

Minutes of the meeting held at the Village Hall on Tuesday 22nd September 2015.

The Chairman opened the meeting at 7.10 pm.

The Parish Council observed a minute's silence in remembrance of Councillor Kelvin Neale, who sadly and unexpectedly died on the 9th September.

Council Members Present:

Cllr. Harrison (Chairman), Cllr. Mellors, Cllr. Featherstone, Cllr. Mrs Gajewicz, Cllr. Mrs Green, Mrs Tamsin Gentry and Cllr. Askew.

15/154 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.

15/155 2 **Apologies for absence.**

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

Cllr. Jemison (due to illness) and Cllr. Mrs Conley.

15/156 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 interests were declared in any item on the Agenda.

15/157 4 **Minutes of Meeting 25th August 2015**

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

15/158 5 **Consideration of Planning Matters and recommendations of the Planning Group**

5.1 Notice of Applications received

5.1.1 **Southfields, 5 Ferry Lane.** Two storey front and rear extension and single storey rear extension with balcony. 15/01660/FUL. No reply submitted.

5.1.2 **Oaklea, 8a Newlands Road.** Crown thin and reduce Oak tree protected by Tree Preservation Order 7/1991. 15/01876/Tree Protection Order. No Objection

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

5.2.1 **Marcia Hotel, 29 Main Street.** Remove limb and prune crown of tree by 15% in a Conservation Area. 15/01667/ Tree Conservation Area. (**No Objection but comments made**). Approved

5.1.2 **Bracken Lodge, 10 Main Street.** Reduce willow tree by a third in Conservation Area. 15/01743/Tree Conservation Area. (**Application supported**). Approved

5.1.3 **Priory Corner, 83 Main Street.** Alterations to coping details of boundary wall previously approved as part of listed building consent 14/01903/LBC. (**No Objection**) Approved

5.2.4 **Priory Corner, 83 Main Street.** Variation of condition number two of permitted

application 14//01902/FUL to alter boundary wall coping details. 15/01573/FUL. (No Objection) Approved

5.1.5 **20 The Orchard.** Two storey side and single storey rear extensions. 15/01585/FUL. (Objection) Approved

5.1.6 **13 Appleton Road.** Two storey side extension. 15/01023/FUL. (No Objection). Approved

5.1.7 **11 Copmanthorpe Lane.** Two storey side extension. 15/01615/FUL. (No Objection but comments made). Approved

5.3 Other Planning Matters

5.3.1 *S106 payments* – Cllr. Mellors had asked that papers obtained during a recent meeting which he attended were distributed prior to the Parish Council meeting. Within the document entitled ‘*Use of Section 106 open space Payments in Parish areas*’ details were given of the core criteria for the use of S106 funds – namely that they must be used for the benefit of the residents who will live in the development which is generating the payment. The Local Plan can be used to further identify sites for investment including the playing pitch assessment and the Open Space Sport and Recreation Study.

Attention within the document was drawn to the paragraph ‘Latest Position’ which specified “*From 1st April 2015 it is no longer possible to require developers to enter into 106 agreements for offsite contributions where there have been five or more schemes previously agreed within that locality. In other words it is no longer possible to ‘pool’ money from several schemes*”

To date Bishopthorpe Parish Council has been awarded £8,464.20 from Section 106 funds of which £1,361.00 has been spent (£327.00, Senior Football Club, £327.00 Cricket Club, £310.00 White Rose Football Club and £397.00 Bishopthorpe Play Group). A further £4,022.00 has been ear-marked for bark chippings (£1,653.00) and sand replacement (£2,369.00) in Bishopthorpe Play Area.

5.3.2 *Email from Cllr. John Galvin regarding Mrs Gray of Montague Road* – Cllr. John Galvin advised the Parish Council (by email) that he recently visited Mrs Gray to discuss her concerns regarding a tree adjacent to her boundary hedge and agreed to take the issue up with the City Council housing department.

