

Minutes of the meeting held at the Village Hall on Tuesday 28th October 2014.

The Chairman opened the meeting at 7.05 pm.

Council Members Present:

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

14/160 1 **Recording the Meeting**

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).

14/161 2 **Apologies for absence.**

Cllr. Featherstone, Cllr. Mellors and Cllr. Elsworth. Cllr. Mrs Gajewicz informed the meeting that she would be leaving early due to Pantomime rehearsal; Cllr. Mrs Conley also informed the meeting she would be leaving early – no reason given

14/162 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 interests were declared.*

14/163 4 **Minutes of Meeting 23rd September 2014**

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

14/164 5 **Consideration of Planning Matters and recommendations of the Planning Group**5.1 Notice of Applications received

5.1.1 **6 Ferry Lane.** Erection of two storey dwelling and detached garage following demolition of existing dwelling (resubmission). 14/02149/OUT. Application withdrawn.

5.1.2 **The Boundary, 3 Ferry Lane.** Crown lift to three metres; reduce longest ends by up to eight metres, Copper Beech. Tree protected by Tree Protection Order 7/1980. 14/02217/Tree Protection Order. No Objection

5.1.3 **14 Newland Road.** Two storey side extension and single storey rear extension. 14/02253/FUL. No Objection

5.1.4 **3 Ferry Lane, The Boundary.** Crown lift to three metres; reduce longest ends by up to eight metres Copper Beech. Tree protected by Tree Protection Order 7/1980. 14/02217/Tree Protection Order. No Objection

- 452 Notice of decisions given (*Parish Council decisions are highlighted in red*)
- 5.2.1 **15 Myrtle Avenue.** Single storey side and rear extensions and porch to front. 14/01913/FUL. (**No Objection**) Approved
- 5.1.2 **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**). Approved
- 5.1.3 **6 Ferry Lane.** Erection of two storey dwelling and detached garage following demolition of existing dwelling (resubmission). 14/02149/OUT – ref item 5.1.1 above. **Application withdrawn**
- 5.3 Other Planning Matters
- 5.3.1 *Payments for new developments* – Cllr. Harrison reported that Cllr. Mellors continues to chase Dave Meigh of the City Council, for information regarding outstanding payments due to the Parish Council.
- 5.3.2 *Neighbourhood Plan* – Item to be removed from Agenda.
- 5.3.3 *20 Maple Avenue development* – Cllr. Harrison reported that he recently contacted Gareth Arnold of the City Council to discuss two outstanding matters regarding this development. Mr Arnold confirmed that the issue regarding the fence has been resolved and also that he has written to the site developer for clarification regarding the plant-room window.

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Services6.1 Village Hall Management Committee

6.1.1 *Management Committee Report* – Cllr. Jemison reported the following items-

- The drains have been unblocked – it was necessary for City of York Council to make two visits to do this.
- Photographs of village clubs and organisations have been framed by the Photography Club ready for hanging on the walls around the foyer.

Cllr. Mrs Green reported that Zumba Group is experiencing difficulties with the position of the sound equipment unit. Cllr. Jemison agreed to look in to this problem.
Action Cllr. Jemison

The Clerk was asked to circulate copies of the Village Hall Management Committee Accounts to the Committee. **Action Clerk.**

Cllr. Jemison enquired if the Parish Council thought it was time to replace the aging village notice board. It was agreed that it does not close properly and that the weather has had a detrimental effect on both its appearance and stability. It was concluded that a new board should be installed and Cllr. Jemison offered to investigate the cost of purchasing one. **Action Cllr. Jemison**

6.1.2 *Replacement of copying stones / painting front of building* – Cllr. Jemison reported that a quote of £1,820 (+VAT) has been received from City of York Council. Cllr. Jemison asked the Clerk to obtain a copy of the Invoice from May 2011 when the memorial stones were last repaired as these need to be re-sealed before the wall is painted. **Action Clerk.**

6.2 Sports and Leisure Management Committee

6.2.1 *Management Committee Report* – Cllr. Harrison reported that Cllr. Featherstone organised a meeting of Sports Pavilion users which was attended by representatives from the Cricket Club, Senior and Junior Football Clubs and Play Group. Each user was asked to propose their ideas for future use of the building and also asked to work together to achieve these ideas. All the sports clubs confirmed their intention to continue to use the Sports Pavilion for sporting recreation. However, it may be necessary for certain sub-groups within the Football Club to seek alternative venues that are capable of accommodating up to three hundred players.

The users were pleased that the Parish Council has proposed an upgrade of existing facilities and to this end Cllr. Harrison requested permission to go ahead and obtain costings. Permission was granted from the Parish Councillors to Cllr. Harrison to put the matter out to tender. Three quotes will be sought and local builders will be used where possible. **Action Cllr Harrison.** Cllr. Mrs Green agreed to forward contact email details to the Clerk. **Action Cllr. Mrs Green**

A request was made through Cllr. Elsworth for a Parish Council contribution towards the cost of grass cutting at the Moor Lane site which is used by village football teams. Further information has been requested from Cllr. Elsworth before a decision can be made.

