

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

The Chairman opened the meeting at 7.00 pm and invited questions from the twelve parishioners present.

Mrs Marie Ellwood of Maclagen Road raised the issue of overgrown hedges that block public footpaths. The problem appears to be especially prevalent around the Junior School and the Parish Council was asked if any action could be taken. Cllr. Harrison replied that it was very difficult for the Parish Council to impose any kind of sanction on irresponsible householders who allow their hedge to block public footpaths but offered to write to the offending homeowner if Mrs Ellwood could supply specific addresses. Cllr. Harrison also offered to place an article in Link magazine to highlight to issue.

Mr Martin Waller of Lang Road explained that he was attending the meeting with two other parishioners to represent the Infant School. He described action taken by the School to date to increase child safety, which includes the creation of an Action Group to put in to practice various initiatives. Letters have been sent to parents, leaflets have been produced, a no-car day has been implemented and the School has liaised with City of York Council and Highways Department to gain backing for various schemes. Mr Waller explained that the purpose of attending the Parish Council meeting was to gain support from the Parish Council and to invite Councillors to the next Travel Action Group Meeting on Friday 3rd May at 9am in the Junior School.

Replying, Cllr. Harrison offered the full support of the Parish Council to Infant School and commented that it was pleasing to note that both the schools are now working as one in this important campaign.

Mr Robert Sorely of Copmanthorpe Lane asked the Parish Council for an update on the situation with drainage issues at the Appleton Road allotments. Cllr. Neale reported that Yorkshire Water initially intended to start work immediately following Easter but that the recent snow may prevent this as the ground is sodden. He agreed to contact them again on the 27th March and will let Mr Sorley know the outcome of the conversation. Cllr. Harrison apologised to Mr Sorely for the delay and promised that the Parish Council will continue to push Yorkshire Water to remedy the drainage issues.

Mr Philip Curtis of Maple Avenue stated that he has attended a lot of Parish Council meetings, recently staying for the whole meeting. He wished to make it clear that he attends meetings representing only himself and that having attended numerous meetings, appreciates the time the Councillors apply to the role. Mr Curtis reiterated that his interest lies in the village and confirmed that if he does, in the future, have an issue or is unclear or uncertain of any item he will speak with the Chairman directly.

Mrs Lisa Thornton of Ramsey Avenue confirmed that she was attending the meeting on behalf of a friend who was unable to attend and wished to raise the point about Cold Calling. Mrs Thornton explained that her friend's father, who lives in Beech Avenue, is suffering from dementia and is regarded as a vulnerable adult. This gentleman has been targeted by doorstep callers and Mrs Thornton asked if the Parish Council had any means to support the implementation of a 'Cold Calling Zero Tolerance Area'.

Responding, Cllr. Harrison reported that he and six other people recently attended a meeting organised by Mrs June Whittaker and Cllr. Mrs Clark to reignite interest in the Neighbourhood Watch Scheme, which also incorporates such initiatives as No Cold Calling Zones. Cllr. Harrison suggested that Mrs Thornton should in the first instance contact Mrs Whittaker to enquire about making Beech Avenue a No Cold Calling Zone. Cllr. Mellors confirmed that it is now possible to designate a street a No Cold Calling Zone on the majority vote of residents and Cllr. Mrs Green offered to contact PCSO Colin Martin to highlight the issue and ask for increased patrols of the street.

Addressing the remaining residents Cllr. Harrison surmised that their presence at the meeting was to discuss locating a Table tennis table in Keble Park North Play Area. He explained that he had undertaken a leaflet drop to all houses around the perimeter of the Park to advise residents that the Parish Council has the opportunity to place a new Table tennis table on the hard standing area of the Play Area. However, before undertaking this action, the Parish Council wished to consult with all neighbours and posted the leaflet to gather views and opinions. Cllr. Harrison confirmed that five replies had been received: four in opposition (whose gardens backed onto the hard standing) and one in favour (who lived some distance away from the hard standing). The main areas of

consternation were focused on the noise irritation that may result from the game and also the idea that it may encourage ball games in a designated 'No Ball Game' Play Area. Taking all the views in to account Cllr. Mellors proposed that the table should not be constructed in Keble Park North Play Area. The proposal was seconded by Cllr. Harrison. Seven Councillors voted in favour of the proposal and one voted against. It was therefore concluded that, by majority vote, the Table tennis table will not be placed in the Play Area.

