

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

The Chairman opened the meeting at 7.03 pm.

Katie Fisher, City Council Emergency Planning Officer and Business Continuity Advisor attended the meeting to give a short presentation on the subject of Community Emergency Planning. Katie explained that a quarter of all Parish Councils in York have an Emergency Plan of their own and the City Council is encouraging the remaining councils to put plans in place for controlling emergencies. Although flooding is the biggest threat to York, the City Council has made contingencies to address a wide range of emergencies and to forge close working relationships with the Emergency Services. However, Katie explained that if City Council resources were stretched, Parishes who have spent time planning and preparing for emergencies will be better able to cope and recover more quickly. By preparing such a plan Bishopthorpe can improve and organise its response to an emergency.

To aid Parish Councils the City Council has created a Community Emergency Plan Template, the details of which were passed to the Chairman. Bishopthorpe Parish Council was encouraged to personalise the template to suit the needs of the Parish. Katie opened the discussion to questions:

Cllr. Harrison asked if the City of York Council has an overall plan. In reply Katie confirmed that there is no single plan but many separate ones to cope with specific emergencies.

Cllr. Harrison asked for sight of the flood plan that directly relates to Bishopthorpe. It is understood that the City Council is committed to providing a pump for use in Chantry Lane should the river begin to flood the village along this route. It is also understood that the City Council has agreed to clear the drains on Chantry Lane and Main Street on a regular basis and Cllr. Harrison requested sight of the Emergency Plan detailing these issues.

Cllr. Mrs Gajewicz, whilst acknowledging that some parts of the City plan will understandably contain sensitive information not available for public use, commented that it would be useful for the Parish Council to hold a copy of the plan that directly relates to the village so that a newly created Community Emergency Plan for Bishopthorpe can overlap harmoniously with the City Council one.

Cllr. Harrison thanked Katie for attending the meeting and for raising the Parish Council's awareness of this issue.

Katie left the meeting at 7.26pm

At this point Cllr. Harrison suggested that Bishopthorpe Parish Council should consider establishing a Community Emergency Plan for the village and asked for volunteers to form a Committee. Cllr. Mrs Conley, Cllr. Mrs Gajewicz, Cllr. Askew and Cllr. Harrison agreed to form a new Committee to take this matter forward.

The Parish Council meeting commenced at 7.28pm

Cllr. Harrison welcomed Tamsin Gentry as a new Parish Councillor for Bishopthorpe and introduced her to the other Councillors present.

Council Members Present:

Cllr. Harrison (Chairman), Cllr. Jemison (Vice Chair), Cllr. Mellors, Cllr. Featherstone, Cllr. Askew Cllr. Mrs Conley, Cllr. Mrs Gajewicz, Cllr. Mrs Green and Mrs Tamsin Gentry (Councillor elect)

15/118 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.

15/119 2 **Apologies for absence.**

Cllr. Neale due to illness.

Following his re-election to the post of Ward Councillor in May 2015, it is the policy of the Bishopthorpe Parish Council to invite Cllr. John Galvin to every Parish Council meeting going forward.

Cllr. John Galvin did not attend the July meeting.

15/120 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.*

15/121 4 **Minutes of Meeting 23rd June 2015**

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

15/122 5 **Consideration of Planning Matters and recommendations of the Planning Group**

5.1 Notice of Applications received

5.1.1 **Ramsey House, Chantry Lane.** Notification to fell one Horse Chestnut: crown clean one Sycamore; prune back one Larch and one Lime in the Tree Conservation Area. 15/01320/Tree Conservation Area. No Objection

5.1.2 **29 Keble Park South.** Two storey side and single storey side and rear extension. 15/01449/FUL. No Objection (Cllr. Mrs Conley reported that the word 'rear' is a City Council error and should read 'front')

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

5.2.1 **Hollycroft, 32 Copmanthorpe Lane.** Single storey rear extension. 15/00899/FUL. (**No Objection**) Approved

5.1.2 **Ramsey House, Chantry Lane.** Notification to fell one Horse Chestnut: crown clean one Sycamore; prune back one Larch and one Lime in the Tree Conservation Area. 15/01320/Tree Conservation Area (**No Objection**) Approved

5.1.3 **16 Coda Avenue.** Two storey side and single store rear extensions. 15/00580/FUL. (**No Objection**) Approved

5.3 Other Planning Matters

5.3.1 *SI06 payments* – Cllr. Harrison reported that this issue has been put forward for National debate as new rules introduced by Government only require funding from developments of 10 properties or more. This would exclude the vast majority of developments in villages in Yorkshire.

