

Minutes of the meeting held at the Village Hall on Tuesday 25th November 2014.

The Chairman opened the meeting at 7.05 pm.

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.

14/178 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).

14/179 2 **Apologies for absence.**

None - Cllr. Mrs Gajewicz gave notice that she would leave the meeting at 8pm to attend the village Pantomime rehearsal.

14/180 3 **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 Conley declared a personal interest in item 5.1.5

14/181 4 **Minutes of Meeting 28th October 2014**

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

14/182 5 **Consideration of Planning Matters and recommendations of the Planning Group**5.1 **Notice of Applications received**

- 5.1.1 **Site of Ferry Cottage, 6 Ferry Lane.** Erection of two storey dwelling and detached garage following demolition of existing dwelling (resubmission). 14/02466/FUL. No Objection – comments made.
- 5.1.2 **Manor Farm House, Bishopthorpe Road.** Certificate of Lawful Use for House of Multiple Occupation (use Class C4). 14/02512/CLU. No Objection
- 5.1.3 **2 Acaster Lane.** Side extensions including attached garage and single storey rear extension. 14/02371/FUL. No Objection
- 5.1.4 **Manor Farm House, Bishopthorpe Road.** Change of use from HMO (use class C4) to flexible use residential /HMO (Use Class C3/C4). No Objection – comments made.
- 5.1.5 **1 The Orchard.** Crown-lift Oak Tree. Tree protected by the Tree Protection Order CYC67. 14/02679/Tree Protection Order. No Objection
- 5.1.6 **8 Maple Avenue.** Two storey extensions to side and rear with rooms in roof and porch to front. 14/02553/FUL. No Objection
- 5.1.7 **11 Appleton Road.** Single storey rear extension. 14/02544/FUL. Objection.

- 452 Notice of decisions given (*Parish Council decisions are highlighted in red*)
5.2.1 **25 Lang Road.** Dormers to side and rear and roof lights to rear. 14/02039/FUL. (No Objection). Approved

5.3 Other Planning Matters

- 5.3.1 *Payments for new development* – Cllr. Mellors reported that he has received no response from Dave Meigh of the City Council but will continue to chase for confirmation of Section 106 payments due to Bishopthorpe Parish Council.

At this point in the meeting Cllr. Harrison brought forward item number 6.3.1. Cllr. John Galvin's email was read to the meeting in which it was stated that there is no legal obligation for the City Council to channel Section 106 funds directly to Parish Councils. Cllr Galvin has applied for funding on behalf of St Andrew's Trust and one other '*potential qualifying recipient organisation*'. Cllr. John Galvin stressed that he intends to be fully involved in the distribution of monies within the Ward.

It was commented that Section 106 funds must be used towards the provision of open space development and not for maintenance upkeep.

Cllr. Harrison stressed that any funds raised under this scheme as a result of development in Bishopthorpe should specifically be used for open space developments in the village and not distributed randomly in the Ward.

- 5.3.2 *Diseased & Dangerous Chestnut Tree - Middlethorpe Hall* – noted

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Services

6.1 Village Hall Management Committee

- 6.1.1 *Management Committee Report* – A quote has been received from the City Council Ancient Monuments Department for painting the facade of the Village Hall. The cost of this would be £1810 + Vat and would include the following:
- Inspection of the Village Hall front wall
 - Re-fix and dowel the corner coping stones
 - Cutting out and re-pointing all coping joints and dowels where necessary
 - Front face wall clean and loose paint removal
 - Repairs to wall where necessary and repaint – two coats
 - Front railings repairs – removal of rust (sand blast) and repaint (primer, under-coat and gloss black).

The Councillors agreed that the railings are of concern and the work suggested would only be a temporary fix. It may be cost effective to replace them and Cllr. Jemison offered to investigate the cost of new ones. **Action Cllr. Jemison.**

Cllr. Harrison noted that the plaques embedded in the Village Hall wall only appear to retain the sealant for approximately two years before leaking and staining the paint work. Various solutions were discussed and it was concluded that Cllr. Jemison will ask for specialist advice from the City Council before allowing work to commence.

