

Minutes of the meeting held at the Sports Pavilion on Tuesday 25th June 2013.

The Chairman opened the meeting at 7.04pm. Two members of the public were present:

Mr Glynn Drummond, the Bishopthorpe Postmaster, of Main Street attended the meeting to issue a letter concerning Bishopthorpe Post Office to each of the Councillors. The letter, which will be made publically available in the Post Office on Wednesday 26th June, proposes that upon the retirement of the current Post Master, the Post Office on Main Street will move as a unit inside Maynews on Sim Balk Lane subject to consultation and the appointment of a new operator. A six week local public consultation beginning on Wednesday 26th June will seek the opinions about the suitability of the new location, with the proposed month of change being September 2013. Cllr. Harrison thanked Mr Drummond for keeping the Parish Council fully informed of the proposals and it was agreed that the Parish Council would support the move in order to retain a Post Office presence in Bishopthorpe.

Mr Drummond left the meeting at 7.12 pm.

Mr Liam Godfrey of Appleton Court addressed the meeting to remind Councillors that the Annual Fun Cricket Match against the Ebor Players will take place on Tuesday 9th July at Ferry Lane Sports Field. Organised as a fund-raising event for the Ebor Players, the village amateur dramatics society, Mr Godfrey encouraged all Councillors to be involved in some capacity. Cllr. Harrison thanked Mr Godfrey for attending.

Mr Godfrey left the meeting at 7.14 pm.

Council Members Present:

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

- 13/94 1 **Apologies for absence.**
Cllr. Higgins
- 13/95 2 **Declarations of Interest**
To receive any declarations of interest not already declared in the Councillors' Registers of Interest. *No Councillor declared an Interest.*
- 13/96 3 **Minutes of Meeting 28th May 2012**

Acceptance of the minutes was proposed by Cllr. Mrs Gajewicz and seconded by Cllr. Neale. Carried unanimously by all who attended the meeting.
- 13/97 4 **Consideration of Planning Matters and recommendations of the Planning Group**
4.1 Notice of Applications received
4.1.1 **14 Myrtle Avenue.** Single storey rear extension and canopy to front. 13/01295/FUL.
No Objection

4.1.2 **Archbishop of York Church of England Junior School, Copmanthorpe Lane.**
Single storey infill extension. 13/01452/FUL. No Objection.

- 4.1.3 **Ferry Cottage, 6 Ferry Lane.** Erection of two storey dwelling and detached double garage following demolition of existing dwelling. 13/00731/FUL. The Planning Committee asked for a full Council decision to be made on this application.

Following a lengthy discussion it was agreed that no overall objection would be made to the application but the following concerns will be raised:

- The proposed new building is to be located at the top of the existing plot of land giving rise to fears that there may be an intention to leave space for a second house to be built on remaining land in the future. The Parish Council will suggest that the new house should be constructed in the middle of the plot of land.
- In order to construct a garage it is necessary to remove a tree that is in the Conservation Area. The Parish Council will lodge an objection to its removal.
- The Parish Council would not be willing to move the storage container behind the Sports Pavilion to accommodate the new garage proposed under this application.
- The Parish Council will emphasise that the Sports Pavilion is regularly used by Sports Clubs and Bishopthorpe Play Group.
- The location of a new entrance to the building may prove to be dangerous as it opens on to a bend in Ferry Lane.
- The proposed two-storey house is twice the size of the existing cottage it will replace and as such will block river views. It will be suggested that a large bungalow may be more appropriate as a replacement.
- The Parish Council has legal title of ownership to the two grass banks immediately in front of the existing cottage by the river front. Attention in the planning application reply will be drawn to this fact. If access to the new property is no longer required across these banks, the owner will be requested to release formal right of entry.

Cllr. Mellors agreed to include these points in the Parish Council's reply.