Cllr. Harrison closed the public meeting at 7.25pm.

The following parishioners remained to observe the closed section of the Parish Council meeting.

Mr Liam Godfrey of Appleton Court, Mrs Lisa Thornton of Ramsey Avenue and Mr Philip Curtis of Maple Avenue.

The Chairman opened the meeting at 7.26 pm.

Council Members Present:

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

13/35 1 **Apologies for absence.**
Cllr. Jemison and Cllr. Mrs Clark

13/36 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 declarations were made by the Councillors.*

13/37 3 **Minutes of Meeting February 26th 2012**

Acceptance of the minutes was proposed by Cllr. Mrs Gajewicz and seconded by Cllr. Neale. Carried unanimously by all who attended the meeting.

13/38 4 **Consideration of Planning Matters and recommendations of the Planning Group**

4.1 Notice of Applications received

4.1.1 **29 Sim Balk Lane.** Replacement garage to rear and replace existing rear extension roof. 13/000306/FUL. No Objection

4.1.2 **Marcia Hotel, 29 Main Street.** Display of internally illuminated fascia sign, internally illuminated hanging sign, non illuminated sign to side elevation, non illuminated menu board, non illuminated plague sign and two lanterns to front. 13/00431/ADV. Comments made in connection with light emission in a Conservation Area.

4.1.3 **Byro, 1 Appleton Road.** Two storey side extension and single storey rear extension. 13/00355/FUL. No Objection

4.1.4 **Carpet and Bed Warehouse, Acaster Lane.** Alterations to land level and creation of excavated wetland (resubmission). 13/00344/FUL. No Objection

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

4.2.1 **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**). Application withdrawn

4.2.2 **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**). Approved

4.3 Other Planning Matters

4.3.1 *Payments from new developments* – Cllr. Mellors explained that the City Council department who deal with these payments has recently been engaged in finalising double taxation claims before the tax year-end. Cllr. Mellors will continue to chase this matter. **Action Cllr. Mellors**

4.3.2 *National Planning Policy Framework* – In order to protect Bishopthorpe from what could potentially be unsolicited planning developments under the proposed new Local Plan for York, Cllr. Higgins contacted the Planning Department to request consideration of the following points:

- Protection of designated playing fields
- Protection of allotment spaces
- Protection of all green open spaces within Bishopthorpe
- Protection of agricultural land (green belt) and
- Consideration of an empathetic building plan within the village envelope (which should remain unchanged)

A letter of acknowledgment was received from Alexandra Walsh, City of York Council Assistant Development Officer who stated that the Council are “*keen to protect open space and is considering the approaches to protection of it through the Local Plan*”. Mr Walsh also confirmed that the City Council is “*considering Green Belt boundaries during the consultation process*”.

The consultation process is open to individuals or organisations who are invited to make comments on the Local Plan.

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Services5.1 Village Hall Management Committee

5.1.1 *Management Committee Report* – No recent meeting.

5.1.2 *Solar roof panels* – Nothing to report.

5.1.3 *Contract for Caretaker and Booking Secretary* – Cllr. Harrison confirmed that a new contract has been negotiated with the Caretaker / Booking Secretary. An amount of £3,750 will be paid per annum (£312.50 per month in arrears). The new contract will commence on 1st April 2013 and will be reviewed annually in March.

5.2 Sports and Leisure Management Committee

5.2.1 *Management Committee Report* – Nothing to report.

5.2.1 *New Cricket Pavilion* – Cllr. Harrison explained that the Church Commissioners have declined requests to extend the playing field lease to 2030 in line with corresponding leases held at Ferry Lane. Without the extension it will be impossible to seek a grant to develop a new cricket pavilion.

Cllr. Harrison reported that Mr Philip Curtis of Maple Avenue has suggested the playing fields in Ferry Lane should become a designated Village Green. Cllr. Harrison explained that the Parish Council do not own this area of land but rent it from the Church Commissioners. It was agreed that if the Parish Council try to make this area a Village Green the Commissioners may feel antagonised and under the circumstances there would be little hope of them agreeing to extend the lease to enable a new cricket pavilion to be built on the land. It was therefore agreed that, at this moment in time, the idea will not be pursued.

5.2.3 *Planning application for storage container* – Cllr. Mellors confirmed that the application has been submitted and a decision from the City Council is pending.

