

**Minutes of the meeting held at the Village Hall on Tuesday 27<sup>th</sup> August 2013.**

*The Chairman opened the meeting at 7.05 pm.*

No members of the public were present.

Council Members Present:

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

- 13/128 1 **Apologies for absence.**  
Cllr. Mrs Clifton
- 13/129 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.*
- 13/130 3 **Minutes of Meeting 23<sup>rd</sup> July 2012**  
  
Under Item 16 the word ‘Parish’ was changed to ‘Post’.  
  
Following this amendment acceptance of the minutes was proposed by Cllr. Jemison and seconded by Cllr. Higgins. Carried unanimously by all who attended the meeting.
- 13/131 4 **Consideration of Planning Matters and recommendations of the Planning Group**
- 4.1 Notice of Applications received
- 4.1.1 **32 Bridge Road.** Two storey side and rear and single storey rear extension. 13/02149/FUL Amendment notice received – reduce the scale of the two storey side extension by incorporating a dormer to the front. No Objection – The Clerk was asked to send the reply to the City Council. **Action Clerk.**
- 4.1.2 **Joseph Hargrave Limited, 42-44 Church Lane.** Erection of four detached dwellings with garages following demolition of existing buildings. 13/02055/FUL. Application supported
- 4.1.3 **Yew Cottages, 43 Main Street.** Fell nine conifers and prune Oak tree in the Conservation Area. 13/02468/Tree Conservation Area. No Objection
- 4.1.4 **20 Copmanthorpe Lane.** First floor balcony to rear. 13/02172/FUL. Objection – lack of privacy for neighbours.
- 4.2 Notice of decisions given (*Parish Council decisions are highlighted in red*)
- 4.2.1 **8 Keble Gardens.** Two storey side and single storey rear extension. 13/02221/FUL. (**No Objection**). Approved
- 4.1.2 **19 Wolsey Drive.** Single storey front and rear extension. 13/01996/FUL. (**No Objection**). Approved
- 4.2.3 **Ash Grove, 16 Copmanthorpe Lane.** Single storey rear extension and dormer window to rear. 13/02142/FUL. (**No Objection**) Approved

- 4.1.4 **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). Approved
- 4.2.5 **Archbishop of York Church of England Junior School, Copmanthorpe Lane.** Single storey infill extension. 13/01452/FUL. (No Objection). Approved
- 4.1.6 **Yew Cottages, 43 Main Street.** Fell nine conifers and prune Oak tree in the Conservation Area. 13/02468/Tree Conservation Area (No Objection) Approved
- 4.2.7 **10 Bridge Road.** Single storey rear extension. 13/012148/FUL. (No Objection) Approved
- 4.2.8 **The Palace, Bishopthorpe Road.** Installation of fourteen security cameras, electronic pedestrian gate and associated internal intercom receivers. 13/02004/LBC. (No Objection) Approved
- 4.3 Other Planning Matters
- 4.3.1 *Payments for new developments* – Nothing to report.

Under this heading Cllr. Mrs Green commented on the recent report made by York Liberal Democrat, Christian Vassey to the City Council. Mr Vassey presented a report of the railway area in Heidelberg Germany which was experiencing the same issues as the area surrounding the railway in York. Following redevelopment, the local economy in Heidelberg has been regenerated and Mr Vassey suggested that important lessons could be learnt by the City of York Council if they choose to follow the lead of Heidelberg and regenerate the area of land surrounding York Railway Station.

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**Services**

- 5.1 Village Hall Management Committee
- 5.1.1 *Management Committee Report* – Nothing to report.
- 5.1.2 *Hedge cutting* – The job of cutting the hedge on both sides of the Village Hall car park has historically been undertaken by the Caretaker. However, following a discussion with Mr Thornton it was revealed that he would happily relinquish this task and accordingly Cllr. Harrison approached Pete Holmes Garden Services (the Play Area gardener) for a quote. Mr Holmes offered to trim back the hedge (on both sides of the car park) for £60 per cut. He suggested the job should be undertaken three times each year to keep the area tidy.
- Cllr. Jemison proposed that the job of cutting the Village Hall car park hedge should be awarded to Pete Holmes Garden Services at the quoted rate of £60 per cut. This was seconded by Cllr. Neale and agreed unanimously.
- 5.1.3 *Major hires e.g. weddings* – Recently the Village Hall has hosted two wedding receptions. Both were conducted with due respect to the neighbours in Main Street and the venue was suitably cleaned the following day by the hirers. However, the Caretaker has reported that the task of overseeing the event was onerous and time-consuming and reservations were expressed concerning the consumption of alcohol at such events in the Village Hall.