- 4.1.4 **8 Keble Park Crescent.** Two storey rear extension. 13/01257/FUL. No Objection

- 4.1.5 **The White House, Chantry Lane.** Crown lift over garage and prune to clear around neighbouring Cedar Tree, Sycamore (T1). Tree protected by Tree Protection Order 8/1983. 13/02008/Tree Protection Order. No Objection

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

- 4.2.1 **Playing Field, Ferry Lane.** Retention of storage container. 13/00522/FUL. (Support) Approved.
- 4.1.2 **Carpet and Bed Warehouse, Acaster Lane.** Alterations to land level and creation of excavated wetland (resubmission). 13/00344/FUL. (No Objection). Approved
- 4.2.3 **The Palace, Bishopthorpe Road.** Installation of two chandeliers in the Great Hall following removal of two plaster rose details on the ceiling. 13/00629/LBC. (No Objection). Approved
- 4.1.4 **Ramsey House, Chantry Lane.** Conversion of garage in to habitable room and erection of detached garage with driveway and opening in existing boundary wall. 13/00925/FUL. (No Objection). Approved
- 4.2.5 **Middlethorpe Manor.** Replacement railings and gate and repairs to wall (retrospective). 13/00939/LBC and 13/00938/FUL. (No Objection) Application withdrawn.
- 4.1.6 **Business Park, Sim Balk Lane.** Extension of existing car park. 13/00977/FUL. (No Objection). Approved

4.3 Other Planning Matters

4.3.1 *Payments from new developments* – Nothing to report.

4.3.2 *National Policy Framework* – Nothing to report.

4.3.3 *Email from Martin Grainger – City of York Council Local Plan Preferred Options – June 2013* – Cllr. Harrison reported that an email was received from Mr Tom Davis regarding a triangle of land between Bishopthorpe, Acaster Malbis and Copmanthorpe which has been labelled "*provision for renewable and sustainable energy*" on the Local Plan. Mr Davis asked if the Parish Council had been consulted or been made aware of the intended proposed use of this area.

In his email reply to Mr Davis, Cllr. Harrison stated that the Parish Council had not been specifically informed of this and surmised that the intended use could be either as a wind farm or installation site for solar panels. The Parish Council will monitor this proposal.

Cllr. Mrs Green reminded the Councillors that there will be a chance for all members of the public to view the Local Plan at York College on Wed 17 July from 14.30 to 19.00.

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Services**5.1 Village Hall Management Committee**

5.1.1 *Management Committee Report* – Cllr. Mrs Clifton reported that she has attempted to add the Village Hall to Google Earth.

Cllr. Jemison informed the meeting that the Caretaker has agreed to attend when the lift is serviced in order to inspect the lift battery expiry date.

5.2 Sports and Leisure Management Committee

5.2.1 *Management Committee Report* - During this point in the meeting Cllr. Mrs Green noticed that a member of the public was exercising two dogs on the playing field. Confronting the individual, Cllr. Mrs Green reminded her that dogs are not allowed on the playing field at any time and that no permission has ever been granted to any person contravening this rule. It was agreed that a new sign will be ordered from Sign Arts for display at the bottom of the site prohibiting the exercise of dogs on the playing field. **Action Cllr. Jemison**

5.2.2 *New Cricket Pavilion* – Cllr. Harrison reported that following a discussion with the Church Commissioners in London, it was confirmed that there is no reason why the lease for the playing field should not be extended to 2030 as requested by the Parish Council. Cllr. Harrison agreed to contact Smiths Gore in York to take this matter forward. **Action Cllr Harrison**

5.2.3 *Letter from Mr Chris Gargan* – Reading from the letter Cllr. Harrison described how the Club wish to make changes to pitch lay-out at Moor Lane costing in the region of one thousand pounds. A contribution from the Parish Council towards these changes has been requested but following a full discussion of the matter it was decided that this should be declined. Cllr. Harrison agreed to contact the Club. **Action Cllr Harrison**

5.2.4 *Container plant screen* – In order to comply with the terms granting planning permission, it is necessary for a plant 'screen' to be grown on the bare wall of the container. Cllr. Mrs Green offered to supply a quantity of plants and Cllr. Jemison and Cllr. Harrison offered to measure and install the wires for the plants to grow on. **Action Cllr. Jemison, Cllr. Harrison and Cllr. Mrs Green.**

Under the heading of Sports and Leisure Cllr. Harrison made reference to an email received from Mrs Lisa Curtis of Maple Avenue. In memory of her late husband, Philip Curtis, Mrs Curtis wishes to hold an inaugural five kilometre Fun Run in Bishopthorpe. The Parish Council has been contacted to establish the logistics of using the playing field on Ferry Lane for this event and Cllr. Harrison offered to put Mrs Curtis in touch with the Football and Cricket Clubs to secure a suitable date. The Parish Council agreed to make the Sports Pavilion available for this event.

