

Minutes of the meeting held at the Village Hall on Tuesday 22nd January 2013.

The Chairman opened the meeting at 7.02pm and read the following statement:

“It is the opinion of Yorkshire Local Councils Association that as there is no common law right for a member of the public to tape record a council meeting, it is inappropriate for someone to do this without the permission of the Council. Indeed it is potentially unlawful. Images and words spoken could potentially be deemed to be personal information under the Data Protection Act and an individual could argue that the Act has been breached if they consider their image or words have been used unfairly and/or without their permission.

*If the Council is mindful to permit the recording of all or some of its meetings it is important that it is clear on the reasons for this, and that it agrees **in advance** policies and procedures to permit and regulate this.”*

Cllr. Harrison confirmed that a new Standing Order will be put in place based on the above information stating that specific authority must be obtained by anyone wanting to record, in any format, Bishopthorpe Parish Council meetings. It was also clarified that the recording of meetings used for minute writing made by the Clerk on her Dictaphone, are overwritten on a monthly basis and that no verbal data whatsoever is retained by the Parish Council. **Action Clerk.**

Three members of the public were present at the meeting.

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

Mrs June Whittaker of Keble Park North attended to discuss the following items:

1. Information was given to the meeting regarding the aims of the village group called Catalyst Community Resource Group (Cllr Mrs. Clifton is a leading member of this group). This group was formed in 2011 to circulate information to disabled and elderly residents in Bishopthorpe and meets at Vernon House every second Wednesday at 2pm. In order to promote their activities they intend to circulate an information leaflet to every household in Bishopthorpe. Fulprint has quoted an amount of £111.00 to produce the leaflets and to fund this, the group has decided to apply for a ‘Small Sparks’ grant. If successful with the application, Mrs Whittaker asked if the grant could be paid directly in to the Parish Council bank account (as Catalyst Community Resource Group does not operate an account at the moment) with the money ‘ring-fenced’ for their sole use. Cllr. Harrison agreed that this will be permitted.
2. A request was made to publish, in Link magazine, the new Sunday timetable of the number eleven bus run by First Bus. Cllr. Mrs Green agreed to do this. **Action Cllr. Mrs Green**
3. Until recently, Bishopthorpe operated a very effective Neighbourhood Watch scheme but interest seems to be declining and Mrs Whittaker asked if the Parish Council could do anything to revive this. Cllr. Harrison agreed to publish an article in Link magazine to bring focus back to the scheme. **Action Cllr Harrison.**

Mr Mitchell of Main Street attended the meeting to discuss the issue of cars parked across residents’ driveways in Main Street, which block access on a regular basis. Sometimes drive exits are blocked for minutes as car users visit the Co-operative Store or cash machine but in some instances, visitors to the village who are attending funeral wakes at the public houses block drive exits for hours. Mr Mitchell asked if the Parish Council would consider marking the road to help prevent inappropriate parking. Cllr. Harrison asked the Clerk to contact City Council Highways department to request a review of the area. **Action Clerk.**

Council Members Present:

