

Minutes of the meeting held at the Village Hall on Tuesday 27th November 2012.

The Chairman opened the meeting at 7.00pm.

Mr Philip Curtis of Maple Avenue attended to observe the meeting.

Council Members Present:

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

12/179 1 **Apologies for absence.**
None

12/180 2 **Declarations of Interest**
At this point Councillors are asked to declare any prejudicial interests they may have in the business on this agenda: *Cllr. Kelly declared an interest in item number 4.3.2*

12/181 3 **Minutes of Meeting 23rd October 2012**

Acceptance of the minutes was proposed by Cllr. Jemison and seconded by Cllr. Higgins. Carried unanimously by all who attended the meeting.

12/182 4 **Consideration of Planning Matters and recommendations of the Planning Group**

4.1 Notice of Applications received

- 4.1.1 **Land to rear of Ivy Dean Cottage, Main Street.** Two storey detached dwelling with associated garage and access from Croft Court. 12/03066/FUL. No Objection
- 4.1.2 **Bishopthorpe County Infant School, Sim Balk Lane.** Open sided shelter to front. 12/03257/FUL. Application supported.
- 4.1.3 **2 The Courtyard.** Crown thin and prune Copper Beech, tree in the Conservation Area. 12/03514/Tree Conservation Area. No Objection
- 4.1.4 **Carpet and Bed Warehouse, Acaster Lane.** Alterations to land level. 12/03454/FUL. Comments made.
- 4.1.5 **St Andrew's Church, Church Lane.** Change of use of land to graveyard. 12/03209/FUL. Application supported.

4.2 Notice of decisions given (*Parish Council decisions are highlighted in red*)

- 4.2.1 **The Crematorium, Bishopthorpe Road.** Single storey infill extension to provide a public reception. 12/03050/FUL. (No Objection). Approved

4.3 Other Planning Matters

- 4.3.1 *National Planning Policy Framework – Community Plan.* – Cllr. Higgins will make a full report on this subject to the next meeting of the Parish Council when information has been received from the Local Planning Association.

Cllr. Mellors reported that he recently attended a workshop entitled 'Get York Building' where the details of the Regional Spatial Strategy were scrutinised. It was noted that new housing development in York will be subject to the following considerations:

- The type of housing (the market is currently oversaturated with buy to let property).
- Work patterns in York (it is calculated that York employs ninety-three thousand people of which, twenty-two thousand commute in to the city from elsewhere).

Cllr. Mellors reported that he attended a meeting of the Open Planning Forum on the 29th October. He agreed to chase payments that may be due to Bishopthorpe Parish Council for new developments in the village. **Action Cllr. Mellors**

- 4.3.2 *Bishopthorpe Social Club* – Cllr. Harrison summarised the email received from Andy Blain, City Council Planning Enforcement Officer to the meeting as follows:

Mr Blain is aware that a builder has set up a yard behind the Club and has contacted him to advise that a planning application would be required to allow this on a long-term basis. It was stated that this was unlikely to be supported. The builder is looking for permanent premises and Mr Blain is monitoring the situation closely. The Clerk was asked to make a diary note to chase this matter. **Action Clerk. – January 2013**

- 4.3.3 *Update on E-planning* – Cllr. Mellors reported that a seventy-eight page document has been produced from the meeting he attended of the Scrutiny Committee on the 20th November, where e-planning was discussed. It emerged that Parish Councils will not be considered as statutory consultees in planning matters even though it has been standard practise to consult them on all local planning issues that fall within their area since 1974.

At this point, Cllr. Harrison read out an email from Peter Vaughan of Wigginton Parish Council. Mr Vaughan has analysed five recent Weekly Plans Lists (received from the City Council) in order to review the local community process by which applications are reviewed. The lists contained two hundred and four applications, one hundred and seven of which were for non-parished areas of York. Of the ninety seven in parished areas, Mr Vaughan calculated that only twenty-seven percent of these related to Wigginton Parish Council.

