

Minutes of the meeting held at the Village Hall on Tuesday 22nd October 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. Mrs Conley, Cllr. Mrs Clifton, Cllr. Mrs Clark, Cllr. Neale, Cllr. Mrs Green and Cllr. Mrs Gajewicz

- 13/162 1 **Apologies for absence.**
Cllr. Mellors
- 13/163 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.*
- 13/164 3 **Minutes of Meeting 24th September 2013**

Acceptance of the minutes was proposed by Cllr. Jemison and seconded by Cllr. Neale. Carried unanimously by all who attended the meeting.
- 13/165 4 **Consideration of Planning Matters and recommendations of the Planning Group**
- 4.1 Notice of Applications received
- 4.1.1 **Co Operative Society Ltd 47 Main Street** - Erection of canopy to rear and alterations to entrance door. 13/03108/FUL. Application supported – No Objection
- 4.1.2 **Ousethorpe Cottage, 13 Main Street** – Various tree works including fell two Larch trees, Birch and Cherry. Trees in Tree Conservation Area. 13/013266/Tree Conservation Area. No Objection
- 4.1.3 **Middlethorpe Manor** – Replacement railings and gate ad repairs to wall (retrospective and resubmission). 13/013242/FUL and 13/013243/Listed Building Consent. No Objection, comments made
- 4.1.4 **Middlethorpe Manor** – Two storey and single storey rear extension following demolition of existing extension, construction of sports pavilion and erection of detached garage. 13/03252/LBC and 13/03252/LBC. No Objection.
- 4.1.5 **Diseased Turkey Oak tree adjacent to A64** - The National Trust's Middlethorpe Hall. Noted
- 4.2 Notice of decisions given (*Parish Council decisions are highlighted in red*)
- 4.2.1 **The Beeches, 40 Church Lane.** Single storey rear extension. 13/02905/FUL. (No Objection) Approved
- 4.1.2 **1 Lamplugh Crescent.** Single storey side extension. 13/02861/FUL. (No Objection). Approved

4.3 Other Planning Matters

- 4.3.1 *Payments for new developments* – Nothing to report. Cllr. Harrison confirmed that Cllr. Mrs Conley will become a member of the Planning Group Committee.

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Services5.1 Village Hall Management Committee

- 5.1.1 *Management Committee Report* – At the Committee Meeting held on the 21st October Cllr. Jemison reported that the following issues were discussed:

- It will not be practical, as the Village Hall is not always open, to agree to the request from the City Council's Head of Waste and Fleet Services to allow his employees to use the Village Hall toilets while carrying out their duties. Clerk to reply to this effect but to suggest Vernon House and the local public houses as an alternative. **Action Clerk.**
- It was confirmed that no future wedding bookings will be accepted. The existing booking for August 2014 will be honoured.
- Cllr. Mrs Conley put forward a suggestion to hold a regular Saturday Farmers' Market in the car park of the Village Hall. It is envisaged that this would comprise of a small number of stalls selling local produce and local crafts. A list of names has been supplied to Cllr. Mrs Conley who confirmed that she is willing to make contact with them to raise interest. In addition, Cllr. Mrs Green suggested putting an article in Link magazine to promote the idea. Cllr. Harrison declared a personal interest in this item (as a resident of Main Street) stating that consideration must be given to parking issues but agreed that the idea is worth pursuing. Cllr. Mrs Conley agreed to develop the idea and report back to the November Parish Council meeting. **Action Cllr. Mrs Conley.**

- 5.1.2 *Enquiry from City of York Council about use of toilets* – This item was discussed at the Committee Meeting and reported under item 5.1.1.

5.2 Sports and Leisure Management Committee

- 5.2.1 *Management Committee Report* – Nothing to report.

- 5.2.2 *Appointment of Parish Council for the Sports Pavilion role* – Following the resignation of Malcolm Higgins, the role of looking after the Sports Pavilion will become a joint one shared between Cllr. Harrison, Cllr. Mrs Clifton and Cllr. Mrs Clark. Clerk to advise Play Group and Football Club. **Action Clerk.**

- 5.2.3 *Unauthorised use of Pavilion* – Mike Dale from Bishopthorpe Cricket Club handed two sets of Pavilion keys to the Clerk. The Club now have no keys to the building.

- 5.2.4 *Letter from Aqua Cert.* – Cllr. Harrison asked the Clerk to contact Aqua Cert to arrange for Legionella sampling pack to be sent out for the annual test of the Sports Pavilion. **Action Clerk.**

- 5.2.5 *Lease extension* – Laura Frensham from Burn and Co has confirmed that she will assist the Parish Council with the lease renewal; the cost of which will be £400 + vat together with a £40 Land Registration charge. The Clerk was asked to contact Burn & Co to progress that matter. **Action Clerk.**

Cllr. Harrison remarked that a substantial increase in rent is to be expected when the lease is renewed. A deal to stagger the increase may have been reached between the Parish Council and Smiths Gore but Cllr. Harrison confirmed that he will continue to negotiate terms.

