

Minutes of the meeting held at the Village Hall on Tuesday 24th June 2014.

The Chairman opened the meeting at 7.03 pm.

No members of the public were present.

Council Members Present:

Cllr. Harrison (Chair), Cllr. Jemison (Vice Chair), Cllr. Mellors, Cllr. Neale, Cllr. Mrs Green, Cllr. Mrs Gajewicz, Cllr. Elsworth and Cllr. Mrs Conley (from 7.19pm).

14/91 1 **Apologies for absence.**

Cllr. Featherstone

The meeting was informed that Cllr. Mrs Clifton had resigned from the Parish Council due to a change in personal circumstances. Cllr. Harrison thanked Mrs Clifton for her contribution to Bishopthorpe Parish Council during the past few years and in particular for being a founder member of Catalyst Community Resource Group.

14/92 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 declaration were made.*

14/93 3 **Minutes of Meeting 27th May 2014**

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

14/94 4 **Consideration of Planning Matters and recommendations of the Planning Group**

4.1 Notice of Applications received

4.1.1 **5 Myrtle Avenue.** Increase height of roof and dormer window to rear (revised plan). 14/01051/FUL

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

4.2.1 **11 Croft Court.** Two storey side extension. 14/00619/FUL. (No Objection) Approved

4.1.2 **9 Lang Road.** First floor extension with associated alterations and single storey rear extension. 14/00585/FUL. (No Objection) Approved

4.1.3 **51 Keble Park North.** Two storey side and single storey front and rear extension with dormer to front. 14/00761/FUL. (No Objection) Approved

4.1.4 **The Beeches, 40 Church Lane.** Crown lift Beech to maximum allowed and reduce branches near neighbour's house. Tree in Tree Conservation Area. 14/00881/Tree Conservation Area. (Request site inspection by City of York Council) Approved

4.1.5 **16 Wolsey Drive.** Single storey front and rear extensions. 14/00709/FUL. (No Objection) Approved

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) Approved

4.1.7 **1 Ferry Lane.** Single storey rear extension. 14/00858/FUL. (No Objection) Approved

- 4.1.8 **Grannies Piece, 27 Croft Court.** Variation of condition two of permitted application 12/02197/FUL. **(Objection)** Approved
- 4.1.9 **Maynews, Sim Balk Lane.** Installation of ATM with associated works. 14/00968/FUL. **(No Objection)** Approved
- 4.1.10 **13 Maple Avenue.** Single storey rear extension. 14/00873/FUL. **(No Objection)** Approved
- 4.1.11 **Middlethorpe Manor.** Painting of existing render. 14/00732/FUL. **(No Objection)** Approved

4.3 Other Planning Matters

- 4.3.1 *Payments for new developments* – Cllr. Mellors will continue to chase payments due from the City Council under this scheme.
- 4.3.2 *Email from Jason Rose of York Open Planning Forum* – A Special General Meeting has been called on Wednesday 16th July (to be held at CVS Priory Street Centre) to discuss the future of the York Open Planning Forum.

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Services

5.1 Village Hall Management Committee

- 5.1.1 *Management Committee Report* – Cllr. Jemison informed the meeting that he contacted Sean Ensor of the City Council to organise painting designated parking spaces in the Village Hall car park. Additional markings will be made for the fire exit. The cost to the Parish Council will be £274 + vat.

Cllr. Mrs Gajewicz and Shirley Burden of the Village Hall Management Committee are working with local community groups to arrange a photographic display in the Hall.

- 5.1.2 *Safety Glass: rear door* – The size of the glass area in the door will dictate whether or not it will need replacing with a particular type of safety glass. Cllr. Neale offered to measure the door to confirm what action will be required. **Action Cllr. Neale**

7.19pm Cllr. Mrs Conley entered the meeting.

5.2 Sports and Leisure Management Committee

- 5.2.1 *Management Committee Report* – The Sports Pavilion cleaner, Becky Clark, has repeatedly requested a fixture list from the Cricket Club in order that the Sports Pavilion can be cleaned when they are not there, but has not been provided with one. Cllr. Harrison has also asked for information from their Chairman John Latimer.
- 5.2.2 *AquaCert. Legionella test* – Nothing to report.
- 5.2.3 *Play Group rent arrears* – Cllr. Harrison reported that the Club owe the Parish Council the Autumn 2013 rental payment (approximately £1300). It is also unclear how the Group propose the pay their rent going forward under the new rent agreement. **Action Cllr Harrison**
- 5.2.4 *Bishopthorpe United development plans* - Nothing to report.
- 5.2.5 *Update on 'No dogs' signs for Sports field* – Cllr. Jemison reported the signs have been made by Sign Arts and will arrange for them to be displayed in prominent positions around the Sports Pavilion to remind people that dogs are not allowed on the sports field.

5.3 Finance Committee

5.3.1 *Committee Report* – Nothing to report.

