

Minutes of the meeting held at the Village Hall on Tuesday 23rd September 2014.

The Chairman opened the meeting at 7.04 pm.

The following statement was read aloud by the Chairman –

“The right to record, film and to broadcast meetings of Bishopthorpe Parish Council, its committees, sub committees and any joint committees, is established under the Openness of Local Government Regulations 2014. Bishopthorpe Parish Council is committed to being open and transparent in the way it conducts its decision making and therefore such recording is permitted under the lawful direction of Bishopthorpe Parish Council. Full rules for recording are available from the Clerk and those people recording any meeting will be deemed to have accepted them whether they have read them or not.

All recording must be undertaken in an obvious way and the wishes of any members of the public who do not want to be recorded must be respected. All persons recording the meeting are reminded that the ‘Public Participation’ period at the beginning of the meeting is not part of the formal meeting.”

Council Members Present:

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

14/142 1 **Recording the Meeting**

Following on from the Chairman’s statement above, the Clerk was asked to prepare the Rules Template for the *Effective Management of Recording at Parish Council Meetings* for acceptance by Bishopthorpe Parish Council at the October meeting. **Action Clerk.**

14/143 2 **Apologies for absence.**

Cllr. Mrs Conley

14/144 3 **Declarations of Interest**

At this point Councillors are asked to declare any prejudicial interests they may have in the business on this agenda: *No declarations of interest were made.*

14/145 4 **Minutes of Meeting 26th August 2014**

An amendment to remove a name was made to item 14.2.2

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

14/146 5 **Consideration of Planning Matters and recommendations of the Planning Group**

5.1 Notice of Applications received

5.1.1 **Priory Corner, 83 Main Street.** Erection of single storey car port, conversion of garage into habitable room with room in roof erection of railing and boundary wall and shed to rear. 14/01903/LBC. No Objection

5.1.2 **25 Lang Road.** Dormers to side and rear and roof lights to rear. 14/02039/FUL. No Objection

- 452 Notice of decisions given (*Parish Council decisions are highlighted in red*)
- 5.2.1 **2 Beech Avenue.** External alterations to 2-20 Beech Avenue, 21, 23, 27 and 29 Maple Avenue including new external brick / block cladding, reroofing and replacement windows. 14/01549/FUL. **(No Objection – Comments made) – Approved**
- 5.1.2 **11 Maclagan Road.** Alterations to existing single storey rear extension roof. 14/01597/FUL. **(No Objection) Approved**
- 5.1.3 **Bishopthorpe Post Office, 25-27 Main Street.** Change of use from Post Office (use class A1) to residential dwelling (use class C3) along with alterations to front elevation. **(No Objection) Approved**
- 5.1.4 **Middlethorpe Manor, Middlethorpe.** Alterations to existing front courtyard including installation of steps. 14/01627/FUL. **(No Objection) Approved**
- 5.1.5 **Middlethorpe Manor, Middlethorpe.** Erection of greenhouse. 14/01628/LBC. **(No Objection) Approved**
- 5.1.6 **24 Myrtle Avenue.** Two storey side and single storey rear extensions. 14/01601/FUL. **(No Objection). Approved**
- 5.3 Other Planning Matters
- 5.3.1 *Payments for new developments* – Dave Meigh of the City Council confirmed that a payment of £800 should be made to Bishopthorpe Parish Council, in the very near future, under Section 106. Mr Meigh also advised that he has received a request to support St Andrew’s Trust with funds generated under Section 106.
- The Parish Councillors agreed that the open space development funds should be channelled through the Parish Council and not the Trust as it was thought that distribution via the Parish Council would be more equitable. Cllr. Mellors offered to contact Mr Meigh to request allocation of funds directly to the Parish Council. **Action Cllr. Mellors**
- 5.3.2 *Neighbourhood Plan* – Cllr. Mellors gave a brief update on a Neighbourhood Planning course which he attended along with Cllr. Mrs Green and Cllr. Neale. The course, which was run by Yorkshire Local Councils Association, focused attention on preparing a Neighbourhood Plan; what help is available and if it is the right option for individual Parish Councils.
- Following a lengthy discussion, it was concluded that the production of such a plan for Bishopthorpe would not be right way forward at this moment in time based on the cost and the length of time it would take to formulate.
- 5.3.3 *20 Maple Avenue development* – Cllr. Harrison reported that Gareth Arnold from City of York Council made a site visit to the development and confirmed that it complies with Planning Restrictions.
- Following further discussions Mr Arnold also confirmed that:
- A review will be undertaken to allow a fence to be erected to separate the new development from a property on Beech Avenue (to protect the privacy of the occupants of this house) and
 - The developer will be requested to modify the window in the plant room of the new development in such a way to protect the privacy of a house in The Orchard.

