

BISHOPTHORPE PARISH COUNCIL

Minutes of the meeting held at the Village Hall on Tuesday 23rd February 2016.

The Chairman opened the meeting at 7.01 pm.

Mrs Alison Walker of Lang Road introduced herself to the Councillors and explained that she was attending the meeting to report an incident of vandalism in the area of Appleton Court: a large rock was thrown towards the houses on Lang Road by a person using the cycle path late at night, smashing a pane of double glazing in the home of Mrs Walker. This was immediately reported to the Police and Mrs Walker learnt that it was one of a number of acts of vandalism in this part of the village.

Mrs Walker continued to explain that after gathering the support of her neighbours she approached the owners of the cycle track, Sustrans, to request installation of lights in the area. Sustrans suggested Mrs Walker should contact her local Parish Council to install lights.

Responding to this request, Cllr. Harrison empathised with the damage caused to Mrs Walker's property and explained that unfortunately the Parish Council are not responsible for installing street lighting: the most appropriate body to forward this request to would be the City Council. However, as the land is owned and maintained by Sustrans, Cllr. Harrison suggested that Mrs Walker should encourage her neighbours to write individual letters of request directly to them to install lights along this stretch of the cycle path. Cllr. Jemison suggested that CCTV may also be a consideration but that it must adhere strictly to privacy law.

Cllr. Harrison thanked Mrs Walker for attending the meeting.

The public meeting closed at 7.10pm and the Chairman opened the Parish Council meeting at 7.11pm

Council Members Present:

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

16/19 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.

16/20 2 **Apologies for absence.**

Cllr. Mrs Gajewicz and Cllr Mrs Gentry

16/21 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. Featherstone declared an interest in item 5.1.4

16/22 4 **Minutes of Meeting 19th January 2016**

Cllr. Mrs Conley asked for the following amendments:

6.1.1 – The word 'carpenter' should be 'sign-writer'

6.10.1 – Requested the inclusion of the word 'recently' as follows 'Ian Keeton has not responded **recently** to her offers of assistance'

17 – Asked for the inclusion of the word 'York' as follows 'Bishopthorpe Solidarity with **York Flood Victims**'

Following these changes acceptance of the minutes was proposed by Cllr. Jemison and seconded by Cllr. Mellors. Carried unanimously by all who attended the meeting.

16/23

5 Consideration of Planning Matters and recommendations of the Planning Group

5.1 Notice of Applications received

- 5.1.1 **38 Copmanthorpe Lane.** Erection of dwelling on land to rear of 38 Copmanthorpe Lane, Bishopthorpe. 15/02842/FUL. Objection.
- 5.1.2 **25 School Lane.** Single storey side and rear extension. 16/00199/FUL. The Parish Council did not have the chance to submit a comment on this application before the City Council reached their decision – refer to 5.2.3
- 5.1.3 **Ramsey House, Chantry Lane.** Prune Yew and Weeping Beech trees in Tree Conservation Area. 16/00264/Tree Conservation Area. No Objection
- 5.1.4 **20 Copmanthorpe Lane.** Extension and alteration to front to form balcony. 16/00330/FUL. Objection.
- 5.1.5 **1 Acaster Lane.** Crown clean and prune two horse chestnut trees protected by Tree Protection Order 7/1980. 16/00354/Tree Conservation Area. No Objection

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

- 5.2.1 **St Andrews Church, Church Lane.** Installation of 5.75m flag pole radio station with three remote radio units and two radio equipment cabinets following removal of existing flag pole and three ground based radio equipment cabinets. 15/025754/FUL. (*Parish Council was not originally consulted*) Approved
- 5.2.2 **50 Church Lane.** Single storey rear extension. 15/02741/FUL. (*No Objection*) Approved
- 5.2.3 **25 School Lane.** Single storey side and rear extension. 16/00199/FUL (*Parish Council consultation received 3rd February 2016*) – Grant Certificate of Lawful Proposed Use or Development – dated 5th February 2016
- 5.2.4 **British Transport Yacht Club, Acaster Lane.** Single storey extension (renewal of planning permission 12/02262/FUL) 15/02869/FUL. (*No Objection*). Approved

5.3 Large Householder Extension Notifications

- 5.3.1 None

5.4 Other Planning Matters

- 5.4.1 *S106 payments* – Cllr. Harrison reported an email received from Dave Meigh of the City Council regarding the recent payment made to the Parish Council of £7136.00 (under Section 106).

