

Minutes of the meeting held at the Village Hall on Tuesday 26th August 2014.

The Chairman opened the meeting at 7.01 pm.

No other 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. Featherstone, Cllr. Elsworth and Cllr. Mrs Conley.

14/125 1 **Apologies for absence.**

None

14/126 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 items were declared.

14/127 3 **Minutes of Meeting 22nd July 2014**

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

14/128 4 **Consideration of Planning Matters and recommendations of the Planning Group**4.1 Notice of Applications received

4.1.1 **Middlethorpe Manor, Middlethorpe.** Erection of greenhouse. 14/01628/LBC. No Objection

4.1.2 **Middlethorpe Manor, Middlethorpe.** Alterations to existing front courtyard including installation of steps. 14/01627/FUL. No Objection

4.1.3 **24 Myrtle Avenue.** Two storey side and single storey rear extensions. 14/01601/FUL. No Objection

4.1.4 **15 Myrtle Avenue.** Single storey side and rear extensions and porch to front. 14/01913/FUL. **No Objection**

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

4.2.1 None

4.3 Other Planning Matters

4.3.1 *Payments for new developments* – Cllr. Mellors will continue to chase outstanding payments from the City Council.

4.3.2 *Neighbourhood Plan* – It was agreed that three Councillors will attend the Yorkshire Local Councils Association Neighbourhood Planning event to be held on the 10th September at Cedar Court Hotel in Harrogate. The cost per delegate is £95 and the Clerk was requested to contact the course provider to reserve places. **Action Clerk.**

Cllr. Harrison cautioned that if Bishopthorpe Parish Council wished to produce a Neighbourhood Plan for the village it may be at considerable expense as professional expertise must be bought in. Cllr. Mellors also added that it would take approximately eighteen months to complete and continuity of participating Councillors should be considered given that 2015 is Parish Council Election year.

- 4.3.3 *20 Maple Avenue development* – Cllr. Harrison reported that Andy Blain has referred the matter to his line manager, Gareth Arnold for consideration. Mr Arnold is due to undertake a site visit week ending 29th August.

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Services5.1 Village Hall Management Committee

- 5.1.1
- Management Committee Report*
- Cllr. Jemison reported the following items:

- New signs are in place in the car park and to date are proving effective.
- Cllr. Jemison confirmed that the invoice received from Invalifts Ltd was for a call out to check and reset the lift controls. It was agreed that the invoice would be paid.

- 5.1.2
- Replacement of coping stones / manhole covers*
- Cllr. Jemison met with Simon Sykes Builders to request a quote for replacing the coping stones. It was agreed that although the manhole covers are a little rusted, they do not need replacing.

- 5.1.3
- Drains*
- The City Council has confirmed that the request to jet the drains has been logged in to their system.

- 5.1.4
- Repainting of frontage*
- George Green, Ancient Monuments Supervisor from the City Council, is due to contact the Clerk to make an appointment to visit the Village Hall to discuss re-sealing the stone plaques. Once this work has taken place, the front of the building will be repainted.

5.2 Sports and Leisure Management Committee

- 5.2.1
- Management Committee Report*
- Cllr. Featherstone reported that steps are being taken to remove the moles, which are causing problems on the Football pitch.

- 5.2.2
- Fire Inspection recommendations*
- Further investigation into the recommendations made by Advance Fire Service Ltd is necessary. Cllr. Featherstone agreed to contact the company to discuss these.
- Action Cllr. Featherstone**

- 5.2.3
- Aqua Cert Legionella test results*
- Aqua Cert tested the water supply in the Sports Pavilion on the 21
- st
- July and confirmed that no bacteria were detected. The next test will be scheduled for July 2015 –
- Action Clerk.**

- 5.2.4
- Play Group rent arrears*
- The following amounts are owed by Bishopthorpe Play Group to Bishopthorpe Parish Council:

- Autumn 2013 – £1375
- April 2014 to June 2014 – £1225
- July 2014 to September 2014 – £1225

Cllr. Harrison will contact the group Chair to request payment before the new term commences. **Action Cllr Harrison**

- 5.2.5
- Bishopthorpe Utd development plans*
- Cllr. Featherstone notified the meeting that the Football Clubs have approached the City Council to discuss the possibility of acquiring a new pitch on Sim Balk Lane. The discussions are at a formative stage but Cllr. Featherstone agreed to keep the Parish Council fully apprised.