14/147

6 Services**6.1 Village Hall Management Committee**

6.1.1 *Management Committee Report* – Cllr. Jemison reported that the car park signs are proving effective.

6.1.2 *Replacement of coping stones* – Cllr. Jemison reported that he attended a meeting with George Green from the Ancient Monuments Section of the City Council, who offered to provide a quote for the following requirements:

- Replacement of damaged coping stones
- Re-sealing the plaques embedded in the Village Hall front
- Repainting the outside wall and
- Repairing the corroding railings

6.1.3 *Drains* – The Clerk will continue to chase City of York Council for a response to the request to clear the drains at the Village Hall. **Action Clerk.**

6.2 Sports and Leisure Management Committee

6.2.1 *Management Committee Report* – Cllr. Featherstone reported the following items:

- Advance Fire Services has been asked to provide a quote for updating facilities as suggested in their last inspection report.
- The mole problem has been treated professionally.
- Dogs continue to be exercised on the field. Cllr. Featherstone called for an increase in the number of signs for around the edge of the field, to remind the public that this is not allowed. **Action Cllr. Jemison**

Cllr. Harrison read out a notice from the Sports Pavilion Cleaner, Becky Clark, which detailed the misuse of facilities by an away football team at a recent match. Cllr. Featherstone agreed to raise the issues with the team. Mrs Clark will not be available to clean the Pavilion on Sunday 26th October and a replacement cannot be found.

Cllr. Harrison reported that in order to extend the lease to 2030, the legal fees payable by Bishopthorpe Parish Council amount to £1,143 of which a sum of £731 has been charged for fifteen letters sent between Solicitors. This is the first time that the Church Commissioners have chosen to pass on their legal costs to the Parish Council and the amounts are being queried by Cllr. Harrison on the Parish Council's behalf.

6.2.2 *Play Group rent arrears* – Play Group have paid a sum of £2,600 to the Parish Council in respect of the Autumn 2013 and the Spring 2014 arrears. Cllr. Harrison confirmed that he will contact them again requesting payment of £1,225 which is outstanding for July to September 2014. *Action Cllr Harrison*

6.2.3 *Bishopthorpe Utd* – Cllr. Featherstone reported that he will call a meeting of all Sports Pavilion users to discuss development options. **Action Cllr. Featherstone**

6.3 Finance Committee

6.3.1 *Committee Report* – Cllr. Harrison confirmed that he took the requested documentation in to the National Westminster Bank to confirm that he remains '*part of the organisation*'. The Bank was unable to answer his question why this was necessary.

6.3.2 *History Group* – The group requested a donation from the Parish Council to help towards purchasing a new laptop. Cllr. Mellors visited the group to establish their requirements and reported that they currently run a very slow Compaq computer system operating on the XP system. As the group’s work directly benefits the people of Bishopthorpe, Cllr. Mellors proposed a donation of £300 towards the cost of purchasing a new laptop. Seconded by Cllr. Mrs Gajewicz and carried unanimously.

6.4 Field 84, Riverside and Footpaths Working Party

6.4.1 *Working party report* – Nothing to report.

6.4.2 *Ferry Cottage* – The Clerk was requested to query the progress of the Enforcement Order initiated by City of York Council following representation by the Parish Council. A new application for the erection of two storey dwelling and detached garage following demolition of existing dwelling (resubmission) planning number 14/02149/OUT was made following the Parish Council meeting (on the 24th September). This means that an Enforcement Order cannot be issued until the application is determined.

