

Minutes of the meeting held at the Village Hall on Tuesday 26th May 2015.

The Chairman opened the meeting at 7.15 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. Askew.

15/82 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).

15/83 2 **Apologies for absence.**

Cllr. Featherstone due to illness.

At this point, the Chairman commented that Cllr. Mrs Green and Cllr. Mellors have each served over twenty years' service as Councillors for Bishopthorpe Parish Council and offered his congratulations and thanks for their work in the village.

The Chairman went on to welcome Mark Askew to his first meeting as a councillor on Bishopthorpe Parish Council.

15/84 3 **Declarations of Interest**

At this point Councillors are asked to declare any prejudicial interests they may have in the business on this agenda: Nothing was declared.

15/85 4 **Minutes of Meeting 28th April 2015**

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

15/86 5 **Consideration of Planning Matters and recommendations of the Planning Group**

5.1 Notice of Applications received

5.1.1 **Hollycroft, 32 Copmanthorpe Lane.** Single storey rear extension. 15/00899/FUL. No Objection

5.1.1 **22 Church Lane.** Fell Norway spruce in a Conservation Area. 15/01000/Tree Conservation Area. No Objection

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

5.2.1 **16 Keble Park South.** Two storey rear extension and pitched roof over existing single storey rear extension. 15/00577/FUL. (**No Objection**) Approved

5.1.2 **8 Garbett Way.** Single storey rear extension. 15/00656/FUL. (**Objection**) Approved

- 5.1.3 **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) Approved

5.3 Other Planning Matters

- 5.3.1 *S106 Payments for new developments* – Nothing to report.
- 5.3.2 *Rippleglen Newsagent wall posters* – The Clerk contacted Rippleglen to point out that the posters had been placed on a wall which did not belong to the company, in the Conservation Area without planning permission. The posters were removed.
- 5.3.3 *Disabled parking sign outside the Co Op* – Cllr. Mrs Green asked if the sign was at the correct regulation height as many car owners claim to have not seen it when parking in the disabled bay. Clerk to contact City of York Council to make enquiries. **Action Clerk.**

15/87

6 **Services**

6.1 Village Hall Management Committee

- 6.1.1 *Management Committee Report* – Nothing to report.
- 6.1.2 *Village Hall facade repairs* – Cllr. Jemison reported that PH Carr and Son have offered to provide a quote for the repairs. Cllr. Jemison also asked for this company to quote for the alterations at the Sports Pavilion.

6.2 Sports and Leisure Management Committee

- 6.2.1 *Management Committee Report* – Cllr. Harrison reported that a Cleaner has been found for the Sports Pavilion – Mrs Carol Henk.
- 6.2.2 *Upgrade of existing facilities* – Cllr. Jemison reported that two builders have inspected the Sports Pavilion and will shortly provide quotes for the work. Both builders asked that the Parish Council give consideration to wall and floor tiling requirements and also heating requirements following the alterations. The Parish Council agreed that the tiles should be basic but robust.

It may also be prudent in the long-term to consider connecting the Sports Pavilion to a gas supply for heating purposes.

- 6.2.3 *Bishopthorpe Utd development plans* – Nothing to report.
- 6.2.4 *Letter from John Latimer* – Bishopthorpe Cricket Club thanked the Parish Council for a donation of £327 made from Section 106 monies. The Clerk was asked to answer Mr Latimer's enquiry as to where money came from. **Action Clerk.**

6.3 Finance Committee

- 6.3.1 *Committee Report* – Cllr. Harrison read out the Internal Auditor's comments from a recent meeting when the Audited Accounts were approved as follows:

“Overall the standard of record keeping is excellent, the accounts are meticulously kept and expenditure and income entries have the correct related paperwork. I am satisfied that the internal controls applicable to payments are robust and that great care is taken to ensure all payments made are legitimate.”