5.3 Finance Committee

5.3.1 *Committee Report* – No recent meeting.

5.3.2 *Vacancy for the role of Internal Auditor* – The Councillors were asked to consider a suitable person to fill this vacancy and to bring the name forward to July’s meeting.

5.3.3 *On-line banking* – The Councillors individually signed the mandate to set up on-line banking with the National Westminster. Cllr. Harrison took the mandate away to peruse the terms and conditions.

5.4 Field 84, Riverside and Footpaths Working Party

5.4.1 *Update* – Nothing to report.

5.4.2 *Ferry Lane Cottage* – This item was discussed under point 4.1.3.

5.4.3 *Meeting with Yorkshire Water and the Environment Agency* – Cllr. Jemison and Cllr. Harrison attended a meeting on the 20th June with representatives from Yorkshire Water, City of York Council and the Environment Agency to discuss the issue of flood risk assessment and the impact on home insurance premiums. Reference was made to the fact that the new Environment Agency mapping does not take in to account flood risk prevention methods installed by local communities and is therefore not reflected in insurance premiums. In Bishopthorpe this is particularly relevant in Chantry Lane and Main Street.

Cllr. Harrison reported that the outcomes of the meeting were:

- City of York Council and Yorkshire Water will work together to ensure all gullies and drains are correctly maintained;
- Yorkshire Water will establish the location of valves and ensure they are maintained to prevent river water flooding Main Street via the drains;
- City of York Council will continue with the assurance to provide a temporary bund and pump in the event of high river levels;
- The Environment Agency will provide documentary evidence of confirmation of flood risk prevention methods to individual households facing over inflated insurance premiums upon request.

Cllr. Harrison offered to publicise this offer in Link magazine. **Action Cllr Harrison**

5.5 Youth Support and Children’s Recreation

5.5.1 *The Park Keble Park North* – The park inspection bag will be collected from Cllr. Higgins by Cllr. Mrs Gajewicz.

5.5.2 *Table tennis table* – Cllr. Jemison to contact Cllr. Higgins to take this matter forward. **Action Cllr. Jemison**

- 5.6 Allotments
- 5.6.1 *Update* – Cllr. Neale reported that contractors employed by Yorkshire Water had completed the land drainage work at the Appleton Road site and all allotments have been returned to their holders. New sheds and greenhouses have been erected by Yorkshire Water for the holders who lost these in the original work. Cllr. Neale will continue to push for compensation payments for loss of use in 2013. **Action Cllr. Neale**
- 5.7 Senior Citizens Support
- 5.7.1 *Monthly update* – Cllr. Mrs Green distributed copies of a newsheet entitled ‘Mature Times’ and explained that she has successfully obtained a supply of one hundred copies on a monthly basis for the benefit of the village. These will be delivered to Vernon House initially and it was agreed that a name sign plate should be attached to the side of Vernon House so that it could be more easily identified. Cllr. Jemison offered to commission this from Sign Arts. **Action Cllr. Jemison**
- 5.8 Web-site Management
- 5.8.1 *Monthly update* – The Parish Council’s page is up to date.
- 5.9 Environmental and Sustainability Issues
- 5.9.1 *Monthly update* – Cllr. Mrs Green reported a general level of upheaval in the City Council following funding cuts. A move of offices from the Guild Hall to West Offices has not helped matters.
- 5.10 Accessibility Network
- 5.10.1 *Monthly update* – Cllr. Mrs Clifton stressed the importance of creating dropped curbs at the junction of Acaster Lane and Main Street on the grounds of safety for disabled users. The City Council has confirmed that this scheme is on their list and has been designated as a priority.