5.2.4 *Ferry Lane Footpath* – Mr Curtis of Maple Avenue attended the February meeting of the Parish Council to request a footpath along the length of Ferry Lane. Explaining that on several occasions his and his child's safety has been compromised by careless drivers he suggested that the construction of a footpath may improve safety in this area. The Parish Council agreed to support Mr Curtis's recommendation and contacted Highways Department at the City Council to request the construction of a footpath to establish a safe route for both youngsters attending Play Group and also for the users of the camp site at York Marine Services Limited. In the letter it was explained that during recent years this area of the village has become increasingly busy with the establishment of the Play Group and also with the expansion of the camp site at York Marine Services Limited and that there is currently no safe pedestrian access route along this adopted Lane. A reply from the Council is awaited.
Action Clerk.

5.2.5 *Agree level of precept to be charged for 2013* – Following a general discussion Cllr. Harrison proposed the following charges in precepts for 2013/14:

- Bishopthorpe United £660
- Bishopthorpe Cricket Club £600
- Bishopthorpe White Rose £310

The proposal was seconded by Cllr. Neale and agreed unanimously.

5.2.6 *Police response to incident at Sports Pavilion* – Cllr. Harrison reported that he was aware that a resident of Myrtle Avenue reported an incident to the Police when glass was intentionally smashed all over the Sports Pavilion car park on the 2nd March.

5.3 Finance Committee

5.3.1 *Committee Report* – Nothing to report.

5.3.2 *HMRC – End of year returns (P35 and P14 submission)* – The Clerk confirmed that she has completed all HMRC Employer Annual returns (P35 and P14's) for 2012-13 for which there is a statutory obligation to file online before the 19th May.

5.3.3 *Change in PAYE reporting for 2013/14* – HMRC has advised the Parish Council that it is necessary to prepare computing systems to cope with PAYE real time payments for all employees from April 2013. Instead of submitting PAYE information annually, HMRC will require the information to be sent on a monthly basis.

The Clerk confirmed that in order to meet these new requirements, the Basic PAYE toolkit has been downloaded on to the Parish Council computer, Employer Annual Returns for 2012/13 have been completed and filed with HMRC and the first Real Time Payment will be attempted in April 2013.

5.4 Field 84, Riverside and Footpaths Working Party

5.4.1 *Working party report* – Nothing to report.

- 5.4.2 *Ferry Lane Cottage* – An email was sent to Andy Blain, City Council Planning Enforcement Officer on the 1st March asking for the Council to consider taking an Enforcement Order over Ferry Lane Cottage as the Parish Council considers the building to be in a dangerous state of repair. No reply from Mr Blain has been received to date. **Action Clerk.**

It was suggested that the owner of York Marine Services Limited should write independently to the City Council to highlight the state of the cottage thus giving weight to the Parish Council's call for Enforcement action. The Clerk was asked to bring this matter to the attention of Cllr. Jemison, who can discuss this with Mr Mandy, the proprietor of York Marine Services Limited. **Action Clerk.**

5.5 Youth Support and Children's Recreation

- 5.5.1 *Monthly update* – The Inspection Kit was passed from Cllr. Harrison to Cllr. Higgins for the coming month. The bark cushion fall was replaced on the 25th March and the general repairs, as recommended by Play Dale, are due to be completed shortly.

- 5.5.2 *Table tennis table* – Item discussed above.

5.6 Allotments

- 5.6.1 *On-going compensation claim from Yorkshire Water* – Cllr. Neale reported that he will, once again, ask for all affected allotment holders to be contacted by Yorkshire Water to keep them advised of progress. **Action Cllr. Neale**

5.7 Senior Citizens Support

- 5.7.1 *Monthly update* – Cllr. Mrs Green reported that the City of York Council is investing in green heating appliances by installing solar panels on some of the houses in Vernon Close.

5.8 Web-site Management

- 5.8.1 *Monthly update* – The web page is up to date.

5.9 Environmental and Sustainability Issues

- 5.9.1 *Monthly update* – Cllr. Mrs Green explained that a furniture recycling day is being planned in the Vernon Close area during the first weekend in October.

Residents will be encouraged to place unwanted, good quality, items of furniture at the bottom of their drives for other residents to take away. At the end of the designated swap period, remaining items will be collected for recycling. Any poor quality items will not be recycled.

Cllr. Mrs Green is investigating whether the British Heart Foundation will be willing to do this and is also seeking to involve the Scouts for general help during the weekend.