6.6 Youth Support and Children’s Recreation

6.5.1 *Monthly inspection update* – Cllr. Neale reported no issues from the park during the last month and agreed to do the inspection in the month going forward.

6.5.2 *Basket swing repair* – This piece of equipment has been repaired and the item can be removed from the Agenda.

6.5.3 *Sand top-up and wet & pour surface update* – Cllr. Harrison reported vastly different methods of work and prices in the quotes received to install a wet and pour surface; the merits of which were debated in detail. It was concluded that this would be a costly exercise and one which, at this moment in time, the Parish Council did not wish to pursue.

Cllr. Harrison proposed that the sand and the bark levels should be topped up with new reserves instead. This was seconded by Cllr. Elsworth and agreed unanimously.

Action Cllr Harrison

6.6 Allotments

6.6.1 *Monthly update* – The annual rental invoices were sent out in the first week of September requesting payment by 1st October. Should it be necessary to issue a ‘reminder letter’ for plot holders paying after this date, an administration fee of £5 will be charged to cover the Parish Council’s costs. **Action Clerk.**

Cllr. Mrs Green requested an up to date list of addresses which have been requested by PCSO Angela Hollywood who wishes to post out security advice to plot holders.

Action Clerk.

6.7 Senior Citizens Support

6.7.1 *Monthly update* – Cllr. Mrs Green reported that the coffee mornings, organised on Saturday mornings at The Marcia public house, are proving such a success that the group are considering organising lunch meetings.

The meeting entered in to Part Two at this stage.

8.16pm Cllr. Featherstone left the meeting

- 6.8 Web-Page Management
 - 6.8.1 *Monthly update* – Nothing to report.

- 6.9 Environmental and Sustainability Issues
 - 6.9.1 *Monthly update* – Cllr. Mrs Green reminded the meeting that the second Saturday in January is Recycling Day and will be held at the Village Hall. A rota will be distributed by Cllr. Mrs Green to all Councillors asking them to complete their availability to offer their help on the day. **Action Cllr. Mrs Green**

- 6.10 Accessibility Network
 - 6.10.1 *Monthly update* – Nothing to report.

14/148 7

Financial Transactions

7.1	<u>Payments to approve</u>		
7.1.1	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
	Margaret Christie – Bi-annual payment for Sensory Garden		552.00
	Payment Total		£908.00
7.1.2	On-line payments		
	Clerk’s Salary		609.00
	Clerk’s Expenses- (<i>photocopying £ 4.14</i>)		4.14
	Allotment Renewal expenses: Ink cartridges £49.36, Envelopes £16.79, stamps £38.16		104.31
	Rebecca Clark – Play Area gate / Sports Pavilion cleaning		240.00
	Village Hall Caretaker / Secretary		969.28
	PKF Accountants – Annual Audit Fee		360.00
	Yorkshire Local Councils Association Course Fees – Neighbourhood Planning 10/9/14 – Cllr. Mellors, Cllr. Mrs Green and Cllr. Neale		285.00
	Cllr. Mrs Green – York Environment Forum membership fee		10.00
	Ainsty Lawncare – 8 cuts for Ferry Lane cricket / sports ground		200.00
	Sports Turf Services (York) Ltd – Ferry Lane grass cuts		124.80
	Backhouse Environmental Services – Ferry Lane mole removal		40.00
	Andrew Wilson Lawncare – Play Area cuts		200.00
	Payment Total		£3146.53
	TOTAL PAYMENTS		£4054.53
*	<i>No payments referred to Village Hall Management Committee for authorisation this month</i>		
7.2	<u>Income Receipts</u>		
	Village Hall Management Committee – August Takings		692.50
	Play Group – Rent arrears payment – Autumn 2013		1375.00
	Play Group – Rent arrears payment – First Quarter 2014		1225.00
	Income Total		£3292.50