12/183

5

Services5.1 Village Hall Management Committee

- 5.1.1 *Management Committee Report* – Cllr. Jemison reported that the Junior School wish to book the Village Hall for a fund raising day and have asked if they can do this free of charge. Cllr. Harrison stated that by not charging hall rental this in effect would amount to a donation from the Parish Council to the Junior School which may be construed as an ultra vires donation by the Parish Council which is prohibited by law. Cllr. Mrs Green agreed with this statement and, following a brief discussion on the matter, it was concluded that the Parish Council is prohibited in making a donation to a local authority body and additionally does not wish to set a precedent of offering a no cost / reduced rate to any organisation that use the venue to fund raise. Cllr. Jemison agreed to advise the Village Hall Management Committee of this decision. **Action Cllr. Jemison.**
- 5.1.2 *Village Hall Dispensation* – Cllr. Mrs Clark signed the Dispensation allowing her to participate in Village Hall discussions in future Parish Council meetings as a Village Hall Trustee.
- 5.1.3 *Letter from Invalifts Ltd.* – The lift was serviced in October 2012 by Invalifts who have suggested that the back-up battery may need replacing. Cllr. Jemison agreed to test the battery before this work is authorised. **Action Cllr. Jemison**

5.2 Sports and Leisure Management Committee5.2.1 *Management Committee Report* – Cllr. Higgins reported the following items:

- Play Group has reported that items of tea and coffee have gone missing during the weekends and it is thought that illegal access is being gained to the building possibly by campers seen on the land at this time. Cllr. Mrs Green has informed the Police of this situation. Cllr. Harrison suggested that a solution to prevent this happening again would be to change the locks on the building and that the Parish Council should retain the master key from which only copies could be cut in future. Cllr. Jemison estimated that the cost of doing this would be approximately £18 per key (with up to fifteen keys required). It was agreed that this course of action should be investigated with costs presented to the next meeting. **Action Cllr. Jemison and Cllr. Higgins**
- Play Group has also suggested that the paper towel dispenser should be replaced by an electronic hand dryer. Cllr. Higgins agreed to contact Play Group to discuss this matter further.

5.2.1 *New Cricket Pavilion update* – Cllr. Harrison reported that an email sent to Charles Richardson received no response. As follow up emails to the Church Commissioners have also been ignored, Cllr. Harrison agreed to telephone them to move this item forward. **Action Cllr Harrison**5.2.3 *Planning application for storage container* – Cllr. Mellors contacted the City Council Planning Department and will submit a full application shortly.5.2.4 *Yorkshire Water November bill* – Following two consecutive water bills of £918 and £1,162 respectively, the October bill was £90.31 It was agreed that the next two bills will be monitored and the amount charged will determine action to be taken. **Action Clerk.**5.2.5 *Letter from Ainsty Lawncare* – Jonathan Short of Ainsty Lawncare wrote to the Parish Council to advise that the total number of cuts of the outfield at Ferry Lane, this season, amounted to thirty two. The amount charged to the Parish Council was £3,570, compared to £2,465 for the 2011 season. This is an area of spending the Cllr. Harrison recommended the Parish Council closely monitor.5.2.6 *Email from Phil Curtis regarding Legionella Testing* – In his email to the Parish Council Mr Curtis offered the services of his Company, The Well Water Company, to conduct Legionella Tests at the Sports Pavilion at cost price of £16.80 per test (compared to £53.40 per test charged by Aqua Test). The information was passed to Cllr. Higgins to consider.5.3 Finance Committee5.3.1 *Committee Report* – No recent meeting.5.3.2 *HMRC directive concerning PAYE* – HMRC are implementing considerable changes to PAYE procedure that the Parish Council will need to put into practice by the next tax year. **Action Cllr. Harrison and The Clerk**5.4 Field 84, Riverside and Footpaths Working Party5.4.1 *Working party report* – Nothing to report.

Cllr. Mellors questioned how many boats the lease allows to be stored on this land. Cllr. Harrison agreed to investigate this matter.

