

Minutes of the meeting held at the Village Hall on Tuesday 24th September 2013.

The Vice Chairman opened the meeting at 7.02pm

Mr Joe Gardham of Brunswick Street, York and Mr Gary Featherstone of Copmanthorpe Lane attended the meeting to represent Bishopthorpe Football Club.

Cllr. Jemison explained that during the summer months someone has been entering the Pavilion usually but not exclusively, on Sunday evenings. The Sports Pavilion Booking Secretary had no knowledge of anyone requesting use of the building and it is not known who is gaining access. The Parish Council is very concerned that the building is being used illegally and to discuss the matter with all three key holders (Bishopthorpe Football Club, Bishopthorpe Cricket Club and Bishopthorpe Play Group) a meeting was held on the 10th September. At this meeting, which only the Play Group attended, it was suggested that the locks should be changed. In order to obtain suggestions from the Football and Cricket Club, a second invitation was extended to attend the Parish Council meeting on the 24th September. Cllr. Jemison asked the Clerk to record that the Cricket Club have chosen to ignore both invitations.

Mr Gardham and Mr Featherstone offered their apologies for not attending the meeting on the 10th. Mr Gardham confirmed that he could account for all three key-holders in the Football Club and agreed to pass their contact details to the Clerk to hold on file. It was pointed out by Mr Featherstone that the problems have occurred during the summer months when they haven't used the pavilion and he assured the Parish Council that all due care is taken to secure the doors after their matches. In answer to Cllr. Mrs Clark's request to supply a fixture list, Mr Featherstone replied that it is very difficult to supply one in advance of more than one month due to league complexities.

Cllr. Jemison thanked Mr Gardham and Mr Featherstone for attending the meeting and for offering to supply details of their key holders. He emphasised that the Parish Council is highly concerned regarding the misuse of the Sports Pavilion and that any future incidences will be reported to the Police. He suggested that the Cricket Club should be requested to return the two sets of keys held by them in order to eliminate them from the investigation. A decision will then be made in a month's time whether it will be necessary to change the locks. **Action Clerk.**

Mr Featherstone and Mr Gardham left the meeting at 7.28 pm

Council Members Present:

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

13/145 1 **Apologies for absence.**

Cllr. Mrs Gajewicz, Cllr. Harrison (due to illness) and Cllr. Mrs Green

Cllr. Jemison notified the meeting that Cllr. Higgins has resigned as a Parish Council for Bishopthorpe. The Clerk was asked to notify the City Council and advertise the vacancy. **Action Clerk.**

Jeannie Conley, of The Orchard, attended the meeting after expressing an interest in the existing Parish Councillor vacancy. It was agreed that Mrs Conley would be co-opted as a new Parish Councillor for Bishopthorpe. **Action Clerk.**

13/146 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 Item 6.1*

13/147 3 **Minutes of Meeting 27th August 2012**
Acceptance of the minutes was proposed by Cllr. Mellors and seconded by Cllr. Neale. Carried unanimously by all who attended the meeting.

- 13/148 4 **Consideration of Planning Matters and recommendations of the Planning Group**
- 4.1 Notice of Applications received
- 4.1.1 **1 Lamplugh Crescent.** Single storey side extension. 13/02861/FUL. No Objection
- 4.1.2 **The Beeches, 40 Church Lane.** Single storey rear extension. 13/02905/FUL. No Objection
- 4.1.3 **Pear Tree Cottage, 42 Main Street.** Reduce pear tree in front garden. Tree in the conservation area. 13/02965/Tree Conservation Area. No Objection
- 4.2 Notice of decisions given (*Parish Council decisions are highlighted in red*)
- 4.2.1 **The Firs, 38 Main Street.** Two storey and single storey rear extension. 13/02242/FUL. (**No Objection**). Approved
- 4.1.2 **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**). Approved
- 4.2.3 **Pear Tree Cottage, 42 Main Street.** Reduce pear tree in front garden. Tree in the conservation area. 13/02965/Tree Conservation Area. (**No Objection**). Approved

Cllr. Mellors commented that he recently contacted the City Council regarding the planning application for 22 Copmanthorpe Lane (13/02172/FUL). It transpired that the City Council had sent the application to Copmanthorpe Parish Council asking for their comments instead of Bishopthorpe Parish Council, by mistake. Cllr. Mellors ensured that Bishopthorpe Parish Council's comments were not overlooked in the final decision.

Cllr. Mellors further commented that under the new Electronic Planning system, once a decision has been made by the City Council, all comments are removed from the website.

- 4.3 Other Planning Matters
- 4.3.1 *Payments for new developments* – Cllr. Mellors reported that concerns have been expressed to him by villagers regarding the number of houses planned for construction on the Hargraves site, Church Lane. Cllr. Mellors confirmed that the number of houses to be built is four and further more reported that he will apply for a grant from the City Council for Open Space Provision in connection with this development.

13/149 5 **Services**

5.1 Village Hall Management Committee

- 5.1.1 *Management Committee Report* - No recent meeting.