15/123

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Services**6.1 Village Hall Management Committee**

6.1.1 *Management Committee Report* – Cllr. Jemison reported that at the last Committee meeting the main topic of conversation was the fall in income. It was suggested that the figures were not as bad as they appeared when certain accounting anomalies were taken into consideration, for example the payment of two amounts from the Ebor Players in one accounting period. The scrutiny of the figures has however shone a spotlight on the fact that some Clubs are making block bookings of the hall in advance and then refusing to pay for sessions that they are unable to fill due to lack of members attending. It was agreed that the booking form may need to change to state that every session pre-booked must be paid for whether the Club use the hall or not. In conclusion it was agreed that some form of advertising of the hall maybe necessary to increase bookings in the short term.

6.1.2 *Boiler Replacement Quotes* - Cllr. Jemison reported that a second quote of £3,351 + VAT has been received for the replacement of the boilers in the Village Hall. It was suggested that if the first quote of £3,030 was accepted from John Dickinson and the Parish Council purchase the new boilers directly from the supplier, Water Mark, the VAT element could be claimed back thus reducing the overall cost. This proposal was made by Cllr. Jemison, seconded by Cllr. Harrison and agreed unanimously. The Clerk was requested to contact Water Mark to arrange immediate payment of £2,237.36 to purchase two boilers and an under sink heater. **Action Clerk.**

6.1.3 *Village Hall Facade repairs* - Cllr. Askew offered to supply details of a builder who may be willing to undertake this type of work to Cllr. Jemison.

6.2 Sports and Leisure Management Committee

6.2.1 *Management Committee Report* – No recent meeting. Cllr. Featherstone reported an act of vandalism at the pavilion where the grill was forcibly removed from a window and the window smashed. The glass has been replaced and Cllr. Jemison was asked to re-attach the metal grill. **Action Cllr. Jemison**

Cllr. Harrison reported that the Play Group has requested alternations to the Draft Lease to include the following amendments:

- An extension from three months to six months for Notice to Quit.
- To allow the group to hold their AGM on the premises
- To install a permanent telephone line in the building on the basis that it is a 'place of work'.

The first two requests were agreed but the Councillors stated that the building is not a 'place of work' but is a Sports Pavilion which has allowed this Group use of the space when no other could be found in the village. Cllr. Harrison agreed to inform the group that the Parish Council is not willing to pay for installation of a telephone on the premises. **Action Cllr Harrison**

6.2.2 *Upgrade of existing facilities* – It was agreed that the only possible way to move this forward is by commissioning a set of professional drawings which can be presented to a builder in order to obtain a quote for the work. Cllr. Harrison offered to contact Mike Frank (the same company used for the Village Hall renovation in 2009) to arrange for drawings to be made. **Action Cllr Harrison**

Once the drawings have been provided and quotes obtained, a clear path will hopefully emerge as to funding requirements for the project. Cllr Featherstone stated that any grants applied for should not prejudice the Bishopthorpe Utd development plans detailed below.

6.2.3 *Bishopthorpe Utd development plans* – Cllr. Featherstone reported that a Feasibility Study has been undertaken and paid for by the City Council. This can be presented to the Football Association to secure funds towards development.

6.3 Finance Committee

6.3.1 *Committee report* – Nothing to report.

6.4 Field 84, Riverside and Footpaths Working Party

6.4.1 *Working party report* – Nothing to report.

6.4.2 *Ferry Cottage* – Cllr. Harrison confirmed that a letter was sent to both owner of the cottage and the Church Commissioners advising that direct contact should be made to establish the boundary. Once these two parties have agreed the boundary, the Parish Council will erect a wooden fence but will not top the fence with barbed wire as requested by Mr Buckley.

6.5 Youth Support and Children's Recreation

6.5.1 *Monthly inspection update* – Cllr. Askew suggested that a few minor repairs maybe necessary and offered to undertake them. The inspection kit was passed to Cllr. Mrs Gajewicz for the month going forward.

