

Minutes of the meeting held at the Village Hall on Tuesday 26th February 2013.

The Chairman opened the meeting at 7.01 pm.

Three members of the public attended the meeting:

Mrs June Whittaker of Keble Park North attended to give an update for the points she raised in January. An application has been made for a grant to fund printing costs of a brochure containing important contact details of village groups and organisations. A pro forma copy of the brochure was passed to the Parish Councillors and Mrs Whittaker explained that she intends for each house in the village to receive a copy. Originally the Parish Council were asked to receive the grant funds on behalf of Catalyst Community Resource Group (as they do not hold bank account facilities) but the grant authority wishes to pay Mrs Whittaker directly if the grant is approved.

Mrs Whittaker's second point concerned the Neighbourhood Watch Scheme. In recent months participation in this scheme has dwindled and Mrs Whittaker is keen to rekindle interest. In order to do this a meeting is planned at the Sports Pavilion on Thursday 7th March at 7.30pm where villagers are invited to attend to discuss ways to renew the scheme. On behalf of the Parish Council Cllr. Mrs Clark offered to help Mrs Whittaker. It was also noted that in recent months no regular report has been received from Bishopthorpe's new PCSO, Laura Smith. This information would be of practical use to the Neighbourhood Watch Scheme and will be requested when the police attend a meeting of Catalyst Community Resource Group on the 10th April.

Cllr. Harrison thanked Mrs Whittaker for her involvement in both schemes and offered continued support from the Parish Council.

Mr Robert Sorely of Copmanthorpe Lane asked the Parish Council for an update on the situation with drainage issues at Appleton Road allotments. Cllr. Neale explained that he has been in regular contact with Yorkshire Water who has committed to sort out the drainage issues once the weather improves. It is anticipated that work will commence towards the end of March and is expected to last for three weeks, with plots returned to holders at the end of April. The Parish Council are actively pursuing claims on behalf of the affected plot holders to compensate for loss of use. Mr Sorely was annoyed that Yorkshire Water has not been in direct contact with him despite providing email contact details and Cllr. Neale agreed to liaise with the Company to set up a line of communication.

Mr Philip Curtis of Maple Avenue attended the meeting to highlight the occurrence of sudden arrhythmic death syndrome in children under the age of eight. He explained that as Bishopthorpe First Responders are not allowed to treat children under this age it may be prudent to purchase an Automated External Defibrillator (AED) for the Infant School. The cost of purchasing a new machine would be £1,090 plus VAT (the cost of which includes four hours of training for eight members of staff). Mr Curtis asked if the Parish Council would consider match funding this purchase.

In principle Cllr. Harrison agreed with Mr Curtis's recommendation but asked why the City Council has not funded this project if they consider the machines to be a vital piece of equipment to be held in a state school. Mr Curtis was asked to contact the City Council to seek their guidance and advice in the first instance and then to return to the Parish Council with their recommendations. Cllr. Harrison emphasised that it would be important to involve the Junior School in this scheme and asked Mr Curtis not to overlook them.

7.21 pm Mrs Whittaker and Mr Sorley left the meeting.

Mr Philip Curtis remained to observe the meeting.

Council Members Present:

Cllr. Harrison (Chair), Cllr. Jemison (Vice Chair), Cllr. Higgins, Cllr. Mellors, Cllr. Mrs Clifton, Cllr. Mrs Clark, Cllr. Neale and Cllr. Mrs Gajewicz. (Cllr. Mrs Green from 7.50pm onwards)

13/18 1 **Apologies for absence.**

Cllr. Mrs Clifton (due to illness), Cllr. Mrs Green (on-route from France)

An email from Cllr. Kelly was read to the meeting by Cllr. Harrison. Cllr. Kelly thanked members of the Parish Council for their support and guidance in recent years but with regret, tendered his resignation due to work commitments and a change in circumstances. The City Council will be notified and the vacancy advertised. **Action Clerk.**

13/19 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. Jemison and Cllr. Harrison both declared a personal interest in item 6.1*

13/20 3 **Minutes of Meeting January 22nd 2012**

After changing the location of the January meeting from Sports Pavilion to Village Hall on the opening page of the minutes, acceptance was proposed by Cllr. Mrs Gajewicz and seconded by Cllr. Jemison. Carried unanimously by all who attended the meeting.

