutting expenses for the Sports Field grass in 2012. **Action Clerk.**

- 5.2.1 *New Cricket Pavilion update* – No update provided to the meeting.

Cllr. Harrison confirmed that he has requested an extension of the lease expiry dates for the Sports Pavilion and Cricket Field to 2030 to match the expiry date of the lease on the Football Field but is awaiting a response from the Church Authorities. **Action Cllr Harrison.**

- 5.2.3 *Yorkshire Water* – Yorkshire Water has been contacted to request a visit from their Leak Detection and Repair Team to establish if the increased water bill can be attributed to a leaking pipe. **Action Clerk.**

- 5.2.4 *Aqua Test* – Following a water sample test, a certificate has been received from the leading Legionella testing company, Aqua Test, to confirm that the bacteria is not present in any water appliances in the Sports Pavilion. It was decided that the test

should be carried out on a six-monthly basis and that two test bottles will be requested in future. The next test will be due in February 2013. **Action Clerk.**

5.3 Finance Committee

5.3.1 *Committee Report* - No recent meeting.

5.3.2 *Letter from the Audit Commission* – The letter confirms the appointment of Littlejohn LLP as external auditor responsible for auditing the annual return of Bishopthorpe Parish Council for five years from 2012/13.

5.4 Field 84, Riverside and Footpaths Working Party

5.4.1 *Working party report* – Cllr. Jemison reported that Field 84 is currently flooded and stated that he will pay close attention to the gate owned by York Marine Services Limited to see if it is left open during this time.

It was reported that Ferry Cottage has been vandalised again with the wooden shutters ripped from the window holes. The Clerk was asked to report this to the City Council as what remains of the building is structurally unsafe and deemed a risk to the public. **Action Clerk.**

5.5 Youth Support and Children's Recreation

5.5.1 *The Park, Keble Park North* – Cllr. Harrison reported that the broken top hinge on the gate on Keble Park North has been repaired by Acaster Forge. It appears that the wooden benches are being damaged by the gardener strimming grass too closely to their base. The situation will be monitored but it may be necessary for a metal 'collar' to be fitted to the base of each bench to prevent further damage.

A new document, incorporating all the park checks required each week on to one page, has been devised by Cllr. Harrison and will be included in the Park Inspection bag for future use. Cllr. Harrison agreed to continue to do the inspection for the month going forward.

5.5.2 *Replacement Sign – No Ball Games / No Dogs'* update – Nothing to report.

5.6 Allotments

5.6.1 *Monthly update* – Cllr. Neale produced a sixty-four page report which was commissioned by Yorkshire Water to analyse the soil quality in the disturbed allotment plots. The report recommends the following action:

- Installation of a land drainage system. Yorkshire Water has confirmed that they will start this work in three weeks' time – the duration of which should be approximately one week.
- Application of a weed killer to the whole area.
- Rotivation of the affected area to loosen the compaction of the sub-soil
- Supply a pile of manure to each plot individually to enable nutrients to be placed back into the ground for the new growing season next spring.

Cllr. Mellors questioned whether the knot weed on the embankment was successfully removed. The Clerk was asked to investigate and contact Sustrans (who own this strip of land). **Action Clerk.**

5.7 Senior Citizens Support

- 5.7.1 *Monthly update* – Cllr. Mrs Green reported that membership numbers are down this year at Vernon House.

Cllr. Mrs Green suggested that the Parish Council should order a skip for the disposal of domestic items by residents located around Vernon House. Initially it was suggested that the skip should, as in the past, be open to all villagers but Cllr. Mrs Green was reminded that when this was last done in 2009 it was overloaded (in addition to items being left by the side of the skip), which resulted in Yorwaste refusing to collect it unless the overloaded items were removed. Following complaints from residents, on the removal of the skip who thought the car park had been fly-tipped, the City Council cleared the area at a cost the Parish Council. To prevent this occurring again Cllr. Mrs Green agreed that this time she would be on-hand to control the initiative from delivery of the skip to its collection and would only advertise the dates it will be available in Vernon House. **Action Cllr. Mrs Green**

5.8 Web-site Management

- 5.8.1 *Monthly Report* – Cllr. Higgins confirmed that the web-page is up to date.

5.9 Environmental and Sustainability Issues

- 5.9.1 *Monthly update* – A report of a European initiative to store bikes in underground pods was given by Councillor Christian Vassie to a meeting of the Environment Forum attended by Cllr. Mrs Green. At a cost of over €4,600 to construct one underground pod that would house one bike, it is not a feasible project that is being considered by City of York Council at this moment in time.

5.10 Accessibility Network

- 5.10.1 *Monthly update* – Cllr. Mrs Clifton reported that she attended a meeting of Catalyst recently where the subject of cars parking on pavements in Bishopthorpe was discussed. It was reported that this was happening with increasing regularity making access by people with disabilities very difficult. Cllr. Harrison agreed to publish an article in Link magazine addressing this matter. **Action Cllr Harrison.**

The problem is particularly bad in Maple Avenue around Vernon House. It is unknown which individuals are responsible for this obstruction but it is thought that staff employed at the mental health centre may be culpable. Cllr. Neale agreed to investigate this and once their identity has been confirmed the Clerk was asked to contact their Head Office to request that cars should be parked in the car park provided and not on the grass verge. **Action Cllr. Neale and Clerk.**

