

Minutes of the meeting held at the Village Hall on Tuesday 26th November 2013.

The Chairman opened the meeting at 7.02 pm.

Mr Michael Dale of Myrtle Avenue attended the meeting to represent Bishopthorpe Cricket Club. The Chairman explained that the Parish Council has secured a guarantee from the Church Commissioners to extend the lease on the cricket pitch for a further twenty-five years thus allowing the Cricket Club to apply for grants to assist with the building of a new Cricket Pavilion. However, Cllr. Harrison expressed concern that the Cricket Club, to date, has shown little interest in working with the Parish Council as they have not attended any meeting to which they have been invited and fears were expressed regarding their long-term commitment to the project. The Chairman explained that the cost of extending the lease will be considerable: a rent rise from £300 per annum to £1,700 over a period of 5 years together with legal fees in excess of £3,000. A significant contribution from the Cricket Club will be expected towards meeting this expense should they decide to progress the matter. Mr Dale confirmed that the matter will be discussed in detail at the next Cricket Club Committee meeting in mid January. Cllr. Harrison thanked Mr Dale for attending the meeting and assured him that the Parish Council will look positively towards working with the Cricket Club in this venture should they wish to progress it.

Mr Dale left the meeting at 7.09pm.

Council Members Present:

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

13/179 1 **Apologies for absence.**

Cllr. Mrs Conley (due to illness) and Cllr. Mrs Clifton (due to a broken ankle).

Under this heading Cllr. Harrison reported that Cllr. Mrs Clark has resigned from the Parish Council and that despite several phone calls in recent days he has been unable to contact Mrs Clark to discuss the matter. Regret was expressed that the Parish Council will no longer have a direct connection with the Infant School following Mrs Clark's resignation. A by-election poster has been placed on the notice board by the Clerk and the City Council informed.

13/180 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 interests were declared.*

13/181 3 **Minutes of Meeting 22nd October 2013**

Acceptance of the minutes was proposed by Cllr. Jemison and seconded by Cllr. Mrs Green. Carried unanimously by all who attended the meeting.

13/182 4 **Consideration of Planning Matters and recommendations of the Planning Group**

4.1 Notice of Applications received

4.1.1 **Grannies Piece 27 Croft Court.** 13/03272/FUL – Removal of condition 7 and variation of condition 2 of permitted application 12/02197/FUL to replace hedge with 2 metre high boundary wall. Objection.

4.1.2 **Grannies Piece 27 Croft Court.** 13/0559/FUL – Variation of condition two of planning permission 12/02197/FUL to allow amendments to approved plans for additional windows in the north and south elevations. Objection.

- 4.1.3 **20 Maple Avenue** – 13/03281/FUL Erection of one new dwelling to rear of 20 Maple Avenue with associated garage and highway access. 13/03335/FUL and single storey rear extension and hip to gable enlargement. Objection to 13/03281/FUL. No Objection to 13/03335/FUL.
- 4.1.4 **Co operative Society Ltd** - 13/03360/FUL Installation of roller shutter box No Objection
- 4.1.5 **St Andrew’s Church, Church Lane.** 13/03348/FUL Installation of three remote radio cabinets on roof of church tower and installation of replacement radio equipment cabinets at ground level. No Objection
- 4.1.6 **Middlethorpe Manor** – 13/03251/FUL Two storey and single storey rear and side extension following demolition of existing extensions, construction of Sports Pavilion – amendments. No Objection
- 4.1.7 **9 Maple Avenue** – Two storey side and single storey rear extensions 13/03602/FUL. No Objection
- 4.2 Notice of decisions given (*Parish Council decisions are highlighted in red*)
- 4.2.1 **Joseph Hargrave Limited. 42-44 Church Lane.** 13/02055/FUL Erection of four detached dwellings with garages following demolition of existing buildings. 13/02055/FUL. (**Application supported**) Approved
- 4.1.2 **Co operative Society Ltd 47 Main Street** - Erection of canopy to rear and alterations to entrance door. 13/03108/FUL. Application supported – (**No Objection**) Approved
- 4.1.3 **Bishopthorpe Garth** – Five day notice to fell a dead horse chestnut tree in the Conservation Area.
- 4.3 Other Planning Matters
- 4.3.1 *Payments for new developments* – Cllr. Mellors confirmed that a chasing email will be sent to Dave Meigh of the City Council. **Action Cllr. Mellors**
- The Clerk was asked to contact Sustrans to ask why four trees have been cut down on the cycle path near to the entrance of Keble Park North. **Action Clerk.**
- Cllr. Mellors confirmed that City of York Council is making allowances for an increase in children to Knavesmire School following the completion of new housing at the old Terry’s site.

