

Minutes of the meeting held at the Village Hall on Tuesday 23rd June 2015.

The Chairman opened the meeting at 7.00 pm.

Council Members Present:

Cllr. Harrison (Chair), Cllr. Jemison (Vice Chair), Cllr. Featherstone, Cllr. Neal, Cllr. Mrs Conley and Cllr. Askew.

15/100 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.

15/101 2 **Apologies for absence.**

Cllr. Mellors, Mrs Green and Cllr. Mrs Gajewicz

Cllr. Harrison wrote to Cllr. John Galvin to congratulate him on his re-election in May to the City Council as the representative for Bishopthorpe. In order to promote closer links with the City Council, Cllr. Harrison supplied Cllr. John Galvin with a list of all future Parish Council meeting dates with an open invitation to attend the meetings.

Cllr. John Galvin gave his apologies for absence for the June meeting.

15/102 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 were declared.*

15/103 4 **Minutes of Meeting 26th May 2015**

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

15/104 5 **Consideration of Planning Matters and recommendations of the Planning Group**5.1 Notice of Applications received

5.1.1 **13 Appleton Road.** Two storey side extension. 15/01023/FUL. Cllr. Mrs Conley will request a new copy of the application as the original is incorrect. **Action Cllr. Mrs Conley**

5.1.2 **Tall Trees, Middlethorpe.** Single storey side extension and raising and alterations of roof of existing garage including dormer to front. 15/01241/FUL. No Objection

- 452 Notice of decisions given (*Parish Council decisions are highlighted in red*)
- 5.2.1 **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
- 5.1.2 **The Woodman public house, Main Street.** Re-pollard Sycamore in Conservation Area. 15/00619/Tree Conservation Area. (Cllr. Mellors stated that the Parish Council is unqualified to pass comment on this application). Approved
- 5.1.3 **10 Acaster Lane.** Replacement conservatory to rear and side. 15/00827/FUL. (No Objection). Approved
- 5.3 Other Planning Matters
- 5.3.1 *Section 106 payments* – Cllr. Featherstone reported that future S106 claims will not be considered for less than ten dwellings or combined floor space of less than 1,000sqm
- 5.3.2 *Disabled parking sign outside the Co Op* – A reply was received from Sue Gill, Project Technician at the City Council, confirming that the lower edge of the sign should be a minimum of 2.1m over the footway.

The Parish Council was informed that the City Council intend to formally advertise the new disabled space on Sim Balk Lane, outside the relocated Post Office, to enable enforcement. The old bay on Main Street outside the closed Post Office will be revoked, signage removed and the marking on the road allowed to fade: the road surface could be damaged if it is burnt off.

15/105

6

Services6.1 Village Hall Management Committee

- 6.1.1 *Management Committee Report* – No recent meeting.

Cllr. Jemison reported that a problem has arisen with the installation of the new water heater under the sink in the downstairs kitchen. The plumber, whose quote was accepted, is not now available to complete the job. Cllr. Jemison proposed offering the job to local plumber John Dickinson who provided a quote of £285 to install the water heater. This was seconded by Cllr. Harrison and agreed unanimously.

As the annual test for both boilers is due, Cllr. Jemison asked John Dickinson to supply a quote for the work. Unfortunately both boilers failed the test, were condemned and immediate replacement advised. A replacement quote including a seven-year warranty would be £3,030 (or for one with a five-year warranty £3,350). Mr Dickinson is not VAT registered.

Cllr. Harrison asked Cllr. Jemison to obtain two further quotes from other plumbers before the Parish Council makes a decision. **Action Cllr. Jemison**

- 6.1.2 *Village Hall facade repairs* – Nothing to report.

6.2 Sports and Leisure Management Committee**6.2.1 Management Committee Report – No recent meeting.**

Cllr. Featherstone reported that the football pitch is badly worn due to heavy use around the goal areas. Not only is the pitch used by many of the Bishopthorpe teams it is also used by casual players – mainly children – from the village. Cllr. Featherstone proposed that the Parish Council spend up to £300 re-turfing the area to bring it back to good condition. This was seconded by Cllr. Jemison and agreed unanimously.

Cllr. Askew enquired if the existing floodlights could be used to light a training area for youngsters in the winter. He explained that due to heavy usage of existing facilities, the youngsters will be forced to rent pitches outside the village in the coming season if an alternative venue cannot be found in Bishopthorpe. It was agreed that there is no easy solution to this problem and Cllr. Harrison suggested that specialist advice about the use of floodlights might be an option in the first instance.