- 6.3.2 *Approval of accounting statements* – The Chairman and the Clerk signed the Annual return for the financial year ended 31 March 2015 to certify that the accounting statements present fairly the financial position of Bishopthorpe Parish Council and its income and expenditure. The annual governance statement was approved by Bishopthorpe Parish Council.
- 6.3.3. *The Pensions Regulator* – Cllr. Harrison reported that he investigated a letter from the Pensions Regulator requesting enrolment of the Clerk in to a workplace pension scheme. Cllr. Harrison declared that the Clerk is not eligible as she is not paid via a payroll system and is paid below the current tax-free personal allowance of £10,600 p/a.
- 6.4 Field 84, Riverside and Footpaths Working Party
- 6.4.1 *Update* – Cllr. Mrs Green commented that there is a preponderance of Himalayan Balsam along a stretch of the river bank.
- 6.4.2 *Ferry Cottage* – The Parish Council agreed to replace a wooden fence to mark the boundary of the cottage, following a request made by Mr Buckley through the Solicitors Burn and Co. The fence will be erected once Mr Buckley has agreed to its exact location.
- Cllr. Jemison proposed that the Parish Council accept a quote from John Gospell to replace the fence and clear the land at £1,900. This was seconded by Cllr. Mrs Green and accepted unanimously.
- 6.4.2 *St Andrew's Trust* – Mr Russell Wright confirmed by email that the Old Church yard was not opened for the usual Easter Morning service because it had not been requested in advance by the Church. Additionally opening times of the grounds were confirmed as 10am to 7pm, volunteer dependent.
- 6.5 Youth Support and Children's Recreation
- 6.5.1 *Monthly inspection update* – Cllr. Harrison reported no incidents from last month's inspection and the kit was passed to Cllr. Mrs Conley going forward.
- 6.5.2 *Sand / bark replacements* – The Clerk has given instruction to Play Dale and secured a 10% reduction in cost – a saving of over £400.
- 6.6 Allotments
- 6.6.1 *Monthly update* – Cllr. Neale confirmed that all is in order at both sites.
- 6.7 Senior Citizens Support
- 6.7.1 *Monthly update* – Nothing to report.
- 6.7.2 *Vernon House* – Cllr. Mrs Green reported that the building has been redecorated inside, a new kitchen has been installed and the curtains have been dry-cleaned. All electrical equipment has been PAT tested and declared safe for use. The Parish Council are pushing Dennis Southall of the City Council to agree to a re-opening date.
- It is believed that the cost of running the building amounts to £8,000 per year but with more efficient use of the facilities this may reduce to £6,000 (or £500 per month). Cllr. Harrison stated that at this level it would not be beyond the scope of the Parish Council to run the building on the same basis as the Village Hall and the Sports Pavilion.

Under this heading Cllr. Harrison brought up an email received on the 25th May from Mrs Margaret O’Brien of Lang Road. Mrs O’Brien asked if the houses located at the junction of Beech Avenue / Maple Avenue have the legal right to cross the grass area directly in front of them with vehicles. It is believed that access permission rights were granted when the houses were extended but as the Parish Council does not hold evidence of this, Cllr. Mrs Green offered to direct Mrs O’Brien’s enquiry to the City Council planning department. **Action Cllr. Mrs Green**

6.8 Web-Page Management

6.8.1 *Monthly update* – Cllr. Mrs Conley confirmed that the page is up to date.

6.9 Environmental and Sustainability Issues

6.9.1 *Monthly update* – Cllr. Mrs Green reported a successful Eco-homes event when the public were invited in to homes across the city that have eco modifications to judge their merit before deciding on changes to their own property. Cllr. Mrs Green commented that it was disappointing that no one from Bishopthorpe took part.

6.10 Accessibility Network

6.10.1 *Monthly update* – The Clerk was asked to contact Highways to request a modification to the pathway angle on the corner of Acaster Lane. The Clerk asked for Cllr. Mrs Green to give specific details to correctly identify the problem area, which could then be passed to the City Council. **Action Cllr. Mrs Green**

15/88

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	128.00
AON Local Council Insurance	2871.09

Payment Total

£3214.09

7.1.2 **On-line payments**

Clerk’s Salary	640.00
Clerk’s Expenses- (<i>photocopying £ Stamps £20.52, Post office Election Form Collection £1.50, Stationery £11.50</i>)	33.52
Village Hall Caretaker / Booking Secretary	411.50
Cllr. Harrison – Computer Ink cartridge	30.00
Norton Anti Virus protection – Clerk’s computer	39.99
Alan Broadfoot – Internal Auditor’s fee	75.00
Donation from Section 106 to Bishopthorpe Play Group	397.00
Carol Henk – Sports Pavilion cleaning 9 & 16 May	60.00
Andrew’s Garden Services – Play Area grass cuts	150.00
Ainsty Landscapes – Cricket / sports field grass cuts	680.00
Npower – Sensory Garden lights	40.62
Paid : Carol Henk – Sports Pavilion cleaning – initial clean and materials	74.83
Paid: Smiths Gore – Cricket field rent	150.00