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Services5.1 Village Hall Management Committee

- 5.1.1 *Management Committee Report* – A new child safety gate has been ordered for the Village Hall at a cost of £30.98 to prevent accidents on the stairs when the upstairs room is used.
- Cllr. Mrs Green reported that the lift was not working on the morning of Tuesday 26th November.
- 5.1.2 *Farmers’ Market – update Cllr. Mrs Conley* – item to be held over until the December meeting.

- 5.1.3 *Letter from AON re snow clearance* – AON, the Insurance Company used by the Parish Council, has provided policy guidelines for snow clearance, salting and gritting that will apply to the Village Hall car park. A copy of the letter will be passed to Keith Thornton, the Village Hall Caretaker. **Action Clerk.**

5.2 Sports and Leisure Management Committee

- 5.2.1 *Management Committee Report* – Cllr. Harrison reported that no representative from Bishopthorpe Cricket Club attended the Committee Meeting held on the 11th November. Two issues were raised at the meeting: the urinals are not flushing and there is no hot water being generated by the showers. The Clerk was asked to contact Shane Snowden Plumbing to attend to these matters. **Action Clerk.**

Cllr. Jemison reported that he has received a phone call from a resident of Moor Lane to complain that in excess of seventy cars are parked along Moor Lane and Appleton Road when Sunday Football matches are in progress. The Clerk was asked to contact the Club to ask them to encourage participants and spectators to park responsibly with thought to local residents. **Action Clerk.**

- 5.2.1 *Unauthorised use of Pavilion* – At the Committee Meeting Gary Featherstone of Bishopthorpe Football Club reported that he personally checked the changing rooms and toilets following a match held on Saturday 16th November. All were left in good order but when the football team arrived for a match at 9:00am the following morning the toilet was blocked with blue paper towels and they suspect that someone has accessed the building without permission during the interim period. The Football Club is investigating this issue.

- 5.2.3 *New Cricket Pavilion* – Refer to the opening point of the minutes.

- 5.2.4 *Aqua Cert* – Cllr. Harrison agreed to conduct the Legionella test for the Sports Pavilion and return the sample to Aqua Cert for certification. **Action Cllr Harrison**

- 5.2.5 *Letter from Burn & Co – Lease renewal* – The Parish Council agreed to extend the lease to 2030. **Action Cllr Harrison**

- 5.2.6 *Lights* – Permission was granted to the Play Group to install safety covers over all lights in the Pavilion at a cost to the Parish Council of £295.

5.3 Finance Committee

- 5.3.1 *Committee Report* – Nothing to report.

- 5.3.2 *On-line banking* – Cllr. Mellors signed the Internet Banking Application. This, together with a change in Bank Account Mandate document will be forwarded to the National Westminster. Once the instruction with the Bank has been accepted, the Parish Council must wait for the ‘Order to Legitimise Electronic Payments’ to be approved by Parliamentary Committee before transferring funds electronically. It is anticipated that this will be in place by Christmas or early in the New Year (refer to item 12.2).