A breakdown of this payment is as follows:

20 Maple Avenue (13/03819/FUL) £1,323.00

The payment is made up of: play space 64% of the sum paid to the PC (£846.72) and amenity open space 36% (£476.28)

44-44 Church Lane (13/02055/FUL) £5,813.00

The payment is made up of play space 100% of the sum paid to the Parish Council.

Mr Meigh has requested that the Parish Council must inform him when and how the money is used.

16/24

6 Services

6.1 Village Hall Management Committee

- 6.1.1 *Management Committee Report* – An email invoice from Invalifts dated 10 March 2014 requesting payment of £131.66 for a replacement battery (which was paid at the time) was rejected as spam and will be ignored.

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

6.2 Sports and Leisure Management Committee

- 6.2.1 *Management Committee Report* – Cllr. Featherstone reported issues with dogs fouling the playing field and asked if the new signs prohibiting the exercise of dogs were ready

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to put up. Cllr. Askew confirmed that they were and will look in to doing this.

Amy Electrics will shortly undertake work to remove overgrowing tree branches along Ferry Lane which are interfering with power cables.

6.2.2 *Bishopthorpe Utd development plans - upgrade of existing facilities* – Cllr. Featherstone reported that following consultation with the users, all are now happy with the development plans. Storage issues were discussed and agreed and Cllr. Harrison suggested that the Parish Council should now move forward and obtain new costings for the project.

6.2.3 *Proposed canopy for Play Group* – Cllr. Harrison read out an email received from the Play Group requesting permission to erect an 8 x 3 metre canopy along the side of the Sports Pavilion. The reason for doing this would be to provide the children with shelter in bad weather, allowing them to still play outside. Parents and sports users would be afforded the same use and it would not impact on the available car parking provision. The cost of the shelter would be approximately £4,000 and would be funded by Play Group.

Cllr. Jemison commented that the main problem may be vandalism as this area has suffered damage to property in the past. A retractable canopy may be more suited to the purpose. Cllr. Harrison will request drawings from the Group before committing Parish Council support.

6.3 Finance Committee

6.3.1 *Committee Report* – Nothing to report.

6.3.2 *PKF Littlejohn* – New yearend audit instructions were received from Yorkshire Local Councils Association detailing the following:

[The statutory requirement has changed so that all councils/parish meetings must approve Section 1 (the Annual Governance Statement) before Section 2 (the Accounts).

[The statutory requirement for all councils/parish meetings to provide a 30 working day period for the exercise of public rights including the first 10 working days of July.

[The requirement for all councils/parish meetings to confirm to PKF Littlejohn the dates that they have designated for the period for the exercise of public rights.

The Clerk will ensure that these changes are incorporated in to the Annual Return as requested. **Action Clerk.**

6.3.3 *HMRC Yearend Instructions* – HMRC have published information for employers (Bishopthorpe Parish Council is classed as an employer of the Clerk) which includes instructions on the following topics:

[How to finalise the old tax year 2015 to 2016,
[How to set up computer records for the new tax year 2016 to 2017
[Information on rates, limits and changes for 2016 to 2017

The Clerk will consult these before finalising the tax year end. **Action Clerk.**

6.4 Field 84, Riverside and Footpaths Working Party

6.4.1 *Working party report* – A letter was sent to Mr Mandy requesting attention to the following issues:

- [Removal of the living caravan sited in the car park area
- [Removal of the derelict caravan
- [Tidy up of the car park area
- [Erection of a permanent barrier to replace the gate on the river bank to prevent tenants using the road through Field 84 as vehicular access during the floods

Cllr. Jemison reported that these issues have been addressed by Mr Mandy.

