

Minutes of the meeting held at the Village Hall on Tuesday 28th April 2015.

The Chairman opened the meeting at 7.17 pm.

Council Members Present:

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

Mr Mark Askew also attended the meeting in capacity of Councillor Elect.

15/55 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).

15/56 2 **Apologies for absence.**

None

15/57 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 declaration were made.

15/58 4 **Minutes of Meeting 24th March 2015**

Cllr. Mrs Conley requested that the word 'owner' stated under item 14.1 should be changed to 'owners'.

Following this amendment, acceptance of the minutes was proposed by Cllr. Jemison and seconded by Cllr. Mrs Gajewicz. Carried unanimously by all who attended the meeting.

15/59 5 **Consideration of Planning Matters and recommendations of the Planning Group**5.1 Notice of Applications received

- 5.1.1 **16 Keble Park South.** Two storey rear extension and pitched roof over existing single storey rear extension. 15/00577/FUL. No Objection
- 5.1.2 **16 Coda Avenue.** Two storey side and single store rear extensions. 15/00580/FUL. No Objection
- 5.1.3 **The Woodman public house, Main Street.** Re-pollard Sycamore in Conservation Area. 15/00619/Tree Conservation Area. Cllr. Mellors stated that the Parish Council are unqualified to pass comment on this application.
- 5.1.4 **The Coach House, Hardgraves Mews, 26 Church Lane.** Single storey rear extension and alternations to garage to form one large opening. 15/00559/FUL. No Objection
- 5.1.5 **Orchard View, Church Lane.** Two storey front and rear extensions and replacement porch. 15/00518/FUL. No Objection
- 5.1.6 **8 Garbett Way.** Single storey rear extension. 15/00656/FUL. Objection.
- 5.1.7 **10 Acaster Lane.** Replacement conservatory to rear and side. 15/00827/FUL. No Objection

- 452 Notice of decisions given (*Parish Council decisions are highlighted in red*)
- 5.2.1 **40 Beech Avenue.** Single storey front extension. 14/02931/FUL (**No Objection**).
Approved
- 5.3 Other Planning Matters
- 5.3.1 *S106 Payments for new developments* – Cllr. Mellors reported that he recently held a discussion with Dave Meigh of the City Council regarding a payment due to the Parish Council under Section 106 (in connection with Manor Farm).
- Furthermore, a payment of £681, made to St Andrew’s Trust, was questioned by Cllr. Mellors with the City Council. It transpired that the request was made with assistance from Cllr. John Galvin and funds were granted to the Trust for the purpose of development and upkeep of the grounds.
- 5.3.2 *Complaint received from Mr Reynolds of Sim Balk Lane concerning posters placed on the adjoining wall by the Newsagent* – It was suggested that the posters are in breach of planning regulations as they have been erected in the Conservation Area without planning permission. The Clerk was asked to write to Rippleglen to point out this fact and ask that they be removed. **Action Clerk.**
- 5.3.2 *Development at 11 Appleton Road* – Permission was granted for this application under the new (temporary) Permitted Development Right Rule. The Parish Council are not aware if the neighbours have lodged a complaint.

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6 Services

- 6.1 Village Hall Management Committee
- 6.1.1 *Management Committee Report* – Cllr. Jemison reported the following items from the Committee meeting held on the 27th April:
- The Chair of the Badminton Club requested changing the colour of an inside wall stating that the current colour interfered with their game. The request was declined on the basis that the hall has a specific colour scheme and a change would be inharmonious.
 - The Badminton Club was annoyed that a one-off production by the Ebor Players had disrupted their playing schedule. However, it became apparent that it was necessary to cancel only one Monday evening session and two months’ notice had been given to the Club of the cancellation. Cllr. Jemison reminded the meeting that all users have equal rights to the Village Hall and no one group has priority.
 - A new water heater is to be fitted in the downstairs kitchen.
 - It was agreed that the maintenance contract with Invalifts Ltd, which is currently subcontracted to Aire Valley Lift Service and Repair, will be cancelled. *Aire Valley Lift Service and Repair* will be instructed direct to service the lift bi-annually for £100 for the two visits resulting in an overall financial saving for the Parish Council. **Action Clerk.**
- 6.1.2 *Village Hall facade repairs* – No local builders have shown any interest in this job despite numerous approaches from the Parish Council to ask for a quote.
- Additionally a quote, which was first requested from the City Council in July 2014, remains outstanding. It was agreed that if a builder could be engaged for the alteration at the Sports Pavilion the two jobs could be combined.

