

Minutes of the meeting held at the Village Hall on Tuesday 27th January 2015.

The Chairman opened the meeting at 7.03 pm.

Council Members Present:

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

1/15 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).

2/15 2 **Apologies for absence.** Cllr. Jemison (Vice Chair) and Cllr. Mrs Conley

3/15 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 items of interest were declared.*

4/15 4 **Minutes of Meeting 9th December 2014**

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

5/15 5 **Consideration of Planning Matters and recommendations of the Planning Group**

5.1 Notice of Applications received

5.1.1 **4 Ferry Lane.** Fell Silver Birch and fir tree in a Conservation Area. 14/03002/Tree Conservation Area – Decision to be reached.

5.1.2 **9 Keble Park North.** Two storey rear extension and single storey side extension. 14/02896/FUL. Comments made – Decision to be reached.

5.1.3 **8 Maple Avenue.** Revised plans have been submitted for the proposed two storey side and rear extensions, with room in the roof and porch to front of the dwelling house. 14/02553/FUL – Notification only.

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

5.2.1 **1 The Orchard.** Crown-lift Oak Tree. Tree protected by the Tree Protection Order CYC67. 14/02679/Tree Protection Order. (**No Objection**). Approved

5.2.2 **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**). Approved

5.2.3 **11 Appleton Road.** Single storey rear extension. 14/02544/FUL. (**Objection**) Application withdrawn

- 5.2.4 **2 Acaster Lane.** Side extensions including attached garage and single storey rear extension. 14/02371/FUL. (No Objection) Approved
- 5.2.5 **Site of Ferry Cottage, 6 Ferry Lane.** Erection of two storey dwelling and detached garage following demolition of existing dwelling (resubmission). 14/00313/FUL. (Cllr. Mellors agreed to draft a letter of caution that will highlight the proximity of the proposed new dwelling to the Sports Pavilion. It will also be pointed out that the new occupiers must be made aware of related noise issues that may arise from Play Group and all Sports Clubs and will not be permitted to lodge complaints of such retrospectively). Approved

5.3 Other Planning Matters

- 5.3.1 *Payments for new developments* – Bishopthorpe Parish Council has received a total amount of £8,464.20 under Section 106 payments to date. £2,836.00 was awarded to Bishopthorpe this financial year.

Strict spending guidelines must be adhered to for this award, which are as follows: 24% open space use, 42% play use and the remaining 34% for sports use.

During this financial year St Andrew’s Trust received the 24% of the sum awarded to Bishopthorpe direct from City of York Council for open space use i.e. £681.

The Parish Council were therefore responsible for the remainder i.e. 42% £1,191 for play use and 24% £964 for sports use. A proposal was put forward by Cllr. Harrison to

- Play use - Replace the bark chippings in Play Area £794
- Play use – Donation to Ferry Lane Play Group - £397

Sports use

- Donation to the Senior Football Club £327
- Donation to the Cricket Club £327
- Donation to the White Rose Junior Football Club £310

This was seconded by Cllr. Mrs Green and agreed unanimously. Clerk to inform the Clubs when precept is due in March. **Action Clerk.**

- 5.3.2 *Application: Designation of a Neighbourhood Plan Area* – The Parish Council has been notified that Copmanthorpe and Fulford Parish Councils have submitted a Neighbourhood Plan. It was agreed that Bishopthorpe Parish Council will consider a Neighbourhood Plan for Bishopthorpe following the election in May.

6/15

6 **Services**

6.1 Village Hall Management Committee

- 6.1.1 *Management Committee Report* – Nothing to report.
- 6.1.2 *Village Hall facade repairs* – A representative from the City Council’s Ancient Monuments Department recently attended a site meeting with Cllr. Jemison to discuss the repairs required to the Village Hall facade. A quote for the work is to be provided.
- 6.1.3 *Notice board* – Nothing to report.

6.1.4 *Quote from Advance Fire Services for fire extinguisher service* – Following a recent fire inspection, Advance Fire Services recommended regular maintenance of the fire alarm system. A quotation of £62.50 per bi-annual visit was provided and it was agreed that the Parish Council are happy to accept this. The Clerk was asked to forward the information to the Caretaker and ask him to arrange for the service to commence. **Action Clerk.**

6.2 Sports and Leisure Management Committee

6.2.1 *Management Committee Report* – No recent meeting.