- 6.4.2 *Ferry Cottage* – A letter, recently received from the Solicitors acting on behalf of the owner of the Cottage, has been passed to the Parish Council’s solicitors for response. In it a request was made instructing the Parish Council to erect a fence within two weeks to demarcate the border of the cottage with the playing field. The border has not been verified by the land owner, the Church Commissioners, and until it has it is not possible for the fence to be installed.
- 6.4.3 *December 2015 Floods* – It was agreed that the Environment Agency will be invited to attend the April Parish Council meeting. **Action Clerk.**

It was also suggested that Katie Fisher of the City Council along with a representative of the Church should also be invited. **Action Cllr. Jemison and Cllr. Harrison**

6.5 Youth Support and Children’s Recreation

- 6.5.1 *Monthly inspection update* – By email before the meeting Cllr Mrs Gentry reported an uneventful monthly inspection for January and offered to keep the inspection kit going forward for the next month. Cllr. Harrison confirmed that Play Dale has undertaken the annual inspection and the report will be received shortly.
- 6.5.2 *Ward Committee Grant Request* – Cllr. Mrs Conley reported a somewhat parsimonious response towards the Parish Council from the Ward Committee when a grant was requested to help with the cost of funding replacement sand in the Play Area. Cllr. John Galvin suggested that the Parish Council use funds granted under Section 106 for this purpose but it is unclear whether this would be a legally permitted use.

6.6 Allotments

- 6.6.1 *Monthly update* – By email before the meeting Cllr Mrs Gentry reported that the allotments now have a waiting list (combined) of 12 people.

6.7 Senior Citizens Support

- 6.7.1 *Monthly update* – Nothing to report.

6.8 Vernon House

- 6.8.1 *Monthly update* – Cllr. Mrs Green reported that the recent open day was attended by over sixty people. Some new groups have been established and many of the former groups have returned to use Vernon House. To date all is running smoothly.
- 6.8.2 *Email from Anona Dawick* – A request was made for permission to be granted from the Parish Council for installation of a projector screen. It was noted that the correct procedure had not been followed as the screen was purchased and a contractor chosen without any prior reference to the Parish Council. Cllr. Mrs Green agreed to advise the Committee of correct procedure for future requests. Cllr. Harrison debated whether this would be allowed under the Lease Terms but it was agreed that the Parish Council would authorise the screen as it is deemed not to adversely affect the building or have an effect on the structure. The screen has been funded by residual funds held by the Committee prior to the takeover by the Parish Council.

6.9 Bishopthorpe Library

- 6.9.1 *Monthly update* – By email before the meeting Cllr Mrs Gentry reported that Sonja at the library has set a date for the first Friends Meeting - 11 April at 7pm.

It is understood that going forward the City Council will fund 85% of all York’s

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Library's running costs but 15% has to be raised by each individual Library. Cllr. Harrison commented that it would be useful to know how much 15% represented in real terms for Bishopthorpe Library.

6.10 Web Page Management

6.10.1 *Monthly update* – Cllr. Mrs Conley reported that Bish.net is back up and running following installation of new software. The Parish Council page is up to date.

6.11 Environmental, Sustainability and Accessibility Issues

6.11.1 *Monthly update* – Cllr. Mrs Green reported receiving an email from York Community Energy offering site visits to discuss the benefits of installing solar panels to community buildings. It was agreed that this may be of interest at Vernon House.
Action Cllr. Mrs Green

At a recent meeting of the Environment Forum changes planned for York Central were discussed at length.

6.12 Community Emergency Planning

6.12.1 *Monthly update* – The Committee were told to hold in abeyance their inaugural meeting until after the meeting with the Environment Agency planned for April.