6.5.2 *Email from Rebecca Clark* – Cllr. Harrison read out an email from Mrs Clark who reported the following problems:

- Children are climbing in to the park after it has been locked and abusing the adults who try to remove them from the premises.
- Early morning entry (6.15am) has been made by children.
- The gate is making an irritating banging noise each time it is opened / closed and disturbing the neighbouring houses. Some children are playing with the gate in this manner as a game.

It was agreed that the Parish Council will look into the possibility of using 'anti-climb' paint on the gate and fence and Cllr. Askew offered to undertake the painting job. **Action Cllr. Askew.** Cllr. Jemison offered to investigate installing a stopper for the gate. **Action Cllr. Jemison.** Clerk to contact Mrs Clark – **Action Clerk.**

6.5.3 *Sand / cushion fall replacement* – Playdale are experiencing difficulties obtaining play grade sand from their supplier. The Clerk was asked to chase them for an update. **Action Clerk.**

6.6 Allotments

6.6.1 *Monthly update* – Nothing to report.

6.7 Senior Citizens Support

6.7.1 *Monthly update* – Cllr. Mrs Green advised the Clerk to expect a letter from a resident complaining about over hanging hedges around the village.

6.7.2 *Vernon House* – Following a meeting between Cllr. Mrs Green, Cllr. Harrison and the City Council last week, the tenancy of Vernon House has been offered to the Parish Council for a peppercorn rent of £1 per annum.

An annual running cost for the building is currently in the region of £6,700 per annum. Cllr. Harrison proposed that the lease should be taken by the Parish Council to run the amenity on behalf of the village for village use. This was seconded by Cllr. Jemison and agreed unanimously. It was further agreed that the current staff member will be approached to re-negotiate terms: the Parish Council do not employ workers (apart from the Clerk) on a formal basis but contract out.

6.8 Web-Page Management

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

6.9 Environmental, Sustainability and Accessibility Issues

6.9.1 *Monthly update* – Nothing to report.

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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
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7.1.2 **On-line payments**

Clerk's Salary	640.00
Clerk's Expenses- (<i>photocopying £2.34, Quarterly phone calls £0.90, Ink cartridges £39.13</i>)	42.37
AOL quarterly connection fee – Clerk's computer	40.62
Village Hall Caretaker / Booking Secretary	456.50
Annual Inspection of fire precautions – Sports Pavilion	75.00
Annual Service of fire equipment – Sports Pavilion	59.28
City of York Council waste disposal Sports Pavilion	52.00
City of York Council waste disposal Village Hall	56.81
Pipe Solutions – leakage fixed and change tap – Acaster Lane	219.60
Dennis King Electrical Ltd – replace faulty ballast to light fitting	133.08
<i>Quarterly contra entries - use of Village Hall :</i>	
• Tiny Tots	204.00
• Brownies	105.00
• Parish Council meetings	28.60
Sports Turf Services – Grass cuts to Ferry Lane 3,16 & 30 June	187.20
Carol Henk – Sports Pavilion cleaning	134.10
* Ainsty Landscapes – grass cuts cricket / sports field 21/5 to 9/7	680.00
Cllr. Harrison – expenses (paper £3.59, cartridge £20.00 parking £4.10)	27.69

Payment Total	£3141.85
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TOTAL PAYMENTS	£3453.85
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7.2 Income Receipts

Play Group summer term payment	678.00
Village Hall Management Committee – June takings	496.00

Income Total	£1174.00
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Approval of financial transactions proposed by Cllr. Jemison and seconded by Cllr. Mellors. Carried Unanimously.

15/125 8 **School Governors**

8.1 *Infants School* – Cllr Mrs Gentry was asked to represent the Parish Council as Infant School liaison.

8.2 *Junior School* – Cllr. Mrs Green reported that the new music room extension is progressing well.

15/126 9 **Parish Council Youth Awards**

9.1 *Committee Report* – Nothing to report.

15/127 10 **Pinfold**

10.1 *Committee Report* – Nothing to report.

15/128 11 **Sensory Garden**

11.1 *Committee Report* – Nothing to report.

11.2 *Damage to mosaic* – Alison Williams has been contacted to seek a cost of repair but no reply has been received.