6.2.2 *Upgrade of changing room and shower facilities* – Three contractors have been asked to provide quotes for the conversion. To date no quotes provided.

- Cllr. Mrs Green offered re-contact and discuss the requirements with Simon Sykes Builders. **Action Cllr. Mrs Green.**
- Adam Swan builders refused the job and referred the Parish Council to their plumbing sub-contractor - Gary Reynard of NG Plumbing and Heating - who has been out to view.
- The Clerk was asked to re-contact Keith Rowntree for the third time to enquire if he understands the extent of the work required. **Action Clerk.**

6.2.3 *Football Club development plans* – Cllr. Featherstone reported that the City Council has indicated that the field behind London Bridge petrol station may become vacant in 2016 when the farmer's lease expires and has offered to finance and undertake a feasibility study. The village Football Clubs are looking to use this field as additional playing space as their numbers continue to expand.

6.2.4 *Fire inspection recommendations* – Three quotes have been received from FUSE, Advance Fire Services and Dennis King Electricals. However, it was agreed that the upgrade of changing facilities first be undertaken before altering the lights. It was suggested that once a builder has been appointed (refer item 6.2.2) the Parish Council will make a decision which quote to accept and ask for the jobs to run concurrently.

6.2.5 *Request from Angela Brown, Chair Bishopthorpe Play Group – payment of paper towels* – Following a lengthy discussion it was agreed that the Parish Council are not prepared to pay for paper towels for Play Group. It was suggested that the group might wish to purchase and then lock away their own supply and that the Football and Cricket Clubs will be responsible for purchasing their own. Clerk to inform Angela Brown, chair of Play Group of the decision. **Action Clerk.**

6.3 Finance Committee

6.3.1 *Committee Report* – No recent meeting.

6.3.2 *Clerk's salary* – The Clerk left the room.

It was agreed in her absence that her salary will be increased to Salary Point 22 (14 hours per week) to £7,680 per annum (£640 per month) with effect from 1st January 2015 as recommend under by NALC 2014-16 National Salary Awards. In addition a non-consolidated (one-off) payment of £100 for employees on Salary Scales 5-49, as recommended under the salary awards, will be carried forward from December 2014 and paid to the Clerk in February 2015.

The increase was proposed by Cllr. Harrison and seconded by Cllr. Mrs Green. Agreed unanimously. On her return, the Clerk thanked the Councillors.

- 6.3.3 *Parish Precept* – Commenting on the current financial situation of the Parish Council, Cllr. Harrison remarked that the Double Taxation payment has not yet been made to in respect of grass cutting. Additionally it was noted that rental income generated by the Village Hall is down this year so far.

However, it was agreed that the precept could be maintained at the current level of £28,000. Clerk to inform the City Council of the Parish Council's request by 30th January. **Action Clerk.**

- 6.3.4 *Council Tax Base* – Noted.

- 6.3.5 *HMRC paying your PAYE electronically* – The Clerk ensures that HMRC returns are kept up to date on a monthly basis but it was stressed that the Parish Council does not employ any direct staff.

6.4 Field 84, Riverside and Footpaths Working Party

- 6.4.1 *Working party report* – A quote of £300 has been received from JRB Tree Surgery to severely reduce (pollard) one Oak Tree which overhangs the Cricket pitch. Cllr. Mellors informed the meeting that this work would require the submission of a planning application.

A suggestion has been made by Linda Haywood of Bishopthorpe History Group that Field 84 could be planted with poppies by the Parish Council in commemoration of WW1. The Councillors agreed that this would be a fitting tribute and Cllr. Mrs Green offered to investigate the cost of poppy seeds.

- 6.4.2 *Ferry Cottage* – Nothing to report.

6.5 Youth Support and Children's Recreation

- 6.5.1 *Monthly inspection update* – The inspection kit was passed from Cllr. Harrison to Cllr. Mrs Green for the month going forward. No issues were reported from Cllr. Harrison.

6.6 Allotments

- 6.6.1 *Allotment plot number 51a, Appleton Road - Mr Burrans and Mr Thomas payment of £12.47 overdue from 1st October 2014 – Request to send notice to terminate agreement.* Cllr. Neale reported that contact has finally been made with Mr Burrans who confirmed that he and Mr Thomas no longer wish to rent the allotment. Cllr. Neale will arrange for it to be advertised for let.