Cllr. Harrison pressed forward his idea to refurbish the Sports Pavilion on Ferry Lane to modernise existing facilities. Informal architect projections have been provided to the Clubs for comment and it was agreed that a meeting of all users should be convened to discuss these further. **Action Cllr. Featherstone**

5.3 Finance Committee

5.3.1 *Committee Report* – No recent meeting.

5.3.2 *Request from Bishopthorpe History Group* – An email has been received from Linda Haywood seeking a donation from the Parish Council towards the cost of a new laptop for the group. Cllr. Mellors offered to contact Mrs Haywood to discuss requirements. **Action Cllr. Mellors**

5.3.3 *Letter from Nat West Bank* – The Bank has sent an aggressively worded letter to the Clerk demanding that Cllr. Harrison provide identification to prove that he is ‘*still attached to the organisation*’. If Cllr. Harrison’s documents are not presented to the Bank before 8th October the Parish Council have been threatened that access to the Parish Council’s Bank Account will be restricted.

It is felt that this demand is completely out of order and inappropriately aggressive. Cllr. Harrison has agreed to take the required documents to the Branch as requested and will raise a complaint at that time. **Action Cllr Harrison**

5.4 Field 84, Riverside and Footpaths Working Party

5.4.1 *Working party report* – Nothing to report.

5.4.2 *Ferry Cottage* – The Parish Council has been pressing the City Council to take Enforcement Action over this site for a number of years and has become increasingly frustrated by their temporization. Cllr. John Galvin contacted the Clerk informing that he too is very concerned about the state of the dilapidated former cottage on Ferry Lane and is pressing for a demolition order to be issued.

In an email Erik Matthews of the City Council advised that he contacted the developer on the 22nd August expressing his concern that a long period of time had lapsed since the application was withdrawn following the request for a bat survey to be undertaken. He reminded the developer that Planning Enforcement were previously involved with the case with a view to taking action under Section 215 of the 1990 Town and Country Planning Act on the grounds of untidy land. The developers were requested to make contact with the City Council within fourteen day period otherwise the matter would be referred back in the hands of Enforcement to progress.

5.5 Youth Support and Children’s Recreation

5.5.1 *Monthly update* – A quote for £420 (inc VAT) has been accepted from Play Dale to make urgent repairs to the basket swing.

5.5.2 *Sand top-up and wet & pour surface* – Cllr. Harrison reported large variances between quotes for both the wet & pour surface and also for the sand top-up. The Clerk was asked to re-send the quotation from RTC Safety Surfaces Ltd to Cllr. Harrison for comparison to Pennine Playgrounds. **Action Clerk.**

5.5.3 *Monthly inspection update* – Cllr. Mrs Conley reported that litter had increased over the summer holiday. Cllr. Neale agreed to take the inspection kit for the forthcoming month.

- 5.5.4 *Playdale* – An offer to undertake the Annual Inspection at a fixed cost of £195 has been received from Play Dale. The Clerk was instructed to book the inspection for January 2015 at this price. **Action Clerk.**

Under this heading Cllr. Harrison reported that Rebecca Clark of Keble Park North emailed the Parish Council requesting action to restrict parking on the road opposite the Play Area. The Councillors deliberated that this would be very difficult to enforce in one area of the village without raising expectations that could set a precedent calling for the same action in other busy areas, for example on Copmanthorpe Lane outside the Junior School. It was therefore agreed that no signs will be erected but a reminder to park with consideration will be publicised in Link Magazine. **Action Cllr Harrison**

5.6 Allotments

- 5.6.1 *Monthly update* – The Annual Invoices are due for issue in the first week of September. The Clerk advised that last year more than half of all plot holders didn't pay their rent by the due date of 1st October thus necessitating further chasing letters at additional expense to the Parish Council. It was therefore agreed that a clause will be inserted into the Invoice this year advising that if it becomes necessary to issue a reminder letter, this will incur an Administration Charge of £5 per allotment, the cost of which will be added to the rent due.