5.10 Accessibility Network

- 5.10.1 *Monthly update* – Cllr. Mrs Clifton thanked Bishopthorpe First Responders for offering to distribute the village information leaflet being produced by Catalyst Community Resource Group.

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Financial Transactions

6.1	<u>Payments to approve</u>		
	Clerk's Salary		567.00
	Clerk's Expenses- (<i>photocopying £3.12, minute book £2.50, A4 value paper 2 reams £5.00</i>)		10.62
	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
	Intertek – Legionella testing for Sports Pavilion		38.40
	Bishopthorpe Junior School – lamination of Parish Council poster		5.00
	Margaret Christie – Sensory Garden gate from Sept 2012 to 28 th Feb 2013		543.00
	Linda Holland – Play Area gate from 1 st Sept 2012 to 28 th Feb 2013		271.50
	City of York Council Village Hall rates 1/4/13 to 31/3/14		527.52
	City of York Council Sports Pavilion rates 1/4/13 to 31/3/14		2171.40
	City of York Council planning fee – Sports Pavilion		97.50
	<i>Village Hall Management Committee rents:</i>		
	• Parish Council		20.40
	• Brownies		110.00
	• Tiny Tots		219.45
	Village Hall Caretaker 6/2/13 to 2/4/13		400.00
	Marie Addinall Village Hall cleaning 6/1 to 31/1		162.00
	Marie Addinall Village Hall cleaning 2/2 to 28/2		180.00
	Marie Addinall Village Hall cleaning 3/3 to 24/3		126.00
	Marie Addinall Booking Secretary Pay January to March 2013		162.50
	<i>*Marie Addinall – Village Hall cleaning December 11th to 16th 2012</i>		121.50
	 Payment Total		£6,406.79
	<i>* Referred to Village Hall Management Committee for approval</i>		
6.2	<u>Income Receipts</u>		
	Allotment rent – Mr Hollier		7.36
	Village Hall Management Committee February takings (£14.72 cash)		765.47
	 Income Total		£772.83

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

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School Governors

- 7.1 *Infants School* – From the report received by Cllr. Mrs Clark, Cllr. Harrison advised the meeting of the following items:
- The Infant School has devised a new Travel Action Plan with the aim of increasing safety for children travelling to and from the school.
 - A new Head Teacher, Miss Jenny Langley has been appointed and will take up the post on 1st September 2013.

- 7.1.1 *Purchase of an Automated External Defibrillator requested by Mr Curtis –*
This matter was brought to the attention of the Parish Council by Mr Curtis of Maple Avenue during the February meeting with a call for match funding of £654 in order to purchase a machine for the Infant 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. Mr Curtis reported that he was unable to obtain clear guidance on this matter from the City Council but expected an update on the situation in the near future.

However, reading from an article written by the Shadow Health Secretary Andy Burnham, Cllr. Harrison reported Mr Burnham will call for defibrillators to be located in public places such as shopping centres, train stations and schools in his address to Parliament as he leads a debate on heart safety. Cllr. Mrs Green reminded the meeting that the Parish Council is not allowed to fund another public body: the purchase of a defibrillator must be made by the City Council. Cllr. Harrison suggested that before deciding the way forward the outcome of the debate on Heart Safety by Andy Burnham MP should be awaited.

- 7.2 *Junior School –* Cllr. Mrs Green reported that the Junior School will host a meeting in June at the Guildhall in the City that will be attended by all School Councils.

13/42 8 **Youth Awards**

- 8.1 *Committee Report –* Nothing to report.

13/43 9 **Pinfold**

- 9.1 *Committee Report –* Nothing to report.

13/44 10 **Sensory Garden**

- 10.1 *Committee Report –* Nothing to report.

13/45 11 **Police Liaison**

- 11.1 *North Yorkshire Police Force –* the following report was received prior to the meeting from PCSO Colin Martin who has recently returned to Bishopthorpe:

Bishopthorpe Parish figures - 1st March 2013 – 26th March 2013

Burglary – Other

15/03 – Power tools stolen from house under construction on Copmanthorpe Lane

Theft

14/03 – Theft of Heating oil from Moor Lane

16/03 – Theft of Micro scooter from outside the co-op

Anti Social Behaviour

02/03 – Youth drinking at the pavilion on Ferry Lane, alcohol confiscated and youths moved on

Overall crime is now down in Bishopthorpe from 89 crimes last year to 73.