- 5.4.2 *Environment Agency* – A letter to the Environment Agency requesting a visit to Bishopthorpe to discuss the recent flood in Main Street was not replied to. This matter was chased and a subsequent conversation was held between Cllr. Jemison and the Agency. No date could be arranged for the visit at the present time due to the enormous demands the Agency is currently facing due to county-wide floods following the recent spell of heavy rain. It was agreed that this matter will be chased in due course. **Action Clerk.**
- 5.4.3 *Acaster Drainage Board* – Cllr. Mrs Green suggested that Acaster Internal Drainage Board should be invited to the Annual Parish Meeting of the Parish Council. Cllr. Harrison recommended that in the first instance they should be invited to a Parish Council meeting to give a presentation on their activities in the locality and the Clerk was asked to contact them to invite them to attend a meeting in the New Year. **Action Clerk.**
- 5.5 Youth Support and Children’s Recreation
- 5.5.1 *Monthly update* – Cllr. Mrs Green reported that it has been difficult to rake the area around the equipment as she undertook the inspection duties this month. The wet conditions are proving an ideal growing area for fungus on the bark and as no ideal solution was put forward the Clerk was asked to contact Play Dale to seek their advice. **Action Clerk.**
- Cllr. Mrs Gajewicz took the inspection kit for December.
- 5.6 Allotments
- 5.6.1 *Monthly update* – Cllr. Neale reported that Yorkshire Water do not intend to drain the allotments until the conditions are more stable which is expected to be in the Spring. As a considerable amount of the growing season in 2013 will be lost to allotment holders, it was felt that Yorkshire Water should offer on-going compensation to them. Cllr. Neale agreed to contact them to discuss this request. **Action Cllr. Neale**
- 5.7 Senior Citizens Support
- 5.7.1 *Monthly update* – Cllr. Mrs Green reported that the City Council is using Vernon House as a meeting place.
- 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* – Cllr. Mrs Green reported that the leader of York Council is due to attend the next meeting of the Environment Forum. The audience will be allowed a time slot of two minutes to put forward a suggestion for a “quick fix” and a “bigger idea” relating to any environment issue. Cllr. Mrs Green asked the Councillors to submit ideas to her by email no later than Monday 3rd December.
- 5.9.2 *Bishopthorpe Recycling Day Rota – Saturday 12th January 2013* – Volunteers for this day were asked to contact Cllr. Mrs Green. Harry Gratton of BBC Look North will open the event.
- 5.10 Accessibility Network
- 5.10.1 *Monthly update* – Nothing to report.

12/184	6	Financial Transactions		
		6.1	<u>Payments to approve</u>	
			Clerk's Salary	567.00
			Clerk's Expenses- (<i>photocopying</i> £2.76)	2.76
			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
			Dennis King – repairs to: extractor fan, door bell & sump pump	45.97
			Acaster Forge – welding repairs to pedestrian gate (Play Area)	54.00
			Yorkshire Water Third Quarter – Allotments Appleton Road	15.26
			Yorkshire Water Third Quarter – Village Hall	71.03
			Yorkshire Water Third Quarter – Allotments Acaster Lane	21.49
			Ainsty Landscape (Ferry Lane grass cuts 9/8 to 23/10)	680.00
			Ainsty Landscape (Ferry Lane hedge trim & tidy up)	325.00
			Aon Village Hall Insurance (£1,428.43 in 2011)	1546.44
			Sports Turf Services – Grass cut Ferry Lane 5/10 & 18/10	124.80
			Npower – lights in Sensory Garden 23/7 to 12/11	45.99
			Pete Holmes Garden Services – Play Area grass cuts	200.00
			Brunswick Organic Nursery – Maintenance of Sensory Garden	240.00
			Dennis King – PAT testing of Sports Pavilion	121.20
			York Christmas Trees – Sensory Garden tree	140.00
			Payment Total	£4976.94
		6.2	<u>Income Receipts</u>	
			Allotment rents	633.97
			New allotment let – Joanne Harlow	7.36
			Late allotment rents: Marshall, Feather, Dobson, Lewis & Turnbull	62.38
			Last allotment rent: Gentry	7.47
			Sports Pavilion – Halloween Party, one-off booking	10.00
			Village Hall Management Committee October takings (£493.36 cash)	1460.36
			Income Total	£2181.54

Approval of financial transactions proposed by Cllr. Mrs Gajewicz and seconded by Cllr. Neale. Carried Unanimously.

12/185	7	School Governors		
		7.1	<i>Infants School</i> – Cllr. Mrs Clifton reported that Sue Bell of Carr Infant School will assume the role of Executive Head Teacher when Becky White retires.	
			 Cllr. Mrs Clark asked if the Parish Council would offer support to the school's initiative to create a safe crossing point in a designated area of the village. Following a lengthy debate it was agreed that this may not be as effective as installing another crossing lady in the area (in addition to the existing one on Appleton Road). The Clerk was asked to contact Cllr. John Galvin to seek his involvement in the proposal. Action Clerk.	