5.2.6 *Lights* – An email from Sarah Moss of Bishopthorpe Play Group has highlighted that the ceiling lights in the Sports Pavilion do not have protective covers and as such, contravene Health and Safety laws. J. Lister Electrical Ltd has quoted an amount of £295 (ex VAT) to replace the five lights. The Councillors agreed to split the cost of this 50 / 50 with Play Group and asked the Clerk to contact Sarah Moss. **Action Clerk.**

5.3 Finance Committee

5.3.1 *Committee Report* – Nothing to report.

5.3.2 *On-line banking* – The Councillors completed a Variation to Mandate form to remove Malcolm Higgins, Susan Hughes and Alexander Kelly from the account mandate. At the same time a new on-line banking mandate was completed to apply for electronic banking. Cllr. Mellors, who was absent from the meeting must sign this to complete the application. **Action Cllr. Mellors and Action Clerk.**

5.3.3 *Alan Broadfoot* – Mr Broadfoot has been appointed as the Parish Council's new Internal Auditor.

5.4 Field 84, Riverside and Footpaths Working Party

5.4.1 *Working party report* – Cllr. Jemison asked the Clerk to write to York Marine Services Limited requesting them to tidy the car park. **Action Clerk.**

5.4.2 *Ferry Lane Cottage* – An email from the City Council Planning Enforcement Officer, Andy Blain, explained that the owners of Ferry Lane have withdrawn their original application and indicated that the new application will be for a smaller dwelling.

5.5 Youth Support and Children's Recreation

5.5.1 *Monthly update* – The Park Inspection bag was passed to Cllr. Mrs Green from Cllr. Mrs Clark. No issues were reported from the last month.

5.6 Allotments

5.6.1 *Monthly update* – Cllr. Neale confirmed that the majority of annual rents have been paid with chasing letters sent to those outstanding. The letter included a paragraph notifying the allotment holder that with effect from 2014 a charge of £2 will be applied to each reminder letter it is necessary to issue. Cllr. Harrison thanked Cllr. Neale for obtaining the compensation cheque from Yorkshire Water for £4,320.00.

5.6.2 *Knotweed update* – Nothing to report. Item to be removed from agenda.

5.7 Senior Citizens Support

5.7.1 *Monthly update* – Cllr. Mrs Green informed the meeting that the AGM for Vernon House was held on the 16th October.

5.8 Web-site Management

5.8.1 *Monthly update* – Cllr. Mrs Conley confirmed that the Parish Council's minutes are up to date on Bish.net

5.9 Environmental and Sustainability Issues

5.9.1 *Monthly update* – Cllr. Mrs Green reported that the Environment Forum may soon be recruiting for a new Chairperson.

Cllr. Mrs Gajewicz left the meeting at 8.03pm

5.9.2 *Flood issues* – Cllr. Harrison confirmed that he is trying to contact Yorkshire Water to discuss the on-going drainage issues. The help of Julian Sturdy MP has been enlisted.

Cllr. Mrs Clark reported that the end of School Lane was badly affected by standing pools of rain water recently and Cllr. Harrison agreed to mention this in his future conversations with Yorkshire Water.

5.9.3 *Fly posting* – Cllr. Harrison reported that the village is awash with fly posted adverts attached to trees, lamp posts, fences and notice boards. Many of these are advertising non-village businesses and some remain in place for months at a time. Cllr. Mrs Green offered to contact Joan Richardson – the owner of Bish Street Kids - to ask if permission has been given for adverts to be attached to the Old School fence. It was also remarked that planning permission may also be required for adverts to be placed on the fence. Cllr. Harrison suggested that an article in Link magazine may help to highlight the issue and encouraged Councillors to take action and remove out of date, inappropriate posters.

5.10 Accessibility Network

5.10.1 *Monthly update* – Cllr. Mrs Clifton reported that a list of speakers is being gathered for next year with the hope of attracting new members to Catalyst Community Resource Group.

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Financial Transactions

6.1 Payments to approve

Clerk’s Salary	609.00
Back dated pay 1/4/13 to 1/10/13	252.00
Clerk’s Expenses- (<i>photocopying £2.52 , Phone calls £6.48, Stamps for allotment reminders £6.00</i>)	15.00
AOL quarterly charge for Clerk’s computer	29.99
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 / Sports Pavilion cleaning	203.00
Village Hall Caretaker / Secretary	312.50
Play Area Loan Repayment – bi annual	2958.25
Smiths Gore – Acaster Lane allotments rent	72.50
Smiths Gore – Cricket field rent	150.00
Sports Turf Services – Ferry Lane grass cut	122.20
Loan repayment – PWLB – Play Area loan	5000.00
City of York Council Village Hall waste collection	56.81
City of York Council Sports Pavilion waste collection	52.00
Pel storage boxes – donation to Bishopthorpe History Group	169.08

Payment Total

£10491.33

6.2	<u>Income Receipts</u>	
	City of York Council – bi annual precept	14,000.00
	Yorkshire Water – Compensation for Appleton Road Allotment work	4,320.00
	Village Hall Management Committee – September bookings (£291 cash)	763.70
	2013 Annual allotment rents	633.77
	Sports Pavilion booking fee for Bishopthorpe 1 st Responders	9.45

Income Total**£19,726.92**

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

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School Governors

- 7.1 *Infants School* – Cllr. Harrison read an article from the York Press published on Tuesday 22nd October entitled ‘*School Crossing ‘danger’ Anger*’. The article stated that the City Council has refused to allow a crossing patrol close to the Infant School in Bishopthorpe because ‘*it is too dangerous for a lollipop person*’ to work on Sim Balk Lane.