Cllr. Harrison reported that the current charge made for the all day hire of the Hall is £120, with a £100 deposit taken to cover damage. It was agreed that the Parish Council is charging an amount that is out of line with the market rate but following a full discussion of the matter it was concluded that the income from such hires (even if increased) is not crucial to the overall profitability of the Hall. It was therefore concluded that functions which include alcohol would, in future, be refused unless they were connected to an organisation with a connection to the village i.e. The Ebor Players or The Dollies etc. It was agreed that village Clubs and Societies would take ownership of the Hall but others from outside the village, especially individuals hiring the Hall, may have no such allegiance. Cllr. Jemison agreed to advise the Caretaker of the decision.

5.2 Sports and Leisure Management Committee

5.2.1 *Management Committee Report* – No recent meeting.

5.2.2 *Unauthorised use of Pavilion* – The Sports Pavilion is being accessed by unauthorised users at on a regular basis who are abusing the venue. Cllr. Higgins reported that he has tried in vain to make contact with the listed key-holders who are not answering his emails. Bishopthorpe Cricket Club will not supply a list of fixtures despite repeated calls for one by the Parish Council making it impossible for the Cleaner to know when the building is supposed to be occupied for legitimate use and when is free and available for cleaning.

Cllr. Harrison suggested that all hirers are selfishly using the Sports Pavilion with little regard for each other. To overcome this problem he proposed an Open Meeting with a letter of invitation to be issued to all registered key holders to discuss how the current situation can be resolved. It was agreed that the lock should be changed again and that new keys will be issued to all attending the meeting. Failure to attend will result in access being denied to the Sports Pavilion.

Cllr. Harrison concluded that the current situation is unacceptable and that the Clubs must supply a fixture list when called upon to do so. The precept charged annually to the Clubs only covers matches listed on their fixtures and any other use of the Pavilion must be booked and paid for separately. Cllr. Harrison agreed to send out the letter inviting all holders to an open meeting and asked the Clerk for the list of key holders.

**Action Clerk and Cllr. Harrison**

5.2.3 *New Cricket Pavilion* – The Church Commissioners have agreed to the Parish Council's request to extend the lease to 2030. However, Smiths Gore are not responding to approaches from Cllr. Harrison to put this offer in writing. Cllr. Harrison to chase the matter. **Action Cllr Harrison.**

5.2.4 *Container plant screen* – Cllr. Mrs Green asked for volunteers to dig out suitable plants from her garden and plant them along the wall of the Sports Pavilion container to create the 'plant shield' required in the planning consent. Cllr. Harrison and Cllr. Mrs Clark volunteered to help.

5.3 Finance Committee

5.3.1 *Committee Report* – Nothing to report.

5.3.2 *Vacancy for Internal Auditor* – By email before the meeting Cllr. Mrs Clifton reported that Mr Alan Broadfoot is willing to take on the role of Internal Auditor. The Clerk was asked to contact Mr Broadfoot. **Action Clerk.**

- 5.3.3 *On-line banking* – The National Westminster Bank do not hold a mandate which matches the application for on-line banking. The Clerk advised them that Alexander Kelly is no longer on the mandate and asked them to process the application following this deletion. Clerk to chase. **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* – Andy Blaine, the City Council Enforcement Officer confirmed that:

*“Erik Matthews who is the planner dealing with the site has been in touch with the agent for the site and he all ready has plans drawn up for another scheme and he is waiting for the owners to agree with the new plans then they will be submitted.”*

Cllr. Harrison commented that the Parish Council has informed the City Council on numerous occasions that this site is potentially dangerous and they have taken no action to secure the remains of the building or prevent access despite repeated calls to do so by the Parish Council.

- 5.4.3 *Proposal by York Marine Services Limited to charge the Canoe Club rent* – Cllr. Jemison reported that an email has been sent from Rob Parker of York Marine Services Limited to the Lower Wharfe Canoe Club informing them that with effect from 1<sup>st</sup> August 2013 a charge of £2,470 will be made for use of the slipway, car park and storage of their equipment. The Club brought the matter to the attention of the Parish Council to seek the validity of their demand.

In the Lease dated 30<sup>th</sup> August 2006 made between the Parish Council and York Marine Services Limited for the lease of the River Bank and Slipway and Landing Pad at Ferry Lane, Schedule 2 states that:

*‘Right of way for the local parish Scouts, fishing club and canoe club and other organisations approved from time to time by the Council to have access both vehicular and on foot at all times and for all purposes at no cost over the slipway and on to the landing pad.’*

Cllr. Jemison confirmed that he has contacted the Canoe Club to inform them of their right to use the slipway free of charge.