At this point Cllr. Harrison brought forward an item under Any Other Business: *Standing Order Number 34*. It was agreed that the following addition will be made to Bishopthorpe Parish Council's Standing Orders –

**Standing Order Number 34
Issued February 2013**

1. Under the provisions of Section 7 of the Public Bodies (Admission to Meetings) Act 1960 Bishopthorpe Parish Council does not permit the taking of photographs of any proceedings, or the use of any means to enable persons not present to see or hear any proceedings (whether at the time or later), or the making of any oral report on any proceedings as they take place without the specific authority of the Council. This authority must be given for specific events and a vote must be taken for each specific event before the photographs or recording to commence.
2. All images and words spoken are potentially 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.
3. The only exception to this Standing Order is the oral recording undertaken by the Clerk for the purposes of clarification during the preparation of the minutes. This recording will be destroyed after the minutes are accepted as a fair and accurate representation of the meeting.

The standing order was signed and dated by the Chairman.

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Consideration of Planning Matters and recommendations of the Planning Group

4.1 Notice of Applications received

- 4.1.1 **The Palace, Bishopthorpe Road.** Installation of light fittings and application of a shelter coat to walls if deemed necessary following cleaning. 13/000069/LBC. No Objection
- 4.1.2 **Alma, 13 Temple Road.** Single storey side and rear extension and porch to front following demolition of existing rear extension. 13/00009/FUL. No Objection

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

- 4.2.1 **14 Keble Drive.** Single storey rear extension. 12/03754/FUL. (**No Objection**). Approved
- 4.1.2 **Stapleford 25 Sim Balk Lane.** Installation of two dormers to rear and three roof lights to front. 12/03716/FUL, (**No Objection**) Approved
- 4.2.3 **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**). Approved
- 4.1.4 **The Palace, Bishopthorpe Road.** Various tree works including the felling of ten trees in the Conservation Area. 12/03795/Tree Protection Order. (**Objection**) Approved

4.3 Other Planning Matters

- 4.3.1 *Payments from new developments* – Cllr. Mellors reported that no response has yet been received from the City Council but the matter will be chased.
- 4.3.2 *National Planning Policy Framework* – Cllr. Higgins prepared an information document, which was circulated to Councillors before the meeting. Reading from the document, Cllr. Harrison described how Neighbourhood Planning was defined to be ‘*a way in which local communities can influence the planning in the area in which they live*’. A Neighbourhood Plan can be prepared by the Parish Council with assistance from the local planning authority checking that it is in agreement with the City Council Local Plan for York. The new Local Plan for York has yet to be developed by the City Council and is scheduled to be published in 2014 following a consultation period which is due to commence in April / May 2013.

Cllr. Higgins suggested that the Neighbourhood Plan should be compiled in agreement with National Policy and the City Council Local Plan. However, as the City Council Local Plan is currently out of date he suggested that before compiling a Neighbourhood Plan the Parish Council should wait to see what the outcomes suggest for Bishopthorpe.