Cllr. Jemison reported that Keith Thornton has hung various pictures inside the entrance of the hall. These were supplied by the village organisations that use the hall and framed by Bishopthorpe Photographic Club. The Parish Council would like to thank all involved in this project.

Cllr. Jemison reported that the Badminton Club has requested a place to store their equipment inside the hall. Cllr. Jemison is in the process of obtaining the cost of new lockers to be placed in the carpet room.

6.1.2 *Replacement of coping stones* – Refer to item 6.1.1

6.1.3 *Email from Oliver Scurry* – In the email, Oliver explained that he is working with project Riandu in Bishopthorpe, helping to raise £1000 towards building a school in Kenya for the deaf in the Summer of 2015. Oliver asked the Parish Council if he could use the Village Hall for a fund-raising evening at the end of January.

Cllr. Mrs Green proposed that for this one-off funding raising event organised by a school child, the hall should be offered at the preferential rate of £10. Cllr. Elsworth seconded this proposal. Agreed by majority decision. Clerk to advise Oliver and Marie Addinall. **Action Clerk.**

6.1.4 *Letter from Invalifts Ltd* – At the last inspection Invalifts Ltd noted that a copy of the O&M Manual is not available on site and offered to provide a new one at a cost of £104 + VAT. The Caretaker will be asked if he holds a copy before Invalifts are contacted. **Action Cllr. Jemison**

6.1.5 *Replacement of village notice board* – Cllr. Jemison offered to obtain quotes for the supply of a new board. **Action Cllr. Jemison**

6.2 Sports and Leisure Management Committee

6.2.1 *Management Committee Report* – Cllr. Featherstone reported that he arranged for the City Council to replace the missing commercial waste bin.

Cllr. Jemison reported that Lewis Tree Surgeons have provided a quote to remove the Beech tree at the edge of the car park. It was agreed that another company will be contacted to provide a second quotation before a decision is made. Cllr. Harrison confirmed that due to the need to act quickly to make the tree safe, Cllr. Jemison has the authority to spend up to the sum of £1024. Once the second quote is received a decision can be made to remove the tree before the next meeting of the Parish Council. Seconded by Cllr. Featherstone and agreed unanimously. **Action Cllr. Jemison**

6.2.2 *Upgrade of facilities – conversion of store room to new toilet* – No response has been received from the three contractors contacted. The Clerk was requested to chase them. **Action Clerk.**

6.2.3 *Bishopthorpe Utd development plans* – Nothing to report.

Cllr. Featherstone requested a spare Sports Pavilion key for White Rose Footballers. Cllr. Harrison agreed to provide one to him from the stock of spare copies he holds. **Action Cllr Harrison**

6.2.4 *Letter from John Latimer regarding moles* – Cllr. Featherstone reported that the moles have been removed but may return due to the field's proximity to the river.

6.2.5 *Fire inspection recommendations* – Cllr. Featherstone presented a quotation from Dennis King Electrical Ltd for the nursery side of the Sports Pavilion (following the recommendations in the Fire Inspection report) and offered to obtain a further two quotations before a decision is made where to award the job. **Action Cllr. Featherstone**

- 6.2.6 *Letter from Jonathan Short* – Mr Short’s letter was read to the meeting in which the Parish Council were informed of the number of grass cuts made to the field this year. It was agreed that Mr Short does a very good job of keeping the field neat and the hedges tidy and it was suggested that he should be offered sole responsibility for the job in 2015 instead of splitting it between himself and Sports Turf Services. Cllr. Featherstone offered to contact Sports Turf Services and Mr Short to discuss details. **Action Cllr. Featherstone**

6.3 Finance Committee

- 6.3.1 *Email from Cllr. John Galvin* – refer to item 5.3.1

Cllr. Harrison gave an update to the meeting regarding the current financial position of the Parish Council. Expenditure to date stands at £45.5k and income £47k. The budget for both items to the year end March 2015 is £56.5k. Reserves held in the bank are £46k. Cllr. Harrison confirmed that there is scope to allow a cautious amount of spending on new projects in the current financial year.

