

Minutes of the meeting held at the Village Hall on Tuesday 23rd July 2013.

The Chairman opened the meeting at 7.05pm. No members of the public were present.

Council Members Present:

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

- 13/111 1 **Apologies for absence.**
Cllr. Mellors, Cllr. Mrs Clark, and Cllr. Mrs Green.
- 13/112 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 Councillor declared an interest.*
- 13/113 3 **Minutes of Meeting 25th June 2012**

Acceptance of the minutes was proposed by Cllr. Jemison and seconded by Cllr. Mrs Gajewicz. Carried unanimously by all who attended the meeting.
- 13/114 4 **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 fourteen security cameras, electronic pedestrian gate and associated internal intercom receivers 13/02004/LBC. No Objection
4.1.2 **19 Wolsey Drive.** Single storey front and rear extension. 13/01996/FUL. No Objection
4.1.3 **Ash Grove, 16 Copmanthorpe Lane.** Single storey rear extension and dormer winder to rear. 13/02142/FUL. No Objection
4.1.4 **8 Keble Gardens.** Two storey side and single storey rear extension. 13/02221/FUL. No Objection
4.1.5 **The Firs, 38 Main Street.** Two storey and single storey rear extension. 13/02242/FUL. No Objection
4.1.6 **Norwood, 3 Lang Road.** Reduce Holly hedge to same height as number one Lang Road. Trees protected by Tree Protection Order. CyC 16. 13/02289/Tree Protection Order. No Objection
4.1.7 **10 Bridge Road.** Single storey rear extension. 13/02148/FUL. No Objection
4.1.8 **Joseph Hargrave Limited, 42-44 Church Lane.** Erection of four detached dwellings with garages following demolition of existing buildings. 13/02055/FUL – *Decision to be noted at the August Meeting.*

In relation to this planning application Cllr. Harrison pointed out that the City Council has indicated in the Local Plan that nine houses could be built on this patch of land. The planning application is for four large houses and the Parish Councillors agreed that these will be in keeping with other dwellings on Church Lane.

The discussion lead in to a general debate regarding a letter received from Julian Sturdy MP in which concerns were expressed by Mr Sturdy about the City of York Council's proposed Local Plan for the city. The City Council propose to build twenty two thousand new houses, sixteen thousand of which will be on greenbelt. This will affect Bishopthorpe with the addition of twenty four new homes on two sites in the north of the village. Cllr. Harrison identified these sites as:

- 1) Hargrave's Yard – the City Council proposed nine new homes: (the planning application above is for four and
- 2) The Orchard behind Mr Dixon's butcher's shop, with a potential to build fifteen new dwellings.

These two sites are well known to the Parish Council and it was fully expected that house may be built on these sites at some time in the future.

Cllr. Mrs Gajewicz remarked that overall within the Local Plan no additional funding has been identified for infrastructure and schools to support the proposed new homes across the city as a whole potentially bringing the proposals in the Local Plan into question.

- 4.2 Notice of decisions given (*Parish Council decisions are highlighted in red*)
- 4.2.1 **The Palace, Bishopthorpe Road.** Formation of a sump within the undercroft floor to drain excess water. 13/01091/LBC. (**No Objection**). Approved
 - 4.1.2 **14 Myrtle Avenue.** Single storey rear extension and canopy to front. 13/01295/FUL. (**No Objection**) Approved
 - 4.2.3 **Ferry Cottage, 6 Ferry Lane.** Erection of two storey dwelling and detached double garage following demolition of existing dwelling. 13/00731/FUL. (**Comments made**). Application withdrawn

Expressing concern that the application has been withdrawn by the owners of Ferry Cottage, Cllr. Harrison stressed that the derelict remains of the cottage may act as a magnet to school children during the summer break. Access to the inside of the cottage is unhindered and it is feared that a serious injury may result if a child (or adult) enters the structurally unsafe building. The Clerk was asked to contact Andy Blain the City Council Planning Enforcement Officer to seek appropriate action.
Action Clerk.

