

**Minutes of the meeting held at the Village Hall on Tuesday 28<sup>th</sup> January 2014.**

*The Chairman opened the meeting at 7.04 pm.*

Two members of Bishopthorpe Football Club, Mark Smith and Mike Elsworth, attended the meeting following a telephone call with Cllr. Harrison about the vacancies on the Parish Council. Mark and Mike also asked if the Parish Council could suggest an alternative venue for White Rose matches, which are currently played at Moor Lane. Parking on match days can be problematic for residents of Moor Lane and the Club has been asked by the Parish Council to respect access for local residents at such times.

Replying Cllr. Harrison stated that this issue was investigated fully a number of years ago when it was decided that the following venues would be used: the Junior School pitch, Ferry Lane field and the pitch at Moor Lane. However it is appreciated that demand to play football by youngsters in the village is outstripping the venues available and Cllr. Harrison offered Parish Council support to the Club in their effort to find a new location.

In conclusion, Cllr. Harrison thanked Mr Smith and Mr Elsworth for attending the meeting and invited them to stay to see the workings of the Council as the Parish Council is very keen to attract applicants from the Sports Clubs.

*The public meeting ended at 7.13 pm.*

**Council Members Present:**

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

- 14/1      1      **Apologies for absence.**  
Cllr. Mrs Conley and Cllr. Mrs Clifton
- 14/2      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 to declare.*
- 14/3      3      **Minutes of Meeting 10<sup>th</sup> December 2013**  
  
Acceptance of the minutes was proposed by Cllr. Mellors and seconded by Cllr. Jemison. Carried unanimously by all who attended the meeting.
- 14/4      4      **Consideration of Planning Matters and recommendations of the Planning Group**  
4.1      Notice of Applications received  
4.1.1      **84 Montague Road.** Erection of single storey detached double garage. 13/03833/FUL. No Objection  
4.1.2      **20 Maple Avenue.** Erection of one detached dwelling to rear of 20 Maple Avenue with associated garage and highway access (resubmission). 13/03819/FUL. Objection.  
4.1.3      **2 Bridge Road.** Installation of balcony to existing dormer. 13/03546/FUL. Objection.  
4.1.4      **Middlethorpe Manor, Middlethorpe.** Conversion of stable block to four holiday cottages and two holiday or staff cottages. 13/03864/FUL and 13/03865/LBC. No Objection  
4.1.5      **St Andrew's Church, Church Lane.** Various tree works including fell Sycamore. Trees in Tree Conservation Area. 14/00083/Tree Conservation Area. No Objection

- 4.2 Notice of decisions given (*Parish Council decisions are highlighted in red*)
- 4.2.1 **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.** Approved
- 4.1.2 **Middlethorpe Manor** – Replacement railings and gate ad repairs to wall (retrospective and resubmission). 13/03242/FUL and 13/013243/Listed Building Consent. **No Objection, comments made.** Approved
- 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.** Approved – 13/03335/FUL and 13/03281/FUL
- 4.1.4 **Co operative Society Ltd** - 13/03360/FUL Installation of roller shutter box. **No Objection.** Refused- the roller shutter “*creates an unwelcome and fortified look to the street to the detriment of the rural character and appearance of the conservation area*”
- 4.1.5 **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.** Approved
- 4.1.6 **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.** Approved

4.3 Other Planning Matters

- 4.3.1 *Payments for new developments* – Nothing to report.
- 4.3.2 *Designation of a Neighbourhood Plan for Copmanthorpe* – Noted

14/5

5 **Services**

5.1 Village Hall Management Committee

- 5.1.1 *Management Committee Report* – Cllr. Jemison reported the following items from the Committee Meeting held on Monday 20<sup>th</sup> January:

- The Caretaker has decorated both the Male and Female toilets over the Christmas period.
- Issues with the boiler have been sorted by Shane Snowden Plumbing (refer to item 6.1)
- Several damaged story boards depicting the history of cinema in York had been left on the stage. These have been removed to a safer place.
- The Caretaker has reported some damage to the outside of the building and suspects that someone may have climbed to the roof to see if it was constructed in lead. There is no lead on the roof but in the process brackets have been damaged and may need to be replaced. **Action Cllr. Jemison.**
- Charlotte Waller, representing Bishopthorpe Brownies, reported that the Village Hall car park is filled with random cars not connected to activities taking part in the hall at the time. As a result she has to carry heavy boxes to Brownies meetings from Main Street and the question was asked if the Parish Council would consider marking the Village Hall car park for the use of Village Hall users only. It would be very difficult to enforce any parking restrictions but it was agreed that signs would be put in place to reserve spaces for Village Hall users only. **Action Cllr. Jemison**

- 5.1.2 *Farmers’ Market* – update Cllr. Mrs Conley – Nothing to report.