15/129 12 **Police Liaison**

12.1 *North Yorkshire Police Force* – A report was received from PCSO Angela Hollywood after the meeting which detailed the following incidents that occurred in Bishopthorpe during the past two months

“12/06 Keble Park South, Theft- Cash and Jewellery

19/06 Ferry Lane, Criminal Damage- Scarecrows ripped apart

27/06 Acaster Lane, Criminal Damage- Broken Window

29/06 Beech Ave, Theft-Scrap metals

28/06 Ferry Lane, Theft of Cycle

30/06 Moor Lane, Criminal Damage- Dogs loose killing chickens etc

15/07 Keble Park North, Burglary Other- Golf Clubs/bag

17/07 Sim Balk Lane, Criminal Damage- Windows broken

18/07 Vernon Close, Anti Social Behaviour Nuisance-Noisy Parties

20/07 Copmanthorpe Lane, Criminal Damage- Car window smashed

24/07 Copmanthorpe Lane, Criminal Damage- Car Scratched”

- 15/130 13 **Local Council Association**
- 13.1 *YLCA Update* – Cllr. Harrison attended the meeting and gave the following update:
- The Joint Executive Board covers the whole Yorkshire region and has been joined by eight new members in the past twelve months.
 - A complaint regarding the new S106 rules is to be raised at the National Meeting.
 - Under new legislation covering workplace pensions it may be necessary to register the Clerk unless she decides to opt out of the scheme.
 - During the meeting Cllr. Harrison posed the question as to how many local Ward Councillors attend local Parish Council meetings. The response confirmed that all do except Cllr. John Galvin in Bishopthorpe. The Parish Council has invited Cllr. John Galvin to numerous Parish Council meetings during the past few years and is currently sending out monthly invitations since his re election in May 2015. To date, Cllr. John Galvin has not attended one Parish Council meeting.
 - Cllr. Harrison reported that during this meeting he was invited to join the City of York Parish Council Liaison Group.
- 13.2 *Annual Review 2015* – A copy was given to Cllr. Mrs Green.
- 15/131 14 **Highway Matters**
- 14.1 *Letter from Mr David Rhodes* – Noted.
- 15/132 15 **Correspondence**
- 15.1 City of York not covered elsewhere
- 15.1.1 *Sex establishment policy* – Noted.
- 15.1.2 *Statement of Gambling Policy Consultation* – Noted.
- 15.1.3 *Draft Council Plan consultation* – Noted.
- 15.1.4 *City of York Council Telephone Directory* - Noted.
- 15.2 Others
- 15.2.1 *Email from Mrs Louise Bishop: issues around the village* – Mrs Bishop raised various issues which were either dealt with by the Clerk or directed to other parties to liaise with Mrs Bishop to achieve resolve.
- 15.2.2 *North Yorkshire Police and Crime Commissioner - Annual Report 2014-2015* – Noted.
- 15.2.3 *Letter from North Yorkshire Fire and Rescue* – Noted.
- 15.2.4 *Public invitation to send in agenda questions ahead of live-streamed police meeting* – Noted.

15/133 16 **Ward Committee**

At the Liaison meeting Cllr. Harrison was informed that the Leader of the Conservative Group, Councillor Chris Steward, was actively encouraging close links between Parish Councils and Ward Councillors. It was suggested to Cllr. Harrison that Cllr Steward should be contacted to highlight that Bishopthorpe Ward Councillor Cllr. John Galvin has not attended any Parish Council meetings.

Cllr Harrison informed the Parish Council of the suggestion and requested the thoughts of the Parish Council. He mentioned that if Cllr Galvin did not want to work with the Parish Council it was probably better if he did not attend Parish Council meetings but following a discussion it was decided that a letter should be sent to Cllr Steward informing him of the current situation.

15/134 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**

- Cllr. Featherstone reported parking issues on Copmanthorpe Lane particularly at school pick up time (3 to 3.45 pm). Many parents are irresponsibly parking causing both a danger to residents and to children leaving the school. The Parish Council discussed various remedies but concluded that the issue is very well known to the School and measures are in place to try to alleviate it. However, it was agreed that PCSO Angela Hollywood will be asked to patrol when the new term commences and that the Police and City Council may be invited also. **Action Cllr. Mrs Green**
- Cllr. Mellors commented that he is disappointed that the new twenty-minute parking restrictions on Sim Balk Lane do not extend further down the road.
- Cllr. Harrison reported a narrow loss for the Parish Council Village Select Team at the recent annual cricket match held against the Ebor Players.
- A new date for Beating of the Bounds will be circulated.

15/135 18 **Date and time of next meeting – Tuesday 25th August 2015 – at the Village Hall**

Meeting closed at 8.44 pm