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

- 13/1 1 **Apologies for absence.**
Cllr. Kelly and Cllr. Mellors
- 13/2 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.*
- 13/3 3 **Minutes of Meeting 11th December 2012**
Acceptance of the minutes was proposed by Cllr. Jemison and seconded by Cllr. Mrs Green. Carried unanimously by all who attended the meeting.
- 13/4 4 **Consideration of Planning Matters and recommendations of the Planning Group**
- 4.1 Notice of Applications received
- 4.1.1 **Stapleford, 25 Sim Balk Lane.** Installation of two dormers to rear and three roof lights to front. 12/03716/FUL, No Objection
- 4.1.2 **The Palace, Bishopthorpe Road.** Various tree works including the felling of ten trees in the Conservation Area. 12/03795/Tree Protection Order. Objection.
- 4.1.3 **14 Keble Drive.** Single storey rear extension. 12/03754/FUL. No Objection
- 4.1.4 **Joseph Hardgrave Ltd 42-44 Church Lane.** Demolition of non-listed building in a conservation area. 12/03812/CAC. Recommendation is to postpone determination until after the granting of an application. No Objection to the demolition.
- 4.1.5 **Ramsey House, Chantry Lane.** Conversion of garage in to habitable room and erection of detached garage with driveway and opening in existing boundary wall. 13/00022/FUL. No Objection
- 4.2 Notice of decisions given (*Parish Council decisions are highlighted in red*)
- 4.2.1 **2 The Courtyard.** Crown thin and prune Copper Beech, tree in the Conservation Area. 12/03514/Tree Conservation Area. (**No Objection**). Approved
- 4.2.2 **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**) Approved
- 4.2.3 **Carpet and Bed Warehouse, Acaster Lane.** Alterations to land level. 12/03454/FUL. (**Comments made**). Application withdrawn
- 4.1.4 **St Andrew's Church, Church Lane.** Change of use of land to graveyard. 12/03209/FUL. (**Application supported**). Approved
- 4.3 Other Planning Matters
- 4.3.1 *Payments from new developments* – In an email sent to the Chairman before the meeting, Cllr. Mellors advised that he is waiting for a reply to his email sent to the City Council regarding this matter.

- 4.3.2 *National Planning Policy Framework* – Cllr. Higgins reported that information is being gathered and will be presented at the next meeting.

Under this heading, Cllr. Harrison raised a point about the triangle of grass land at the corner of Beech Avenue / Maple Avenue. Since permission was granted by the City Council allowing extensions to the houses on the corner, a dropped kerb has been built allowing cars to cross the grassed area to access newly built driveways. As a result the grassed area is churned and partly destroyed. Cllr. Harrison offered to email Cllr. Mellors to highlight this issue and ask for guidance from the City Council to restore the area. **Action Cllr Harrison**

13/5

5 Services**5.1 Village Hall Management Committee**

- 5.1.1 *Management Committee Report* – Cllr. Jemison reported that the Committee held a meeting on the 21st January where the following issues were discussed:

- A review of the accounts to the end of December show a £1,100 operating loss but the year-end prediction is that the Village Hall Management Committee will break even as the loss should be recouped in booking fees.
- As utility fees continue to increase above the rate of inflation, on behalf of the Committee, Cllr. Jemison proposed an increase in Village Hall hiring charges of 5% across all users to meet the growing expense of running the hall. Cllr. Harrison agreed that this should be implemented with effect from 1st April 2013. Cllr. Jemison will inform the Committee. **Action Cllr. Jemison**
- The Committee would like to promote the Village Hall on Bish.net. Cllr. Jemison asked Cllr. Higgins to email Tom Davis with details of how to access the web site. **Action Cllr. Higgins**

Cllr. Mrs Green suggested that the Committee should consider producing a small leaflet advertising hire rates for various rooms in the Village Hall and leave a supply of these in the foyer.

Cllr. Harrison requested that the Youth Awards Board should be returned to its original position by the side of the Main Hall door now that decorating is complete. Cllr. Jemison agreed to advise the Caretaker of this wish. **Action Cllr. Jemison**

Keith Thornton was thanked for decorating the hall and Cllr. Harrison asked for his invoice to be passed to the Parish Council for payment. **Action Cllr. Jemison**

- 5.1.2 *Lift battery check* – Nothing to report.

5.2 Sports and Leisure Management Committee

- 5.2.1 *Management Committee Report* – Cllr. Mrs Clark reported that she recently took photographs of the inside of the Sports Pavilion following use by the Footballers. Mud was smeared on the walls, toilets and sink. Bottles and shin pad wrappers were discarded all over the changing room area. Cllr. Higgins asked for the photos to be emailed to him so that the issue can be raised, once again, with Joe Gardham, the Football Club representative. **Action Cllr. Mrs Clark**

Cllr. Harrison read out a letter from Jonathan Short of Ainsty Lawncare who was concerned that the figures quoted in the November 2012 minutes were misleading. The minutes, item number 5.2.5, stated that:

“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”.