- 5.1.3 *Two quotes from Invalifts Ltd for battery replacement* –The Parish Council will accept the quote of £109.72 + VAT from Invalifts Ltd to replace the back-up battery in the lift. **Action Clerk.**
- 5.2 **Sports and Leisure Management Committee**
- 5.2.1 *Management Committee Report* – Cllr. Harrison reported that the Cleaner, Becky Clark mentioned that she has no cupboard to store cleaning material. It was agreed that this is unacceptable and that a cupboard will be installed. **Action Cllr Harrison**
- Play Group reported that sockets are tripping. The Clerk was asked to call in Dennis King Electrical to investigate the matter. **Action Clerk.**
- A complaint has been raised from Play Group reporting that the Football Clubs are placing piles of chairs in the corridor blocking the toilet and the fire exit. Cllr. Harrison offered to contact Gary Featherstone to ask for these to be removed. **Action Cllr Harrison**
- 5.2.2 *New Cricket Pavilion* – Cllr. Harrison reported that he and Cllr. Jemison recently attended a meeting of Bishopthorpe Cricket Club. Cllr. Harrison explained that he has obtained a guarantee that the lease will be extended for twenty-five years but to do so will incur substantial charges. Cllr. Harrison put it to the Club that should they wish to go ahead with their project, their precept will increase from £600 to £1000 per year and also a contribution of up to £2,500 will be expected towards the cost of legal fees.
- The Club held a site meeting on Saturday 25<sup>th</sup> January to agree a suitable position for a new pavilion. The Parish Council will await developments.
- Cllr. Harrison reported that the lease in connection with Field 88 is to be extended to 2030 at a cost of £450 per annum for the first three years. The Parish Council has agreed to pay legal fees in connection with this.
- 5.2.3 *Aqua Cert Legionella Testing* – Test to be done. **Action Cllr Harrison**
- 5.3 **Finance Committee**
- 5.3.1 *Committee Report* – No recent meeting.
- 5.3.2 *On-line banking* – Cllr. Harrison reported that it is not yet legal for Parish Councils to use this facility. Once legislation is approved it is the intention of Bishopthorpe Parish Council to undertake financial transactions on-line.
- 5.3.3 *Council Tax Base 2014/15* – Noted.
- 5.3.4 *Parish Precept for 2014/15* – Cllr. Harrison proposed that the precept for Bishopthorpe Parish Council should remain at £28,000 for the financial year 2014/15. This was seconded by Cllr. Neale and agreed unanimously.
- 5.4 **Field 84, Riverside and Footpaths Working Party**
- 5.4.1 *Working party report* – York Marine Services Limited has forwarded a copy of their £5m indemnity insurance as requested.
- 5.4.2 *Request from Russell Wright of St Andrew's Trust*– St Andrew's Trust has requested a contribution from the Parish Council towards removing two dangerous trees on land owned by them. Three quotes have been obtained for the job totalling £590, £840 and £1,200 respectively. The Trustees were asked to whether they would make a

contribution to the work but replied that there was no money available.

After a lengthy discussion it was concluded that the Parish Council would not be prepared to make a contribution towards removal of the trees. St Andrew's Trust is liable for the safety of trees on land owned by them and must ensure removal if deemed dangerous. Cllr. Harrison agreed to contact the Trust with details of the Parish Council's decision. **Action Cllr Harrison.**

5.5 Youth Support and Children's Recreation

5.5.1 *Monthly update* – Cllr. Mrs Gajewicz reported no concerns from the monthly park inspection (for January 2014 and December 2013). The Inspection Kit was passed to Cllr. Harrison for February.

5.6 Allotments

5.6.1 *Monthly update* – The Clerk was asked to send a letter to Mr Cowell (plot 19, Acaster Lane) to remind him that unless the allotment is maintained in good order, the agreement will be terminated by the Parish Council. **Action Clerk.**

5.7 Senior Citizens Support

5.7.1 *Monthly update* – Cllr. Mrs Green reported that the AGM for Vernon House has been re-convened for the 20<sup>th</sup> February. The door lock has not yet been installed.