Play Group expressed a wish to erect an awning over the hard standing area which will be connected to the outer wall. The group agreed to seek planning permission for this in addition to paying for the unit and installing it. Maintenance costs will also become the responsibility of Play Group.

Play Group called for a new tree report to be undertaken on the three trees in the triangle play area. The last report was completed by Lewis Tree Surgeons in May 2010 (at a cost to the Parish Council of £1,504.00). The Clerk was instructed to obtain a copy of this invoice before instruction is given for a new one. **Action Clerk.**

Play Group has arranged for the main room to be re-decorated over October half term. They obtained three independent quotes for the job and have appointed Andy Powell Decorators who quoted the cheapest rate, at a cost of £680.

Cllr. Harrison confirmed that the cost incurred for Church Commissioner's legal fees to extend the lease for the pitch to 2030 is £1,143. Having disputed this amount directly with the Commissioner's Solicitors, Cllr. Harrison managed to secure a reduction to £950. It was agreed that the Parish Council will pay this sum and thanks were given to the Chairman for negotiating a lower cost.

6.2.2 *Fire Inspection recommendations* – Cllr. Featherstone continues to chase this matter.

6.2.3 *Bishopthorpe Utd development plans* – refer to item 6.2.1

6.3 Finance Committee

6.3.1 *Committee Report* – Nothing to report.

- 6.4 Field 84, Riverside and Footpaths Working Party
- 6.4.1 *Working party report* – Cllr. Jemison informed the meeting that York Marine Services Limited intend to hold a bonfire on the 5th November. The material gathered for this was previously reported by members of the village to the City Council as illegal dumping.
- 6.4.2 *Ferry Cottage* – The Clerk was instructed to contact Erik Matthews at the City Council, to call for an Enforcement Order to be granted over the remains of the cottage following the withdrawal of planning application number 14/02149/OUT. **Action Clerk.**
- 6.6 Youth Support and Children’s Recreation
- 6.5.1 *Monthly inspection* – Cllr. Neale reported no issues arising from last month’s inspection. The inspection kit was passed to Cllr. Mrs Green for the forthcoming month.
- 6.5.2 *Sand and bark top-up update* – Cllr. Harrison confirmed that the sand top-up will be deferred until Spring 2015. Item to be removed from Agenda.
- 6.6 Allotments
- 6.6.1 *Monthly update* – One rental payment remains outstanding – Mr Burrans and Mr Thomas: plot 51a, Appleton Road site. The payment, which was due by 1st October, was initially requested on the 2nd September with a reminder letter issued on the 12th October. The plot holders were advised that if the rent was not paid by 27th October the plot would revert to Parish Council ownership. No payment has been received to date. The matter was passed to Cllr. Neale to proceed. **Action Cllr. Neale**
- 6.7 Senior Citizens Support
- 6.7.1 *Monthly update* – Cllr. Mrs Green confirmed that she recently attended a meeting held at Vernon House regarding the upgrade of facilities and exteriors of the Airey Houses on Maple Avenue / Beech Avenue. It is hoped that the work will be completed by the end of the financial year.
- A caravan that has been parked in the car park opposite Vernon House for over a month has been reported to PCSO Angela Hollywood.
- 6.8 Web-Page Management
- 6.8.1 *Monthly update* – Cllr. Mrs Conley asked if it may be possible to put the Chairman’s Comments (that appear in Link Magazine) on to the web page. Cllr. Harrison agreed to email a copy to her. **Action Cllr Harrison**
- 6.9 Environmental and Sustainability Issues
- 6.9.1 *Monthly update* – Cllr. Mrs Green reported that she recently attended the bi-monthly meeting of York Environment Forum.
- Plans to expand activities for the Parish Council Recycling Day (to be held in the Village Hall during January 2015) are well underway. Harry Gration from BBC Look North has agreed to attend.
- 6.10 Accessibility Network
- 6.10.1 *Monthly update* – Nothing to report.

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Financial Transactions

7.1 Payments to approve

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
PWLB – Loan payment – Play Area loan	1936.52
Hearts & Crafts – Repairs to mosaic in Sensory Garden	150.00
Sally Astbury – Village Hall booking refund following cancellation	71.00
Payment Total	£2513.52

7.1.2 **On-line payments**

Clerk’s Salary	609.00
Clerk’s Expenses- (<i>photocopying £2.25, paper £5, stamps £20.16</i>)	27.41
Cllr. Harrison – Ink cartridges	35.98
AOL internet connection charge – quarterly fee	30.62
Quarterly phone calls	0.93
Rebecca Clark – Play Area gate / Sports Pavilion cleaning	165.00
Village Hall Caretaker / Secretary	312.50
Village Hall Cleaner	156.18
Smiths Gore – Cricket Field rent	150.00
Smiths Gore – Allotment rent, Acaster Lane	72.50
Bishopthorpe History Group – Donation £300 towards purchasing a laptop	300.00
Sports Turf Services (York) Ltd – Ferry Lane grass cuts	124.80
City of York Council commercial waste – Village Hall	56.81
City of York Council commercial waste – Sports Pavilion	52.00
Invalifts – 12 months service agreement 14/11/14 to 29/11/15	352.26
City of York Council Drainage Dept – clear drains at Village Hall 29/9	105.60
City of York Council Drainage Dept – clear drains at Village Hall 7/10	105.60
Backhouse Environment Services – Balance for mole removal Ferry Lane	89.00