- 5.4 Field 84, Riverside and Footpaths Working Party
- 5.4.1 *Working party report* – Cllr. Jemison reported that an email from Dennis Fothergill of Bishopthorpe Canoe Club described how five of their members were recently charged a sum of £10 each to launch from the slipway in to the river.
- The Clerk was asked to contact Mr Mandy, the owner of York Marine Services Limited to remind the company that in the Lease dated 30th 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.’*
- York Marine Services Limited will be asked to reimburse the Canoe Club with the fees taken.
- Additionally the Clerk mentioned that no replies have been received to her letters of the 24th October and 12th November seeking written confirmation that liability insurance for the site is in place to the sum of £5,000,000. This point will be included in the letter which will be sent registered post to Mr Mandy. **Action Clerk.**
- 5.4.2 *Ferry Lane Cottage* – Nothing to report.
- 5.5 Youth Support and Children’s Recreation
- 5.5.1 *Monthly update* – Cllr. Mrs Green reported no issues with the Play Area during half term. The inspection kit was passed to Cllr. Mrs Gajewicz for the forthcoming month.
- 5.6 Allotments
- 5.6.1 *Monthly update* – Cllr. Neale confirmed that following a letter issued on the 30th September to Mr Cowell states that:
- “You are given a period of three months from the 1st October 2013 to ensure that the plot is cleared and thereafter the plot must be maintained in a clean, decent, good condition and properly cultivated.”*
- It appears that the plot remains untended to date. If this situation remains unchanged by the end of December control will pass back to the Parish Council and it will be re-let to the next person on the waiting list.
- 5.7 Senior Citizens Support
- 5.7.1 *Monthly update* – Cllr. Mrs Green reported a spate of petty theft at Vernon House, which is under police investigation. It was agreed the Parish Council will purchase a new wall clock for the building to replace the missing one. **Action Cllr. Mrs Green**
- Cllr. Mrs Gajewicz left the meeting at 8.05pm.*
- 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 reminded the meeting that the annual recycling day will be held on Saturday 11th January in the Village Hall between the hours of 10am to 2pm. Help to run the event is required from 9am.
- 5.9.2 *Flood issues* – Cllr. Harrison conveyed his frustration to the meeting that following a six month period of trying to move this matter forward, Yorkshire Water has passed this issue internally between nine different employees none of whom will assume responsibility to progress the Parish Council’s concerns. The intervention of Julian Sturdy MP has been requested.
- 5.10 Accessibility Network
- 5.10.1 *Monthly update* – Nothing to report.

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6 **Financial Transactions**

6.1 Payments to approve

Clerk’s Salary	609.00
Clerk’s Expenses- (<i>photocopying £4.77, stamps £12.00</i>)	16.77
Extending metal safety gate Village Hall	30.98
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	219.00
Village Hall Caretaker / Secretary	317.49
Yorkshire Water Allotments Acaster Lane`	72.47
Yorkshire Water Village Hall	88.03
Yorkshire Water Sports Pavilion	457.93
Yorkshire Water Allotments Appleton Road	66.14
Shane Snowden Plumbing – fan repairs Village Hall	203.65
Aqua Cert – test kit for Sports Pavilion	53.40
Aon Village Hall Insurance (£1,546.44 in 2012)	1695.54
Sports Turf Services – Ferry Lane grass cut	183.30
Npower – Sensory Garden floor lights quarter ending 12/11/13	83.33

Payment Total	£4586.03
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6.2 Income Receipts

Annual allotment rent – Thomson and Jacobs	8.05
Annual allotment rent – Kennedy	7.36
Annual allotment rent – Whitfield	8.05
Annual allotment rent – Neesom	8.05
Annual allotment rent – Rice	8.62
Annual allotment rent – Barton	8.05
Village Hall Management Committee – October takings	1415.65
Annual allotment rent – Cowell	8.05
New allotment let – Watson and Campbell	8.05

Income Total	£1479.93
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Approval of financial transactions proposed by Cllr. Jemison and seconded by Cllr. Neale. Carried Unanimously.

- 13/185 7 **School Governors**
7.1 *Infants School* – Nothing to report following the resignation of Councillor Rebecca Clark.
7.2 *Junior School* – Cllr. Mrs Green informed the meeting that the School will hold a Community Afternoon at 1pm on the 12th December to which all villagers are invited.
- 13/186 8 **Youth Awards**
8.1 *Committee Report* – Cllr. Mrs Gajewicz confirmed that posters have been displayed around the village advertising this year's competition. The closing date is Monday 9th December.
- 13/187 9 **Pinfold**
9.1 *Committee Report* – Nothing to report.
- 13/188 10 **Sensory Garden**
10.1 *Committee Report* – Richard Williams has agreed to buy the Christmas Tree for the Sensory Garden at a cost of £150 (to be reimbursed by the Parish Council).