Mr Short pointed out that the total amount charged for thirty two cuts was in actual fact £2,720. An extra amount of £850 was charged for two hedge trims costing £325 each and a treatment of weeds and general tidy up at the year end at a cost of £200 (this work had been requested by the Parish Council). In 2011 the grass was cut twenty nine times, but due to an exceptionally wet summer in 2012 it was necessary to increase this to thirty two times during the cricket season.

The cost of the cuts at £85 per cut has remained the same during 2011 and 2012. The Parish Council are pleased to clarify this situation for Jonathan Short and thank him for the work undertaken on our Ferry Lane site.

5.2.2 *New Locks and Keys* – Nothing to report.

5.2.3 *New Cricket Pavilion* – Cllr. Harrison has now spoken to a representative of Smiths Gore and our request to extend the lease for the land on which the pavilion is to be built to 2030 will be forwarded to the Church Commissioners.

5.2.4 *Planning application for storage container* – Cllr. Harrison read out an email from the City Council Planning Enforcement Office Andy Blain, in which the Parish Council were told that if it had not been a Parish Council submitting such an application then the City Council would have considered taking enforcement action for the removal of the container. Cllr. Mellors has asked Mr Blain to email a link to the relevant application. **Action Cllr. Mellors**

5.2.5 *Legionella Testing* – Cllr. Higgins agreed to contact Mr Curtis of the Well Water Company to undertake tests on the Sports Pavilion. **Action Cllr. Higgins**

5.3 Finance Committee

5.3.1 *Committee Report* – No recent meeting.

5.3.2 *Precept request from the City Council* – Following an appraisal of the Parish Council finances, Cllr. Harrison proposed that the precept should be held at twenty-eight thousand pounds for 2013/14 and that the Play Area loan should be reduced by a one-off £5,000 payment. This was seconded by Cllr. Mrs Green and agreed unanimously. Clerk to return the notification to the City Council. **Action Clerk.**

5.4 Field 84, Riverside and Footpaths Working Party

5.4.1 *Working party report* – Cllr. Jemison reported that the gate owned by York Marine Services Limited remained locked during the recent flood, as requested.

The Environment Agency has failed to make contact with Cllr. Jemison despite four chasing emails requesting them to do so to discuss the October flood of Main Street. The Clerk was asked to chase them again. **Action Clerk.**

5.4.2 *Review of lease with York Marine Services Limited to establish number of boats allowed* – Cllr. Harrison reported that the lease allows five boats between the months of October to March. There is no limit placed on the number of boats between March and October.

Cllr. Jemison expressed concern about the number of containers appearing at the bottom of Ferry Lane and agreed to conduct a site visit to count them. Once an exact number has been established, Cllr. Jemison will notify the Clerk in order that a letter can be sent to the owner asking why they are there and when will they be removed.

Action Cllr. Jemison

5.5 Youth Support and Children's Recreation

5.5.1 Monthly update – Nothing to report.

5.5.2 *Annual Inspection Report and recommendations received from Playdale* – Cllr. Harrison reported that the annual inspection of the Play Area was undertaken on the 3rd January 2013 and the following recommendations were made:

- Replacement of a chain sleeve for the Junior Swing and a bolt for the Bumper seat.
- The aerial runway retention cable is slightly stretched but the apparatus passed the test and the unit is quoted to be 'in good condition'.
- Top-up of cushion fall under all apparatus and top-up (up to 20cum) of play grade surfacing sand.

The cost of these recommendations is currently being calculated by Playdale and will be reported at the next meeting.

5.6 Allotments

5.6.1 *Monthly update* – Nothing to report.

5.6.2 *On-going compensation re Yorkshire Water works* – Negotiations for compensation are underway with Yorkshire Water for loss of Spring 2013 crops for the affected allotment holders. Cllr. Neale reported that the large variations in the amounts being claimed (ranging from £250 to £1,000) are slowing discussions.