Payment Total	£2746.19
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TOTAL PAYMENTS	£5259.71
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7.2 Income Receipts

Second instalment from City of York Council – Precept	14,000.00
Village Hall Management Committee – September payment	1190.70
Bishopthorpe Play Group – September 1 st rent	1225.00
Late allotment payment – Mr Thomas	17.93
Late allotment payment – Mr Hirst	21.10
Late allotment payment – Mr Whitfield	13.05
Late allotment payment – Mr Cowell	13.05

Income Total	£16,480.83
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Approval of financial transactions proposed by Cllr. Jemison and seconded by Cllr. Mrs Green. Carried Unanimously.

- 14/167 8 **School Governors**
- 8.1 *Infants School* –Nothing to report.
- 8.2 *Junior School* – Cllr. Mrs Green reported that the school’s Gardening Club has been suspended until the Spring Term. The Christmas Fayre will be held on Saturday 22nd November.
- Cllr. Harrison reported that Christine Packer, the City of York Council Travel Advisor, advised the School Travel Group of the following information regarding their request for a crossing patrol on Sim Balk Lane:
- “A number of options have been carefully considered with our recommendations put forward. It should be noted that this is a feasibility study which has been undertaken as part of our safe routes to school programme and was approved by councillors earlier this year (prior to the petition being received). No decision has been made whether to take forward any options. At this stage council officers can only put forward recommendations as we are not authorised to take the project forward. The decision on whether or not to proceed will be taken by the Cabinet Member for Transport. If the scheme is approved it will be subject to funding being available, which in the current climate of austerity cannot guaranteed”*
- Cllr. Harrison reported that the preferred safety option being put forward would be to build out the footpath and amend kerb lines at the junction of Sim Balk Lane with Main Street. Cllr. Jemison questioned whether this would actually allow safer visibility of oncoming traffic along Sim Balk Lane and suggested that a pedestrian crossing would be better. Cllr. Mrs Green stated that the proposals put forward did not seem to take in to account the impact they would have on traffic at busy times.
- Cllr. Mrs Conley left the meeting at 8.04pm*
- 14/168 9 **Parish Council Youth Award**
- 9.1 *Committee Report* – Cllr. Mrs Gajewicz confirmed that posters advertising this year’s award have been placed in strategic places around the village, with further copies emailed to Football contacts by Cllr. Featherstone. One nomination has been received to date.
- Cllr. Mrs Gajewicz asked the Councillors to forward a list of email contacts to promote the Award. **Action All Councillors.**
- Cllr. Harrison reminded the meeting that the Award Evening has been changed from the 14th January to the 21st. Unfortunately it isn’t possible for the selected judge to attend on the 21st so a decision was taken that the Parish Council (namely the Chairman and the Clerk) will judge this year’s award. Cllr. Mrs Green wished to register her disagreement with this decision and expressed a preference for an independent judge. Cllr. Harrison countered that the Award was granted by the Parish Council who had the right to judge the contest.
- Cllr. Mrs Gajewicz left the meeting at 8.05pm*
- 14/169 10 **Pinfold**
- 10.1 *Committee Report* – Nothing to report.
- 14/170 11 **Sensory Garden**
- 11.1 *Committee Report* – Nothing to report.
- 11.2 *Mosaic repairs* – Cllr. Harrison wished to thank Alison Williams for making repairs to the mosaic in the Sensory Garden

- 14/171 12 **Police Liaison**
12.1 *North Yorkshire Police Force* – A report has not been received from PCSO Angela Hollywood
- 14/172 13 **Local Council Association**
13.1 *YLCA Update* – The White Rose Update has been circulated to all Councillors.
13.2 *Openness of Local Government Bodies Regulations 2014* – The Agreement was signed by the Chairman and formally adopted as part of Bishopthorpe Parish Council’s Standing Orders.
- 14/173 14 **Highway Matters**
14.1 *Disabled parking bay* – The City Council will arrange to move the disabled parking bay in front of the Post Office on Main Street, to Sim Balk Lane once the Post Office relocates.
- 14/174 15 **Correspondence**
15.1 City of York not covered elsewhere
15.1.1 None
15.2 Others
15.2.1 *Consultation paper on the proposed merger of the four local justice areas in North Yorkshire* – Noted.
15.2.2 *Letter from Julian Sturdy MP* – Noted.
- 14/175 16 **Ward Committee**
Nothing to report.
- 14/176 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972.**
• None
- 14/177 18 **Date and time of next meeting – Tuesday 25th November 2014 – at the Village Hall**

Meeting closed at 8.16 pm