

# BISHOPTHORPE PARISH COUNCIL

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## Minutes of the meeting held at the Village Hall on Tuesday 19<sup>th</sup> January 2016.

*The Chairman opened the meeting at 7.00 pm.*

*Five members of the public were present to put questions to the Parish Council as follows:*

Mrs Anne Davis of School Lane and Mrs Alison Whitehead of School Lane, wished to report that pedestrians are walking on the road of School Lane instead of using the footpaths. An incident occurred recently that involved a relative of Mrs Davis who, whilst reversing out of her driveway, crossed the path of a pedestrian exiting the snicket at the bottom of School Lane. A heated exchange developed which led to Mrs Whitehead and Mrs Davis reporting the issue to the Parish Council. Mrs Davis also commented that the use of the road by pedestrians is particularly bad at school drop off / collection times.

Cllr. Harrison thanked Mrs Davis and Mrs Whitehead for attending the meeting and offered to place an article in Link Magazine to highlight this issue. The Clerk was asked to contact City of York Council to request a barrier at the end of the snicket as an accident prevention deterrent. **Action Clerk.**

Mrs Whitehead also commented that the traffic light sequence at the top of Sim Balk Lane (turning right on to Tadcaster Road) was too quick. Cllr. Mellors suggested that Mrs Whitehead refer this issue to the City Council.

Mr Mark Jubb of Maclagan Road explained that he was attending the meeting to seek special permission from the Parish Council to allow him to keep six hens on a plot of scrub land at the bottom of Acaster Lane allotment gardens. Mr Jubb has discussed this proposal with other tenants and has their support – especially from Mr and Mrs Smith (plot ten) whose allotment will neighbour the hens.

Cllr. Harrison sought the views of the other Councillors present, none of whom raised any objection to Mr Jubb's request. Cllr. Harrison asked the Clerk to forward an existing agreement to him in order that clauses could be changed to accommodate the proposal. **Action Clerk.**

Mrs Dianne and Mr Julian Bradford of Main Street wished to raise a number of issues before the Parish Council in connection with planning proposal 5.1.3 (**Home Farm Buildings, 81 Main Street. Change of use of storage building (use class B1) to cafe and bicycle repair shop (use class A3/A1)**). Mrs Bradford stated that she would like to be able to fully support the application but in its current form felt unable to do so until certain planning issues had been addressed by the applicant. Mrs Bradford acknowledged that the Design and Access Statement makes a good case for the tea room and cycle shop but requested that the following should points should be considered carefully before approval of the application is granted:

- [ Concern was expressed that the businesses will not be immediately obvious to passers-by as they will be located within the Home Farm complex and Mrs Bradford is concerned about the harmful appearance in the Conservation Area any new advertising may have.
- [ Disabled access consideration: there are no planned changes to the private driveway and no consideration has been given internally for spacing tables or counter height.
- [ There is no consideration given in the application for treatment of trade waste.
- [ There appears to be conflict between the planning application and the flood assessment over use of materials; namely that the flood assessment suggests the use of uPVC which, in Mrs Bradford's opinion, would not be in keeping with the building or the conservation area.

Further points were raised questioning; staff and public parking provision, deliveries to the growing number of businesses within the complex, the possibility of outside catering in the summer and the impact to the area of outdoor lighting for evening classes (florists).

Cllr. Harrison replied that the City Council's pre-application report supports the development and that the final decision will rest with them. It is expected that staff employed in the tea room will be from the local area and will walk to work. Parking in Main Street is a problem in general for all residents. Cllr. Mellors commented that there has to be very strong reasons for the City Council not to grant permission for a tea room which would centre on the following issues – noise, parking and smell generated by the new business. Assurances were given to Mrs Bradford by Cllr. Mellors that advertising within the Conservation Area is strictly controlled.

It was concluded that the Parish Council will support the application but will include Mrs Bradford's points for consideration by the City Council in order for them to reach their decision.

*The members of the public left the meeting at 7.25pm*

The Parish Council meeting commenced at 7.26pm

**Council Members Present:**

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

16/01 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.*

16/02 2 **Apologies for absence.**  
Cllr. Featherstone due to illness.