Cllr. Harrison recommended that development in Bishopthorpe should be strongly resisted if it involved expanding the size of the village and suggested that areas such as the open fields on Church Lane, Acaster Lane and Ferry Lane should be protected / maintained as agricultural fields. In order to achieve this, Cllr. Higgins offered to contact the City Council to ask for advice on the way forward. **Action Cllr. Higgins**

- 4.3.2 *Triangle of grass Maple Avenue / Beech Avenue* – Cllr. Harrison and Cllr. Mellors agreed that the Parish Council are unable to enforce any restrictions on residents crossing the grassed area to access their drives as it was not an original condition of the planning agreement. *Item to be removed from Agenda.*

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Services5.1 Village Hall Management Committee5.1.1 *Management Committee Report* – No recent meeting.5.1.2 *Lift battery check* – Cllr. Jemison confirmed that the battery is still covered under a five-year guarantee, which expires in 2014. *Item to be removed from Agenda.*

7.45 pm At this point the Chairman requested discussion of the Caretakers / Booking Secretary salary under Part Two and Mr Curtis was asked to temporarily leave the meeting.

7.50pm Cllr. Mrs Green entered the meeting.

7.59 pm Mr Curtis re-entered the room following conclusion of Part Two. It was agreed that Cllr Harrison should meet with the Caretaker / Booking Secretary and agree a contract and salary, within defined limits, for the financial year 2013/14.

5.2 Sports and Leisure Management Committee5.2.1 *Management Committee Report* – Nothing to report.5.2.1 *New locks and keys* – Cllr. Higgins reported that Ian Jemison Engineering Ltd has changed the locks on all Sports Pavilion doors. A list of the key holders was passed to the Clerk for safe keeping.5.2.3 *New Cricket Pavilion* – Cllr. Harrison reported that contact has finally been made with Katie Dixon of Smiths Gore who confirmed that the Church Commissioners are not willing to extend the lease for the land on which the Sports Pavilion stands. They cited the same reasons as stated in 2003 but did not expand on what these were. No one on the council could remember the reasons and the Clerk was asked to review any relevant information from Parish Council files for 2003. **Action Clerk.**5.2.4 *Planning application for storage container* – Cllr. Mellors confirmed that this must be a full application, which he will complete and pass to the Clerk for processing with the City Council. **Action Cllr. Mellors and Clerk.**5.2.5 *Legionella Testing* – Cllr. Higgins confirmed that water samples have been taken and, following the instructions of Mr Philip Curtis of the Well Water Company, have been passed to Carl Rowley of the testing company, Intertek.

The shower heads have been cleaned and a diary note will be made for July 2013 to test again. **Action Clerk.**

5.2.6 *Letter from Mr Curtis regarding Ferry Lane* – The Parish Council were included in Mr Curtis's email sent to Play Group in which he raised his concerns regarding the danger he feels under walking down Ferry Lane to drop off his child at Play Group. He cites two recent incidents where "*somebody travelling down Ferry Lane in a black BMW, (with child) nearly ran me over*" and where Mr Curtis's child was "*forced off her scooter and fell in the mud when a parent in a car did not give us enough time to find a driveway*".

The Parish Council was asked to consider installing a footpath along the length of Ferry Lane on either the road or the field side to allow safe access to Play Group.

Cllr. Harrison explained that a footpath on the field side would be along the “short” boundary of the cricket field and could therefore be dangerous. However, as Ferry Lane is an adopted highway the request would be forwarded to the City Council for consideration. **Action Clerk.**

At this point Cllr. Harrison mentioned that he received a letter from Northern Power advising that trees have been trimmed to prevent interference with power cables along the length of Ferry Lane. This is an activity which is undertaken each year in winter.

5.3 Finance Committee

5.3.1 *Committee Report* – No recent meeting.

5.4 Field 84, Riverside and Footpaths Working Party

5.4.1 *Environment Agency* – The Environment Agency contacted Cllr. Jemison to discuss the issue of flooding in Main Street during September 2012 which was initially raised with them in October 2012. Cllr. Jemison forwarded a video link showing water flowing back in to the drainage system and being forced out in Main Street, clearly indicating a fault in the system. No response has yet been received from the Agency.

5.4.2 *Containers on York Marine Services Limited site* – Cllr. Jemison reported that there are three containers on the land at the bottom of Ferry Lane. One belongs to the Canoe Club; one has always been on site but has been moved to a new location and the third container has been moved on a temporary basis. The owner of York Marine Services Limited, Mr Mandy, confirmed that the moved containers will be relocated back to their original places once the restaurant has been developed.