Acaster Lane site is fully let and there are three available plots at Appleton Road.

6.7 Senior Citizens Support

- 6.7.1 *Monthly update* – Cllr. Mrs Green reported that the Saturday morning meeting of Catalyst Community Resource Group in the Marcia is very well attended.

Quench Cafe continues to be successful and new volunteers are being sought.

Following the temporary closure of Vernon House various groups have managed to meet in other venues in the village on a temporary basis but other groups have suspended meetings until Vernon House re-opens.

6.7.2 *Vernon House update* – Cllr. Mellors reported that the City Council have made no progress with the required alterations at Vernon House. They are still undertaking the scope and costing of the work necessary. Cllr. Mellors remarked that the City Council are aware that the Parish Council has offered financial assistance and close contact will be kept with Dennis Southall of the City Council to keep abreast of progress.

6.8 Web-Page Management

6.8.1 *Monthly update* – Cllr. Harrison remarked that the minutes are not up to date on the webpage and that the last meeting date is displayed as 9th December 2014. Cllr. Mrs Conley, who is responsible for updating the webpage, will be asked to investigate.
Action Cllr. Mrs Conley.

6.9 Environmental and Sustainability Issues

6.9.1 *Monthly update* – Cllr. Mrs Green reported the following items:

- The York Environment Forum wish for greater Parish Council involvement at their meetings. Only two Parish Council are currently involved (Bishopthorpe Parish Council being one of those).
- The Local Plan was the main topic of discussion at the last York Environment Forum meeting.
- Cllr. Mrs Green attended a meeting entitled ‘Engaging-lunchtimes’ where the work of Parish Councils was outlined and the meeting used as a training mechanism for City of York Council employees.

6.9.2 *Recycling day 2015* – Cllr. Mrs Green reported a successful day: over sixty pairs of reading glasses were donated and recycled as well as a large amount of garden tools. Relocating the coffee and tea provision to the upstairs kitchen allowed for better use of the ground floor space. Workshops were not so well attended this year and it was suggested that bringing them down from the stage area may work better in 2016. A further consideration for next year will be greater provision of seasonal workshops.

The Parish Council agreed to pay for a 2016 advertising banner to replace the one that was stolen from the fence at the top of Sim Balk Lane.

6.10 Accessibility Network

6.10.1 *Monthly update* – Nothing to report.

7/15

7

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
Joe Curtis – Youth Award Winner 2014	150.00
Charlotte Beadle – Youth Award Winner 2014	150.00

Payment Total

£656.00

Clerk's Salary	609.00
Clerk's Expenses- (<i>photocopying £ 3.24, phone calls for quarter £1.31</i>)	4.55
Youth Award catering	15.58
AOL quarterly charge	30.62
Village Hall Caretaker / Secretary (December and January)	962.58
Keys for Village Hall – Shirley Burden	10.00
JRB Tree Surgery – fell dangerous tree outside the Sports Pavilion	400.00
Dennis King Electrical Ltd – PAT test Village Hall	154.80
Dennis King Electrical Ltd – Sports Pavilion Floodlight repairs	70.80
Smiths Gore – Glebe Sports Field	125.00
Smiths Gore – Rent increase following renewal of agreement	349.86
Smiths Gore – 1m ransom strip charge	1.00
Advance Fire Services – Annual equipment test – Sports Pavilion	73.44
Rebecca Clark – Play Area Gate 26/10/14 to 24/1/15	273.00
Backhouse Environmental – Mole trapping 30/11/14	135.00
City of York Council – waste collection Village Hall	56.81
Cllr. Harrison – Canon ink cartridge	21.00
PRS for Music – Village Hall annual fee	197.65
Shirley Burden – Mugs for Village Hall	9.00
York Christmas Trees (paid 15th December 2014)	160.00

Payment Total	£3659.69
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TOTAL PAYMENTS	£4315.69
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* *No payments referred to Village Hall Management Committee for authorisation this month*

7.2 Income Receipts

Village Hall Management Committee – December takings	300.20
New allotment let – Appleton Road plot 12	8.05
Village Hall Management Committee – Ebor Players panto rent of hall	1190.00

Income Total	£1498.25
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Approval of financial transactions proposed by Cllr. Mrs Gajewicz and seconded by Cllr. Mrs Green. Carried Unanimously.

8/15

8

School Governors

8.1 *Infants School* – Nothing to report.