16/25

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
* G&S Jackson and Son – Removal of fallen tree – Ferry Lane	180.00

Payment Total

£492.00

7.1.2 **On- Line banking payments**

Clerk's Salary	640.00
Clerk's Expenses- (<i>photocopying £3.96</i>)	3.96
Village Hall Caretaker / Booking Secretary	471.98
City of York Council – Keep clear H Bar marking, Main Street	120.00
Cllr. Harrison – stationery costs	21.00
Vernon House Caretaker – Jan and Feb salary	500.00
City of York Council – Vernon House Insurance premium annual recharge	163.22
Rebecca Clark – Play Area gate, November 2015 to February 2016	273.00
Yorkshire Water – Allotments, Acaster Lane, fourth quarter	24.97
Yorkshire Water – Allotments, Appleton Road, fourth quarter	42.19
Yorkshire Water – Village Hall, fourth quarter	90.81
Yorkshire Water – Sports Pavilion, fourth quarter	375.13
Burn & Co, completion of lease for Vernon House	528.00
Carol Henk – Sports Pavilion cleaning	150.00
Flower arrangements Vernon House – ref Cllr. Mrs Green	43.50
Npower – Sensory Garden lights	66.29

Payment Total

£3514.05

TOTAL PAYMENTS

£4006.05

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

7.2	Income Receipts	
	NS&I Annual Interest	28.47
	Section 106 – payment	7136.00
	Income Total	£7164.47

* Cllr. Jemison proposed that the Clerk write to St Andrew's Trust requesting refund of £180.00 paid to G and S Jackson for removal of a tree at the bottom of Ferry Lane on their land. This was seconded by Cllr. Mrs Green and agreed unanimously. **Action Clerk.**
Approval of financial transactions proposed by Cllr. Mrs Green and seconded by Cllr. Jemison. Carried Unanimously.

8 School Governors

8.1 *Infants School* – By email before the meeting Cllr Mrs Gentry reported that the School will hold its Annual Fair on the 14th May.

It transpired during talks with the Head Mistress that a separate travel group was formed because the Infant School didn't feel that all of the things suggested by the Junior School were relevant for their younger age group and that for the infants the parking spaces by Wall of Sound/the Dentist etc were a larger priority

8.2 *Junior School* – Cllr. Mrs Green reported that the School are undertaking a programme of fundraising activities to help support their Caretaker who has been diagnosed with a serious illness.

The Scarecrow competition will take place during June.

8.3 *Email from Joe Ashton – free trees for schools* – Cllr. Mrs Green has passed information to Head Teacher Jonathan Green. A copy of the email will also be forwarded to Cllr Mrs Gentry – **Action Clerk.**

16/26 9 Parish Council Youth Awards

9.1 *Committee Report* – Nothing to report.

16/27 10 Pinfold

10.1 *Committee Report* – Nothing to report.

16/28 11 Sensory Garden

11.1 *Committee Report* – By email before the meeting Cllr Mrs Gentry reported that the benches were in a sorry state of repair. One is missing and the other has slats removed from the back. Cllr. Harrison offered to contact Mrs Sue Neale who recently offered to buy a new bench for the garden in the memory of late Parish Councillor, Kelvin Neale. **Action Cllr Harrison**

Allison Williams recently made contacted with the Clerk to confirm that the mosaic will be repaired in the Spring.

11.2 *Letter from Mr and Mrs Powell* – Cllr. Harrison read out an email from Mr and Mrs Powell of School Lane who reported that the fence between their property and the Sensory Garden is damaged and falling down. They suggested that should the Parish Council wish to replace it that they are willing to treat both sides of the fence with protector.