15/159 6 **Services**

6.1 Village Hall Management Committee

6.1.1 *Management Committee Report* – Cllr. Harrison reported that the car park was closed for twenty-four hours overnight on Saturday 29th August. This procedure is undertaken on an annual basis to ensure that the land remains a private car park.

6.1.2 *Village Hall facade repairs* – Due to illness it hasn’t been possible for Cllr. Jemison to move this matter forward this month.

6.2 Sports and Leisure Management Committee

6.2.1 *Management Committee Report* – Cllr. Featherstone informed the meeting that he sent an email to all users of the Sports Pavilion to ask them to report any issues. The following items were highlighted:

- [Concerns were expressed regarding the amount of dogs being exercised on the playing field and the subsequent dog mess not removed by negligent owners. Cllr. Askew is in the process of obtaining new signs to be put around the perimeter of the field which it is hoped will draw attention to this problem.
- [Play Group confirmed the work has been carried out to make the overhanging tree branches safe.
- [A light fitting in the Gents’ toilet has broken. Cllr. Featherstone will call out

Dennis King Electrical to repair the fault. **Action Cllr. Featherstone**

[A query was raised regarding the disappearance of the outside water tap and it was agreed that it might be of practical use to have this re-installed.

6.2.2 *Bishopthorpe Utd development plans - upgrade of existing facilities* – Cllr. Harrison reported that he has agreed fees of £800 + Vat (inclusive of expenses) with David Chapman to draw up plans for the upgrade of existing facilities.

6.2.3 *Email from Tony Sharman* – In his email, Mr Sharman explained how the small wooden gate at the side of the scoreboard, which gives access from Ferry Lane to the sports field, is falling apart. The Councillors suggested that Mr Sharman himself may be able to make repairs to the gate and asked the Clerk to contact him. **Action Clerk.**

6.2.4 *Dog mess on Ferry Lane sports field* – Discussed under item number 6.2. Cllr. Mrs Green suggested that the article due to appear in Link Magazine in October should be repeated a few months later to reinforce the message that it is not acceptable for dogs to be exercised on the sport field.

6.3 Finance Committee

6.3.1 *Committee report* – No recent meeting.

6.4 Field 84, Riverside and Footpaths Working Party

6.4.1 *Working party report* – Nothing to report.

6.4.2 *Ferry Cottage* – No recent update.

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. Cllr. Harrison reported that there had been an increase in the amount of clothes left by children in the Play Area during the last month.

Following a conversation with Play Dale, Cllr. Harrison discovered that the person who has been dealing with the Parish Council's order for sand and bark has left the company. Cllr. Harrison subsequently arranged for the order to be processed by another employee and the bark has now been delivered. The sand delivery is expected before the end of September.

6.5.2 *Perimeter Fence* – As reported in the August minutes, a complaint had been received from Mr Nicholson concerning the amount of weeds growing in the gap between the old fence surrounding the Play Area and the new one. Cllr. Mrs Green offered to treat these with weed-killer. **Action Cllr. Mrs Green.**

6.6 Allotments

6.6.1 *Monthly update* – The Clerk confirmed that all invoices have been posted to allotment holders calling for annual rent to be paid by 1st October. Any late payments will attract an additional administration charge of £5 per letter. **Action Clerk.**

6.7 Senior Citizens Support

6.7.1 *Monthly update* – Nothing to report.

6.7.2 *Vernon House* – The City Council originally promised that the lease for Vernon House would be signed and ownership transferred to the Parish Council in early September. However, they are now procrastinating over arrangements between their Property Services and Legal Services Departments and the transfer of ownership is delayed.

Cllr. Mellors strongly advocated setting up a Committee and establishing a formal Constitution (as per operating procedure with the Village Hall) prior to formalisation of the lease. At the same time Cllr. Mellors suggested that the Parish Council should agree the level of charges to be advertised for future users of the building.

Cllr. Harrison disagreed with Cllr. Mellors stating that only when the Parish Council

has agreed a lease with the City Council to transfer ownership will it be possible to establish a Committee and agree a Constitution.