Cllr. Mellors suggested that the Parish Council should seek to repay extra instalments to the PWLB loan to reduce overall liability, if excess balances are held in reserve.

6.4 Field 84, Riverside and Footpaths Working Party

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

- 6.4.2 *Ferry Cottage* – Cllr. Mellors offered to contact Erik Matthews at the City Council to discuss this case further. **Action Cllr. Mellors**

Cllr. Mrs Gajewicz left the meeting at 8pm.

6.5 Youth Support and Children’s Recreation

- 6.5.1 *Monthly inspection update* – Cllr. Mrs Green reported that youths have been caught hiding in the playground play pipes at closing time so that they will be locked in the park after closing. Cllr. Mrs Green reported no other issues arising from last month’s inspection. The inspection kit was passed to Cllr. Harrison for the forthcoming month.

6.6 Allotments

- 6.6.1 *Monthly update* – Cllr. Neale will continue to chase the one outstanding allotment rent due from Mr Burrans and Mr Thomas for plot 51a Appleton Road. This was due to be paid on the 1st October 2014.

6.7 Senior Citizens Support

- 6.7.1 *Monthly update* – Cllr. Mrs Green reported that the caravan has returned to Vernon House car park and has been reported to PCSO Angela Hollywood.

6.8 Web-Page Management

- 6.8.1 *Monthly update* – Nothing to report. Cllr. Harrison asked Cllr. Mrs Conley to change the date of the next meeting on the web page. **Action Cllr. Mrs Conley**

6.9 Environmental and Sustainability Issues

- 6.9.1 *Monthly update* – Cllr. Mrs Green reported that at the recent meeting of York Environment Forum it was suggested that by increasing the density of housing in the inner city (from forty units per hectare to one hundred units) pressure to build on green belt areas could be relieved.

Cllr. Mrs Green gave an update for the Grand Recycling Day which will be held at the Village Hall on Saturday 10th January between 10 am and 2 pm. BBC Look North presenter, Harry Gration, will attend to open the day. The Councillors were asked to volunteer some time to help with activities.

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

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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
	AON Annual Village Hall insurance		1747.95

Payment Total	£2103.95
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Clerk’s Salary	609.00
Clerk’s Expenses- (<i>photocopying 4.14, Batteries for Dictaphone £7.00, Ink cartridges £44.67</i>)	55.81
Village Hall Caretaker / Secretary	312.50
Village Hall Cleaner	144.00
Yorkshire Water Village Hall third quarter	95.19
Yorkshire Water Allotments Appleton Road third quarter	16.69
Yorkshire Water Sports Pavilion third quarter	575.85
Yorkshire Water Allotments Acaster Lane third quarter	18.76
Sports Turf Services Grass cutting Ferry Lane	124.80
Andrew’s Garden Services – Play Area grass cuts	200.00
Brunswick Organic Nursery – upkeep of Sensory Garden (annual fee)	240.00
Andy Powell – Decoration of Sports Pavilion inside rooms	720.00
Ainsty Landscapes – Cricket / Sports field grass cuts July to November	1020.00
Npower – Sensory Garden lights	77.57
Lupton Fawcett Denison Till Solicitors – extension of lease Sports Field	1236.00

Payment Total	£5446.17
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TOTAL PAYMENTS	£7550.12
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* *No payments referred to Village Hall Management Committee for authorisation this month*

7.2	<u>Income Receipts</u>		
	New allotment rent – Mrs Hartwell plot 30 Appleton Road		8.05
	Village Hall Management Committee October rent		1096.00
	New Allotment rent – Lorna Galdas		8.05

Income Total	£1112.10
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Approval of financial transactions proposed by Cllr. Neale and seconded by Cllr. Mrs Green. Carried Unanimously.