- 5.6.2 *Attempted theft of two bags of onions* – Cllr. Neale reported a series of small theft incidents occurring at both allotments sites. The most recent occurrence happened at Acaster Lane when a plot holder caught a man taking away two bags of onions without permission from the owner. When questioned, the man abandoned the onions and fled the site. This incident has been reported, with others, to the Police.

5.7 Senior Citizens Support

- 5.7.1 *Monthly update* – Cllr. Mrs Green reported that the Airey Houses on the corner of Beech Avenue with Maple Avenue are due to be refurbished by the City Council. Offices for the workforce have been erected in the car park at the entrance of The Orchard. The Parish Council may be invited to attend site progress meetings.

5.8 Web-Page Management

- 5.8.1 *Monthly update* – Cllr. Mrs Conley reported that she has made direct contact with the Site Administrator after many months of trying and will now be able to update the Parish Council's information. The Councillors were requested to forward their photograph for publication. **Action all Parish Councillors.**

5.9 Environmental and Sustainability Issues

- 5.9.1 *Monthly update* – Cllr. Mrs Green reported that the announcement of a new Chair for the Environment Forum is expected shortly.

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
Data Protection Registration – Annual Fee	35.00
* Invalifts Ltd – Service call out 10/7/14	201.60

Payment Total	£592.60
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6.1.2 **On-line payments**

Clerk’s Salary	609.00
Clerk’s Expenses- (<i>photocopying £2.25, Aol ¼ charge £29.99, ¼ phone calls £3.53</i>)	35.77
Rebecca Clark – Play Area gate / Sports Pavilion cleaning	192.00
Village Hall Caretaker / Secretary	436.88
Yorkshire Water – Village Hall second quarter charge	77.75
Yorkshire Water – Sports Pavilion second quarter charge	418.11
Yorkshire Water – Allotments – Appleton Road second quarter charge	38.38
Ainsty Lawncare – 8 cuts for Ferry Lane cricket / sports ground	680.00
Sports Turf Services (York) Ltd – Ferry Lane grass cuts	187.20

Payment Total	£2675.09
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TOTAL PAYMENTS	£3267.69
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* *Invalifts payment authorised by Cllr. Jemison of the Village Hall Management Committee*

6.2 Income Receipts

Village Hall Management Committee – July takings	662.50
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Income Total	£662.50
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Approval of financial transactions proposed by Cllr. Jemison and seconded by Cllr. Mellors. Carried Unanimously.

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School Governors

7.1 *Infants School* –Cllr. Elsworth reported that there will a couple of changes to staff before the new term commences.

7.2 *Junior School* – Cllr. Mrs Green reported that Gardening Club will re-start when the new school year starts in September.

Cllr. Elsworth reported that the fundraising scheme for a new music room, which has run for a number of years, has successfully completed and that work will commence on the extension in the near future.