- 4.3 Other Planning Matters
- 4.3.1 *Payments for new developments* – Reading from an email sent by Cllr. Mellors before the meeting, Cllr. Harrison reported that a reply regarding this matter is awaited from the City Council.
 - 4.3.2 *National Planning Policy Framework* – Nothing to report. Cllr. Higgins asked for this item to be removed from the Agenda.

13/115 5 **Services**

- 5.1 Village Hall Management Committee
 - 5.1.1 *Management Committee Report* – Nothing to report.
- 5.2 Sports and Leisure Management Committee
 - 5.2.1 *Management Committee Report* – A complaint has been received from Play Group claiming that the Sports Pavilion has not been cleaned properly when they occupy the building each Monday morning during term time. Taking this matter up with the cleaner, Cllr. Higgins reported that it appears that a person(s) is / are re-entering the building after it has been cleaned each Sunday evening. Cllr. Harrison requested a full investigation in to this matter and asked Cllr. Higgins to email each registered key holder to ask if they are using the Sports Pavilion on a Sunday evening. Their answers will determine the action to be taken and will be discussed during the August meeting of the Parish Council. **Action Cllr. Higgins**

As part of the Young Leader Challenge Award, Bishopthorpe Junior School children were given permission by Play Group to clean the Sports Pavilion. The Parish Council was not approached for permission and had no knowledge of this until post event.

Cllr. Harrison reported that the widow of Councillor Philip Curtis, Lisa Curtis, has booked the Sports Pavilion on the 7th September to hold a Fun Run event in memory of her late husband.

5.2.1 *New Cricket Pavilion* – Cllr. Harrison has been in contact with the London office of Smiths Gore who indicated that there should be no objection to the extension of the lease to 2030.

5.2.3 *Container plant screen* – Cllr. Mrs Green has offered to provide plants to screen the container. **Action Cllr. Mrs Green.**

5.2.4 *Legionella Test* – The next test is due in August 2013 – Cllr. Higgins agreed to undertake this and return the samples to Intertek. **Action Cllr. Higgins**

5.2.5 *Hire Charge Policy Document* – Cllr. Higgins proposed the following charging policy for the Sports Pavilion:

1. *The rate paid by Bishopthorpe First Responders should be held at its current level as it is a voluntary community body.*
2. *The Playgroup, Cricket Club and Football Club should continue to be subject to yearly reviews in line with inflation.*
3. *The casual user rate should be set as follows:*

The hourly rate for the pavilion to be charged at £5.00 per part or complete hour [to be reviewed annually].

Every casual hire booking will be subject to a £20 refundable deposit pending any damage caused.

4. *All Hirers to complete an agreement form and be subject to the terms and conditions stated.*

The Councillors were in full agreement with the proposals put forward and Cllr. Harrison thanked Cllr. Higgins for creating the new documents. It was agreed that this procedure will take immediate effect.

5.3 Finance Committee

5.3.1 *Committee Report* – Nothing to report.

5.3.2 *Vacancy for Internal Auditor* – Cllr. Mrs Clifton reported that she may know someone suitable to take on this role and offered to make contact with them.

5.3.3 *On-line banking* – Cllr. Higgins signed the mandate. Clerk to return this to the National Westminster Bank. **Action Clerk.**

5.4 Field 84, Riverside and Footpaths Working Party

5.4.1 *Working party report* – Nothing to report.

5.4.2 *Ferry Lane Cottage* – The planning application has been withdrawn: refer to item 4.2.3

5.5 Youth Support and Children’s Recreation

5.5.1 *Monthly update* – The inspection kit was passed from Cllr. Mrs Gajewicz to Cllr. Jemison for the month going forward. Cllr. Mrs Gajewicz reported no incidents during the previous month.

5.5.2 *Table Tennis Table* – Cllr. Jemison reported that details have been passed to Mr Mandy, the owner of York Marine Services Limited.