5.3.2 *Yorkshire Local Councils Association email concerning access to Parish Council Bank Accounts* – The comments made in the email were as follows:

“It has come to our attention that a number of member councils have allowed automatic and unfettered access to their bank account(s) by a third party organisation, i.e. a payroll company. The unequivocal advice of these Associations is that such an arrangement should be cancelled immediately and an alternative method agreed with the provider which ensures that the council is not risking the public funds that it holds.”

Cllr. Harrison wished it to be noted that Bishopthorpe Parish Council do not allow anyone other than the Clerk to the Council access to the Council's Bank Account in agreement with procedure. The Chairman and Vice Chairman, as members of the Finance Committee, do however verify all receipt and payment movements on the bank account every month.

5.4 Field 84, Riverside and Footpaths Working Party

5.4.1 *Working party report* – The Clerk was asked to contact the City Council to call for an Enforcement Order to be made over the derelict remains of Ferry Cottage. The Parish Council's concerns regarding this property were first brought to the attention of the City Council on the 29th June 2011 and a request to take action has been periodically called for by the Parish Council thereafter to date. **Action Clerk.**

5.5 Youth Support and Children's Recreation

5.5.1 *Monthly update* – Nothing to report.

5.5.2 *Three quotations : Replacement of wooden posts: replace sand and replace sand under swings with a wet and pour surface* –

5.5.2.1 *Sand top-up requirement* – Nothing to report.

5.5.2.2 *Email from Dave Meigh, City Council* – Cllr. Harrison offered to contact the three Companies recommended by the City Council, to invite quotes for changing the deep sand safety surfaces to wet and pour safety surfaces. **Action Cllr Harrison**

5.5.2.3 *Wood post replacement* – Cllr. Jemison confirmed that these have been repaired. Item to be removed from Agenda

5.6 Allotments

5.6.1 *Monthly update* – Cllr. Neale reported that Mr Cowell is not tending his plot at the Acaster Lane site. At the end of 2013 a letter was issued reminding Mr Cowell that it is within the power of the Parish Council to take back any plot that is not being used and pass it on to the next person on the (very long) waiting list. Cllr. Neale will check for work during the next week and report to the Clerk if an enforcement letter is required. **Action Cllr. Neale**

5.7 Senior Citizens Support

5.7.1 *Monthly update* – Cllr. Mrs Green reported that there are no outstanding issues at the moment.
The new poetry group, which is held in Vernon House on alternative Fridays, is proving a great success.

- 5.8 Web-Page Management
 5.8.1 *Monthly update* – Cllr. Mrs Conley reported that she has not received a response from Ian Keeton to allow her access to the web page. The minutes are up to date and are put on to the Bishopthorpe Web Site by Ian but the Parish Council page remains out of date and inaccessible by Cllr. Mrs Conley.
- 5.9 Environmental and Sustainability Issues
 5.9.1 *Monthly update* – Cllr. Mrs Green reported the following items:
- York Environment Forum now meets bi-monthly.
 - It was agreed that the Parish Council will approach Edible York for a new supply of fruit tree saplings to be planted along the Leisure Path.
- 5.10 Accessibility Network
 5.10.1 *Monthly update* – Cllr. Harrison asked Cllr. Mrs Green to take over this role following the resignation of Cllr. Mrs Clifton.

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6 **Financial Transactions**

6.1 Payments to approve
 6.1.1 **Cheque / Direct Debit payments**

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| 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 |
| PWLB Early repayment of loan monies | 5000.00 |
| Shane Snowden – annual gas boiler inspection | 150.00 |

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| Payment Total | £5506.00 |
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| Clerk’s Salary | 609.00 |
| Clerk’s Expenses- (<i>photocopying £0.90, Registered post – Littlejohn £2.03, ROI return £2.03</i>) | 5.20 |
| Clerk’s Expenses – repairs to computer – Byte Guys | 60.00 |
| Clerk’s Computer – replacement P C Monitor HP 22xi | 136.90 |
| Rebecca Clark – Play Area gate / Sports Pavilion cleaning | 213.00 |
| Village Hall Caretaker / Secretary | 312.50 |
| Village Hall cleaner | 108.00 |
| Plasterwork repairs- Keith Thornton | 70.00 |
| Caretaker expenses - stamps | 6.36 |
| Sports Turf Services – grass cut Ferry Lane 7/5 & 22/5 | 122.20 |
| Andrews Garden Services Grass and hedge cut – Play Area | 180.00 |
| Simon Sykes Builders Ltd – repairs to stones on pinfeld inner wall | 48.00 |

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| Payment Total | £1871.16 |
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| TOTAL PAYMENTS | £7377.16 |
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* No payments referred to Village Hall Management Committee for authorisation this month

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| 6.2 | <u>Income Receipts</u> | |
| | Village Hall Management Committee- May takings | 1415.85 |
| | Play Group – Rent, Spring Term 2014 | 1472.00 |
| | Play Group – PAT test December 2013 | 97.00 |
| | Allotment rent – Harrison and Turnbull | 6.90 |
| | Income Total | £2991.75 |