Under this heading the Clerk was asked to contact Andy Blain, Planning Enforcement Office City of York Council, to ask if Enforcement Action could be considered for Ferry Lane cottage which remains derelict and unsafe. **Action Clerk.**

5.5 Youth Support and Children’s Recreation

5.5.1 *The Park, Keble Park North* – Cllr. Mrs Clark reported no incidents in the Play Area this month and passed the Inspection Kit to Cllr. Harrison for March.

5.5.2 *Quotation received from Playdale following inspection* – Following the Annual Inspection of the Play Area carried out by Play Dale Inspectors a number of recommendations were made to the Parish Council as follows:

- Replace a chain sleeve for the group swing £30
- Replace a bolt for the bumper seat £2.88
- Relay cushion fall £1500.00
- Renew surfacing sand £172.50

It was noted that the Ariel Runway cable had stretched but the piece of equipment passed the test and was declared by the Inspectors to be ‘in good condition’. It was therefore agreed that this would not be replaced this year.

The Clerk was asked to contact Play Dale to arrange for their recommendations above to be implemented. **Action Clerk.**

5.6 Allotments

5.6.1 *On-going compensation claim from Yorkshire Water* – Item discussed above with Mr Sorely

- 5.7 Senior Citizens Support
 5.7.1 *Monthly update* – Cllr. Mrs Green reported that she attended the last Catalyst Community Resource Group meeting and offered to be a point of contact on the information brochure being produced by Mrs June Whittaker.
- 5.8 Web-site Management
 5.8.1 *Monthly update* – The site is up to date.
- 5.9 Environmental and Sustainability Issues
 5.9.1 *Monthly update* – Cllr. Mrs Green reported the following items:
- The City Council is considering flattening the mound on King’s Square in the city centre on which a church used to stand. This action will be fought if the purpose of this is to provide an out-door seating / cafe area for the commercial enterprise, The Chocolate Story.
 - The Environment Forum is looking to seed the York Walls with wild flowers.
 - York in Transition is about to cease operation.
- 5.10 Accessibility Network
 5.10.1 *Monthly update* – Cllr. Harrison praised Cllr. Mrs Clifton on her recent talk given to Vernon House regarding the work of Catalyst Community Resource Group.

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6 **Financial Transactions**

6.1	<u>Payments to approve</u>		
	Clerk’s Salary		567.00
	Clerk’s Expenses- (<i>photocopying £3.60, Stamps £19.20, Batteries £6.00 – computer</i>)		28.80
	Monthly direct debit to E-On Sports Pavilion Electricity		233.00
	Monthly direct debit to E-on Village Hall Electricity		108.00
	Monthly direct debit to E-on Village Hall Gas		182.00
	Rebecca Clark – Play Area gate		42.00
	Rebecca Clark – Sports Pavilion cleaning		108.00
	Village Hall Caretaker / Secretary		200.00
	Yorkshire Water – Sports Pavilion third quarter		149.45
	Yorkshire Water – Allotments Appleton Road third quarter		6.65
	Yorkshire Water – Allotments Acaster Lane third quarter		6.65
	Yorkshire Water – Village Hall third quarter		78.83
	Cllr. Harrison – print cartridges		19.00
	<i>PRS for music – 2013 annual subscription for Village Hall</i>		53.92
	Npower – Sensory Garden lights 12/11/12 to 28/01/13		40.39
	Ian Jemison Engineering – Sports Pavilion locks		216.00
	Ian Jemison Engineering – to supply karcher steam cleaner Village Hall		240.00
	Keith Thornton – Decorating the Village Hall – toilet corridors, kitchen and green room		598.00
	Village Hall Caretaker / Secretary – expenses (acrylic paint £51.11, Snow shovel £21.96 and Toilet rolls £41.73)		114.80