- 6.1.3 *Notice Board* – Cllr. Jemison reported that a new board has been installed and is working well.
- 6.1.4 *TV Licensing declaration* – The Village Hall does not need to hold a Television License as no broadcasts are watched in the building and no receiving equipment is installed. Clerk to reply. **Action Clerk.**
- 6.1.5 *Licensing Newsletter* – The City Council newsletter gives a comprehensive list of changes to the Licensing Laws and will be kept on file for future reference. **Action Clerk.**

6.2 Sports and Leisure Management Committee

- 6.2.1 *Management Committee Report* – Cllr. Featherstone reported a serious incident on the playing field which occurred recently and necessitated the involvement of the air ambulance. This prompted a debate of the merits of an on-site defibrillator with Cllr. Harrison recommending consultation with the Football Association before making a decision. Bishopthorpe village is in a fortunate position of being able to call upon the team of First Responders whose help in this particular incident was invaluable.

Cllr. Featherstone reported that Play Group has been in contact to complain that the Pavilion was left untidy and unclean following use by the Cricket Club. Cllr. Featherstone immediately contacted the Club requesting remedial action.

The urinals are blocked and it was suggested calling upon the services of Mark Webster Plumbing to clear them. **Action Cllr. Featherstone**

Cllr. Harrison reported that Bishopthorpe Play Group has made a request to install a land line. The Parish Council will agree to this on the basis that the Play Group is responsible for the cost of installation and running costs.

Cllr. Featherstone confirmed that the grass cutting contracts will remain the same as they were in 2014.

- 6.2.2 *Upgrade of existing facilities* – Nothing to report.
- 6.2.3 *Bishopthorpe Utd development plans* – Nothing to report.
- 6.2.4 *Applications for post of cleaner* – Cllr. Featherstone has arranged to meet with the two applicants on Thursday 29th.

6.3 Finance Committee

- 6.3.1 *Committee Report* – The draft accounts have been finalised by the Clerk and are with the Internal Auditor. This year Bishopthorpe Parish Council has been chosen, on a random basis, to produce a much larger, more detailed report to the External Auditor normally reserved for Councils with a turnover in excess of £200,000.

The Clerk complained that there is additional pressure on normal administration duties during April / May as the external auditor has consistently brought forward the reporting date (from 30th September in 2006 to the 8th June in 2015). This year the timing of this report is particularly felt as it coincides with election year.

6.4 Field 84, Riverside and Footpaths Working Party

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

6.4.2 *Ferry Cottage* – The cottage is a magnet for the attention of youngsters and the Parish Council fears that it is only a matter of time before a serious accident occurs on the premises. The City Council was first contacted on the 29th June 2011 to bring this matter to their attention when the Parish Council called for an Enforcement Order over the derelict remains. Over the past four years they have steadfastly refused to take any action and the site remains a potential hazard.

6.4.3 *Locked gate at Old Church Yard* – A report was made by Cllr. Mellors and Cllr. Mrs Green that the Old Church Yard was locked on Easter Sunday, which prevented the Sunrise Service taking place there at 6.45am as normal. The Clerk was requested to write to the Trustees to request a list of their opening times and bring the closure on Easter Sunday to their notice. **Action Clerk.**

6.5 Youth Support and Children's Recreation

6.5.1 *Monthly inspection update* – Cllr. Jemison reported that the wood perimeters have been replaced by Play Dale. The crawling tunnel roof is weather eroded and bare and it was suggested that Astroturf may be the solution.