16/03 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. Jemison 5.1.3*

16/04 4 **Minutes of Meeting 24<sup>th</sup> November 2015**

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

16/05 5 **Consideration of Planning Matters and recommendations of the Planning Group**

5.1 Notice of Applications received

- 5.1.1 **50 Church Lane.** Single storey rear extension. 15/02741/FUL. No Objection
- 5.1.2 **British Transport Yacht Club, Acaster Lane.** Single storey extension (renewal of planning permission 12/02262/FUL) 15/02869/FUL. No Objection
- 5.1.3 **Home Farm Buildings, 81 Main Street.** Change of use of storage building (use class B1) to cafe and bicycle repair shop (use class A3/A1). 15/02919/FUL. No Objection with comments attached (refer to above).
- 5.1.4 **1 Melton Drive.** Single storey side extension. 15/02802/FUL. No Objection
- 5.1.5 **4 Sargent Avenue.** Single storey rear extension and conversion of garage into habitable space. 15/02752/FUL. No Objection

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

- 5.2.1 **2 Lang Road.** Two storey side and single storey rear extensions. 15/02249/FUL. (**No Objection**) Approved
- 5.2.2 **38 Church Lane.** Fell five trees in the Tree Conservation Area. 15/02456/Tree Conservation Area. (**No Objection**) Approved
- 5.2.3 **22 Copmanthorpe Lane.** Two storey rear extension. 15/01941/FUL. (**No Objection**) Approved
- 5.2.4 **42 Main Street.** Reduce height of Sycamore tree in Conservation Area. 15/02443/Tree Conservation Area. (**No Objection**) Approved
- 5.2.5 **14 Keble Park Crescent.** Conversion of garage into habitable room with first floor extension above. 15/02554/FUL. (**A sunlight assessment will be requested**) Application withdrawn by applicant
- 5.2.6 **22 The Coppice.** Single storey side and rear extension. 15/012272/FUL. (**No Objection**) Approved
- 5.2.7 **36 Keble Park Crescent.** Two storey side, single storey front and rear extensions.

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15/02478/FUL. (No Objection) Approved  
 5.2.8 **27 Keble Park South.** Single storey garage extension to side. 15/02537/FUL. (No Objection) Approved

5.3 Large Householder Extension Notifications

5.3.1 None

5.4 Other Planning Matters

5.4.1 *S106 payments* – Nothing to report.

16/06

6 **Services**

6.1 Village Hall Management Committee

6.1.1 *Management Committee Report* – Cllr. Jemison reported that a Committee Meeting was held on the 18<sup>th</sup> January. The mother of one of the 2014 Youth Award winners asked why names of the winners have not been marked on the board. Cllr. Harrison replied that it has been very difficult to locate a new sign-writer to do this job. Cllr. Askew offered to take the board to a new contact that may be able to update the winners' details. **Action Cllr. Askew**

6.1.2 *Village Hall facade repairs* – Work will commence in Spring 2016.

6.1.3 *Line extension request* – A reply has been received from Sue Gill of the City Council to confirm that work will be undertaken as requested at a cost of £120 within six to eight weeks' time.

6.2 Sports and Leisure Management Committee

6.2.1 *Management Committee Report* – Nothing to report.

6.2.2 *Bishopthorpe Utd development plans - upgrade of existing facilities* – In an email from Cllr. Featherstone received before the meeting it was confirmed that both the Cricket and Football Clubs have no objections to the new development plans and Play Group has approved the drawings.

6.2.3 *Request for financial assistance from Bishopthorpe Bowling Club towards a new irrigation system* – Cllr. Harrison reported that the Bowling Club is seeking financial assistance to replace a twenty-year old irrigation system. The total cost of the project will be around £9,000. The Parish Council is unable to make a donation due to tight budget constraints but Cllr. Harrison offered to contact the club to suggest that they approach the Ward Committee with their request. Additionally Cllr. Harrison confirmed that should funds be received from S106 in the future, the Parish Council will reconsider making a donation from this fund. **Action Cllr Harrison**

6.2.4 *Letter from Jonathan Short, Ainsty Lawncare and Landscape* – Mr Short confirmed that twenty seven grass cuts had been made to the field in 2015 and that it shouldn't require any more until March 2016.

6.3 Finance Committee

6.3.1 *Committee report* – Cllr. Harrison confirmed that the Clerk has undertaken the requests of HMRC Pension Regulations to ensure that the Parish Council is compliant to new demands in connection with pension provision. The staging date for Bishopthorpe Parish Council is 1<sup>st</sup> January 2017.