Payment Total

£2782.46

TOTAL PAYMENTS

£5996.55

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

7.2	<u>Income Receipts</u>	
	City of York Council Precept – First Instalment	13312.50
	City of York Council Grant – First Instalment	687.50
	Precept – White Rose Football £310 – donation from Parish Council £310	0.00
	Precept – Cricket Club £600 – donation £327	273.00
	Precept – Bishopthorpe United Football Club £660 – donation £327	333.00
	Automated Credit AON	177.24
	Rent – York Marine Services Limited – Car Park	1075.00
	Rent – York Marine Services Limited – Riverbank and slipway	895.00
	Rent – York Marine Services Limited – Field 84	1500.00
	Village Hall Management Committee – April takings	937.99
	Bishopthorpe Play Group – March 30 th Spring term payment	1375.00
	Ebor Players – Allo Allo room hire	497.50
	Income Total	£21063.73

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

- 15/89 8 **School Governors**
- 8.1 *Infants School* – Nothing to report.
- 8.2 *Junior School* – Cllr. Mrs Green reminded the meeting that the School will be holding a Scarecrow Festival during the weekend of 20 / 21 June across the village and encouraged all to participate.
- 15/90 9 **Parish Council Youth Awards**
- 9.1 *Committee Report* – Nothing to report.
- 15/91 10 **Pinfold**
- 10.1 *Committee Report* – Nothing to report.
- 15/92 11 **Sensory Garden**
- 11.1 *Committee Report* – Nothing to report.
- 15/93 12 **Police Liaison**
- 12.1 *North Yorkshire Police Force* – Cllr. Mrs Green reported two items:
- There was a recent case of wrong identity when a person was threatened on Main Street
 - During a service at the Church, the Methodist Minister’s purse was stolen.
- 15/94 13 **Local Council Association**
- 13.1 *Yorkshire Local Councils Association* – Nothing to report.
- 13.2 *Campaign to Protect Rural England* – Annual Report passed to Cllr. Mrs Green for use in Link Magazine.
- 13.3 *York Branch annual meeting* – Cllr. Harrison agreed to attend the meeting on the 4th June.

- 15/95 14 **Highway Matters**
14.1 Cllr. Mellors asked the Clerk to write to the following properties to ask them to cut their hedges back from the public pathway:
38 Copmanthorpe Lane
42 Copmanthorpe Lane and
44 Copmanthorpe Lane. **Action Clerk.**
- 15/96 15 **Correspondence**
15.1 City of York not covered elsewhere
15.1.1 *Email from Joe Ashton* – Cllr. Mellors reported that he attended the Working Together Meeting 20th May, which was delivered by Jonathan Carr, Head of Development Services and Regeneration. The presentation touched on the following areas:
- Use of Enforcement – to remedy harmful breaches of planning control but to avoid formal action as much as possible.
- Legislation and Policy
- Enforcement in York
- How the Parish Council can assist
- The meeting then went on to discuss Section 106 Agreements and the Clerk was asked to scan the presentation slides to the Parish Council Planning Committee. **Action Clerk.** It is noted that Section 106 claims have changed and will not be considered for less than ten dwellings or combined floor space of less than 1000sqm.
- 15.2 Others
15.2.1 *Email from Joe Ashton regarding Police Commissioner surgery on 3 June* – Cllr. Mrs Green confirmed that she will attend this meeting.
- 15/97 16 **Ward Committee**
Cllr. Harrison recently contacted Cindy Benton and Yorkshire Water to report the excessive amount of surface water on Main Street following a sudden downpour: the drains were unable to cope. Their reply is outstanding.
- 15/98 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972.**
- The Village Hall Caretaker has requested the extension of the painted white road line in front of the Village Hall to prevent parking at the entrance. At the moment there is a line extending half way across the space. The Councillors agreed that a continual white line will be ignored and that greater parking prevention success is evidenced from a partial line. The Clerk was asked to pass on the Councillors decision to Mr Thornton. **Action Clerk.**
 - Cllr. Harrison suggested that following Cllr. John Galvin’s re-election to City of York Council he should be invited to attend meetings of Bishopthorpe Parish Council and the Clerk was asked to include Mr Galvin on the email distribution list for Parish Council’s Agenda from June 2015 onwards. **Action Clerk.**
- 15/99 18 **Date and time of next meeting – Tuesday 23rd June 2015 – at the Village Hall**

Meeting closed at 8.47 pm