Cllr. Harrison suggested that should York Marine Services Limited wish to take this matter further by making a charge for equipment stored by the Canoe Club, it may result in their Lease with the Parish Council being terminated with re-negotiations taking in to account any charge made to Local Clubs and Societies.

5.5 Youth Support and Children’s Recreation

- 5.5.1 *Monthly update* – No issues were reported by Cllr. Jemison arising from last month’s park inspection. Cllr. Harrison agreed to undertake the job for the following month.

- 5.5.2 *Table Tennis Table* – Nothing to report.

- 5.5.3 *Playdale Playgrounds* – The Clerk was asked to contact Play Dale to arrange for repairs to be made to the nest swing at the quoted price of £306.00. **Action Clerk.**

**5.6 Allotments**

- 5.6.1 *Monthly update* – Cllr. Neale reported that a letter has been sent to Steve Cowell who has an unattended allotment at Acaster Lane. Mr Cowell has been asked to give the allotment up to the next person on the waiting list. The Clerk was asked to check the Allotment Agreement to see if there was a clause covering unattended allotments. **Action Clerk.**

Allotment holders are building up the embankment at the Appleton Road site with compostable material. It was agreed that this will be self-policing as the material will not be allowed to encroach upon existing allotment boundaries.

- 5.6.2 *Beating the Bounds* – The Clerk was asked to contact Sustrans to request that the knotweed is treated (herbicide sprayed) by their Maintenance Manger. **Action Clerk.**

Cllr. Harrison reported that there may be some minor industrial activity along the river bank and it appears that some of the boat residents are living there permanently. In connection with this Cllr. Neale mentioned that a request for an allotment has been received from Richard Porter who has given his address as the Marina. It was agreed that this would be refused on the grounds that he is not on the voter's roll and this highlighted that fact that many of the river-side dwellers will not be on the voter's roll. Cllr. Jemison asked if these people needed to comply with any rules governing sewerage or building regulations etc and the Clerk was asked to contact the City Council to make enquiries. **Action Clerk.**

**5.7 Senior Citizens Support**

- 5.7.1 *Monthly update* – Nothing to report.

**5.8 Web-site Management**

- 5.8.1 *Monthly update* – Nothing to report.

**5.9 Environmental and Sustainability Issues**

- 5.9.1 *Monthly update* – Cllr. Mrs Green reported that the York Environment Agency wishes to become a constituted organisation but this may result in charging Parish Councils up to £25 per year in membership fees.

The following events will be taking place shortly:

2 – 8<sup>th</sup> September – National Zero Waste Week  
14 – 15<sup>th</sup> September – York Festival of Cycling

Cllr. Harrison reported that Cllr. Mrs Clifton had received a reply from Alison Flynn of the City Council Customer Care Team concerning the odour emanating from Naburn Treatment Works. Reassurances were given that Environmental Control are committed to resolving the odour problem and will endeavour to stop it as soon as possible.

- 5.9.2 *Flood issues* – Cllr. Harrison reported that a request has been made by the Parish Council to Yorkshire Water to block off two drains at the bottom of Chantry Lane to aid the flow of flood water back in to the river.

**5.10 Accessibility Network**

- 5.10.1 *Monthly update* – Cllr. Mrs Clifton reported in her email to the meeting that most of the leaflets giving the contact details of Catalyst Community Resource Group have been distributed around the village and the feedback received has been good.

13/133	6	<b>Financial Transactions</b>	
	6.1	<u>Payments to approve</u>	
		Clerk's Salary	567.00
		Clerk's Expenses- ( <i>photocopying £5.13, paper £4.70, Computer batteries £3.50 &amp; stamps £22.80</i> )	36.13
		Monthly direct debit to E-On Sports Pavilion Electricity	168.00
		Monthly direct debit to E-on Village Hall Electricity	91.00
		Monthly direct debit to E-on Village Hall Gas	230.00
		Rebecca Clark – Play Area gate and Sports Pavilion cleaning	177.00
		Village Hall Caretaker / Secretary	337.50
		Sports Turf Services Ltd – Grass cut Ferry Lane sports field	122.20
		Ainsty Landscapes – Sports Pavilion sports field grass cuts and tidy	680.00
		Yorkshire Water Quarterly bills:	
		• Village Hall	94.36
		• Sports Pavilion	361.01
		• Acaster Lane allotments	14.12
		• Appleton Road allotments	7.79
		Pete Holmes Garden Services – Play Area grass cuts	250.00
		Npower- Sensory Garden floor lights – quarterly payment	88.64
		Playdale Playgrounds – repairs to nest swing	306.00
		Village Hall return of booking deposit for wedding (Mr & Mrs Finlayson)	100.00
		G Flitcroft & D Blake returned deposit for Sports Pavilion booking	20.00
		Sports Turf Services Ltd – Grass cut Ferry Lane sports field	122.20
		 <b>Payment Total</b>	<b>£3772.95</b>
	6.2	<u>Income Receipts</u>	
		Sports Pavilion booking – Flitcroft (inc. £20 booking fee, returnable)	38.00
		Play Group Summer Term Sports Pavilion rental fees	1556.00
		Village Hall Management Committee July takings (£373 cash)	1329.50
		 <b>Income Total</b>	<b>£2923.50</b>