5.8 Web-site Management

5.8.1 *Monthly update* – The minutes are now up to date on the web page.

5.9 Environmental and Sustainability Issues

5.9.1 *Monthly update* – Cllr. Mrs Green explained that Bishopthorpe Parish Council will have space on the York Environment Forum web page.

Cllr. Harrison thanked Cllr. Mrs Green for holding the very successful Annual Recycling Day in the Village Hall on Saturday 11<sup>th</sup> January. Harry Gration from BBC Look North attended as an invited guest and promised to return to the event in 2015.

5.9.2 *Flood issues* – Cllr. Harrison reported from his on-going conversation with Yorkshire Water that the amount of surface water, the state of the sewers and condition of the valves are all checked on a bi-annual basis. City of York Council is responsible for cleaning all gullies annually on all bus routes. Cllr. Harrison asked members of the Parish Council to report any incidents of surface water to the Emergency Help Line at Yorkshire Water.

Under the Emergency Flood Plan (EFP) it has been agreed that a pump will be provided to the village once the river reaches a certain height. A copy of the EFP has been requested. Yorkshire Water advises that the Parish Council could employ a hire company with the same remit, as a back-up, and this is a matter for consideration.

5.9.3 *The Conservation Volunteers working with parish councils* – Held over to February Meeting. **Action Clerk.**

5.10 Accessibility Network

5.10.1 *Monthly update*- Nothing to report.

14/6	6	<b>Financial Transactions</b>		
	6.1	<u>Payments to approve</u>		
		Clerk's Salary		609.00
		Clerk's Expenses- ( <i>photocopying £1.70 – Cost of registered post for York Marine Services Ltd, A4 value paper – 2 reams £5.00, Quarterly phone calls £1.06, Dictaphone batteries £3.50</i> )		11.26
		Catering for Youth Award		17.31
		AOL Quarterly charge		29.99
		Monthly direct debit to E-On Sports Pavilion Electricity		168.00
		Monthly direct debit to E-on Village Hall Electricity		108.00
		Monthly direct debit to E-on Village Hall Gas		230.00
		Rebecca Clark – Play Area gate / Sports Pavilion cleaning		450.00
		Village Hall Caretaker / Secretary Sept 21 <sup>st</sup> to Dec 6 <sup>th</sup>		312.50
		Village Hall Caretaker / Secretary Dec 16 <sup>th</sup> to Jan 19 <sup>th</sup>		470.00
		Village Hall Caretaker – expenses – washing up liquid £1.18, Paper towels £1.25, Toilet Rolls £67.18		69.61
		Village Hall Cleaner – Sept 21 <sup>st</sup> to Dec 6 <sup>th</sup> 2013		423.00
		Youth Award winner – Tom Sutton		150.00
		York Christmas Trees – Sensory Garden Christmas tree		150.00
		Annual PAT tests – Village Hall appliances – Dennis King Electrical Ltd		154.80
		Smiths Gore – Bishopthorpe Glebe Sports Field rent		125.00
		Smiths Gore – 1m ransom strip Appleton Road Allotments		1.00
		Cllr. Harrison Stationery expenses		19.13
		City of York Council waste collection – Village Hall		56.81
		City of York Council waste collection – Sports Pavilion		52.00
		Emma Daniels – refund of Village Hall booking		54.00
		Shane Snowden Plumbing – Village Hall Boiler valve		222.41
		PRS for Music – Annual fee for Village Hall		168.67
		<i>Quarterly Rents:</i>		
		Tiny Tots		204.00
		Brownies		94.50
		Parish Council		21.45
		<b>Payment Total</b>		<b>£4372.44</b>
	6.2	<u>Income Receipts</u>		
		Double taxation claim 2013/14		1560.97
		Village Hall Management Committee December takings (£56.66 cash)		812.59
		New allotment let Miss Melanie Haynes		6.90
		NS&I Annual Interest on Post Office Investment Account		24.61
		<b>Income Total</b>		<b>£2398.17</b>

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

14/7	7	<b>School Governors</b>		
	7.1	<i>Infants School</i> – Nothing to report.		
	7.2	<i>Junior School</i> – Cllr. Mrs Green reported that the representatives from the School attended the Annual Recycling Day to give a presentation about the Green Flag Award.		