- 13/46 12 **Local Council Association**
- 12.1 *YLCA Update* – Cllr. Mellors reported the following items
- A copy of the notes from the recent Liaison Meeting will be circulated by Cllr. Mellors. **Action Cllr. Mellors**
 - Other wards in the area conduct regular Ward Manager’s meetings.
 - Bishopthorpe has managed to maintain all of its litter bins whereas some areas have seen a reduction in number by over 50%.
 - There has been a recent request from the Standards Committee to meet with all Parish Council Chairmen to raise issues regarding the Standards. It has been suggested that the Liaison Group may invite questions from Parish Councils and represent them as a body in the meeting with the Standards Committee.
- 12.2 *Yorkshire Local Councils Association - E-Information Bulletin - Week ending 1 March* – noted
- 12.3 *Yorkshire Local Councils Association - E-Information Bulletin - Week ending 8 March* – Cllr. Harrison commented that a new limit of £6.98 has been agreed for Section 137 for 2013/14.
- 12.4 *Yorkshire Local Councils Association – Openness and transparency on personal interests.* A copy of this document has been circulated to all Parish Councillors. A Register of Interests document for all Councillors is held by the City Council to comply with regulation.
- 12.5 *Yorkshire Local Councils Association – Appointment of representatives to the branch liaison group working with the City of York Council.* Cllr. Mellors expressed a desire to be re-nominated as a representative on the Liaison Group. Cllr. Harrison proposed that Cllr. Mellors should be formally nominated by Bishopthorpe Parish Council. This was seconded by Cllr. Mrs Green and agreed unanimously. **Action Clerk.**
- 13/47 13 **Highway Matters**
- 13.1 *Vehicle Activated Sign on Sim Balk Lane* – The sign remains with the manufacturer (as it has done since June 2012). Its return will continue to be chased. **Action Clerk.**
- 13.2 *Letter from Mr McNulty* – In his letter to the Parish Council, Mr McNulty explained how he feels very unsafe walking on the narrow path along Bishopthorpe Road directly in front of the church between Chantry Lane and the Crematorium. In some places the path is so narrow that pedestrians coming from the opposite direction are forced to use the very busy road to pass each other. Mr McNulty proposes that the Palace should be approached with a view to making available to the public, a narrow strip of land within the Palace grounds adjacent to the road to allow the footpath to be widened.
- Following a brief discussion, it was agreed that the Parish Council would support this idea and the Clerk was asked to contact the Palace to put this idea forward. **Action Clerk.**
- 13/48 14 **Correspondence**
- 14.1 City of York not covered elsewhere
- 14.1.1 *E-planning scrutiny review* – Cllr. Harrison read out details from the E-Planning Security Review Document as follows:
- In a report dated 4th December 2012 details were set out how the City Council was obliged to introduce electronic working for dealing with planning proposals. The aim is to minimise printing costs and reduce the time taken to distribute consultations. Currently Parish Councils and Planning Panels are the only external consultees that still receive the information in paper format. Consultations and events have taken place over the last few years to assess readiness of Parish Councils and Planning

Panels to receive electronic applications and a Task Group was formed to investigate the process of implementation which has now produced a review containing a series of twelve recommendations. The report concludes that the proposed recommendations arising from the Scrutiny Review and the suggested methods of implementation should be approved.

14.2 Others

14.2.1

Letter from Julian Sturdy MP – Julian Sturdy MP will be hosting a meeting in Bishopthorpe Village Hall on Thursday April 11th from 6-8pm. The following Councillors will attend: Cllr. Harrison, Cllr. Mellors Cllr. Mrs Green, Cllr. Mrs Gajewicz and Cllr. Mrs Clifton.

14.2.2

Email from Stewart Thomson and Helen Jacobs of New Lane – Cllr. Harrison described how a lamppost sited half way down the Lane has been removed but not replaced. The Clerk was asked to contact the City Council to find out if a replacement is planned. **Action Clerk.**

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Ward Committee

Nothing to report.

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Any other business, which the Chairman considers urgent under the Local Government Act 1972.

- Joanne Lowe, the City Council Assistant Electoral Office has advised the Parish Council that ten electors have not requested an election to fill the vacancy on the Parish Council therefore it is now possible to institute proceeding for co-option.

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Date and time of next meeting – **Tuesday 23rd April 2013 – at the Village Hall**

Meeting closed at 8.32 pm