5.6 Allotments

5.6.1 *Monthly update* – Cllr. Neale reported that plots have been returned to all allotment holders following completion of drainage work by Yorkshire Water. Extra piles of manure will shortly be delivered to the site by Yorkshire Water who in addition has offered the free use of a rotavator if required.

A capital payment from Yorkshire Water to the Parish Council is due imminently in respect of compensation.

5.7 Senior Citizens Support

5.7.1 *Monthly update* – Reading from an email sent by Cllr. Mrs Green before the meeting, Cllr. Harrison reported that a number of new residents have moved from Clifton to Vernon Close raising concerns from existing residents. During the settling in period tolerance from both sides should be exercised.

5.8 Web-site Management

5.8.1 *Monthly update* – Cllr. Higgins reported that the web page is up to date.

5.9 Environmental and Sustainability Issues

5.9.1 *Monthly update* – Reading from an email sent by Cllr. Mrs Green before the meeting, Cllr. Harrison reported that Cllr. Mrs Green hopes to plant currant and gooseberries bushes on the Leisure path in October. An offer of help from Mr Luke Broadbent of Beech Avenue to water the new plants has been accepted by Cllr. Mrs Green.

The planned recycling day for October may not go ahead as the Heart Foundation has distributed leaflets around the village offering to collect unwanted furniture.

Reporting on the meeting between the Parish Council, Yorkshire Water and the Environment Agency, Cllr. Harrison read details from an email describing work recently undertaken by the City Council in Main Street and Acaster Lane. Drains and gullies have been cleared and the Parish Council has been provided with a plan of action should the river rise by more than 4.5 metres. Yorkshire Water has re-examined the valves along Chantry Lane and Main Street to ensure that they are working correctly. However Cllr. Jemison suggested that to ensure effective flood water run-back, two drains at the bottom of Chantry Lane should be permanently sealed. Cllr. Harrison agreed to forward this suggestion to Yorkshire Water. **Action Cllr Harrison**

5.10 Accessibility Network

5.10.1 *Monthly update* – Following an email sent by the Clerk to the City Council Transport Planner, Andy Vose, three new dropped curbs have been built in the village at the following locations:

- On Copmanthorpe Lane beside the Pinfold
- On Main Street across the entrance to the 20 mph zone and
- At the top of Acaster Lane

Cllr. Clifton reported that these new dropped curbs were proving to be very useful to disabled and pushchair users.

Cllr. Mrs Clifton also reported that a thousand leaflets have been printed by Catalyst Community Resource Group giving contact details for the Group. These will be distributed to houses in the village.

13/116 6 **Financial Transactions**

6.1 Payments to approve

Clerk’s Salary	567.00
Clerk’s Expenses- (<i>photocopying £1.57, phone calls £1.57</i>)	5.71
AOL quarterly connection charge	29.99
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	312.50
Village Hall Caretaker / Secretary Expenses – hedge cutting	75.00
City of York Council waste collection – Sports Pavilion	52.00
City of York Council waste collection – Village Hall	56.81
Pipe Solutions – repairs to external mains feed tap, Acaster Lane allotments	67.00
Advance Fire Services – Annual service of fire equipment – Sports Pavilion	38.10
Information Commissioner’s Office – Annual Fee	35.00

Payment Total	£1,912.11
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6.2 Income Receipts

Village Hall Management Committee June takings (£340.64 cash)	659.64
<i>(N.b. £200 of cash is for wedding deposits which are to be returned to the bookers if the Village Hall is left in good repair.)</i>	
Village Hall Management Committee – June takings (£490.00)	490.00
Eon – Electricity refund – account in credit for quarter Village Hall	93.89
Eon – Electricity refund – account in credit for quarter Sports Pavilion	773.08

Income Total	£2,016.61
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Approval of financial transactions proposed by Cllr. Harrison and seconded by Cllr. Jemison. Carried Unanimously.

