

Minutes of the meeting held at the Village Hall on Tuesday 27th October 2015.

The Chairman opened the meeting at 7.00 pm.

Council Members Present:

Cllr. Harrison (Chairman), Cllr. Jemison, Cllr. Mrs Conley, Cllr. Mellors, Cllr. Featherstone, Cllr. Mrs Gajewicz, Cllr. Mrs Green and Cllr. Askew.

15/171 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.

15/172 2 **Apologies for absence.**

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

Cllr Mrs Gentry.

15/173 3 **Declarations of Interest**

At this point Councillors are asked to declare any prejudicial interests they may have in the business on this agenda: The following interests were noted:

Cllr. Mellors Item 5.1.6

Cllr. Featherstone Item 5.1.3

15/174 4 **Minutes of Meeting 22nd September 2015**

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

15/175 5 **Consideration of Planning Matters and recommendations of the Planning Group**

5.1 Notice of Applications received

5.1.1 **Middlethorpe Hall.** Prune Turkey Oak and fell Sycamore tree protected by Tree Protection Order number four. 15/02166/Tree Protection Order. (Parish Council advised of the application on the 28th September and a decision received from City Council on the 1st October). Approved

5.1.2 **Barbank House, 1 Croft Court.** Prune willow in a Conservation Area. 15/02211/Tree Conservation Area. (Parish Council advised of the application on the 28th September and a decision received from City Council on the 21st October). Approved

5.1.3 **22 Copmanthorpe Lane.** Two storey rear extension. 15/01941/FUL. No Objection.

5.1.4 **2 Lang Road.** Two storey side and single storey rear extensions. 15/02249/FUL. No Objection.

5.1.5 **The Palace, Bishopthorpe Road.** Fell sycamore in Tree Conservation Area. 15/02292/Tree Protection Order. Parish Council made no comment.

5.1.6 **22 The Coppice.** Single storey side and rear extension. 15/012272/FUL. No Objection

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

5.2.1 **29 Keble Park South.** Two storey side and single storey side and rear extension. 15/01449/FUL. (No Objection) Approved

5.2.2 **Oaklea, 8a Newlands Road.** Crown thin and reduce Oak tree protected by Tree

- Preservation Order 7/1991. 15/01876/Tree Protection Order. (No Objection) Approved
- 5.2.3 **Middlethorpe Hall.** Prune Turkey Oak and fell Sycamore tree protected by Tree Protection Order number four. 15/02166/Tree Protection Order (Parish Council advised of the application on the 28th September and a decision received from City Council on the 1st October). Approved
- 5.2.4 **16 Keble Park North.** Two storey rear, single storey side extension and demolition of detached garage. 15/01692/FUL. (No Objection). Approved
- 5.2.5 **13 Temple Road.** Single storey side extension. 15/01751/FUL. (No Objection) Approved
- 5.2.6 **Barbank House, 1 Croft Court.** Prune willow in a Conservation Area. 15/02211/TCA (see 5.1.2) Approved
- 5.3 Large Householder Extension Notifications
- 5.3.1 **32 Bridge Road.** Erection of single storey extension extending 3.925 metres beyond the rear wall of the original house with a height to the eaves of 2.835 metres and a total height of 2.999 metres. 15/02043/LHE. – No objections received from neighbours, development permitted.
- 5.4 Other Planning Matters
- 5.4.1 *S106 payments* – Cllr. Harrison reported that the new proposal whereby future S106 claims will not be considered for less than ten dwellings (or combined floor space of less than 1,000sqm) is to be contested by the National Association.
- 5.4.2 **The Laurels, 44 Sim Balk Lane.** Replacement detached garage to front (retrospective) and new front boundary treatment to form wall with railings on top and new entrance gates with brick pillars. 15/01380/FUL. Noted.

Under this heading, Cllr. Mellors commented that the application to convert the former Head Office of the old Terry's factory on Bishopthorpe Road in to a five star hotel has been changed in to an application to build an eighty-four bed care home.