Payment Total

£2,992.49

6.2	<u>Income Receipts</u>		
	Play Group PAT testing fees at Sports Pavilion		60.00
	First Responders – Sports Pavilion rent		56.70
	Play Group Autumn 2012 rent		1592.85
	Village Hall Management Committee January rents		1058.25
	Post Office account annual interest		17.56
	Double taxation claim – grass cutting		2682.73
	City Council – funds for a table tennis table in the Play Area		2500.00
	Yorkshire Water – Compensation payment		200.00
	 Income Total		£8,168.09

Approval of financial transactions proposed by Cllr. Mrs Gajewicz and seconded by Cllr. Mrs Green. Carried Unanimously. *Cllr. Jemison and Cllr. Harrison abstained from the vote.*

- 13/24 7 **School Governors**
- 7.1 *Infants School* – Cllr. Mrs Clark reported that interviews for the new Headship are due to be held at the beginning of March.
- 7.2 *Junior School* – Cllr. Harrison read from a table published in the York Press showing the Archbishop of York Junior School to be in second place in the whole of the York area for high achieving pupils. The Clerk was asked to send a letter of congratulation to the Head Teacher to acknowledge this success. **Action Clerk.**
- Cllr. Mrs Green reported that the Gardening Club will be restarted before Easter. The School’s Eco Committee recently obtained a Silver Award and are currently aiming for Green Flag status.
- 13/25 8 **Youth Awards**
- 8.1 *Committee Report* – Nothing to report.
- 13/26 9 **Pinfold**
- 9.1 *Committee Report* – Nothing to report.
- 13/27 10 **Sensory Garden**
- 10.1 *Letter from City Council regarding extension of the lease.* – The lease for the Sensory Garden is due to expire with the City Council in March 2013. Discussions have been held with Jennifer Colley, City Council Legal Assistant to renew the lease for another seven years under the same terms and conditions. **Action Clerk.**
- 13/28 11 **Police Liaison**
- 11.1 *North Yorkshire Police Force* – The following report was received from PCSO Laura Smith prior to the meeting:
- “19/01 Copmanthorpe Lane. Snowball been thrown at the window and window was smashed. Unknown youths have thrown snowball. No youths found in village.
- 23/01 Acaster Lane. Summerhouse in back garden has been broken into and one pedal cycle stolen.
- 25/01 Moor Lane. Snowballs thrown at house, youths made off. I spoke to all youths involved in front of parents, all youths have apologised to victim.
- 28/01 Ferry Lane. Vehicle stolen from Ferry Lane Car Park.

10/02 Keble Park North. Damage caused to a Small bedroom window at the front of property. Feel it may have been done by a BB Gun or Similar. Offenders have been located have been spoken to and dealt with.

Crime Figures are currently at -20.2%”

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Local Council Association

12.1 *YLCA Update* – Cllr. Mellors reported the following items:

- The next meeting of the Liaison Group is scheduled for Wednesday 7th March when the Task Group Committee will present their finding on E/Planning.
- At the recent meeting of the Joint Executive Board a topic discussed was energy providers. Cllr. Mellors asked the Parish Council to consider if the Village Hall may benefit from solar panels fitted to the roof to provide lower cost energy for the building in the future. It was agreed that as the panels would be installed on the south-side, away from public view on Main Street, it may be a feasible suggestion. Cllr. Mellors offered to obtain a quote for the work and to look in to sources of funding. **Action Cllr. Mellors**
- A Service Agreement is due to be introduced with Local Council in the near future.
- The Playing Fields Association has entered receivership and will now be officially wound down.
- Attendance at Yorkshire Local Councils Association branch meeting is poor but on a Country-wide basis, York is one of the better attended.
- The Association intends to contact the Public Rights Society who has increased fees for music in public areas this year by an unreasonable amount. The cost to Bishopthorpe Parish Council this year (reflected in 6.1 above) was £53.92 and is in line with previous years' payments.