- 13/117 7 **School Governors**
- 7.1 *Infants School – Admissions Policy update.* Cllr Harrison read from an email received from Tom Chamberlain, City Council School Services Manager. Mr Chamberlain stated that the Infant School is operating within an admission policy that governs applications to start school and ‘in year’ admissions.
Mr Chamberlain confirmed:
- “When allocating places in the ‘admissions round’, that is to start at the school in the Reception year, some places are allocated to children who are not resident in the village if places are available within the planned admission number of 60. This year we allocated 9 places to children not resident in the village, and refused a further six. We continue to receive requests from outside the catchment area, and refuse them in line with our policies”*
- The following policy is used to prioritise all applicants who apply for a place at the school-
1. Pupils currently looked after or previously looked after by a local authority
 2. Pupils who live within the catchment area normally served by the school
 3. Pupils considered by the Local Authority to have exceptional social or medical needs which relate to the preferred school
 4. Pupils with a sibling at the school at the time of admission
 5. Pupils who live closest to the school using the shortest safe walking distance.
- Where there are fewer places than pupils in an oversubscription priority as above, places will be allocated to the pupil who fulfils the next highest priority. Any applicants refused a place at a school have the right of appeal.
- Cllr. Harrison concluded that if the child of a Bishopthorpe resident has been refused a place in the Infant School they should consider their right of appeal applying the above listed criteria in support of their case. The Parish Council would also be prepared to consider the appeal and support any justified case.
- 7.2 *Junior School –* Reading from an email sent by Cllr. Mrs Green before the meeting, Cllr. Harrison reported that the Junior School was awarded Green Flag Status last week declaring the School to be an Eco School.
- 13/118 8 **Youth Awards**
- 8.1 *Committee Report –* Nothing to report.
- 13/119 9 **Pinfold**
- 9.1 *Committee Report –* Nothing to report.
- 13/120 10 **Sensory Garden**
- 10.1 *Letter from Npower regarding ground lights –* Cllr. Harrison agreed to keep the current contract for electricity with Npower.
- 13/121 11 **Police Liaison**
- 11.1 *North Yorkshire Police Force –*No report received.

13/122 12 **Local Council Association**

12.1 *YLCA Update* – By email before the meeting Cllr. Mellors reported the following items:

“York Open Planning Forum

There was a presentation on the proposed Local List of Important Heritage Sites which if agreed will be produced as a Supplementary Planning Document. The list will comprise of buildings and sites that recognise local heritage assets. It has the support of English Heritage who prepare listings of “listed buildings” which are older than 1845 (but does include later dates of buildings of particular or rare interest). This local list allows later buildings to be recognised. Consultation is taking place and will close 31 July. More info at www.york.gov.uk/localheritagelist.

It was agreed that the Parish Council supports this proposal and Cllr. Mellors will reply to convey this support. **Action Cllr. Mellors**

A Special Meeting of the York Branch

The meeting was held to allow Parish Councils to discuss replies to the Local Plan Consultation which closes on 31 July. Julian Sturdy MP sent a document to all residents expressing concerns and his document reflects what was said at the meeting. The construction of twenty two thousand new houses together with the loss of greenbelt land was not accepted as realistic as no new measures have been discussed to improve infrastructure to support the new builds. Cllr. Mellors suggested that Bishopthorpe Parish Council should re-send comments in support of the greenbelt surrounding Bishopthorpe. A Local Plan Comments Form is available at www.york.gov.uk/localplan

Liaison Group meeting

The Local Plan was discussed again at this meeting. The Parish Councils of Strensall, Haxby, Wiggington, Nether Poppleton have prepared five page replies with the question of infrastructure was again raised.

Terry Community Forum

The forum has been reconvened and a presentation on the proposed housing development was presented. The development will be in five stages and detail of the first stage was given. (Planning now falls under reserved matters arising from the outline approval given previously). It was well received and accepted as an improvement on the previous outline. The issue of schooling was raised and a member of the forum pointed out that Knavesmire School has been expanded but in two years’ time would be full. It could be a year before plans are presented and industrial development starts.”