15/176 6 **Services**

6.1 Village Hall Management Committee

- 6.1.1 *Management Committee Report* – Reporting from the Committee meeting held on the 19th October, Cllr. Jemison asked the Clerk to contact the City Council to request painting a continuous white line to restrict parking directly in front of the Village Hall. **Action Clerk.**

Cllr. Harrison commented that there is currently a problem with one resident of the village using the Village Hall car park to leave his vehicle parked for many days at a time. On a previous occasion a letter from the Parish Council has deterred this action but now the resident has changed his vehicle and the long-term parking has recommenced. As the car park is privately owned it was agreed that the Parish Council may have legal rights and Cllr. Harrison offered to contact Yorkshire Local Councils Association to seek advice. **Action Cllr Harrison.**

Bishopthorpe Local History Group has requested permission to display an 'A' board in the car park on their meeting days to draw villagers' attention to their presence in the hall. It was agreed that this will be allowed and Cllr. Jemison offered to confirm this to Linda Haywood.

Cllr. Mrs Green reported that the floor covering has split directly under the top step leading in to the upper rooms of the hall. However, it was agreed that as this is not yet a tripping hazard it will be monitored closely and will be immediately repaired should it become a danger to users. Cllr. Jemison offered to alert the Caretaker to the situation.

- 6.1.2 *Village Hall facade repairs* – Instructions have been issued to begin the repairs in early Spring 2016.

6.2 Sports and Leisure Management Committee

- 6.2.1 *Management Committee Report* – Cllr. Featherstone reported that Dennis King

Electrical repaired the faulty light in the Gents' Toilet.

6.2.2 *Bishopthorpe Utd development plans - upgrade of existing facilities* – Cllr. Harrison distributed a set of professional plans (drawn up by DC Architects) to the meeting showing comprehensive changes to the ground floor of the Sports Pavilion. Cllr. Featherstone was asked to take away copies to discuss with users at the next Committee meeting and to report back to the Parish Council their comments.

6.2.3 *Score board – wooden gate repairs* – John Gospel has been asked to make repairs to the gate. Cllr. Askew reported that he will shortly collect a new set of signs for display around the edge of the sports field reminding dog owners not to exercise their pets on the grass.

6.3 Finance Committee

6.3.1 *Committee report* – Cllr. Harrison reported that action must be taken if the Clerk wishes to opt out of the new Pension changes to be shortly implemented by the Government.

Cllr. Mellors asked Cllr. Harrison to prepare the precept application for approval at the November meeting. **Action Cllr Harrison**

6.4 Field 84, Riverside and Footpaths Working Party

6.4.1 *Working party report* – Cllr. Jemison reported that work has re-commenced building the new restaurant.

6.4.2 *Ferry Cottage* – Cllr. Harrison suggested removing this item from the Agenda as the owner of the cottage, Mr Buckley, has been put in direct contact with representatives of the owner of the land, Smiths Gore, to debate the boundary issues. The Parish Council has stepped away from this discussion on the basis that the land in question is rented from Smiths Gore and no legal agreement would be possible between the Parish Council and Mr Buckley concerning the boundary.

Cllr. Jemison, however, argued that the item should remain as it is an unresolved village issue and asked Cllr. Harrison to contact the Neighbourhood Enforcement Officer to report the Parish Council's long standing concerns over this property. **Action Cllr Harrison.**

6.5 Youth Support and Children's Recreation

6.5.1 *Monthly inspection update* – The inspection kit was passed from Cllr. Mrs Green to Cllr. Askew for the month going forward.

Cllr. Mrs Green reported that she has pruned many overgrown branches and also removed small amounts of fungus which grow at this time of year on the wooden edging boards. Cllr. Harrison thanked Cllr. Mrs Green for undertaking these jobs.

The Clerk was asked to create a diary note to remind the Councillors to apply a weed killer spray to the weeds growing between the two fences in the Play Area each October annually going forward. **Action Clerk.**

6.6 Allotments

6.6.1 *Monthly update* – The Clerk reported that three allotment holders: Celia Kennedy, Michael Thomas and a joint plot held by Michelle Blackburn and Yvonne Styan have not paid their annual fees, which were due on the 1st October.