Cllr. Jemison read an email to the meeting from Rick Kembry, Project Manager of Simons who have been commissioned to undertake refurbishment work in the Co Op. The shop will be closed during the period 30th September to 17th October and Mr Kembry has asked permission from the Parish Council for Simons to use the Village Hall car park during this time.

It was agreed that the car park would be offered for to Simons to unload HGV's but not for all-day parking by their workers as this would disrupt groups using the Village Hall. Cllr. Jemison offered to contact Mr Kembry to give permission to use the car park in this way. **Action Cllr. Jemison**

5.2 Sports and Leisure Management Committee

- 5.2.1 *Management Committee Report* – Cllr. Jemison reported that following the resignation of Malcolm Higgins from the Parish Council there is currently no one to take over Sports Pavilion bookings or to look after the building. Cllr. Mrs Clark offered to take up the positions and Cllr. Mellors offered to help in a support role. Cllr. Jemison asked the Clerk to place the matter on October's Agenda. **Action Clerk.**

Cllr. Jemison confirmed that he currently holds two keys to the Sports Pavilion, one of which is the Master Key.

Cllr. Jemison reported that Play Group have requested permission to store paperwork in boxes in the loft space. It was agreed that this would not be allowed and Cllr. Jemison asked the Clerk to contact the Play Group leader to relay this message. **Action Clerk.**

- 5.2.1 *Unauthorised use of Pavilion* – The Parish Council expressed annoyance that the Bishopthorpe Cricket Club has chosen to ignore two invitations to attend a meeting to discuss problems at the Pavilion. It was agreed that the Cricket Club will be asked to return the two sets of keys that they hold by the 21st October. Should these not be received, the Parish Council will review the decision to change the locks at the Parish Council meeting on the 22nd October. **Action Clerk.**

- 5.2.3 *New Cricket Pavilion* - Nothing to report.

- 5.2.4 *Plant screen* – Nothing to report.

5.3 Finance Committee

- 5.3.1 *Committee Report* – Nothing to report.

- 5.3.2 *Clerk's Pay Review* – The Clerk currently works fourteen hours per week on Salary Scale Point 19 (£9.345 per hour). This rate and scale has been applied since April 2010. Cllr. Jemison suggested that the Clerk's salary should be increased to £7308 per annum onto Scale Point 21 and back-dated as suggested by NALC to 1st April. Cllr. Mellors proposed the increase as stated. This was seconded by Cllr. Neale and agreed unanimously. The Clerk thanked the Parish Council.

- 5.3.3 *On-line banking* – The Clerk explained that the on-line banking application document must exactly match the signatories held on the current bank account mandate. These do not match due a number of Councillor resignations and appointments during the past six months. In order to make a successful on line banking application, the Clerk has requested a 'variation to mandate' form from the bank and a new on-line application form, which all current Councillors must again complete. **Action Clerk.**

- 5.3.4 *Request from Bishopthorpe History Club* – It was agreed that the Parish Council will purchase a number of storage boxes on behalf of Bishopthorpe History Group in which will be stored a large quantity of valuable Parish Council and Village Hall material (covering the first half of the twentieth Century). The cost of the boxes is £169.08 (inc. VAT) and will be purchased from Pel, a reputable conservation company. Clerk to advise Linda Hayward. **Action Clerk.**

- 5.3.5 *External Auditor's report* – The external auditors, Littlejohn, made the following comments on the Parish Council Audited Accounts for the year ending March 2013:

“On the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met”

The Clerk confirmed that she will display the documentation on the Parish Council notice board for the prescribed time to comply with legislation. **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 Clerk was asked to contact the City Council for an update. **Action Clerk.**

- 5.4.3 *Moorings* – A long detailed email has been received from Val Inwood of the City Council explaining that permission from the owner of the moorings is all that is required to inhabit a boat on the riverbank.

5.5 Youth Support and Children's Recreation

- 5.5.1 *Monthly update* – Cllr. Mrs Clark reported that the level of litter in the Play Area was very bad. In addition there are numerous pieces of wood strewn around from a source that cannot be identified. Cllr. Mrs Clark has removed all the wood along with the litter.

The nest swing has been repaired by Play Dale.

Cllr. Mrs Clark commented that Linda Holland no longer wishes to close the park gate for which the Parish Council pays a rate of £1.50 per day. Cllr. Mrs Clark offered to take over this role with immediate effect.

- 5.5.2 *Table Tennis Table* – Nothing to report. Item to be removed from Agenda. **Action Clerk.**

5.6 Allotments

- 5.6.1 *Monthly update* – Cllr. Neale reported that the Clerk is in the process of renewing all allotment rents for the forthcoming year. Mr Wright has given notice on his plot at Acaster Lane and it will be offered to the next person on the waiting list.

Cllr. Neale handed a cheque, payable to the Parish Council, for £4320 to the Clerk which represents compensation received from Yorkshire Water for the disruption caused to the Appleton Road allotment site.

- 5.6.2 *Knotweed update* – The area has been sprayed with herbicide by the Sustrans Maintenance Manager as requested.