5.7 Senior Citizens Support

5.7.1 *Monthly update* – Cllr. Mrs Green reported that she wasn't informed about the date of the AGM at Vernon House that occurred recently. It was also reported that the membership fee scheme has been abandoned as the users do not understand the importance of maintaining a membership list. Without such a list in existence it may be very difficult to prove how well the facility is used thus leaving it open to City Council budget cuts in the future.

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 recently planned meeting of York Environment Forum was cancelled.

5.9.2 *Fruit trees* – Penny Bainbridge from Edible York has provided eight fruit trees to the Parish Council which will be planted on the cycle track. Volunteers are sought to help with this task on Saturday 2nd February at 10am.

5.9.3 *Letter from Mr Terry Crossley* – Cllr. Harrison read out Mr Crossley’s letter that described an overgrown willow tree in a ditch on the cycle track next to the entrance of the footpath to Acaster Malbis as a potential danger to passersby. Mr Crossley is concerned that no one will assume responsibility for the tree which he thinks may be unsafe. Cllr. Mrs Green agreed to inspect the tree and contact Mr Crossley to discuss the matter. **Action Cllr. Mrs Green**

An email from Peter Huxford was read to the meeting by Cllr. Harrison in which details were given of the intention to paint the swing bridge on the cycle track between Bishopthorpe and Naburn. Cllr. Mrs Green agreed to contact Mr Huxford to inform him that the bridge does not fall within the boundary of Bishopthorpe Parish Council and permission to do this rests with Naburn Parish Council and Sustrans. **Action Cllr. Mrs Green**

5.10 Accessibility Network

5.10.1 *Monthly update* – Cllr. Mrs Clifton informed the meeting that it is her aim to involve people with disabilities in Catalyst Community Resource Group and to promote this organisation she has agreed to give a presentation at Vernon House on the 13th February at 2pm. Councillors were asked to lend their support by attending the meeting.

13/6

6 **Financial Transactions**

6.1 Payments to approve

Clerk’s Salary	567.00
Clerk’s Expenses- (photocopying £7.12, Quarterly AOL Charge £29.99, Quarterly phone calls £7.88, 2013 Diary £3.50, Youth Award Refreshments £15.06, stationery £18.56)	82.11
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
Playdale – Annual inspection by RPII Inspection – Play Area	234.00
Smiths Gore – Glebe Sports field bi-annual rent	125.00
Smiths Gore – Ransom strip (1metre) annual charge	1.00
Village Hall Caretaker	200.00
Village Hall Cleaner – December 2012 (9.5 hours)	85.50
Village Hall Cleaner – November 2012 (18 hours)	162.00
Village Hall Cleaner – October 2012 (13 hours)	117.00
Village Hall Booking Secretary October 1 st to December 31 st (12 Weeks)	162.50
Waste collection by City of York Council – Village Hall	56.81
Waste collection by City of York Council – Sports Pavilion	52.00
Youth Award winner prize 2012 – Katie Paver	150.00
Youth Award winner prize 2012 – Rachel Skelton	150.00
Play Group – quarterly rent	219.45
Brownies – quarterly rent	90.00
Parish Council – quarterly rent	20.40
<i>*Dennis King – PAT testing of Village Hall 15/10/12</i>	127.50
Blackwell and Denton – Vacuum cleaner for Village Hall	99.98
Payment Total	£3251.25

6.2	<u>Income Receipts</u>		
	Village Hall Management Committee – December takings (£186.01 cash)		864.76
	National Westminster – quarterly interest		4.45
	Bishopthorpe Play Group – quarterly rent		1592.85
	Income Total		£2462.06