The Councillors agreed that the damaged fence is spoiling the overall look in the Sensory Garden and Cllr. Jemison offered to contact John Gospel for a quote to replace it. **Action Cllr. Jemison**

Cllr. Mrs Green offered to liaise with Mr and Mrs Powell to update them. **Action Cllr. Mrs Green**

16/29 12 Police Liaison

12.1 *North Yorkshire Police Force* – The following report was received from PCSO Angela Hollywood:

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1st Jan onwards:

8th Jan Criminal Damage (Window broken) Lang Road

8th Jan Theft (Scrap metal stolen) Beech Ave

30th Jan Criminal Damage (Vehicle damaged) Ramsey Ave

2nd Feb Burglary Other (shed broken into/tools stolen) Appleton Road

5th Feb Criminal Damage (Vehicle damaged) Appleton Court

5th Feb Criminal Damage (House window broken) Appleton Court

9th Feb Burglary Other (Garage broken into nothing taken) Sim Balk Lane

9th Feb Burglary Other (Garage broken into cycles stolen) Sim Balk Lane

9th Feb Burglary Dwelling (Door forced-Purse stolen) Maple Ave

9th Feb Criminal Damage (Wing mirror damaged) Appleton Court

10th Feb Criminal Damage (House window broken) Appleton Court

16/30

13 **Local Council Association**

13.1 *Yorkshire Local Councils Association Update* – Cllr. Harrison reported the following items from the meeting held on the 4th February:

- [All Parish Councils may need to complete a Neighbourhood Plan which may be used as a tool to overrule disputes arising in the Local Plan. Cllr. Harrison asked Cllr. Mrs Conley to investigate the £3,000 grant available for creating a Neighbourhood Plan. **Action Cllr. Mrs Conley**
- [The amount received in double taxation is guaranteed not to decrease over the next four years.

13.2 *City of York Council Joint Standards Committee – Appointment of a replacement parish representative* – Noted.

13.3 *Understanding the role of combined authorities* – Noted.

13.4 *White Rose update* – The Clerk was requested to order five copies of the Good Councillors Guide. **Action Clerk.**

It was agreed that Bishopthorpe Parish Council are compliant with instructions entitled ‘The Intricacies of Agendas’ and that no changes will be made to either the existing Agenda format or the structure of the Minutes.

13.5 *A petition to give Local Councils the right to appeal planning decisions* – The Clerk was requested to re-send the email and all Councillors were encouraged to sign the petition. **Action Clerk.**

13.6 *National Association of Local Councils – Digital Councils Events 18th Mary 2016* – Noted.

13.7 *Funding and Grants bulletin* – Noted.

13.8 *Revised Model – Financial Regulations – for adoption by Bishopthorpe Parish Council* – Item to be carried forward to March – **Action Clerk.**

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14 **Highway Matters**

14.1 1.1 *School Lane* – The Clerk contacted the City of York Council to request a barrier at the end of School Lane with the snicket. However, after further consideration the Parish Council

were not convinced of its effectiveness and will not pursue the request. It was agreed that the residents who park their cars on the pavement cause pedestrians to walk in the road – a barrier would not resolve this issue.

14.2 *Proposed waiting restrictions: Appleton Road and Maple Avenue, Lang Road* – Noted.

14.3 *Email from Mr and Mrs Walker* – Refer to public section at the beginning of the meeting.

16/32 15 **Correspondence**

15.1 City of York not covered elsewhere

15.1.1 *Notes of York Parish Council Liaison Group* – Noted.

15.1.2 *Taxi Licensing Policy* – Noted.

15.1.3 *Clean for the Queen* – Cllr. Mrs Green commented that this request was received too late from the City Council to activate.

15.2 Others

15.2.1 *None*

16/33 16 **Ward Committee**

Nothing to report.

16/34 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**

[Cllr. Harrison read an email from Becky Clark and June Whittaker highlighting the dog-fouling problem across the village in general. A request will be made to the City Council under their new awareness campaign ‘We are watching you’ to activate this campaign in Bishopthorpe.
Action Clerk.

16/35 18 **Date and time of next meeting – Tuesday 22nd March 2016, 7pm – at the Village Hall**

Meeting closed at 9.00 pm