6.5.2 *Sand / bark replacement* – It was agreed that Play Dale will be requested to undertake the following repairs as detailed in the annual inspection report:

- Top up and distribute the cushion –fall at a cost of £1653.00
- Top up and distribute the play grade silica sand at a cost of £2369.00
- Request a price to cover the top of the Crawling Tunnel with Astroturf.

These items will be paid for from Section 106 monies. **Action Clerk.**

6.6 Allotments

6.6.1 *Monthly update* – Cllr. Neale reported that all allotment plots are rented at this moment in time.

6.6.2 *Email from Brenda Silcock* – Mrs Silcock complained that allotment holders started a fire at the Appleton Road site, the smoke from which tainted her washing which was drying outside. The Councillors questioned the exact location of the fire stating that Brunswick Nursery could have been the culprit instead. Cllr. Harrison agreed to put an article in Link Magazine requesting consideration from allotment holders of houses in the locality if they decide to start a fire. **Action Cllr Harrison**

6.6.3 *Mr Cowell* – Cllr. Neale reported that Mr Cowell has dug and planted his plot following a reminder from the Parish Council to maintain it in decent order.

6.7 Senior Citizens Support

6.7.1 *Monthly update* – Cllr. Mrs Green confirmed the Keepmoat Builders have been commissioned by the City Council to re-wire and service the heating system in Vernon House.

At the same time Keepmoat have agreed to improve the kitchen free of charge. Work is due to start on the 5th May and it is hoped that the building will be allowed to reopen following the completion of work.

Cllr. Harrison reported that meetings have been held between the Parish Council and the Head of Housing at the City Council, Tom Britain, to ensure that the Parish Council are consulted at all stages but specifically with regards to the charging proposals for renting rooms once the building re-opens.

- 6.8 Web-Page Management
 - 6.8.1 *Monthly update* – Cllr. Mrs Conley confirmed that the web page is up to date.

- 6.9 Environmental and Sustainability Issues
 - 6.9.1 *Monthly update* – Cllr. Mrs Green reported that at the last York Environment Forum meeting a list of questions was put to the candidates standing for election as MP.

- 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
	Campaign to Protect Rural England Annual subscription		36.00
	Payment Total		£392.00
7.1.2	On-line payments		
	Clerk's Salary		640.00
	Clerk's Expenses- (<i>photocopying £6.21</i>)		6.21
	AOL quarterly charge plus phone calls for quarter (£40.62 + £3.24)		43.86
	Village Hall Caretaker / Booking Secretary		456.50
	Yorkshire Local Councils Association Annual Subscription		656.00
	PWLB Bi- annual Play Area loan repayment		1912.88
	Smiths Gore – Allotment rent		72.50
	Smiths Gore – Chantry rent		5.00
	Bishopthorpe Football Club – donation from S106		327.00
	Bishopthorpe Cricket Club – donation from S106		327.00
	White Rose Football Club – donation from S106		310.00
	Ainsty Internal Drainage – agricultural drainage rates – annual payment		1.38
	City of York Council – waste collection Village Hall		52.00
	City of York Council – waste collection Sports Pavilion		56.81
	Playdale – repairs recommended in annual inspection		544.84
	Andrew's Garden Services – Play Area grass cut and trim		100.00
	Bishopthorpe School Travel Group – donation for banner (paid 1/4/15)		40.00
	Sports Turf Services – Grass cutting Ferry Lane 1 st and 17 th April		124.80
	Yorkshire Water – Village Hall first quarter		117.12
	City of York Council – Marking and lettering the Village Hall car park		328.80
	John Gspell Notice board installation		100.00
	Payment Total		£6222.70
	TOTAL PAYMENTS		£6614.70

* *No payments referred to Village Hall Management Committee for authorisation this month*