6.2.2 Upgrade of existing facilities – Cllr. Featherstone confirmed that he will chase the quote from Mark Webster. Cllr. Harrison reported that one quote has been received but is far higher than expected.**6.2.3 Bishopthorpe Utd development plans – Nothing to report.****6.3 Finance Committee****6.3.1 Committee report – A final demand request from Yorkshire Water for £4.14 (for water supplied to the allotments) was made to the Parish Council. No invoice for this amount had been received previously. Following a letter of complaint from the Clerk, a compensation payment of £20 was made to the Parish Council's Yorkshire Water account in acknowledgment of their mistake.**

Cllr. Harrison noted that City of York Council has made a mistake in their precept calculation for the financial year 2014/15. As a result, through no error on Parish Council's part, the incorrect figure has been supplied to the external auditor. Sarah Kirby, Principal Accountant (Corporate Finance) at the City Council confirmed the following:

The affected Parish Council's "will have an 'other' matter raised, rather than an 'except for' matter. The proposed wording for the other matter, which is not a qualification, will be along the lines of:

As a result of incorrect information supplied to the Council by the precepting authority, the Annual Return was not accurately completed before submission for audit. Section 1, Box 2, the annual precept, does not agree to the figure notified to us by the precepting authority. The figures in Boxes 2 and 3 should read £XXX and £YYY respectively. Please ensure that the correct figures are used in next year's Annual Return when completing the comparatives."

6.4 Field 84, Riverside and Footpaths Working Party**6.4.1 Working party report – Nothing to report.****6.4.2 Ferry Cottage – A difficult meeting was recently held between Cllr. Harrison and Mr S and Mr P Buckley, the owners of the cottage. No formal agreement could be reached to establish the boundary of the cottage with the playing field as the sports field is not owned but only leased by the Parish Council.**

As the Parish Council is not the owner of the land in dispute; it is therefore the intention of Cllr. Harrison to refer the owners of the cottage to the owners of the land – the Church Commissioners and Diocesan Board of Finance (via their intermediary, Smiths Gore)

A further letter received from Mr P Buckley suggested that once the boundary had been established the owners would like the Parish Council to reinstate the boundary fence “as appropriate, which is high enough (at least four feet) to be a deterrent against trespassing and with barbed wire along the top.” The Parish Council agreed to reinstate the fence (wooden post and three rail types) but could not agree to placing barbed wire on top due to the legal implications involved. **Action Cllr Harrison to write to both Smith Gore and Mr Buckley.**

6.5 Youth Support and Children’s Recreation

6.5.1 *Monthly inspection update* – Cllr. Mrs Conley reported no incidents and the inspection kit was passed to Cllr. Askew for the month going forward.

6.5.2 *Sand / cushion fall replacement* – Instructions have been given to Play Dale to upgrade the sand and bark but no date for the work has yet been advised to the Parish Council. Clerk to chase. **Action Clerk.**

6.6 Allotments

6.6.1 *Monthly update* – Cllr. Neale reported that a water leak on the stand pipe was fixed by Mark Webster.

6.7 Senior Citizens Support

6.7.1 *Monthly update* – Nothing to report.

6.7.2 *Vernon House* – Cllr. Harrison reported that the Parish Council is becoming increasingly frustrated by the lack of response from the City Council confirming when the venue will be reopened. It is now seven months since it was closed. A meeting has been arranged for the 9th July to move matters forward.

6.8 Web-Page Management

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

6.9 Environmental, Sustainability and Accessibility Issues

6.9.1 *Monthly update* – Nothing to report.

15/106

7

Financial Transactions

7.1 Payments to approve

7.1.1 **Cheque / Direct Debit payments**

Monthly direct debit to E-On Sports Pavilion Electricity	99.00
Monthly direct debit to E-on Village Hall Electricity	85.00
Monthly direct debit to E-on Village Hall Gas	128.00