- 14/185 8 **School Governors**
- 8.1 *Infants School* – Cllr. Elsworth reported that work on the Music Room extension is planned to begin at Easter 2015. A Community Open Day will be held at the school on Thursday 11th December with the invitation extended to all villagers. Currently the school are performing nativity plays for parents.
- 8.2 *Junior School* – Cllr. Mrs Green reported that the School Fayre, which was held on Saturday 22nd November, was a success.
- 14/186 9 **Parish Council Youth Awards**
- 9.1 *Committee Report* – One nomination has been received to date. The Councillors were asked to actively promote this competition before the closing date of Monday 8th December. **Action All Councillors.**
- 14/187 10 **Pinfold**
- 10.1 *Committee Report* – Nothing to report.
- 14/188 11 **Sensory Garden**
- 11.1 *Committee Report* – Nothing to report.
- 14/189 12 **Police Liaison**
- 12.1 *North Yorkshire Police Force* – No report forwarded to the Clerk.
- 14/190 13 **Local Council Association**
- 13.1 *YLCA Update* – Cllr. Mellors reported the following items
- Sharon Brookes gave a presentation at the last Yorkshire Local Councils Association meeting about the Complaints Procedure. A new questionnaire has been compiled, on which complaints can be recorded.
 - Katy Fisher discussed Community Emergency Planning for Parishes. Cllr. Harrison took details from Cllr. Mellors to study with the view of producing a template for Bishopthorpe.
 - On Thursday 22nd January 2015, City of York Council will hold a training day entitled ‘Working Together’. Representatives from Parish Councils are encouraged to attend.
 - The future provision of Council funded services is under the spotlight with proposals to either abandon them or pass the responsibility and funding commitment to Parish Councils.
 - It was suggested that in future, Parish Councils may wish to work together to provide services to their communities to take advantage of Economies of Scale.
 - Changes will occur in double taxation provision over the next three years.
 - Boundary changes have been proposed by Central Government but these do not affect Bishopthorpe.
 - The Local Plan has been postponed for the time being.
 - The Precept is now no longer a standalone payment of one sum but comprises of a precept amount and a separate grant. (The amount of precept received for Bishopthorpe for 2014/15 was £26,296 which was paid together with a grant of £1,704).
- 13.2 *Campaign to Protect Rural England* – Magazine passed to Cllr. Mrs Green
- 13.3 *Countryside Voice* – Magazine passed to Cllr. Mrs Green.

- 14/191 14 **Highway Matters**
- 14.1 *Email from Elizabeth Harris* – Mrs Harris contacted the Parish Council to request alterations to the land in front of Sim Balk Lane shops. This land is privately owned by the shop owner and is not under Council control. The Clerk was requested to contact Mrs Harris to impart this information. **Action Clerk.**
- 14/192 15 **Correspondence**
- 15.1 City of York not covered elsewhere
- 15.1.1 None
- 15.2 Others
- 15.2.1 *Email from Emily Brady of Yorkshire Water regarding changes to private sewage pumping stations* – Posters have been displayed on the Village and the Parish Council notice boards.
- 15.2.2 *Letter from Lionel Chatard, Middlethorpe Hall* – Noted.
- 15.2.3 *Email from Cllr. Mrs Conley* – Cllr. Mrs Conley emailed the Councillors to show pictures of mud on footpaths around the contractor site on junction of Maple and Beech Avenue. A number of villagers have complained to Cllr. Mrs Conley that there is a problem in this area arising from the construction work on the Airey Houses. The contractors have been asked to use a pavement scrubber to clean the pavement. Additionally residents of The Orchard have complained that contractors' vehicles are left during working hours along their road.
- Cllr. Mrs Green agreed to raise these issues at the next site meeting.
- 14/193 16 **Ward Committee**
- Nothing to report.
- 14/194 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972.**
- Cllr. Harrison reported that the village Post Office will relocate to Sim Balk Lane on Thursday 19th February 2015.
- 14/195 18 **Date and time of next meeting – Tuesday 9th December at Vernon House**

Meeting closed at 8.44 pm