7.2	<u>Income Receipts</u>		
	New allotment rent – Mr Jobson		8.05
	New allotment rent – Mr Seaton		7.47
	Village Hall Management Committee march takings		1334.70
	Income Total		£1350.22

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

- 15/62 8 **School Governors**
- 8.1 *Infants School* – Nothing to report.
- 8.2 *Junior School* – Cllr. Mrs Green reported that the footings for the new music room were laid over the Easter holiday. The Scarecrow Competition, which will be held in the village over the weekend of 20-21 June, will help raise funds for the Music Room Project.
- 15/63 9 **Parish Council Youth Awards**
- 9.1 *Committee Report* – Nothing to report.
- 15/64 10 **Pinfold**
- 10.1 *Committee Report* – Nothing to report.
- 15/65 11 **Sensory Garden**
- 11.1 *Committee Report* – Nothing to report.
- 15/66 12 **Police Liaison**
- 12.1 *North Yorkshire Police Force* – No report received from PCSO Angela Hollywood. Cllr. Mrs Green commented that the PCSO does attend Quench Church Cafe most weeks and holds and impromptu police surgery.
- 15/67 13 **Local Council Association**
- 13.1 *YLCA Update* – Cllr. Mellors reported the following item:
- The majority of items discussed at the Joint Executive Board Meeting are contained in the latest White Rose Update, which the Clerk was asked to circulate by email. **Action Clerk.**
- 13.2 *Campaign to Protect Rural England Magazine* – Given to Cllr. Mrs Green for use in Link Magazine.
- 13.3 *Countryside Voice Magazine* – Given to Cllr. Mrs Green for use in Link Magazine
- 13.4 *National Developments and Meetings* – Noted.
- 13.5 *Yorkshire Local Councils Association Provision of Services Agreement 2015/16* – The Clerk was asked to circulate a copy of this by email to all Councillors. **Action Clerk.**

- 15/68 14 **Highway Matters**
- 14.1 *Email from Mike Chalk* – Mr Chalk complained that cyclists are using the pathways around Bishopthorpe instead of the roads and are causing a hazard to pedestrians. When questioned exactly where this was occurring, Mr Chalk answered, all over the village. Unfortunately the Parish Council has no power of enforcement in such matters but the Councillors agreed to observe the situation and make notes of occurrences.
- 15/69 15 **Correspondence**
- 15.1 City of York not covered elsewhere
- 15.1.1 *Email from Chris Pilkington regarding Emergency Planning Presentation* – At the recent meeting of the York branch of Yorkshire Local Councils Association those present received a presentation from Katie Fisher, the Emergency Planning Officer at City of York Council, on the subject of ‘Community Emergency Planning’. The Clerk was asked to contact Katie to invite her to attend a future Parish Council meeting to discuss the Emergency Plan for Bishopthorpe. **Action Clerk.**
- 15.1.2 *Parish Elections* – A letter received from Andrew Flecknor, the Deputy Returning Officer at the City Council confirmed that the number of nominations received for Bishopthorpe is less than the number of vacancies and the election is uncontested. A poll will not take place on Thursday 7th May. Clerk to complete and return Election Documentation. **Action Clerk.**
- 15.2 Others
- 15.2.1 *EON Energy contract* – A letter from Michael Boven of Switched On, confirmed that over seven suppliers submitted quotes for renewal but the recommended supplier remains EON. Clerk to renew the contract. **Action Clerk.**
- 15/70 16 **Ward Committee**
Nothing to report.
- 15/71 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972.**
- Cllr. Mellors remarked that he attended the Terry’s Forum Meeting where details for the office planning application were discussed. Phase One is currently underway with Phase Two, which will include work to the Clock Tower, to commence shortly. Around 173 apartments will be constructed in the main building with apartment owners allowed to use the existing car park on Bishopthorpe Road. Non-apartment owners will not be allowed access and as such new traffic plans are to be introduced.
- 15/72 18 **Date and time of next meeting – Tuesday 26th May 2015 – at the Village Hall**

Meeting closed at 8.30 pm