Payment Total	£312.00
----------------------	----------------

7.1.2 **On-line payments**

Clerk's Salary	640.00
Clerk's Expenses- (<i>photocopying £7.65, Special Delivery of Accounts £2.36</i>)	10.01
Village Hall Caretaker / Booking Secretary	442.18
York Environment Forum – Annual membership fee	10.00
Sports Turf Services – Grass cut Ferry Lane	187.20
Ainsty Lawncare – hedges trimmed at Ferry Lane	325.00
Pipe Solutions, Mark Webster – urinal unblocked in Sports Pavilion	78.00
Rebecca Clark – Play Area gate locking – 22 nd March to 30 th June 2015	273.00
Carol Henk – Sports Pavilion Cleaning 23 rd May to 13 th June	120.00
Aire Valley Lift Service and Repairs	120.00
Andrew's Garden Services – Play Area grass cuts	180.00
Savills inc Smiths Gore – Glebe Sports Field rent	225.00
<i>Paid</i>	
<i>Yorkshire Water – Appleton Road Allotments</i>	<i>4.14</i>
Payment Total	£2614.53

TOTAL PAYMENTS

£2926.53

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

7.2 Income Receipts

Village Hall Management Committee May payments	804.50
Income Total	£804.50

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

- | | | | |
|--------|----|------------------------------------|--|
| 15/107 | 8 | School Governors | |
| | | 8.1 | <i>Infants School</i> – Nothing to report. |
| | | 8.2 | <i>Junior School</i> – Nothing to report. |
| 15/108 | 9 | Parish Council Youth Awards | |
| | | 9.1 | <i>Committee Report</i> – Nothing to report. |
| 15/109 | 10 | Pinfold | |
| | | 10.1 | <i>Committee Report</i> – Nothing to report. |
| 15/110 | 11 | Sensory Garden | |
| | | 11.1 | <i>Committee Report</i> – Nothing to report. |
| | | 11.2 | <i>Damage to mosaic</i> – The Christmas tree holder caused damage to the mosaic which is now being picked apart by little children visiting the garden. It may be necessary to cover the mosaic when the tree is erected again in December. The Clerk was asked to contact Allison Williams get a quote for the repair. Action Clerk. |
| 15/111 | 12 | Police Liaison | |
| | | 12.1 | <i>North Yorkshire Police Force</i> – No report. |

- 15/112 13 **Local Council Association**
- 13.1 *YLCA Update* – After attending the recent Yorkshire Local Councils Association meeting, Cllr. Harrison was offered a place on the Liaison Group Committee, which he reported he will accept.
- 13.2 *Revised template rules for the recording of Council meetings* – The rules were accepted by Bishopthorpe Parish Council and the suggested template adopted for future use.
- 13.3 *Making Parishes Better Places Project* – Noted.
- 13.4 *Training Events in June / July* – Noted.
- 13.5 *City of York Council Standards Committee – Election of three parish representatives-* Cllr. Harrison agreed to respond to this email on behalf of Bishopthorpe Parish Council.
- 15/113 14 **Highway Matters**
- 14.1 *Email from Mr and Mrs Clark, 44 Copmanthorpe Lane regarding hedge trimming* – Noted.
- 14.2 *Letter from The Owner, 38 Copmanthorpe Lane regarding hedge trimming* – Noted.
- 14.3 *Sloping footpath from 4 to 12 Acaster Lane* – The City of York Council has logged this issue raised by Cllr. Mrs Green in their records.
- 15/114 15 **Correspondence**
- 15.1 City of York not covered elsewhere
- 15.1.1 None
- 15.2 Others
- 15.2.1 *Invitation to attend an open event hosted by North Yorkshire Police at York St John University on Monday 6th July to view the ‘dot preen marking system’* – Cllr. Jemison agreed to attend this meeting.
- 15.2.2 *NYP Community Messaging - York - Julia Mulligan's Community Fund Re-opens* – Noted.
- 15.2.3 *Invite to Campaign to Protect Rural England’s free community energy workshop* – Noted.
- 15.2.4 *Community Friendly Buildings - Your invitation to creating accessible venues across North Yorkshire* – Noted.
- 15/115 16 **Ward Committee**
- Excessive surface water in Main Street following a rainstorm* – Cllr. Harrison will chase Cindy Benton for a response to his enquiry. **Action Cllr Harrison**
- Cllr. Harrison reported that he recently contacted two known Trustees of the Old School – Cllr. John Galvin and Malcolm Macnaughton – to question rumours of development on the site. Mr Macnaughton offered to meet with Cllr. Harrison to discuss the matter in detail and a meeting is to be arranged. A very short reply was received from Cllr. John Galvin to confirm that ‘*Discussions are ongoing*’ but no further information was given.
- 15/116 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**
- Annual cricket match – Tuesday 14th July
- 15/117 18 **Date and time of next meeting – Tuesday 28th July 2015 – at the Village Hall**

Meeting closed at 7.50pm