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

- 14/149 8 **School Governors**
- 8.1 *Infants School* –Nothing to report.
- 8.2 *Junior School* – Cllr. Mrs Green reported that Gardening Club is proving so popular that help is sought from new volunteers.
- Cllr. Elsworth reported that over £450 was raised at the School’s car boot sale. The Philip Curtis fun run day raised in excess of £1.6k, the proceeds of which will be distributed to various charities. Work on the new music room will commence in Easter 2015, with planned completion by September of the same year.
- 14/150 9 **Youth Awards**
- 9.1 *Committee Report* – Cllr. Mrs Gajewicz confirmed that an article promoting this year’s Youth Award will appear in October’s Link Magazine and, on her return from holiday, groups/organisations will be contacted and the poster displayed in the village. **Action Committee.**
- The date of the Award will be Wednesday 21st January 2015 in the Village Hall. The Clerk has contacted a potential judge, Reverend Skitt, who has confirmed her willingness to undertake the role.
- 14/151 10 **Pinfold**
- 10.1 *Committee Report* – Nothing to report.
- 14/152 11 **Sensory Garden**
- 11.1 *Committee Report* – Nothing to report.
- 11.2 *Mosaic repairs* – Clerk to contact Allison Williams. **Action Clerk.**
- 14/153 12 **Police Liaison**
- 12.1 *North Yorkshire Police Force* – No report received this month from PCSO Angela Hollywood.
- Cllr. Mrs Green was asked to bring to the attention of PCSO Angela Hollywood the BMW car that has been parked in the Village Hall car park for a number of weeks without moving. The car has two flat tyres. Notices have been left by the Caretaker asking for the car to be removed but these have not been actioned. **Action Cllr. Mrs Green**
- 14/154 13 **Local Council Association**
- 13.1 *YLCA Update* – Nothing to report.
- 13.2 *Openness of Local Government Bodies Regulations 2014* - Recording of Meetings – Item to be forwarded to the October meeting. **Action Clerk.**
- 13.3 *Yorkshire Local Councils Association – Notice of resignation of Andrew Towlerlton* –Noted.
- 13.4 *White Rose update* – The notification was emailed to all Councillors for information.
- 13.5 *Yorkshire Local Councils Association* – The next meeting of the York Branch of the Yorkshire Local Councils Association will be held on Thursday 2nd October at 7pm in the Folk Hall, Hawthorn Terrace, New Earswick.
- Cllr. Mellors is unavailable to attend and Cllr. Mrs Green offered to go in his place.

- 14/155 14 **Highway Matters**
- 14.1 *Moor Lane* – Sue Gill, Project Technician City of York Council, contacted Mr Everall regarding his recent application for an extension in the 30mph limit on Appleton Road and informed him that
- “This item is on a waiting list for consideration. However the City Council will be replacing the existing bend signage with a (larger) **"Junction on a bend ahead"** for the Moor Lane approach with a red warning sign to go underneath **"Reduce speed now"**. There already is **"SLOW"** on the carriageway adjacent to the existing bend sign. There are no further improvements that can be made to the signage at this location at this time. I am hoping the signs will be in place by mid-October”*
- 14/156 15 **Correspondence**
- 15.1 City of York not covered elsewhere
- 15.1.1 *Community Governance Review* – Cllr. Harrison explained how the boundaries are under examination with a view to creating new Parish Councils.
- 15.2 Others
- 15.2.1 *Flooding* – Cllr. Harrison has made a new contact at Yorkshire Water who will be working with City of York Council to investigate the minor flooding issue on Main Street.
- 15.2.2 *Parish Manger* – Cllr. Harrison commented that the Church is advertising a vacancy for a Parish Manager. Applications are invited directly to St Andrews Church Office.
- 14/157 16 **Ward Committee**
Nothing to report.
- 14/158 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972.**
- Cllr. Mellors reminded the Parish Council that Richard Williams kindly obtains a Christmas tree for the Sensory Garden and Cllr. Jemison offered to contact him to ask for a tree for the Village Hall as well. **Action Cllr. Jemison.** The Parish Council are grateful for Mr Williams’ help.
- 14/159 18 **Date and time of next meeting – **Tuesday 28th October 2014 – at the Village Hall****

Meeting closed at 8.43 pm