Two letters have been sent requesting payment: one dated 7th September and a reminder letter issued on the 15th October. No responses have been received. If the rents are not paid by 31st October a final letter will be sent to the holders cancelling the allotment agreement and informing the holders that their plots will be marked as vacant occupation and offered to the next person on the waiting list. **Action Clerk.**

Cllr. Harrison informed the meeting that Cllr Mrs Gentry will take over as the Parish Councillor in control of allotments. Cllr. Harrison to inform Cllr Mrs Gentry.

6.7 Senior Citizens Support

6.7.1 *Monthly update* – Nothing to report.

6.7.2 *Vernon House* – After many emails requesting an update from the City Council, Cllr. Harrison reported that the draft lease has been passed to their Legal Department for approval. The Parish Council has been requested to pay a fee of £150 to the City Council for this work. Many of the Parish Councillors expressed extreme dissatisfaction at York City Council’s considerable delay in concluding this matter.

Cllr. Harrison reported that Mrs June Whittaker has issued a letter of support from the users of Vernon House, in favour of the Parish Council taking control of the building.

6.8 Web-Page Management

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

Cllr. Harrison reported that the Website controller, Ian Keeton, wishes to update the aging software as it is not very user friendly. It was suggested that the following people may wish to form a working group to take this matter forward: Ian Keeton, Cllr. Mrs Conley, Liam Godfrey, Mark Askew and Linda Hayward.

The Parish Council will continue to publish all approved minutes on their dedicated webpage contained within the village website after the update.

6.9 Environmental, Sustainability and Accessibility Issues

6.9.1 *Monthly update* – Cllr. Mrs Green reported that she enjoyed attending a meeting with York Environment Forum who visited a site in Nottingham for a presentation given by a self-sustaining community who own their own wind turbines.

6.10 Community Emergency Planning

6.10.1 *Monthly update* – Cllr. Harrison asked the Committee to agree a date for the first meeting.

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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
PWLB bi-annual repayment – Play Area loan	1889.24
Bishopthorpe Camera Club – Four prints of the Village Hall for display	25.91

Payment Total **£2227.15**

7.1.2 **On-line payments**

Clerk’s Salary	640.00
Clerk’s Expenses- (<i>photocopying £3.15, Ink Cartridge £25.78, 1/4ly phone calls £2.84</i>)	31.77
AOL quarter charge	40.62
Village Hall Caretaker / Booking Secretary	447.50
Dennis King Electrical – Village Hall socket repairs	36.00
Ainsty Lawncare – Ferry Lane hedge trim	325.00
Smiths Gore – Allotments Acaster Lane – rent	72.50
City Council waste collection – Sports Pavilion	52.00
City Council waste collection – Village Hall	56.81
Sports Turf Services – Grass cuts to Ferry Lane	124.80
Blackwell and Denton – Repairs to Village Hall steamer	18.00
Blackwell and Denton – Repairs to Village Hall vacuum	20.40
Carol Henk – Sports Pavilion cleaning	120.00
Smiths Gore – Rent Cricket Field Ferry Lane	150.00

Amounts already paid:

Cllr. Askew – Play Area paint and signs	24.42
Marie Addinall – repairs to Village Hall Steam Cleaner	38.40
Around the Clock Glazing – window repairs to Sports Pavilion (11/7/15)	180.00

£2378.22

Quarterly Rents:

Tiny Tots – quarter rent	132.00
Brownies – quarter rent	52.50
Parish Council meetings – quarter rent	28.60

£213.10

TOTAL PAYMENTS

£4818.47

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

7.2 Income Receipts

Precept – October half year payment	14000.00
Play Group – Quarter rent	1225.00
Village Hall Management Committee September takings	914.40

Income Total

£16139.40

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

15/178 8 **School Governors**

8.1 *Infants School* – Nothing to report.

8.2 *Junior School* – Cllr. Mrs Green reported that the School is preparing for the Community Afternoon that will be held in early December.