6.3.2 *Double Taxation Grants – Email from Joe Ashton* – Cllr. Harrison has asked the City Council to reconsider the double taxation allowance made to Bishopthorpe Parish Council regarding grass cutting. Their decision is pending.

6.4 Field 84, Riverside and Footpaths Working Party

6.4.1 *Working party report* – Cllr. Jemison confirmed that following a conversation held with the owner, Mr Mandy, the complex will be tidied up and a derelict caravan removed. It was also noted that Field 84 was used inappropriately by car owners during the recent floods. The Clerk was asked to send a letter to Mr Mandy regarding these issues. **Action Clerk.**

6.4.2 *Ferry Cottage* – The property is sold subject to contract but the Parish Council is aware of an unresolved dispute concerning the boundary of the property.

6.4.3 *December 2015 Floods* – The City Council has an agreement with Bishopthorpe to provide sand bags and a pump in times of flooding. The Parish Council were pleased to note that this agreement worked well during the floods of December 2015 and that the quick appearance of the pump at the top of Chantry Lane prevented houses flooding on Chantry Lane and Main Street.

However, concerns were expressed that should the Foss barrier have remained in place, the additional water may have swelled the Ouse to such an extent that villages downstream, such as Bishopthorpe, could have been seriously affected. It was agreed that the Environment Agency should be invited to attend a future meeting of the Parish Council to discuss this concern. **Action Clerk.**

6.5 Youth Support and Children’s Recreation

6.5.1 *Monthly inspection update* – Cllr. Mrs Conley reported a number of minor equipment issues. Cllr. Harrison confirmed that the Annual Inspection is due shortly and that these will be picked up by the inspector and the Parish Council will then instruct repairs.

Cllr. Harrison asked Cllr. Mrs Conley to make a formal request to the Ward Committee for a donation towards the cost of purchasing play-grade sand for the park. **Action Cllr. Mrs Conley**

6.6 Allotments

6.6.1 *Monthly update* – Cllr Mrs Gentry reported that three new people are on the waiting list for an allotment. It was confirmed that non-Bishopthorpe residents can be added to the list but they will be allocated new plots only when all Bishopthorpe residents’ requests have been met.

6.7 Senior Citizens Support

6.7.1 *Monthly update* – Nothing to report.

6.8 Vernon House

6.8.1 *Monthly update* – Cllr. Harrison reported that Vernon House has been leased to the Parish Council on a seven-year lease from the City Council, with a six-month *notice to vacate clause* included for both parties. A rental charge of £1 per annum is applicable. The Parish Council is responsible for the payment of all monthly outgoings together with the insurance of the contents and Third Party Liability cover. **Action Clerk.**

The Caretaker / Booking Secretary is Julie Bradley. Cllr. Mrs Green suggested an Open Day for Friday 5<sup>th</sup> February where former user groups and new user groups can be invited. Cllr. Mrs Green confirmed that user groups will be charged per person not per hour. Village groups will be charged at the rate of 50p per person and non-village groups £1 per person. This will be reviewed after six months.

Cllr. Harrison commented that the Parish Council will be responsible for maintaining the grassed area to the rear of the building and Cllr. Mrs Green confirmed that she has agreed with the City Council that the bin collection will remain as a domestic collection (not commercial).

6.9 Bishopthorpe Library

6.9.1 *Monthly update* – Nothing to report.

6.10 Web Page Management

6.10.1 *Monthly update* – Cllr. Mrs Conley reported that the web site Manager, Ian Keeton has

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not responded recently to her offers of assistance to help install a new host system.

At present no Parish Council minutes can be posted to the web page. It was suggested that a Parish Council Facebook page may be established but there were concerns that large documents may be problematic to post. Cllr. Mrs Conley agreed to contact Mr Keeton again and the situation will be reviewed next month. **Action Cllr. Mrs Conley**

6.11 Environmental, Sustainability and Accessibility Issues

6.11.1 *Monthly update* – Cllr. Mrs Green urged all Councillors to reply to the recent email from the City Council seeking views to guide development (circulated by the Clerk on 18<sup>th</sup> January).