- 14/132 8 **Youth Awards**
8.1 *Committee Report* – Cllr. Harrison asked the Committee to commence preparations for this year’s award. The Award Evening will be held on Wednesday 14th January 2015 at the Village Hall. It was agreed that the closing date for applications will be 8th December 2014. The Councillors were asked to give consideration to the appointment of an impartial judge and Cllr. Mellors put forward the suggestion of the new Methodist Minister. **Action Clerk.**
- 14/133 9 **Pinfold**
9.1 *Committee Report* – Nothing to report.
9.2 *Mosaic repairs* – Cllr. Neale to check if the repairs have been made.
- 14/134 10 **Sensory Garden**
10.1 *Committee Report* – Nothing to report.
- 14/135 11 **Police Liaison**
11.1 *North Yorkshire Police Force* – Report received from PCSO Angela Hollywood:
30th June ASB Personal/ Neighbour Dispute - Melton Drive
2nd July ASB Personal/ Harassment – Keble Park Crescent
4th July ASB Nuisance - Main Street (refusing to leave the Pub)
7th July Property Insecure – Acaster Lane
9th July MOWP (make off without payment) - Taxi outside Library
9th July Arson- Manor Farm, - Kids Camping, fire set unintentionally (Should be ASB)
10TH July Collapse/Injury- Acaster Lane, Drunk Male laid out on cycle track
18th July Sexual Offence- Sim Balk Lane, Sexual touching of female
29th July Suspect Circumstances- Alleged dog bite, - Copmanthorpe Lane
29th July Neighbour Dispute, - Copmanthorpe Lane
31st July Theft of Mobile - Middlethorpe Hall
7th Aug Purse taken, - Allotments
9th Aug Cycle Stolen, - Middlethorpe Hall
13th Aug Suspicious – Male attends elderly females home and states he has cut her hedge, £100 paid – Sim Balk Lane
- 14/136 12 **Local Council Association**
12.1 *YLCA Update* – Cllr. Harrison reported that there have been recent changes to regulations affecting the recording of meetings and the recordings of decisions taken by Parish Council which came in to effect on 6th August 2014. These may necessitate changes to Bishopthorpe Parish Council’s Standing Orders and will be placed as an Agenda item for agreement at the September meeting. **Action Clerk.** Cllr. Mellors reported that Andrew Tollerton of Yorkshire Local Councils Association has resigned.

12.2 *Adoption of Complaints procedure* – Cllr. Harrison confirmed that a Complaint’s Procedure already forms part of Bishopthorpe Parish Council adopted Standing Orders.

12.3 *White Rose Update* – Noted.

12.4 *Half day training course in routine Play Group inspection* – Cllr. Harrison offered Bishopthorpe Village Hall as a venue for this meeting but has not heard back from Yorkshire Local Councils Association.

14/137 13 **Highway Matters**

13.1 *Moor Lane traffic control request* – Mr Everall’s request to change the speed limit on the junction of Appleton Road with Moor Lane has been placed on the City Council’s waiting list for consideration.

13.2 *Main Street* – The Parish Council’s request to clear blocked gullies on Main Street has been put on the City Council waiting list. Cllr. Harrison also advised the meeting that he contacted Yorkshire Water to ask for their help with the flooding problem in front of Mr Dixon’s the butcher.

14/138 14 **Correspondence**

14.1 City of York not covered elsewhere

14.1.1 None

14.2 Others

14.2.1 *Electoral review of York – final recommendations* – Noted.

14.2.2 *Email concerning overgrown hedges* – An email was received listing a number of properties in the village which have allowed trees / bushes to overgrown on to the footpaths causing obstruction. The Clerk was asked to send a letter to the property owner to ask for these to be trimmed. **Action Clerk.**

14.2.3 *North Yorkshire Special Constables* – Posters have been displayed regarding the latest recruitment campaign for Special Constables.

14/139 15 **Bishopthorpe Ward Community Conversations**

Cllr. Harrison reported that he recently attended an open meeting held at Brunswick Nursery which was also attended Council Leader Cllr James Alexander, Cllr. Sonja Crisp, Cabinet Member for Leisure, Culture & Tourism and local ward councillor Cllr. John Galvin. A wide range of subjects were discussed including Planning and Flooding issues effecting Bishopthorpe.

14/140 16 **Any other business, which the Chairman considers urgent under the Local Government Act 1972.**

- Cllr. Harrison remarked that Tom Quinn (formerly the recipient of Parish Council sponsorship) is due to compete in the World Championships.
- The Clerk was asked to put a visit to St Nicks on the March 2015 agenda. **Action Clerk.**

14/141 17 **Date and time of next meeting – Tuesday 23rd September 2014 – at the Village Hall**

Meeting closed at 8.40 pm