The Clerk was asked to contact Allison Williams to obtain the cost for replacing / repairing the mosaic on the floor of the Sensory Garden. **Action Clerk.**
- 13/189 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: 20th October – 24th November 2013

Theft

23/11 – Theft of old washing machine, left outside a property on Keble Park South.
28/11 – Metal garden table and chairs taken from Montague Road.

Overall crime is up in Bishopthorpe from 52 crimes last year to 53.
- 13/190 12 **Local Council Association**
12.1 *YLCA Update* – Cllr. Mellors confirmed that the next meeting of the Liaison Committee will be held on the 27th November.
12.2 *Update on an order to legitimise electronic payments* – refer to item 5.3.2 above.
12.3 *Parish precepts* – Cllr. Harrison informed the meeting that grants from Central Government will be made available to Parishes throughout the country who meet certain criteria. Bishopthorpe is not an area of deprivation and would not qualify.
12.4 *York after five* – Noted.
12.5 *'Superfast York - Meeting the vision'* – Noted.
12.6 *Revised Model Standing Orders* – The revised model was accepted by Bishopthorpe Parish Council. All Councillors have been provided with an email copy.
12.7 *Training events in November* – Noted.
12.8 *Information Note for the week ending Friday 1 November 2013* – Noted.

12.9 *Countryside Voice magazine* – Information passed to Cllr. Mrs Green for use in Link Magazine

12.10 *Fieldwork magazine* – Information passed to Cllr. Mrs Green for use in Link Magazine

13/191 13 **Highway Matters**

13.1 *None*

13/192 14 **Correspondence**

14.1 City of York not covered elsewhere

14.1.1 *Email regarding Budget Consultation Meetings* – Cllr. Mellors reported that the road show recently held in the Methodist Church to discuss this issue was attended by eight people.

14.1.2 *Letter from Julian Sturdy MP* – Noted.

14.1.3 *Letter from Rural Action Yorkshire – Credit based exchange schemes* – Information passed to Cllr. Mrs Green for use in Link Magazine

14.1.4 *Consultation on gypsy and traveller methodology* – This issue does not impact on Bishopthorpe or the surrounding area for the time being.

14.1.5 *Ward Boundaries* – Cllr. Harrison reported that there are a few changes to ward boundaries across the city but Bishopthorpe area is unaffected.

14.1.6 *Bishopthorpe History Club* – A letter of thanks to the Parish Council has been received from Bishopthorpe History Club for the recent purchase of PEL archive boxes.

14.1.7 *Lang Road parking* – An email was read out from Cathryn Fellows of Lang Road highlighting that residents are parking on the verges outside their houses and destroying the grass as a consequence. The Parish Council was asked if any action could be taken.

It was agreed that it would be very difficult to prevent people parking in front of their own houses but Cllr. Harrison agreed to put an article in Link magazine highlighting the issue. **Action Cllr Harrison**

14.2 Others

14.2.1 *Fly Posting* – Cllr. Harrison reported that the number of fly postings has reduced considerably over the past month and he encouraged anyone who puts up a poster in the village to take it down in good time following the event.

14.2.2 *Bishopthorpe Post Office* – Cllr. Harrison reported that a stalemate situation has developed between the Post Office and Rippleglen Limited who own the newsagent on Sim Balk Lane. It was the intention that upon the retirement of the Post Master, the counter service would be transferred to the newsagent but a dispute over opening hours is threatening to derail the move. Cllr. Harrison offered to contact both parties to stress the importance of a Post Office in the village and encourage a remedy to ensure the survival of the service in Bishopthorpe. **Action Cllr Harrison**

13/193 15 **Ward Committee**

Nothing to report.

13/194 16 **Any other business, which the Chairman considers urgent under the Local Government Act 1972.**

- The Two Parish Councillor vacancies will be advertised across the village. Cllr. Mrs Green suggested contacting all sports clubs in the village to invite applications for the posts. The Clerk suggested that letters sent after the Christmas break may be more effective than before and will mark the diary to send these in the New Year. **Action Clerk.**

13/195 17 **Date and time of next meeting – Tuesday 10th December 2013 – at Vernon House.**

Meeting closed at 8.49 pm