

Minutes of the meeting held at the Village Hall on Tuesday 27th May 2014.

The Chairman opened the meeting at 7.27 pm.

Roger Armistead from York Greenways Champions (who are a partnership of local Sustrans Rangers and the Wildlife Trust) attended the meeting to give a brief presentation on the 'Tour le Solar System' which is being held in conjunction with the arrival of the Tour de France in York. Mr Armistead explained that as a Ranger for Sustrans he, with help from others, maintain Route 65 on a daily basis. The arrival of the Tour de France in York is seen by Greenways Champions as an auspicious time to raise awareness of Route 65 to the general public. Mr Armistead gave details of the following events:

7th June – **Selby's Globe Community Cinema** presents a day of cycle features and documentaries www.selbyglobe.co.uk

14th June – **York Bike Belles** celebrate the winners of the Tour poetry competition with a Poetry Picnic.

20th – 21st June – **The University of York** Physics Department will run two fun days in celebration of cycling, astronomy and science. www.york.ac.uk/solar

28th – 29th June – **Riccall Carnival** will provide guided cycle rides to a village event. www.riccallcarnival.org

6th July – As the Tour leaves York, **On Yer Bike**, is a day's events planned for Route 65 to Naburn Bridge, which will include music and exploration.

In addition to these planned events, Mr Armistead also informed the Parish Council that it is the intention of the Greenways Champions to paint a number of posts yellow along Route 65 and also to apply to the City Council for permission to paint murals on the walls of the A64 underpass. The University, who were responsible for the creation of the Solar System along Route 65, have been asked to repaint the planets. Mr Armistead asked for questions from the Parish Council:

Cllr. Mrs Conley asked if Greenways would consider placing a dog-bin in the vicinity of the York side of the interpretation board near Jupiter. Mr Armistead agreed to take this request to his group.

Cllr. Harrison thanked Mr Armistead for attending the meeting and for the information provided.

Mr Armistead left the meeting at 7.27pm

The May meeting of Bishopthorpe Parish Council commenced at 7.27pm.

Council Members Present:

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

14/78 1 **Apologies for absence.**

Cllr. Elsworth, Cllr. Mellors and Cllr. Mrs Clifton

14/79 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. Mrs Green declared a personal interest in item 4.1.5*

14/80 3 **Minutes of Meeting 22nd April 2014**

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

14/81 4 **Consideration of Planning Matters and recommendations of the Planning Group**4.1 Notice of Applications received

- 4.1.1 **81 Main Street.** Crown-reduce by 25% Cherry Trees (T1-T5) and fell three Conifers. Trees in Tree Conservation Area. 14/00946/Tree Conservation. No Objection
- 4.1.2 **Maynews, Sim Balk Lane.** Installation of ATM with associated works. 14/00968/FUL. No Objection
- 4.1.3 **1 Ferry Lane.** Single storey rear extension. 14/00858/FUL. No Objection
- 4.1.4 **13 Maple Avenue.** Single storey rear extension. 14/00873/FUL. No Objection
- 4.1.5 **48 Main Street.** Two storey dwelling to rear with new driveway, car port and external landscaping works including parking spaces to the front following demolition of existing buildings. 14/00814/FUL. Due to the applicant being a member of the Parish Council it was decided that the council should decline to comment on this application.
- 4.1.6 **Bishopthorpe Palace.** Fell Beech tree, Sycamore tree, Horse Chestnut tree. Trees in Tree Conservation Area. 14/01118/Tree Conservation Area. No Objection
- 4.1.7 **Temple Farm, Moor Lane.** Siting of two static caravans to provide temporary accommodation. 14/01050/FUL. The Parish Council do not object but wish to make comments or seek safeguards
- 4.1.8 **Oakroyd, 11a Coda Avenue.** Two storey side and single storey rear extension. 14/01063/FUL. No Objection
- 4.1.9 **5 Myrtle Avenue.** Increase height of roof and dormer window to rear. 14/01051/FUL. Objection.