Cllr. Harrison reiterated that he proposes not to charge an economic rent for village users as it is the intention that these will be heavily subsidised by the Parish Council to support aging user groups. However, he stated that the level of rent to be levied will depend on both the cost of running the building and the number of groups requesting use: both of which variables are at the moment unknown. A large number of former users will not confirm if they intend to use Vernon House as a meeting place going forward as they are now established in other village venues such as the Village Hall or Church Hall.

Cllr. Harrison stated that if not enough interest can be generated from the former users, the Parish Council will not sign the lease as it would become an economically unsound proposal.

- 6.7.3 *Mobile meals (York)* – An email was received from John O’Brien who runs a small catering company specialising in supplying meals to elderly residents at a cost of £3.50 per head. Cllr. Mrs Green offered to contact Mr O’Brien to say that the Parish Council could not use his services at the moment but that his details will be retained.
Action Cllr. Mrs Green

6.8 Web-Page Management

- 6.8.1 *Monthly update* – The page is up to date.

6.9 Environmental, Sustainability and Accessibility Issues

- 6.9.1 *Monthly update* – Cllr. Mrs Green reported that she will attend a Community Energy Scheme presentation on Saturday 26th September to understand how it is run.

6.10 Community Emergency Planning

- 6.10.1 *Monthly update* – Nothing to report.

15/160 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
Margaret Christie – Sensory Garden gate second half of year	552.00

Payment Total	£864.00
----------------------	----------------

7.1.2 **On-line payments**

Clerk’s Salary	640.00
Clerk’s Expenses- (<i>photocopying £0.99, Stamps £38.88</i>)	39.87
Village Hall Caretaker / Booking Secretary	438.50
Andrew’s Garden Services – Play Area grass cuts	180.00
PKF Accountants – Annual audit fee	360.00
G2 Security – repairs to electronic lock on Village Hall door	81.00
Sports Turf Services Ferry Lane grass cuts	187.20
Carol Henk Sports Pavilion cleaner	120.00
Burn & Co Solicitors – Fees in respect of Ferry Lane	450.00
John Dickinson Plumbing – repairs to electric water heater	285.00
Rebecca Clark – Play Area gate opening / closing quarter end	273.00
Ainsty Garden Services – Sports field grass cuts Ferry Lane	680.00

Payment Total	£3734.57
----------------------	-----------------

TOTAL PAYMENTS	£4598.57
-----------------------	-----------------

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

7.2	<u>Income Receipts</u>		
	Village Hall Management Committee August takings		908.75
	Income Total		£908.75

Approval of financial transactions proposed by Cllr. Mrs Green and seconded by Cllr. Mrs Gajewicz.
Carried Unanimously.

- | | | | |
|--------|----|------------------------------------|--|
| 15/161 | 8 | School Governors | |
| | | 8.1 | <i>Infants School</i> – Nothing to report. |
| | | 8.2 | <i>Junior School</i> – Cllr. Mrs Green gave details of a dance to be held at the School on the 17 th October to raise funds for the maths and science area. The cost is £10 per head with supper included. |
| | | | <p>Cllr. Featherstone asked if parking issues reported at the August Parish Council meeting had been passed on to the School. Cllr. Mrs Green responded by advising of a new initiative drawn up by pupils: the creation of a map entitled ‘<i>The Lazy Bone Zone</i>’ which shows streets around the school from which certain parents still drive.</p> <p>In addition Cllr. Mrs Green reported that the school is now employing increased numbers of staff who are forced to park on Copmanthorpe Lane as the existing car park is too small. Countering that fact, Cllr. Featherstone questioned that if the school is increasing their staff numbers surely it is their responsibility to increase parking provision within their grounds so as not to burden neighbouring streets with teachers’ cars. Cllr. Mrs Green agreed to take this matter to the next school meeting. Action Cllr. Mrs Green</p> |
| 15/162 | 9 | Parish Council Youth Awards | |
| | | 9.1 | <i>Committee Report</i> – Cllr. Harrison asked the Committee to commence preparation for this year’s awards. The awards will be presented to the winners on Thursday 14 th January in the upstairs room of the Village Hall at 7pm. The closing date for nominations is Monday 14 th December 2015. |
| 15/163 | 10 | Pinfold | |
| | | 10.1 | <i>Committee Report</i> – Nothing to report. |
| 15/164 | 11 | Sensory Garden | |
| | | 11.1 | <i>Committee Report</i> – Nothing to report. |
| | | 11.2 | <i>Damage to mosaic</i> – Alison Williams is in the process of undertaking repairs to the damaged mosaic on the floor between the planters and has promised that work will be complete before the first frost of winter. |
| 15/147 | 12 | Police Liaison | |
| | | 12.1 | <i>North Yorkshire Police Force</i> – No report received from PCSO Angela Hollywood. |
| 15/165 | 13 | Local Council Association | |
| | | 13.1 | <i>Yorkshire Local Councils Association</i> – Cllr. Mellors advised that the next meeting of Yorkshire Local Councils Association will be held on Thursday 1 st October. |
| | | 13.2 | <i>Understanding the planning system – training events in October and November</i> – Noted. |
| | | 13.3 | <i>Public Contracts Regulations 2015</i> – Amendments to a Councils Standing Orders – This is only for contracts in excess of £25,000. Details will be kept on file should Bishopthorpe Parish Council undertake a contract of this value or more in the future. |