Cllr. Harrison thanked Cllr. Mrs Green for organising a very successful Grand Recycling Day which was held in the Village Hall on Saturday 9<sup>th</sup> January.

6.12 Community Emergency Planning

6.12.1 *Monthly update* – Cllr. Harrison requested that the Committee (Cllr. Askew, Cllr. Mrs Conley and Cllr. Mrs Gajewicz) arrange a date for their first meeting in light of the recent floods. **Action Committee.**

16/07 7

**Financial Transactions**

7.1 Payments to approve

7.1.1 **Cheque / Direct Debit payments**

**Amounts Paid 20<sup>th</sup> January 2016**

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
City of York Council - Vernon House Lease	150.00
John Gospel – repairs to sports field gate on Ferry Lane	140.00

**Payment Total**

**£602.00**

**Amounts Paid 31<sup>st</sup> December 2015**

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 banking payments**

**Amounts Paid 20<sup>th</sup> January 2016**

Clerk's Salary	640.00
Clerk's Expenses- ( <i>photocopying £6.57 Stamps £20.52, stationery £27.78, phone calls £4.64</i> )	59.51
AOL quarterly connection charge	40.62
Village Hall Caretaker / Booking Secretary	402.50
Carol Henk – Sports Pavilion cleaning	120.00
Ian Keeton – Hosting Bis.net for 2016	57.69
Smiths Gore – Glebe Sports Field Rent	225.00
City of York Council – Waste collection Sports Pavilion	52.00
City of York Council – Waste collection Village Hall	56.81
Dennis King Ltd – Village Hall pat test	145.20
PRS – Village Hall annual fee	162.50
Advance Fires Services- Village Hall annual test	86.40
York Christmas Trees Ltd – Sensory Garden tree	174.00
Aon Ltd – Insurance cover premium for Vernon House	22.50

Cllr. Mrs Green – Keys for Vernon House 18.82

**Payment Total** **£2263.55**

**Amounts Paid 22<sup>nd</sup> December 2015**

Sports Turf Services – Grass cut Ferry Lane	62.40
Clerk's Salary	640.00
Cllr. Harrison – Ink Cartridge	20.00
Cllr. Askew – New signs for Ferry Lane (Andrew's Signs)	45.00
Cllr. Mrs Green – PVC banner for recycling day	24.00
Dennis King Electrical – PAT testing for Sports Pavilion	149.80
Ainsty Landscapes – Cricket Field grass cuts to 9 November	255.00
DC Architects – Sports Pavilion – preparation of drawings	975.30
Carol Henk – Sports Pavilion cleaning	120.00
Village Hall Caretaker / Booking Secretary	477.03
Smiths Gore – 1m ransom strip – Appleton Road Allotments	1.00

**Payment Total** **£2769.53**

**TOTAL PAYMENTS** **£5947.08**

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

7.2 **Income Receipts**

Bishopthorpe Play Group – Autumn Term rent	1225.00
Bishopthorpe Play Group – PAT Test contribution	124.83
Village Hall Management Committee – November takings	925.50
Village Hall Management Committee – December takings	335.60
National Westminster monthly interest	1.51

**Income Total** **£2612.44**

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

8 **School Governors**

8.1 *Infants School* – Cllr Mrs Gentry reported that the School has decided to split their Travel Group from the Junior School Travel Group.

8.2 *Junior School* – Cllr. Mrs Green reported that an award was made to children from the School who took part in a competition which was judged on the Recycling Day.

The School's Music Room will open on 15<sup>th</sup> April.

Cllr. Mellors reported that grandparents of school children have been invited to attend school dinner with their grandchildren on Thursday 28<sup>th</sup> January.

16/09 9 **Parish Council Youth Awards**

9.1 *Committee Report* – Due to lack of nominations, Cllr. Harrison proposed that the Youth Award for 2015 be cancelled. Cllr. Mellors seconded this proposal. Six Councillors voted in favour, one voted against and one abstained.