4.2 Notice of decisions given (*Parish Council decisions are highlighted in red*)

- 4.2.1 **Ramsey House, Chantry Lane.** Various trees works to trees in Tree Conservation Area. 14/00743/Tree Conservation Area. (**Further information to be requested from City of York Council – decision withheld**). Approved
- 4.2.2 **St Andrew's Church, Church Lane.** Fell sycamore tree (T981) in the Tree Conservation Area. 14/00715/Tree Conservation Area. (**No Objection**). Approved
- 4.2.3 **Bishopthorpe County Infant School.** Erection of canopy. 14/00326/GRC3. (**No Objection**) Approved
- 4.2.4 **Hazeldene, 27 Acaster Lane.** First floor rear extension with dormer and single storey rear extension. 14/00645/FUL. (**No Objection**). Approved
- 4.2.5 **11 Neville Drive.** Single storey extension to front. 14/00587/FUL. (**No Objection**). Approved
- 4.2.6 **8c Newlands Road.** Single storey side extension. 14/00443/FUL. (**Objection in support of neighbour**). Approved
- 4.2.7 **59a Lamplugh Crescent.** Two storey side extension with single storey extensions to front and rear. 14/00647/FUL. (**No Objection**) Approved
- 4.2.8 **18 Lang Road.** First floor extension to side, single storey rear extension and pitched roof to side. 14/00512/FUL. (**No Objection**) Approved
- 4.2.9 **81 Main Street.** Crown-reduce by 25% Cherry Trees (T1-T5) fell three Conifers. Trees in Tree Conservation Area. 14/00946/Tree Conservation (**No Objection**) Approved

4.3 Other Planning Matters

- 4.3.1 *Payments for new developments* – Nothing to report.

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Services5.1 Village Hall Management Committee

- 5.1.1 *Management Committee Report* – Cllr. Jemison reported that he has contacted Sean Ensor at the City Council who may be able to arrange for one of their contractors to paint parking lines on the floor of the Village Hall car park.

It was remarked in the April meeting that the glass in the Village Hall door at the back of the main hall may not comply with safety regulations. Cllr. Neale offered to ask Imperial Glazing to check the specifications and ask for recommendations to either re-glaze or replace the door. **Action Cllr. Neale**

5.2 Sports and Leisure Management Committee

- 5.2.1 *Management Committee Report* – Cllr. Harrison recommend the Parish Council's support in principal for the proposals put forward by Bishopthorpe United Football Club for the development of Ferry Lane sports facilities. Cllr. Featherstone commented that it would be a condition of the funding application for a twenty-five year lease to be in place. Cllr. Harrison suggested that the Church Commissioners would probably look favourably at extending the lease by a further nine years (from the current expiry date of 2030) but that their costs for doing so must be considered. At this stage, this requirement should not halt the progress of the application.

Cllr. Harrison further reported that Dennis King Electrical Limited were recently called into the Sports Pavilion at the request of Play Group to re-label all electrical circuits

Play Group has agreed a rental income of £4,900 per annum with immediate effect. It was noted that the group are currently in arrears with their rental payments owing both the Autumn 2013 and the Spring 2014 payments. The Summer term, which began after Easter, is also now due. Cllr. Harrison to chase. **Action Cllr Harrison**

- 5.2.2 *AquaCert. Legionella test* – Cllr. Harrison passed the test kit to Cllr. Featherstone for action.
- 5.2.3 *Cleaning requirement 1st June* – No cleaner can be found to cover for the holiday of Rebecca Clark on the 1st June.

5.3 Finance Committee

- 5.3.1 *Committee Report* – At the recent Committee Meeting held with the Internal Auditor the year-end accounts were approved. The complexities of On-line banking were discussed and it was agreed that the Clerk will be authorised to make payments from the account electronically by the signature of two members of the Parish Council. This authorisation will then be taken from the meeting by either Cllr. Harrison or Cllr. Jemison and the bank account checked after the payments have been made, to ensure correct procedure has been followed. Either Cllr. Harrison or Cllr. Jemison will sign the authorisation to confirm checking the account and this will be attached to the corresponding month's minutes.
- 5.3.2 *Audited Accounts* – Cllr. Harrison reported that for the year ending March 31st 2014, the accounting statements in the annual return and the annual governance statement, present fairly the financial position of Bishopthorpe Parish Council and recommended approval of the accounts by the Parish Council.