13.4 *Transparency Code for Small Authorities* – This is not applicable to Bishopthorpe Parish Council

13.5 *YLCA Autumn Training Programme 2015* – Details were emailed to all Councillors who should contact the Clerk if they wish to attend a course.

15/166 14 **Highway Matters**

14.1 *Speed management programme 2015/16* – Cllr. Harrison responded to this email mid month to ensure the information was received before the deadline.

14.2 *Overgrown hedge, The Vicarage, Church Lane* – Following a request last month from Cllr. Mellors to contact the owner of The Vicarage to request that their overgrown hedge be trimmed, a telephone call was received from Mrs Coates who requested the name of the villager and the name of the Parish Councillor who had made the complaint along with copies of the Parish Council minutes in which the complaint was made. Cllr. Harrison telephoned Mrs Coates to explain the situation and left a message on the answer machine when she failed to respond.

15/167 15 **Correspondence**

15.1 City of York not covered elsewhere

15.1.1 *Working Together meeting 16th September* – Cllr. Mellors reported that he attended this meeting and reported the following items:

[Section 106 funding was discussed in detail. It appears that the stipulation that it must now be a total of ten or more properties to trigger an allocation of funds has been overturned by the High Court. Parish Councils may have a stronger role in fund allocation and distribution in the future.

[One Neighbourhood Plan is close to completion.

[It may be possible in the future for parishes to contribute to adult social care provision.

15.2 Others

15.2.1 *Newsletter from Julia Mulligan, Police and Crime Commissioner for North Yorkshire – emailed to all 11/9* – Noted.

15.2.2 *Free work space in York – emailed to all 11/9* – Noted.

Cllr. Featherstone left the meeting at 8.16pm.

15.2.3 *Email from Elizabeth Harris* – Mrs Harris reported that the tarmac area directly in front of the Old School was a mess with wild weeds and a broken fence. The Parish Council was contacted to see if the area could be tidied up. Unfortunately the Parish Council does not have any control over this area as it is private land under the ownership of the Church. Mrs Harris was given the contact details of Cllr. John Galvin and the Old School Trustees.

15/168 16 **Ward Committee**

The next Ward Committee meeting is to be held at Naburn Village Hall on the 21st October at 7pm.

15/169 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**

[Cllr Mrs Gentry reported her concerns regarding the Library which is looked after in part by the City Council in collaboration with a Community Enterprise who are seeking volunteers to run it on a daily basis. Cllr Mrs Gentry offered to investigate further and establish who employs the volunteers and if there is any threat of closure. **Action Cllr Mrs Gentry.**

15/170 18 **Date and time of next meeting – Tuesday 27th October 2015 – at the Village Hall**

Meeting closed at 8.20 pm