(Cllr. Mrs Gajewicz left the meeting at 8.05pm)

7.2 *Junior School* – Cllr. Mrs Green reported that the school will participate in the Recycling Day on Saturday 12th January in the Village Hall.

7.3 *Traffic proposal school zone improvements* – The proposals put forward by the City Council (as were fully documented in the October Parish Council minutes) are to be revised. Cllr. Mellors reported that the proposal to paint double yellow lines around the bend of Copmanthorpe Lane with Appleton Road will be changed to implementing a restricted waiting zone in this area. Cllr. Mellors also suggested that Appleton Road may benefit from the construction of speed bumps / traffic cushions.

12/186 8 **Youth Awards**

8.1 *Update – (Award evening Wednesday 16th January 2013, 6.30pm Village Hall)* – Reverend Graham Peaden has agreed to be the judge for this year's competition

12/187 9 **Pinfold**

9.1 *Committee Report* – Nothing to report.

12/188 10 **Sensory Garden**

10.1 *Committee Report* – Nothing to report.

10.2 *Christmas Tree* – Cllr. Mellors has liaised with Jenny Harris of the Marcia to obtain a fifteen foot tree from York Christmas Trees. Simon Sykes of Main Street has offered to collect the tree from the suppliers and with the help of Richard Williams of Keble Park will erect the tree over the first weekend of December in the Sensory Garden. The Parish Council are very grateful to all concerned who offer their time free of charge in this endeavour.

12/189 11 **Police Liaison**

11.1 *North Yorkshire Police Force* – A report was received following the meeting from PCSO Laura Smith:

*“21/11 Deans Court. Garage Burglary, 10 cases of wine stolen.
Bishopthorpe crime figures are currently -13.6%”*

12/190 12 **Local Council Association**

12.1 *YLCA Update* – Cllr. Mellors reported the following items from the Liaison Meeting held on the 14th November

- The topic of building new housing on the Green Belt was discussed.
- There is no feedback on the e-planning suggestions recently put forward.
- It is unclear who will fund salt bins and re-stock them.
- The Ward Committee is committed to one formal meeting per year in future.
- Double taxation rules are being reviewed.
- The Playfields organisation is expected to cease operation

12.2 *Countryside Voice magazine* – Information passed to Cllr. Mrs Green

12.3 *The Playing Fields magazine* – Noted.

12.4 *Yorkshire Local Councils Association Email - Code of Conduct - Dispensations to take part in precept decisions* - Noted.

12.5 *Rural Action Yorkshire – membership renewal reminder* – It was agreed that membership to this organisation will not be renewed.

12.6 *White Rose update* – Cllr. Harrison drew the meeting's attention to articles concerning precept capping, the Localisation Bill and Employment of the Clerk.

12.7 *Campaign to Protect Rural England – Autumn Newsletter 2012* – Information passed to Cllr. Mrs Green

- 12/191 13 **Highway Matters**
13.1 *Vehicle Activated Sign – Appleton Road and Sim Balk Lane* – These items were incorporated in the report made by Cllr. Mellors under item 7.3
- 12/192 14 **Correspondence**
14.1 City of York not covered elsewhere
14.1.1 None

14.2 Others
14.2.1 None
- 12/193 15 **Ward Committee**
Nothing to report.
- 12/194 16 **Any other business, which the Chairman considers urgent under the Local Government Act 1972.**
- *St Andrew's Old Church* – clearance of overgrown weeds – This work has been undertaken by Community Payback who was chosen by St Andrew's Trust over Brunswick Organic Nursery.
 - *Insurance flooding assessment changes affecting property in Bishopthorpe* –Cllr. Harrison reported that the Environment Agency has produced a map grading areas in Bishopthorpe from low to high risk of flooding. The Board of British Insurers is currently holding talks with the Government on this subject on a country-wide level as the existing agreement is due to terminate in June 2013. The Parish Council will monitor the situation with regards to how it affects Bishopthorpe.
- 12/195 17 **Date and time of next meeting – Tuesday 11th December 2012 – at the Sports Pavilion**

Meeting closed at 8.29 pm