- 14/8 8 **Youth Awards**  
8.1 *Letter from Tom Sutton* – Cllr. Harrison read a letter to the meeting received from Tom Sutton, the winner of the 2013 Village Youth Award in which members of the Parish Council were thanked for arranging the Awards Presentation evening.
- 14/9 9 **Pinfold**  
9.1 *Committee Report* – Nothing to report.
- 14/10 10 **Sensory Garden**  
10.1 *Committee Report* – Nothing to report.
- 14/11 11 **Police Liaison**  
11.1 *North Yorkshire Police Force* – the following report was received prior to the meeting

**Bishopthorpe Parish figures: 21<sup>th</sup> December 2013 – 19<sup>th</sup> January 2014**

**Criminal Damage**

18/01/14 – Damage to horse box window

**Burglary Dwelling**

15/01/14 – Items taken from Lang Road – Owners still away and are unsure what has been taken.

**Anti Social Behaviour**

01/01/14 – Noise from a party on School Lane

01/01/14 – Noise from a party on Croft Court

14/01/14 – Scooters on School Lane

Overall crime is up in Bishopthorpe from 60 crimes last year to 63.

- 14/12 12 **Local Council Association**  
12.1 *YLCA Update* – Cllr. Mellors reported the following items
- The external audit is to be out-sourced.
  - Quality Parish Councils are to be re-introduced.
  - NALC will have no Chief Executive after 1<sup>st</sup> April 2014
  - The National Audit Commission will be abolished in 2015
  - Annual subscriptions to Yorkshire Local Councils Association will increase by 1.5% this year.
  - The next Branch Meeting is due on the 6<sup>th</sup> February where the Police Commissioner, Julia Mulligan, will attend. Cllr. Mellors will prepare a number of questions to put forward to Mrs Mulligan.
  - Electronic Planning applications are proving a source of frustration for side-by-side comparisons.
- 12.2 *Information note for week ending 23<sup>rd</sup> December* – Noted.
- 12.3 *Campaign to Protect Rural England – Autumn newsletter 2013* – Information passed to Cllr. Mrs Green for Link Magazine.
- 12.4 *Government Statement – Localisation of Council Tax Support Grant*- Noted.
- 12.5 *Guidance for councils on weekly bin collections published* – Noted.
- 12.6 *Vacancies for the Liaison Group by appointment* – Cllr. Mellors reported that the Liaison Group is seeking volunteers.

- 14/13 13 **Highway Matters**  
13.1 *Email from Mark Edmondson regarding gritting routes in Bishopthorpe* – Mr Edmondson was advised of salt bin locations in the village. However it was noted that the one outside the Infant School appears to have been removed and Cllr. Neale was asked to investigate this. **Action Cllr. Neale.** If it has been removed the Clerk will contact the City Council to ask why. **Action Clerk.**
- A notice is displayed on the Parish Council Notice Board advertising for Snow Wardens.  
Further information can be found at  
[http://www.york.gov.uk/info/200262/gritting/660/volunteer\\_snow\\_wardens](http://www.york.gov.uk/info/200262/gritting/660/volunteer_snow_wardens)
- 14/14 14 **Correspondence**  
14.1 City of York not covered elsewhere  
14.1.1 None
- 14.2 Others  
14.2.1 *Bishopthorpe Post Office* – Cllr. Harrison reported from his negotiations with Ripple Glen and the Post Office, that it is clear Ripple Glen is still very keen to locate a Post Office unit within the newsagents on Sim Balk Lane but the Post Office continue to hold up matters by failing to agree opening times. It is hoped that this stalemate will be broken and the matter concluded shortly.
- 14/15 15 **Ward Committee**
- Cllr. Mellors reported that the title of the Ward Committee may change in the near future. The Committee is obliged to hold one formal meeting per year.
- 14/16 16 **Any other business, which the Chairman considers urgent under the Local Government Act 1972.**
- *Parish Councillor Vacancy* – Sports Clubs in the village have been advised of the vacancies and encouraged to put forward applicants. Adverts seeking applicants have been placed on village notice boards, the newsagents and the Church notice board.
- 14/17 17 **Date and time of next meeting – Tuesday 25<sup>th</sup> February 2014 – at the Village Hall**

Meeting closed at 8.33 pm