Clerk to arrange to forward all relevant documents to Littlejohn Accountants before the 9th June deadline. **Action Clerk**

- 5.3.2 *Proposal to repay £5,000 to the PWLB* – Cllr. Harrison proposed a one-off payment to the Public Works Loan Board for the loan in respect of Keble Park North Play Area to further reduce the amount owed and also reduce interest payments applicable to the whole loan. This was seconded by Cllr. Mrs Green and agreed unanimously. **Action Clerk.**

5.4 Field 84, Riverside and Footpaths Working Party

- 5.4.1 *Working party report* – Nothing to report.

5.5 Youth Support and Children's Recreation

- 5.5.1 *Monthly update* – In a report sent before the meeting, Cllr. Elsworth made the following observations in connection with the weekly park inspection:

- The sand areas are in need of additional sand.
- There are clumps of grass growing through the protective sheeting in places.
- The underneath black mesh is ripped in places.
- Litter has increased including babies nappies in sacks, soft drink tins and bottles.
- It was suggested that '*Please take your litter home*' signs should be more prolific around the park.

Cllr. Harrison agreed to place an article in Link Magazine highlighting the issue with litter and reminding users to take it home.

- 5.5.2 *Three quotations - Replacement of wooden posts: replace sand and replace sand under swings with a wet and pour surface* – Cllr. Harrison commented that the response received from Play Dale stating that the guarantee on the wooden posts expired after one year, was very disappointing. In total, three different quotes for three different jobs have been received and the following was decided:

1. Two additional quotes are needed for topping up sand levels.
2. Cllr. Jemison will cost the repairs to the wooden posts. **Action Cllr. Jemison**
3. The Clerk was asked to contact City of York Council to seek guidance for replacing the rubberised surface. **Action Clerk.**

5.6 Allotments

- 5.6.1 *Monthly update* – Cllr. Neale advised the meeting that there is one vacancy at Appleton Road which is proving difficult to fill. All plots at Acaster Lane are full and the waiting list remains long.

5.7 Senior Citizens Support

- 5.7.1 *Monthly update* – Cllr. Mrs Green reported that the problems reported last month with a van parking too close to property and destroying plants and flowers has been resolved.

Taking up issues reported by the Caretaker of Vernon House, Cllr. Mrs Green requested a quote from Simon Sykes Builders Limited to repair the pointing and clean the gutters. Mr Sykes quoted an amount of £320 to restore and repair the damage.

Cllr. Mrs Green proposed acceptance of the quote of £320 by Simon Sykes Builders Limited to upkeep Vernon House to allow village residents to continue to use the building safely. Cllr. Mrs Gajewicz seconded the proposal. The vote was carried by

majority decision four to two, in favour (one abstention).

5.8 Web-page Management

5.8.1 *Monthly update* – Cllr. Harrison has requested that the Administrator of Bishopthorpe.net allow Cllr. Mrs Conley full access to the Parish Council page to enable updates.

5.9 Environmental and Sustainability Issues

5.9.1 *Monthly update* – An email was received from Barry Otley, deputy Chair of Tremendous York, asking about the ownership of land next to the bridge underneath the A64 on Sim Balk Lane. The group wish to plant wildflowers and trees in this patch of un-used land.

Unfortunately, as the land falls outside the boundary of Bishopthorpe, it was not known for sure who the legal owner is. In the first instance it was recommended that Mr Otley should contact the owner of Middlethorpe Grange. **Action Clerk.**

5.10 Accessibility Network

5.10.1 *Monthly update* – Nothing to report.