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

- 14/97 7 **School Governors**
- 7.1 *Infants School* –Cllr. Elsworth reported a number of changes of staff at the School. The new Head, Jane Langley, was praised for instigating the improvements made to playground for the reception class. Cllr. Elsworth also showed Councillors the improved School logo.
- The School will operate a revised Admissions Policy with effect from September 2014. The new system seeks to protect the interests of Bishopthorpe children over children from outside the village.
- 7.2 *Junior School* – Cllr. Elsworth reported that the Total Warrior Challenge was held on Saturday 21st June and proved a great success raising over £5,000. The sixteen participants all finished the assault course.
- Cllr. Mrs Green reported that the School has entered the City of York Council Garden Competition, Home Grown.
- The School will hold a special service at St Andrew’s Church at the end of the academic year where all leavers will be presented with a bible.
- 14/98 8 **Youth Awards**
- 8.1 *Update* – Nothing to report.
- 14/99 9 **Pinfold**
- 9.1 *Committee Report* – Nothing to report.
- 14/100 10 **Sensory Garden**
- 10.1 *Mosaic repairs* –Mrs Williams has not been in touch with the Parish Council to give the cost of repairing the mosaic in the Sensory Garden. The Clerk was requested to write again to ask for details or alternatively to ask for recommendations for someone else to do the work.
Action Clerk.
- 14/101 11 **Police Liaison**
- 11.1 *North Yorkshire Police Force* – No report received.
- Cllr. Mrs Green offered to contact PCSO Laura Smith to supply a list of Parish Council meeting dates and to request a Police Report in time for the meeting. **Action Cllr. Mrs Green**
- A number of Councillors remarked that the recent email received from Michael Sargood, Public Engagement Officer in the Office of the Police & Crime Commissioner for North Yorkshire, requesting responses to the Big Police Debate was a futile public relations exercise.

14/102 12 **Local Council Association**

12.1 *Yorkshire Local Councils Association, Update* – Cllr. Mellors reported the following items:

- Following recent elections Cllr. Mellors remains in position of Vice Chair.
- The Association is lacking new volunteers.
- Low turnout is being experienced at meetings
- Regulations are to be altered to allow the public to film meetings.
- Several meetings have recently been held to discuss the implications of proposals contained within the Local Plan. The process will shortly go out to consultation and Cllr. Mellors strongly urged Bishopthorpe Parish Council to comment at this stage.
- The leader of York Council, James Alexander will hold a surgery on Wednesday 20th August in the Infant School from 6-8pm. The meeting, entitled ‘*Have Your Say*’ is open to the public.

14/103 13 **Highway Matters**

13.1 *Email from Terry Everall* –Mr Everall contacted the Parish Council to request that the 30 mph speed limit at the end of Appleton Road should be extended to the junction of Moor Lane. Many valid reasons were given by Mr Everall in support of this request, one of which was the increased number of accidents in this particular area of the village. It was also pointed out that there is no footpath between the bus stop on Appleton Road and Moor Lane leaving adults and particularly children who live in this area of the village, vulnerable to speeding cars.

The Parish Council agreed to back Mr Everall’s request and the Clerk was asked to forward a copy of the email to City Council Highways calling for action. **Action Clerk.**

14/104 14 **Correspondence**

14.1 City of York not covered elsewhere

14.1.1 None

14.2 Others

14.2.1 *Email from Ken Groom of Sustrans* – Volunteers are requested to help in the run up to Tour de France and should contact Peter Huxford directly if available on peter.huxford@btinternet.com

14.2.2 *Email from Jenny Lever* – A copy of Mrs Lever’s email suggesting converting the land behind the butcher’s shop in to a community orchard will be passed to the land owner for his comments. **Action Clerk.**

14.2.3 *Letter from Mary Wright* – A letter was received from Mrs Wright calling for the designated disabled parking space to be re-sited in front of May News when the Post Office relocates. In addition, it was suggested that parking in this area should be restricted to one-hour waiting. The Parish Council agreed with Mrs Wright’s suggestions and the Clerk was asked to contact Highways to make these requests. **Action Clerk.**

14/105 15 **Ward Committee**

Nothing to report.

14/106 16 **Any other business, which the Chairman considers urgent under the Local Government Act 1972.**

- Councillors were reminded that *Beating the Bounds* will be held on Tuesday 8th July commencing at 6.30pm from the Village Hall. Apologies were given by Cllr. Mellors and The Clerk.
- Cllr. Harrison reminded the meeting that the annual Cricket Match between the Ebor Players and the Village Select Team will be held on Tuesday 1st July at Ferry Lane sports field commencing a 7pm.

14/107 17 **Date and time of next meeting – Tuesday 22nd July 2014 – at the Village Hall**

Meeting closed at 8.26 pm