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

**Referred to Village Hall Management Committee for authority to pay.*

- 13/7 7 **School Governors**
- 7.1 *Infants School* – Cllr. Mrs Clark reported that the new acting Head Teacher is looking to implement a wide range of travel initiatives for the School which will include a no-car week and scooter training for the children.
- 7.2 *Junior School* – To thank pupils who were involved in the Annual Recycling Day which was held on Saturday 12th January, Cllr. Mrs Green reported that she will attend the school on Friday 25th January to make a presentation of a small gift to each child. Cllr. Mrs Green expressed her thanks to the School for its involvement which helped to make the recycling day a great success.
- 13/8 8 **Youth Awards**
- 8.1 *Committee Report* – Cllr. Harrison reported that the Parish Council received ten nominations for six young people from the village for this year’s award. Thanks go to the Reverend Graham Peaden for judging the competition and congratulations to the winners, Katie Paver and Rachel Skelton.
- Cllr. Harrison also thanked those who helped on the night, namely Liam and Cayley Godfrey and also Mark Trousdale of Acomb Signs who updated the Youth Award Board with the winners’ names free of charge.
- 13/9 9 **Pinfold**
- 9.1 *Committee Report* – Nothing to report.
- 13/10 10 **Sensory Garden**
- 10.1 *Committee Report* – Nothing to report.
- 13/11 11 **Police Liaison**
- 11.1 *North Yorkshire Police Force* – Cllr. Mrs Green reported that the Police were unable to attend the Recycling Day as planned to mark new bicycles with security codes as they were called to attend an urgent matter elsewhere. This activity has been rescheduled for the 9th March.
- 13/12 12 **Local Council Association**
- 12.1 *Yorkshire Local Councils Association Update* – Nothing to report.
- 12.2 *Consultation on the speed limit for HGV's over 7.5 tonnes on single carriageway roads – carried forward from December 2012* – Noted.
- 12.3 *Information note for January from Yorkshire Local Councils Association* – Noted.
- 12.4 *Yorkshire Local Councils Association Legal Topic Note 22 – Employment Advice* – Noted.

- 13/13 13 **Highway Matters**
13.1 *Vehicle Activated Sign* – Ricky Watson from the City Council Highways Department has responded to an email sent in November (and followed up by chasers in December and January) to say that the sign which was removed for repair in July 2012 has been sent to the manufacturer. Clerk to diarise to chase this matter. **Action Clerk.**
- 13/14 14 **Correspondence**
14.1 City of York not covered elsewhere
14.1.1 *Keble Park North snicket – Request for a dog bin* – Both the Clerk and Cllr. Mrs Clark have requested an additional dog bin for the snicket and have received replies to say that the emails have been logged. Cllr. Mrs Clark agreed to chase for action. **Action Cllr. Mrs Clark.**

14.1.2 *Two letters from Bishopthorpe Bowling Club* – In their first letter, the Bowls Club invited the Parish Council to a challenge match to take place during May 2013. The Councillors were happy for a date to be arranged. **Action Clerk.**

In their second letter, the Parish Council were advised that major repairs to the outer edges of the bowling green are necessary for the forthcoming season at a cost of £5,244. The Club are able to finance 25% of the project and assistance from the Parish Council is sought.

Cllr. Harrison suggested that the Club may be able to benefit from a grant from Sport England and suggested that, in the first instance, they should apply for an award. Following a lengthy discussion Cllr. Mrs Green proposed that the Parish Council should match-fund the Bowls Club by contributing 25% i.e. £1,300 towards the project only on the basis that the project goes ahead. This was seconded by Cllr. Jemison and agreed unanimously. Clerk to reply to the Club. **Action Clerk.**

14.1.3 *Bank's Renewable* – Hagg Wood proposed wind farm project has been put on hold.

14.2 Others
14.2.1 *North Selby mine redevelopment* – Cllr. Harrison opined that this matter will not directly affect Bishopthorpe village and all agreed that a watching brief should be applied to the issue.
- 13/15 15 **Ward Committee**
Nothing to report.
- 13/16 16 **Any other business, which the Chairman considers urgent under the Local Government Act 1972.**
 - A reminder was issued for the Annual Darts Challenge match against the Ebor Players to be held on Wednesday 13th February in the Ebor at 8pm.
- 13/17 17 **Date and time of next meeting – Tuesday 26th February 2013 – at the Village Hall**

Meeting closed at 8.39 pm