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Financial Transactions

6.1 Payments to approve

6.1.1 **Cheque / Direct Debit payments**

Monthly direct debit to E-On Sports Pavilion Electricity	130.00
Monthly direct debit to E-on Village Hall Electricity	85.00
Monthly direct debit to E-on Village Hall Gas	141.00
Ainsty Lawncare – Ferry Lane hedges trimmed 30/4/14	325.00
Ainsty Lawncare – Ferry Lane grass cutting 8 cuts 17/3 to 15/5	680.00

Payment Total

£1361.00

6.1.2 **On-line payments**

Clerk’s Salary	609.00
Clerk’s Expenses- (<i>photocopying £5.04, phone calls £11.90, stamps £13.80, Paper £5, batteries £8</i>)	43.74
Norton Anti Virus annual subscription for Clerk’s computer	29.99
AOL quarterly connection fee	29.99
Rebecca Clark – Play Area gate / Sports Pavilion cleaning	216.00
Village Hall Caretaker / Secretary	312.50
Andrew’s Garden Services – Play Area grass cutting 31/3 and 14/4	100.00
Yorkshire Water Appleton Road Allotments First Quarter	3.82
Internal Auditor’s fee	75.00
Yorkshire Water Village Hall First Quarter	110.83
Andrew’s Garden Services – Play Area grass cutting 28/4 and 12/5	100.00
Village Hall cleaner – April 20 th to May 18 th	144.00
Village Hall – new clock for upstairs rooms (Keith Thornton)	12.75
Npower – Sensory Garden lights	106.18
Sports Turf Services – Grass cutting sports field Ferry Lane	172.80

Payment Total

£2066.60

TOTAL PAYMENTS

£3427.60

6.2 Income Receipts

Payment received for wood from St Andrew's Trust	70.00
First instalment City Council precept	14000.00
Village Hall Management Committee April takings (£250.50 cash)	921.50

Income Total

£14991.5

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

14/84 7 **School Governors**

7.1 *Infants School* – Nothing to report.

7.2 *Junior School* – Cllr. Mrs Green reported that the '*Ultimate Warrior Challenge*' is seeking sponsorship.

A number of Bishy Bags (the cotton re-usable shopping bag) have been placed in the Co-op for purchase by shoppers. To date a sum of over £30 has been raised which will be used towards financing a new music room at the Junior School.

Cllr. Harrison reported that at the last meeting of the School's Travel Group, it was announced that over one thousand signatures have been collected on the petition for a crossing patrol at Sim Balk Lane. This will force the matter to be discussed at full Council Session of City of York Council.

14/85 8 **Youth Awards**

8.1 *Update* – Nothing to report.

14/86 9 **Pinfold**

9.1 *Committee Report* – No response has been received from Alison Williams during the last month. Mrs Williams had taken away some of the mosaic stones which had been displaced from the sunflower picture to price replacements. Clerk to chase. **Action Clerk.**

14/87 10 **Sensory Garden**

10.1 *Committee Report* – Nothing to report.

14/88 11 **Police Liaison**

11.1 *North Yorkshire Police Force* – the following report was received from PCSO Laura Smith prior to the meeting

Bishopthorpe Parish figures – to 20th May 2014

03/04 Vernon Close. Theft of money from property.

05/04 Acaster Lane. Theft of money from property.

05/05 Bishopthorpe Palace. Two letters have been received at the palace of a racial nature.

12/05 Keble Gardens. Suspicious activity. The house across the road is having building works,

with a skip outside the property. Two males have pulled up, one taking items from the skip.

12/05 Keble Park North. Criminal Damage.

Three reports of damage / smashed windows. It is understood that a vehicle has been driving around throwing stones out of the window.