The City Council said because the point in the road the School Travel Group had chosen was on a bend and obscured by overhanging trees, it was deemed to be an unsafe point for a crossing warden as it provided no clear lines of sight. Furthermore it was stated that:

‘A Council spokeswoman said the community of Bishopthorpe would need to put forward their proposals for future crossing points to the Parish Council for consideration’

The Parish Council has been in discussion with the Travel Group and supported their application to the City Council to obtain a further crossing patrol. The Parish Council were therefore, disappointed by the comment from the “Council spokeswoman” because the City Council should provide the expertise to decide these matters. Efforts will be made to try to identify the Council spokeswoman to discuss the matter further.

- 7.2 *Junior School* – Cllr. Mrs Green reported that the School has acquired Green Flag status – the highest possible award and offered her congratulations to them on behalf of the Parish Council. Gardening Club has stopped until Easter.

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Youth Awards

- 8.1 *Committee Report* – Cllr. Mrs Clifton confirmed that she has produced a new style poster for display and will arrange for copies to be distributed. PCSO Colin Martin has agreed to be the judge of the competition this year.

Cllr. Harrison reminded everyone that the closing date is 9th December and nominations are open for all 11-19 year old, village children. Two prizes of £150 will be awarded to the winners at the presentation evening on Wednesday 15th January in the Village Hall at 6.30pm.

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Pinfold

- 9.1 *Committee Report* – Nothing to report.

- 13/171 10 **Sensory Garden**
10.1 *Purchase of Christmas Tree* – The Clerk was asked to contact Richard Williams to ask if he will purchase a Christmas Tree for the Sensory Garden on behalf of the Parish Council. **Action Clerk.**
- The mosaic on the Sensory Garden floor is broken in places and missing in others. The Clerk was asked to contact Allison Williams to seek a cost for repairs. **Action Clerk.**
- 13/172 11 **Police Liaison**
11.1 *North Yorkshire Police Force* – the following report was received prior to the meeting
- Bishopthorpe Parish figures 21 September 2013 - 20th October 2013**
- Burglary**
- 09/10 – A property on Appleton Court was entered during day light hours – 1 male arrested and on bail for this offence.
20/10 – A property was entered on Newlands Road. A vehicle was also taken from this address
- Theft**
- 09/10 – Theft of Boiler from a boat on Ferry Lane
- ASB**
- 27/10 – Male banging on house door on Chantry Lane
02/10 – Youths on the old school roof.
- Over all crime is up in Bishopthorpe from 42 crimes last year to 48.
- 13/173 12 **Local Council Association**
12.1 *YLCA Update* – Nothing to report.
- 12.2 *Revised publication – Department for Communities and Local Government: Openness and Transparency on Personal Interests.* – A copy of the email was forwarded to all Councillors for information.
- 12.3 *E-Information Bulletin - Week ending 27 September 2013* – Noted.
- 12.4 *Finance and Budgeting Seminar Invitation* – 17th October Cedar Court Hotel Wakefield – Noted.
- 12.5 *White Rose Update* – The Clerk was asked to order eleven copies of the Good Councillor Guide at a cost of £2 per copy. **Action Clerk.**
- 13/174 13 **Highway Matters**
13.1 *Vehicle Activated Sign* – the Parish Council are pleased to note the return of the sign and are grateful for the help given by Cllr. John Galvin chasing this issue along with the Clerk since June 2012.
- 13/175 14 **Correspondence**
14.1 City of York not covered elsewhere
14.1.1 *Community Conversations in York Invitation to a meeting 13th December* – Noted.

14.2 Others14.2.1 *North Selby Mine update* – Noted.14.2.2 *Application: Designation of Neighbourhood Plan Area* – Noted.
*Cllr. Mrs Conley left the meeting at 8.36pm*14.2.3 *Letter from Mr McNulty* – A copy of the letter received from Bishopthorpe Palace was forwarded to Mr McNulty by the Clerk.14.2.4 *Email from Julian Sturdy* – The minutes from Julian's meeting were circulated by email to all Parish Councillors.13/176 15 **Ward Committee**
Nothing to report.13/177 16 **Any other business, which the Chairman considers urgent under the Local Government Act 1972.**

- Cllr. Mrs Green reminded the meeting that the *Grand Recycling Day* will be held on Saturday 11th January 2014 in the Village Hall commencing at 10am. Jewellery and handbag donations are sought.

13/178 17 **Date and time of next meeting – Tuesday 26th November 2013 – at the Village Hall**

Meeting closed at 8.39 pm