- 5.6.3 *Mr Cowell's Allotment* – Cllr. Neale reported that Mr Cowell's allotment plot at Acaster Lane has been left unattended for a number of growing seasons. As a result there are waist-high weeds and nettles causing concern for neighbouring plots. It was agreed that the Parish Council will write to Mr Cowell requesting him to clear the plot within three months beginning 1st October. If at the end of this period the plot is not tidy, it will be returned to Parish Council control and offered to the next person on the waiting list. **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* – Councillor elect Mrs Conley offered to take up this role on behalf of the Parish Council. **Action Clerk.**

- 5.9 Environmental and Sustainability Issues
 - 5.9.1 *Monthly update* – Nothing to report.

 - 5.9.2 *Flood issues* – Nothing to report.

- 5.10 Accessibility Network
 - 5.10.1 *Monthly update* – Nothing to report.

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Financial Transactions

6.1	<u>Payments to approve</u>		
	Clerk’s Salary		567.00
	Clerk’s Expenses- (<i>photocopying £2.97, Allotment Stamps £30.00, New computer mouse £19.57, 2 x black ink cartridges £33.84</i>)		86.38
	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 – Sports Pavilion cleaning / Play Area gate		150.00
	Village Hall Caretaker / Secretary		789.35
	Shane Snowden Plumbing – Village Hall Boiler annual service		186.00
	Sign Arts – 3 signs in total: Vernon House, Allotments and Play Area		50.00
	Ian Jemison Engineering – repairs to Play Area gate		72.00
	Cllr. Harrison – stationery costs		12.25
	Pete Holmes Garden Services – grass cut Play Area 12/8 to 28/8		100.00
	Linda Holland – Play Area gate closing / opening (half year)		276.00
	Margaret Christie – Sensory Garden gate closing / opening (half year)		552.00
	City of York Council – unblocking drains at Sports Pavilion		106.00
	Littlejohn Accountants – external audit fee		360.00
	Ainsty Lawncare and Landscape – annual tidy up around Sports Pavilion		200.00
	Pete Holmes Garden Services – Hedge Cutting Village Hall		60.00
	Invalifts Ltd. Annual Service Agreements		342.00
	 Payment Total		£4397.98
6.2	<u>Income Receipts</u>		
	Village Hall Management Committee August takings (£0 cash)		499.50
	 Income Total		£499.50

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

- 13/151 7 **School Governors**
7.1 *Infants School* – Cllr. Mrs Clark reported that the new Head Teacher has taken up her position in the School and is bringing new ideas and initiatives in to force. The Travel Club are promoting the idea of walking to school and actively supporting ‘No Car’ days.
7.2 *Junior School* – Nothing to report.
- 13/152 8 **Youth Awards**
8.1 *Committee Report* – Cllr. Mrs Clifton reported that the Youth Award poster has been redesigned and that a number of pre-printed nomination forms will be made available to schools and clubs etc in the hope of generating more entries to the competition. The Clerk reported that PCSO Colin Martin has been contacted twice inviting him to take on the role of Judge but no response has been received. It may be necessary to approach someone else.
- 13/153 9 **Pinfold**
9.1 *Committee Report* – Nothing to report.
- 13/154 10 **Sensory Garden**
10.1 *Committee Report* – Nothing to report.
- 13/155 11 **Police Liaison**
11.1 *North Yorkshire Police Force* – the following report was received prior to the meeting

Bishophthorpe Parish figures - 17th August 2013 – 21 September 2013

Auto Crime

18/08 – Number plates stolen from a car in Beech Ave.
05/09 – Fuel pump cut on courtesy car
17/09 – Tools taken from unlocked van on Bridge Road.

Theft

19/08 – Items taken from a garden in Montague Road.

Anti Social Behaviour

02/09 – Protest outside the Archbishop’s Palace

Overall crime is up in Bishophthorpe from thirty four crimes last year to forty four.

- 13/156 12 **Local Council Association**
12.1 *YLCA Update* – Cllr. Mellors reported that there is a Branch Meeting of Yorkshire Local Councils Association on Thursday 3rd October in the Folk Hall at New Earswick.
12.2 *Campaign to Protect Rural England – Response to City of York Council Local Plan Preferred Options* – Noted.

- 13/157 13 **Highway Matters**
13.1 *Vehicle Activated Sign* – An email received from Cllr. John Galvin indicated that the sign might be replaced shortly.
13.2 *School Lane / Vernon Close alley clearance* – The Lane has been cleared following a request made by the Clerk.
- 13/158 14 **Correspondence**
14.1 City of York not covered elsewhere
14.1.1 None
14.2 Others
14.2.1 *Mr McNulty – Bishopthorpe Palace Footpath request* – Despite a number of chasing letters sent to the Palace requesting them to consider building a footpath behind their fence, no response has been received. It was agreed that the Parish Council will not chase this issue further. Item to be removed from the Agenda and Mr McNulty advised. **Action Clerk.**
- 13/159 15 **Ward Committee**
Nothing to report.
- 13/160 16 **Any other business, which the Chairman considers urgent under the Local Government Act 1972.**
 - Nothing to report.
- 13/161 17 **Date and time of next meeting – Tuesday 22nd October 2013 – at the Village Hall**

Meeting closed at 8.26 pm