- 14/89 12 **Local Council Association**
- 12.1 *YLCA Update* – The Clerk was requested to contact Cllr. Mellors to enquire if he requires a nomination from Bishopthorpe Parish Council for a position on Yorkshire Local Councils Association. The full support of the Parish Council would be given to Cllr. Mellors if he intends to re-stand. **Action Clerk.**
- 12.2 *Provision of services agreement* – Cllr. Harrison commented that the Legal Services of Yorkshire Local Councils Association may be enlisted to scrutinise a contract between the Parish Council and Play Group.
- 12.3 *Request for village images* – Yorkshire Local Councils Association has asked any Parish Council to forward images of any projects that they have been involved in that they would be happy to be used in Yorkshire Local Councils Association literature. No suggestions were put forward for Bishopthorpe Parish Council.
- 12.4 *Training and Profession Services Programme 2014/15* – Details of the email were forwarded and any expressions of interest should be reported to the Clerk to arrange the course.

- 14/90 13 **Highway Matters**
- 13.1 Cllr. Harrison reported that a request has been received for the disabled sign, attached to a lamppost in front of the Co Operative, to be lowered together with a request to re-paint the disabled bay on the road surface. It is hoped that these actions would help to emphasis the parking restriction which, to date, is being ignored.

An email was received from Mr Chris Nutall of Appleton Road asking if he could discuss the issue of speeding vehicles on Appleton Road with the Parish Council. Mr Nutall was invited to attend the May meeting but did not do so. Cllr. Harrison commented that requests for a Vehicle Activated Speed Sign has been rejected by the City Council in the past as the speed of traffic coming over Appleton Bridge in to the village cannot be accurately measured thus invalidating the speed reading.

- 14/91 14 **Correspondence**
- 14.1 City of York not covered elsewhere
- 14.1.1 *Notification from Cllr. John Galvin of Bishopthorpe skip dates for 2014* – the details have been displayed on the Parish Council Notice Board and have also been included in the June edition of Link Magazine.
- 14.2 Others
- 14.2.1 *Letter from Tony Sharman* – In the letter Mr Sharman asked if the Parish Council would consider putting up additional / more prominent signs reminding people not to exercise their dogs on the playing field at Ferry Lane. The reason this activity is prohibited is because the field is used as a sports field and cross contamination from animal faeces with cricketers, footballers and other sports users of the field should be at all times avoided.

It was agreed that two more signs will be requested from Sign Arts and will be prominently displayed. **Action Cllr. Jemison** Cllr. Harrison agreed to highlight the

issue in Link Magazine. **Action Cllr Harrison**

14.2.2 *Email from Linda Hayward regarding Bishopthorpe Archive* – Cllr. Harrison offered to email Mrs Hayward to thank her for her involvement in this project and agreed that Parish Council records could in future be stored by the City Council in the correct environment. **Action Cllr Harrison**

14.2.3 *Email from the Office of the Police and Crime Commissioner for North Yorkshire regarding Road Safety* – Noted

14.2.4 *Email from Mike Chalk regarding signs in the village* – This matter has been discussed before and it was agreed that the boards should be allowed space on the grass verges and not placed on the footpaths. Cllr. Harrison will put an article in Link Magazine to this effect. **Action Cllr Harrison**

14.2.5 *Bishopthorpe Post Office* – Nothing to report.

14.2.6 *Bishopthorpe Bowls Club challenge match* – Clerk to email a list of dates. **Action Clerk.**

14/92 15 **Ward Committee**
Nothing to report.

- 14/93 16 **Any other business, which the Chairman considers urgent under the Local Government Act 1972.**
- Cllr. Harrison agreed with the Councillors that this year's Beating of the Bounds will be held on Tuesday July 8th at 6.30pm commencing at the Village Hall.
 - It was reported that Bishopthorpe Guides may cease to exist if no new leaders can be found for the session commencing September 2014. The current leaders are both due to retire: Janet Melemendjian after twenty seven years and Helen Slater after fifteen years. The Clerk was asked to send a letter of thanks to Mrs Melemendjian for her service to the group. **Action Clerk.**
 - Cllr. Mrs Green wished to pass on a request for any villager to submit their bike story for use in a theatre show in July to be performed at Rowntree Park by 509 Arts. In the first instance the stories should be taken to Bishopthorpe Library.

14/94 17 **Date and time of next meeting – Tuesday 24th June 2014 – at the Village Hall**

Meeting closed at 8.40 pm