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

13/134	7	<b>School Governors</b>	
	7.1	<i>Infants School – Admission Policy – Cllr. Mrs Clark confirmed that she holds a copy of the City Council Admission Policy that applies to Bishopthorpe Infant School.</i>	
	7.2	<i>Junior School – Cllr. Mrs Green reported that at the beginning of term a competition will be held in the School to decide a team that will be entered to compete in the York Food Festival. The Headmaster will also represent the school in the adult's competition.</i>	
	7.3	<i>School safety zone proposals – Cllr. Mellors reported that the notification has been issued with regard to the new proposals.</i>	

- 13/135 8 **Youth Awards**  
8.1 *Committee Report* – The Committee were asked to commence preparations for this year’s award. It was agreed that PCSO Colin Martin will be approached to act as Judge. **Action Clerk.**
- 13/136 9 **Pinfold**  
9.1 *Committee Report* – Nothing to report.
- 13/137 10 **Sensory Garden**  
10.1 *Committee Report* – Nothing to report.
- 13/138 11 **Police Liaison**  
11.1 *North Yorkshire Police Force* – the following report was received from PCSO Colin Martin prior to the meeting
- Bishopthorpe Parish figures 24<sup>th</sup> June 2013 – 28<sup>th</sup> July 2013**
- Burglary – Other**  
06/07 – Garage entered but nothing taken
- Stolen Motor Vehicle (SMV)**  
29/06 – Moped stolen from beech Ave, found and recovered
- Theft**  
08/07 – Theft of food from the Co-Op
- ASB**  
05/07 – Drunk male in School Lane  
14/07 - Youths in the park at Midnight – none present on police arrival
- Overall crime is up in Bishopthorpe from 28 crimes last year to 32.
- 13/139 12 **Local Council Association**  
12.1 *YLCA Update* – Nothing to report.
- 12.2 *Countryside Voice Magazine* – Information given to Cllr. Mrs Green for inclusion in Link Magazine.
- 12.3 *Revised pay scales from April 2013* – Matter to be deferred until the September meeting.
- 13/140 13 **Highway Matters**  
13.1 *Vehicle Activated Sign* – As no response has been received since April 2013 concerning repairs to the sign taken away in June 2012, the Clerk was asked to request a new sign from the City Council. **Action Clerk.**
- 13/141 14 **Correspondence**  
14.1 City of York not covered elsewhere  
14.1.1 *Consultation – Proposals to introduce a Late Night Levy* – Noted.
- 14.1.2 *School Lane / Vernon Close alley* – The Clerk was asked to contact Neighbourhood Services to request the clearance of overgrown vegetation along this lane before the start of the new School term. **Action Clerk.**

14.2 Others

14.2.1 *Letter from Gordon Hall, Acaster Malbis concerning Bishopthorpe Post Office* – The Clerk was asked to reply to Mr Hall in response to his request to implement parking restrictions outside the shops on Sim Balk Lane where Bishopthorpe Post Office will be located to. **Action Clerk.**

14.2.2 *Surgery poster dates – Julian Sturdy* – Noted.

14.2.3 *Mr McNulty – Bishopthorpe Palace Footpath request* – The Clerk was asked to contact Bishopthorpe Palace to chase up the request for a new footpath through their land. **Action Clerk.**

13/142 15 **Ward Committee**  
Nothing to report.

13/143 16 **Any other business, which the Chairman considers urgent under the Local Government Act 1972.**

- Cllr. Harrison read out an email from Jeannie Conley who has applied in response to the advert for a new Parish Councillor. The Clerk was asked to contact Mrs Conley to invite her to the September meeting with a view to co-opting her on to Bishopthorpe Parish Council. **Action Clerk.**
- Cllr. Mellors reported that there has been correspondence from the Standards Committee regarding a new Code of Conduct for employees. Cllr. Harrison stated that it is not necessary for Bishopthorpe Parish Council to adopt it.
- Cllr. Harrison announced that he will be getting married on 14<sup>th</sup> November and received the warmest congratulations from all present.

13/144 17 **Date and time of next meeting – Tuesday 24<sup>th</sup> September 2013 – at the Village Hall**

Meeting closed at 9. 18 pm