12/150	6	Financial Transactions		
	6.1	<u>Payments to approve</u>		
		Clerk's Salary		567.00
		Clerk's Expenses- (<i>photocopying £2.40, stamps £36.00, stationery £3.51</i>)		41.91
		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		108.00
		Village Hall Caretaker		200.00
		Ainsty Lawncare – 8 cuts of the Sports / Cricket Field		680.00
		Ainsty Lawncare – Weeds trimmed and weed killer applied		200.00
		Invalifts Ltd – Supply and fit LED lamps to lift		139.58
		Sports Turf Services – grass cut Ferry Lane 10/8 and 24/8		124.80
		Cllr. Higgins – Hammerite paint for Sports Pavilion gate		18.41
		Pete Holmes Garden Services – Play Area grass cuts		150.00
		B.M. Services – Replace old water heater in Sports Pavilion		576.00
		Margaret Christie – Sensory Garden gate from 1 st March to 31 st August 2012		552.00
		Linda Holland – Play Area gate from 1 st March to 31 st August 2012		276.00
		Internal Audit Fee – Emma Field		75.00
		Sports Turf Services – grass cut Ferry Lane 7/9 & 20/9		124.80
		Mazars Annual Audit Fee		480.00

6.2

Payment Total	£4754.50
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6.2 Income Receipts

Village Hall Management Committee takings – August 2012	796.25
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Income Total	£796.25
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Approval of financial transactions proposed by Cllr. Mrs Green and seconded by Cllr. Mrs Gajewicz. Carried Unanimously.

12/151 7 **School Governors**

7.1 *Infants School* – Cllr. Mrs Clifton reported that she has received the Newsletter, published by the Infant School, as promised.

7.2 *Junior School* – A small group of children from the Junior School recently competed in the York Food Festival Generation Game against ten other Junior Schools from around the City. The Bishopthorpe Group made it through to the Finals, which are due to be staged on Sunday 30th September in St. Sampson's Square.

After twenty years' service to the Junior School Cllr. Mrs Green informed the meeting that she has tendered her resignation as a School Governor. She will, however, continue to be involved in the Eco Schools Project, the Healthy Schools Project and the Gardening Club.

12/152 8 **Youth Awards**

8.1 *Committee Report* – Nothing to report.

- 12/153 9 **Pinfold**
9.1 *Committee Report* – Nothing to report.
- 12/154 10 **Sensory Garden**
10.1 *Committee Report* – Nothing to report.
- 12/155 11 **Police Liaison**
11.1 *North Yorkshire Police Force* – Following a brief appointment to Bishopthorpe, PCSO Joanne Lane has been moved to serve another community. No Police report was received this month.

Cllr. Mrs Gajewicz left the meeting at 8.00pm
- 12/156 12 **Local Council Association**
12.1 *YLCA Update* – Cllr. Mellors reported the following items
- A Liaison Meeting is due to be held on Wednesday 26th September and will be attended by Cllr. Mellors.
 - The Branch Meeting of Yorkshire Local Councils Association will be held on Thursday 4th October at Acaster Malbis Village Hall at 7pm when the subject of payments of commuted sums will be discussed.
- 12.2 *The Playing Field magazine* – Information passed to Cllr. Mrs Green
- 12/157 13 **Highway Matters**
13.1 *VAS (Vehicle Activated Speed) Sign on Sim Balk Lane* – Cllr. Harrison confirmed that this sign has been taken away for repair by the City Council.

13.2 *Pot holes* - Cllr. Harrison asked the Clerk to contact the City Council to request repairs to the pot holes that have appeared in the road adjacent to Acaster Lane Shops. **Action Clerk.**

Under this heading Cllr. Harrison also asked the Clerk to re-order the Bishopthorpe Village metal sign from G&G Signs of Leicester, which was recently vandalised on Sim Balk Lane. **Action Clerk.**

Cllr. Harrison further confirmed that he wrote to the Councillors of Southbank to offer the support of Bishopthorpe Parish Council to re-instate the original route of the First Bus 11 which incorporated the loop around South Bank. It is feared that if this route is shortened as proposed, whilst the journey from Bishopthorpe to the City Centre will be quickened in the short term, it may lead to less footfall on the bus which will ultimately lead to cuts in service.
- 12/158 14 **Correspondence**
14.1 City of York not covered elsewhere
14.1.1 *Email concerning the status of the Local Development Framework Core Strategy* – Noted.

14.1.2 *Email informing the Parish Council about the Call for Sites consultation* – No suitable sites for development in Bishopthorpe could be suggested.

14.1.3 *Register of Interests* – To be completed by Cllr. Kelly and Cllr. Neale.

14.2 Others
14.2.1 *York Get Growing Project* – This information was passed to Cllr. Mrs Green

12/159 15 **Ward Committee**
Nothing to report.

12/160 16 **Any other business, which the Chairman considers urgent under the Local Government Act 1972.**

- *St Andrew's Old Church* – Brunswick Organic Nursery has estimated that the clearance of overgrown vegetation around the Old Church will take approximately two days and has quoted a price of £250 to do this job. The information has been passed to Russell Wright, Trust Chairman, but to date no response has been received. It was agreed that once Mr Wright approves the offer, Brunswick will be appointed to clear the area. Clerk to advise Brunswick. **Action Clerk.**
- The Parish Council was copied in with emails between Mr Smith of Keble Park North and the City Council regarding a potentially dangerous collapsed wall on Mr Smith's property. Cllr. Harrison reported that the wall has been removed and replaced by a new fence.
- Cllr. Jemison reported that before tonight's meeting he was approached by a gentleman who apologised for being unable to fill the vacancy of Parish Councillor. Elaborating on the matter, Cllr. Mellors confirmed that he recently made an approach to a colleague with the aim of recruiting a new Parish Councillor but unfortunately the gentleman was unable to accept the position.

12/161 17 **Date and time of next meeting – Tuesday 23rd October 2012 – at the Village Hall**

Meeting closed at 8.23 pm