12.2 *Joint Annual Meeting notification* - By email before the meeting Cllr. Mellors reported the following item:

“Prior to the main meeting of Yorkshire Local Councils Association there was a Joint Executive Board Meeting. Whilst the board meeting endorses the association work it has sub-committees dealing with finances, general policies, employment of staff, audit and their work is reviewed. Feedback from NALC was presented with concern that there have been video recordings of Parish Council meetings shown (distorted to prove a point) on Twitter. This seems possible under the Freedom of Information Act but possibly foul of Data Protection

The Joint Annual Meeting elects officers, receives the annual report and accounts of the joint associations. A large section of the meeting was reserved for analysing existing constitutions, which had become necessary because of (national) changes.”

- 12.3 *Yorkshire Local Councils Association - E-Information Bulletin - Week ending 28th June* – An article offering free trees to Local Councils from the Woodland Trust will be referred to Cllr. Mrs Green. **Action Clerk.**
- 12.4 *Playing Fields Association – notification of meeting* – Cllr. Mellors reported by email before the meeting that this will be the formal meeting to wind up the Association.
- 12.5 *Yorkshire Local Councils Association - E-Information Bulletin - Week ending 5th July*: The Clerk was asked to forward two articles contained within this report to interested parties. The first relates to a £15m fund for rural energy projects which may be of use for the solar panels for the Village Hall roof – to be passed to Cllr. Mellors. The second article provides information for grants of £3,000 to £10,000 for communities to mark the Centenary of the First World War. This information is to be passed to Bishopthorpe History Group. **Action Clerk.**
- 12.6 *Parish Polls Reform* – Noted.
- 12.7 *Yorkshire Local Councils Association - E-Information Bulletin - Week ending 19th July* – Noted.
- 13/123 13 **Highway Matters**
- 13.1 *Vehicle Activated Sign* –Nothing to report.
- 13/124 14 **Correspondence**
- 14.1 City of York not covered elsewhere
- 14.1.1 None
- 14.2 Others
- 14.2.1 *Letter from Penny Whaley* – The letter highlighted the problems caused by race-day coaches parking in the village - especially at the top of Acaster Lane. The letter will be passed to City Council Highways Regulations Department for action. **Action Clerk.**
- 14.2.2 *Letter from the Environment Agency* – Allerton Park Waste Recovery – Noted.
- 13/125 15 **Ward Committee**
- Nothing to report.
- 13/126 16 **Any other business, which the Chairman considers urgent under the Local Government Act 1972.**
- **Bishopthorpe Post Office** – Cllr. Harrison read out an email from Mr Ian Hodgson regarding the proposed Post Office move. Mr Hodgson is mainly concerned about the lack available parking on Sim Balk Lane and has contacted both the Parish Council and Cllr. John Galvin with regards to this.
 - Cllr. Mrs Green, by email, reminded the meeting that the Vicarage Garden Party is to be held on Saturday 27 July in the afternoon.
 - Cllr. Mrs Clifton reported that she has made several complaints to Naburn Sewerage Plant in connection the excessive odour and the noise from overnight use of machinery. The Environment Protection Unit has become involved and is encouraging any resident to contact them directly in the event of a complaint. Their contact telephone details are 01904 551555. Alternatively an email can be sent to the case officer dealing with Naburn, Michael Golightly at michael.golightly@york.gov.uk

- Several councillors (current, past and potential) recently took part in the annual village cricket match against the Ebor Players. Cllr. Harrison, part of the winning team, congratulated them for their part in the victory.
- Beating the Bounds was re-arranged for Tuesday 30th July at 6.30pm outside the Village Hall. Cllr. Mrs Green and the Clerk gave their apologies for the evening due to a prior meeting.

13/127 17 **Date and time of next meeting – Tuesday 27th August 2013 – at the Village Hall**

Meeting closed at 8.20 pm