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Financial Transactions

6.1	<u>Payments to approve</u>		
	Clerk’s Salary		567.00
	Clerk’s Expenses- (<i>photocopying £2.36, Postage Accounts £6.22</i>)		8.56
	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		425.00
	Village Hall Caretaker / Secretary expenses		43.75
	Village Hall Cleaner		432.00
	Emma Field – Internal audit fee		75.00
	Old School Clock donation fund		150.00
	Sports Turf Services – Grass cut Ferry Lane 16/5 to 30/5		122.20
	Ainsty Landscape – Hedges trimmed – Acaster & Ferry Lane		325.00
	Smiths Gore – Bishopthorpe Glebe Sports Field bi-annual rent		125.00
	<i>Village Hall Management Committee rents:</i>		
	• Parish Council		28.60
	• Brownies		105.00
	• Tiny Tots		204.00
	Payment Total		£3284.11

6.2	<u>Income Receipts</u> Village Hall Management Committee May takings (£59 cash)	1172.25
	Income Total	£1172.25

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

- 13/100 7 **School Governors**
- 7.1 *Infants School – School’s Intake Policy* – Cllr. Mrs Clark reported that she had been informed that the infant school did not have a copy of the School’s Admission Policy. The Clerk was asked to contact the Education Department at City of York Council for a copy of the School’s Admission Policy. **Action Clerk.**
Cllr. Mrs Clark reported that all classes are to be mixed ages and that this new procedure is angering parents.
- 7.2 *Junior School* – Cllr. Mrs Green reported that the Junior School successfully hosted a meeting of School Councils in the Guild Hall recently. The main topic was ‘bullying’ with workshops held to discuss the issue.
- 13/101 8 **Youth Awards**
- 8.1 *Committee Report* – Nothing to report.
- 13/102 9 **Pinfold**
- 9.1 *Committee Report* – Nothing to report.
- 13/103 10 **Sensory Garden**
- 10.1 *Committee Report* – Nothing to report.
- 13/104 11 **Police Liaison**
- 11.1 *North Yorkshire Police Force* – No up to date report received.
- 13/105 12 **Local Council Association**
- 12.1 *YLCA Update* – At the Annual Meeting of the York Branch Cllr. Mellors was re-elected Vice Chairman. Cllr. Harrison congratulated Cllr. Mellors on his re-election and commented that this enabled Bishopthorpe Parish Council to be in the forefront of issues effecting Parish Councils.
- 12.2 *E-bulletin – Week ending 31st May* – Noted.
- 12.3 *Letter from Councillor Ken Browne – Chairman of the National Association of Local Councils* – Noted.
- 12.4 *Rural Action Yorkshire – Winter Weather Agents Toolkit* – Noted.
- 12.5 *The Good Councillors Guide* – An email version of the Guide was sent to all Councillors.
- 13/106 13 **Highway Matters**
- 13.1 *Vehicle Activated Sign – Sim Balk Lane* – Cllr. John Galvin is also chasing the return of the Vehicle Activated Sign and believes that it may have been lost by the City Council.
- 13.2 *Bishopthorpe Palace – footpath request* – No reply received to date from the Palace.

- 13.3 *First Bus* – Cllr. Harrison reported that First Bus are holding drop in sessions on 2 July at the Methodist Church Hall from 9am to 12 noon to discuss bus services. Leaflets are available in Maynews on Sim Balk Lane.

13/107 14 **Correspondence**

14.1 City of York not covered elsewhere

14.1.1 None

14.2 Others

14.2.1 *Local Heritage List for York & City of York Streetscape Strategy & Guidance* – Cllr. Harrison read out details from the email listing a number of village attractions which should be included.

13/108 15 **Ward Committee**

Nothing to report.

13/109 16 **Any other business, which the Chairman considers urgent under the Local Government Act 1972.**

- *Annual Cricket match* – fixture date Tuesday 9th July (16th reserve date)
- Cllr. Harrison reminded Councillors that Tuesday 2nd July has been reserved for Beating of the Bounds: meeting at 6.30pm at the Village Hall.
- Cllr. Harrison thanked the Gala Committee for a successful 2013 Gala which was held on Saturday 22nd June.
- Cllr. Mrs Green reminded Councillors to complete the survey on Minerals and Waste.
- Reporting on the challenge match between the Parish Council and Bishopthorpe Bowls Club, Cllr. Harrison wished to thank the Club for their hospitality in hosting a very enjoyable event.

13/110 17 **Date and time of next meeting – **Tuesday 23rd July 2013 – at the Village Hall at 7pm.****

Meeting closed at 9. 01pm