The issue of teachers parking all day on Copmanthorpe Lane during school hours was raised at the Travel Meeting. Although the school advised of their new Parking Promise that requests parents to park outside the newly designated ‘Lazy Bone Zone’, this does not address the specific issue of teaching staff using Copmanthorpe Lane as an all-day car park. It was stated again that the teachers need new a parking space allocated within the school grounds to remove the congestion their cars cause on Copmanthorpe Lane. Cllr. Harrison offered to raise this matter again at the next school meeting on the 2th November. **Action Cllr Harrison**

15/179 9 **Parish Council Youth Awards**

9.1 *Committee Report* – The awards will be presented to the winners on Thursday 14th January in the upstairs room of the Village Hall at 7pm. The closing date for nominations is Monday 14th December 2015. Cllr. Mrs Gajewicz reported that letters / emails requesting nominations will shortly be issued. Cllr. Featherstone offered to promote the competition to all the local football clubs and Cllr. Askew offered to do the same with Bishopthorpe Scout Group. Cllr. Mrs Green will ask the Methodist Minister to judge this year’s competition.

15/180 10 **Pinfold**

10.1 *Committee Report* – Nothing to report.

15/181 11 **Sensory Garden**

11.1 *Committee Report* – Mrs Sue Neale has asked permission to install a new bench in the Garden in memory of her late husband Kelvin. The Parish Councillors offered help in support of this kind gesture.

11.2 *Damage to mosaic* – 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.

Cllr. Mrs Gajewicz and Cllr. Mrs Conley left the meeting at 8pm

- 15/182 12 **Police Liaison**
- 12.1 *North Yorkshire Police Force* – No report received from PCSO Angela Hollywood. Cllr. Mrs Green expressed concern that she can no longer contact the PCSO and is was suggested that Cindy Benton of Yorkshire Local Councils Association may be able to offer updated email links.
- 15/183 13 **Local Council Association**
- 13.1 *Yorkshire Local Councils Association* – Cllr. Harrison reported that the Local Charter was discussed at the last Branch Meeting
- 13.2 *World War 1 Commemoration Project – Centenary Fields* – Noted.
- 13.3 *Campaign to Protect Rural England – Annual General Meeting – Thursday 29th October at 2pm Askham Bryan Village Hall* – Noted.
- 13.4 *Dates for your Diary - Engaging Lunchtime – emailed to all 9/10* – Noted.
- 13.5 *October and November Training – emailed to all 9/10* – Noted.
- 13.6 Email from Sheena Spence – The Parish Council congratulated Cllr. Harrison on his appointment to the Joint Executive Board.
- 13.7 *November Training courses – emailed to all 15/10* – Noted.
- 13.8 *Public Contracts Regulations 2015 – Contracts Finder User Guide* – Noted.
- 13.9 *Bus Subsidy Reductions – update emailed to all 19/10* – Noted.
- 15/184 14 **Highway Matters**
- 14.1 *Ramsey Avenue Footway Reconstruction 7 day letter* – Noted.
- 15/185 15 **Correspondence**
- 15.1 City of York not covered elsewhere
- 15.1.1 *None*
- 15.2 Others
- 15.2.1 *Email from Sophie Badrick – Tansy Beetle Conservation Officer – The information was passed to Cllr. Mrs Green to take up with the Junior School.*
- 15.2.2 *Bishopthorpe Library – update Cllr Mrs Gentry - to be carried forward to the November meeting.*
- 15/186 16 **Ward Committee**
- Reporting from the Ward Committee Meeting held at Naburn Village Hall on the 21st October, Cllr. Harrison stated that the budget allocated for this ward is £15,774.00. A Ward Team, which will be lead by Cllr. John Galvin, is to be established to agree how the funds will be spent. It was confirmed that at least one Parish Councillor will be invited to join the Ward Team. Suggestions made by the Parish Council for grants include Vernon House, Sports Pavilion alterations, Bishopthorpe Website update or a request for a camera survey in connection with flooding issues at Middlethorpe.
- 15/187 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**
- [Cllr. Mrs Green reminded the meeting that the next Grand Recycling Day will be held on Saturday 9th January 2016 at the Village Hall. A general request for help was issued to all

Councillors.

15/188 18 **Date and time of next meeting – Tuesday November 24th 2015 – at the Village Hall**

Meeting closed at 8.14 pm