It was agreed that, going forward, the 2016 award should have a more vibrant poster and that the profile of the award must be raised if it is to have a future. **Action Committee**

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- 16/10 10 **Pinfold**  
 10.1 *Committee Report* – Cllr. Harrison thanked Cllr Mrs Gentry for removing a small amount of graffiti on the pinfold seating area.
- 16/11 11 **Sensory Garden**  
 11.1 *Committee Report* – Allison Williams has not replied to the Clerk’s emails asking for repairs to the mosaic. Mrs Williams originally agreed to repair the mosaic in August before the frosts of winter but the repairs were not made. The Clerk will try again at the end of the winter. **Action Clerk.**
- 16/12 12 **Police Liaison**  
 12.1 North Yorkshire Police Force – The following report was received from PCSO Laura Thomson:  
*“Incidents for December and part of January.*  
  
*02/12 Bishopthorpe School. Advice*  
*Wanting advice re issues at school and family.*  
  
*03/12 St Andrews Church/ Copmanthorpe Lane. Anti Social Behaviour*  
*Keeps getting calls from a foreign sounding male repeating certain words “Jihad”. Incident sent to Special branch, checks completed and has been dealt with as prank calls.*  
  
*10/12 Ebor Pub. Anti Social Behaviour*  
*Issues with female refusing to leave.*  
  
*11/12 De Grey place. Anti Social Behaviour*  
*Reports harassing neighbour. Goes to let her dog out and within minutes neighbour has come out shouting, screaming and swearing.*  
  
*08/01 Lang Road, Criminal Damage.*  
*Reports two males youths have been throwing rocks at the house from the cycle track behind the house, bedroom window smashed*  
  
*08/01 Beech Ave, Theft*  
*Offenders have gained entry to the rear garden of a property. They have taken scrap metal and some copper piping.*  
  
*08/01 Maple Ave, Suspicious.*  
*2 Suspicious males going door to door selling Garden/ cleaning services”*
- 16/13 13 **Local Council Association**  
 13.1 *Yorkshire Local Councils Association* – Cllr. Harrison reported that the next Joint Executive Board Meeting has been cancelled. Cllr. Harrison commented that all Parish Councils have been given details of ways in which they may wish to celebrate the Queen’s 90<sup>th</sup> birthday. Braziers at a cost of £150 may be supplied if required – noted.  
 13.2 *White Rose Update* – emailed to all 4<sup>th</sup> January – noted  
 13.3 *Changes to the External Audit Regime* – Bishopthorpe will remain with the appointed external auditor.  
 13.4 *YLCA Membership subscription fees, 2016/2017* – Noted.
- 16/14 14 **Highway Matters**  
 14.1 *Maple Avenue Footway Reconstruction* – Cllr. Askew reported that residents should contact the City Council if they have issues with drives left unsecure during reconstruction work.  
 14.2 *Email from Cathryn Fellows concerning parking on Lang Road* – Mrs Fellows contacted the Parish Council to complain of cars parking at the top of Lang Road during daylight hours and

asked if the yellow lines could be extended down the road to prevent this. Cllr. Harrison stated that this would only push the issue further down the road and agreed to contact Mrs Fellows to discuss this. Furthermore an issue regarding the contractors working on the sewage works was raised and Cllr. Harrison agreed to address this matter with Mrs Fellows directly. **Action Cllr Harrison**

14.3 *Speed Management Programme 2015/16 - Bishopthorpe - Bishopthorpe Road and Sim Balk Lane.* Noted.

16/15 15 **Correspondence**

15.1 City of York not covered elsewhere

15.1.1 *The York CVS Funding Fair – Thursday 4<sup>th</sup> February 10.30am to 1pm at the Priory Street Centre* – Noted.

15.1.2 *Royal Voluntary Service and Explore Libraries* – Noted.

15.1.3 *City of York Council media release - Help for residents and businesses affected by flooding in York* – Noted.

15.2 Others

15.2.1 *Copmanthorpe and Bishopthorpe Old School Medical Practice Patient Participation Group, PPG* – Noted.

16/16 16 **Ward Committee**

Cllr. Harrison reported that he recently received an email from Cllr. John Galvin forwarding a 2016 Destination Guide for York to promote the city following recently flooding. The link to the free guide can be found at <http://www.visityork.org/information/full-york-visitorguide.aspx>

16/14 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**

[ Cllr Mrs Gentry wished to thank Emma Davis for setting up a Facebook page to help flood victims – *Bishopthorpe Solidarity with York Flood Victims*.

16/18 18 **Date and time of next meeting – Tuesday February 23<sup>rd</sup> 2016, 7pm – at the Village Hall**

Meeting closed at 9.16 pm