8.2 *Junior School* – Cllr. Mrs Green reported that she will be handing out potatoes in assembly so that the children can chit them at home for planting when Gardening Club recommences in Spring.

£140 has been recently raised from sale of Bishy Bags at the Co Op and the money donated to school funds.

Cllr. Harrison reported that he was recently invited to attend the School's Travel Group meeting and discovered that the build out in the road at the bottom of Sim Balk Lane has been approved by the City Council and is now placed on their list for attention when funds allow.

The Travel Group wish to widely promote the no car day (for travelling to school) and have requested a sum of £40 from the Parish Council to help towards the cost of obtaining a banner. Cllr. Harrison proposed that the Parish Council should contribute this sum. This was seconded by Cllr. Featherstone and agreed unanimously.

- 9/15 9 **Parish Council Youth Awards**
- 9.1 *Committee Report* – This year's winners, Charlotte Beadle and Joe Curtis were presented with their awards and a cheque for £150 each at the recent Award Evening held on 21st January. Thanks go to Cllr. Mrs Green for presenting the awards in the absence of the Chairman who could not attend due to work commitments.
- 10/15 10 **Pinfold**
- 10.1 *Committee Report* – Nothing to report.
- 11/15 11 **Sensory Garden**
- 11.1 *Committee Report* – Nothing to report.
- 11.2 *Damage to mosaic* – Damage has been reported to the mosaic which was only recently repaired in October 2014.
- 12/15 12 **Police Liaison**
- 12.1 *North Yorkshire Police Force* – No report received from PCSO Angela Hollywood
- 13/15 13 **Local Council Association**
- 13.1 *YLCA Update* – Cllr. Mellors reported the following items from the recent meeting of the Joint Executive Board:
- Case work has dropped in frequency.
 - Yorkshire Local Councils Association's financial situation is healthy.
 - A change is occurring to the Local Councils Award Scheme.
 - Yorkshire Local Councils Association is encouraging all Parish Councils to obtain the new Foundation Award.
 - Employee pensions are being raised.
 - A panel of Internal Auditors is being offered to Parish Councils – Bishopthorpe Parish Council has appointed one of their own.
 - Changes to Councillors' personal car insurance maybe necessary if their vehicle is being used in connection with their employment.
- 13.2 *Harrogate District Parish Council Workshop* – Noted.
- 13.3 *Campaign to Protect Rural England – Autumn newsletter* – details passed to Cllr. Mrs Green for Link Magazine
- 13.4 *Our York – Community Conference 27th February – Priory Street Centre* – Cllr. Harrison will attend this meeting.
- 13.5 *Yorkshire Local Councils Association – White Rose update* – Details emailed to all Councillors.
- 13.6 *Yorkshire Local Councils Association – Plain English guide to the planning system*- Noted.
- 13.7 *Yorkshire Local Councils Association – Minerals and waste local plan*- No sites are to be located in the vicinity of Bishopthorpe.

13.8 *Yorkshire Local Councils Association – New legal right to use electronic communication to send the summons for Council meetings.* Information is sent electronically to Bishopthorpe Parish Councillors. It was agreed that a paper copy of the Agenda will continue to be displayed monthly in the Parish Council notice board. **Action Clerk.**

14/15 14 **Highway Matters**

14.1 *None.*

15/15 15 **Correspondence**

15.1 City of York not covered elsewhere

15.1.1 *Email from Katie Fisher re Emergency Planning* – Cllr. Harrison agreed to investigate this further commenting that although Bishopthorpe does not have a specific Emergency Plan, the village is included in one at the City Council in the event of flood.

15.2 Others

15.2.1 *None.*

16/15 16 **Ward Committee**

Nothing to report.

17/15 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972.**

- Cllr. Mrs Green informed the meeting that a dance is to be held on the 28th February at the Church Hall to raise funds for project Riandu. Tickets will cost £10 and are available from Alistair Dunn.
- Cllr. Mellors passed information regarding Affordable Housing to the Chair.
- Cllr. Mellors asked if any other Councillor would like to accompany him to the Local Branch Meeting on the 12th February.
- The annual Parish Council v Ebor Players darts match will be held on Wednesday 18th February in the Ebor.

18/15 18 **Date and time of next meeting – Tuesday 24th February 2015 – at the Village Hall**

Meeting closed at 8.19 pm