12.2 *Yorkshire Local Councils Association - E-Information Bulletin - Week ending 1 February* – Noted.

12.3 *Yorkshire Local Councils Association – White Rose update* – Noted.

12.4 *Yorkshire Local Councils Association - E-Information Bulletin - Weeks ending 25 January* – Noted.

12.5 *Yorkshire Local Councils Association – Localisation of Council Tax Support* – Noted.

12.6 *Yorkshire Local Councils Association - E-Information Bulletin - Week ending 15 February* - Noted.

12.7 *Yorkshire Local Councils Association - E-Information Bulletin - Weeks ending 8 February* – Noted.

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Highway Matters

13.1 *Parking in Main Street* – Cllr. Harrison reported that he included an article in Link Magazine highlighting the problem caused by thoughtless parking across driveways in Main Street restricting access for residents. The City Council has suggested painting double yellow lines the length of the street but the Parish Council would prefer to avoid this extreme measure and would remind all car drivers to act in a responsible manner when leaving their cars in Main Street.

- 13.2 *Vehicle Activated Sign on Sim Balk Lane* – The City Council has confirmed that the sign is being repaired and once released from the manufacturer will be reinstalled on Sim Balk Lane.

13/31 14 **Correspondence**

14.1 City of York not covered elsewhere

14.1.1 *Email from City Council regarding Double Taxation & CYC Budget Update* – Cllr. Harrison reminded the Councillors that although the full amount of double taxation has been received for 2012/13, this amount will be reduced in the next financial year and had been taken into consideration when setting the budget for 2013/14.

14.1.2 *Boundary Commission For England* – No changes will affect Bishopthorpe.

14.1.3 *Outdoor table tennis table* – Cllr. Higgins explained how he managed to obtain a grant of £2,500 from the City Council to erect an outdoor table tennis table in the village. A possible site for this is the hard-standing area in the Play Area and Cllr. Harrison and Cllr. Higgins agreed to meet on Thursday 28th February to investigate further.

14.2 Others

14.2.1 *Letter from Bishopthorpe Bowls Club and dates for the challenge match* – Following a mid-month consultation between all Parish Councillors, it was agreed that the Parish Council will match any payment made by the Club for essential repairs to the greens, on production of invoice, up to the value of £1.300.

A date for the ‘challenge match’ was agreed as Monday 13th May. Clerk to notify the Club. **Action Clerk.**

13/32 15 **Ward Committee**

An email was received from Cindy Benton, Ward Neighbourhood Manager, asking the Parish Council to put forward items for inclusion in the agenda for the next Ward Meeting due to be held in April / May. The following two suggestions were made:

- Cllr. Mrs Green suggested that the Committee should consider installing a speed ‘pillow’ across the junction of Acaster Lane / Main Street (where the current pinch-outs are in the road) to break speed of cars entering the village.
- Cllr. Harrison suggested putting forward a request from Mr Richard Parkin of Main Street for the installation of a new grit bin at the junction of Main Street / Acaster Lane.

13/33 16 Any other business, which the Chairman considers urgent under the Local Government Act 1972.

- *Standing Order number thirty four – Recording Parish Council Meetings* – see earlier item.
- *Request for a new dog bin Keble Park North snicket* – Cllr. Mrs Clark reported that the City Council are unable to install a new bin at the top of this snicket due to budget constraints.
- *Request from Richard Parkin for an additional salt bin at the top of Acaster Lane* – refer to item 15 above.
- Cllr. Harrison congratulated Cllr. Mrs Gajewicz on being presented the Andrew Dunn Award at the recent Darts Challenge match between the Ebor Players and the Parish Council. Unfortunately the Parish Council narrowly lost this year’s contest.

13/34 17 **Date and time of next meeting – Tuesday March 26th 2013 – at the Village Hall**

Meeting closed at 9. 08pm