

BISHOPTHORPE PARISH COUNCIL

Minutes of the meeting held at the Village Hall on Tuesday 22nd March 2016.

The Chairman opened the meeting at 7.02 pm.

Two members of the public were present. Maria Riley of School Lane and Rachel Carew of Palace Garden Cottage, Bishopthorpe Palace introduced themselves and explained that they were attending the meeting, representing Bishopthorpe Play Group, to request Parish Council permission to erect an outdoor canopy attached to the Sports Pavilion.

Mrs Riley explained that the project has taken four years of careful planning and that the total cost will be met by funds from the Play Group. It is anticipated that the children will benefit from the canopy as it will allow them to pursue outdoor activities unimpeded by inclement weather. The canopy will also offer shelter to other sports users of the Pavilion as well as to parents collecting children from Play Group sessions. It will not intrude on car parking space or reduce the size of the outdoor play area in any way. The Group has chosen a canopy that has a sustainable structure and a sloping, anti-climb, roof.

Cllr. Harrison questioned usage outside Play Group hours. Historically the Sports Pavilion has suffered from vandalism with windows smashed and guttering broken on many occasions. Keeping the large metal barrier gate locked after hours has proven a deterrent but it is feared that a new shelter may become an attraction to unwanted attention for the building. It was suggested that a more suitable alternative may be the installation of a retractable canopy.

(Cllr. Mrs Green entered the meeting at 7.12pm)

Cllr Mrs Gentry commented that the area may be less isolated following the development of Ferry Cottage but it was agreed that the canopy area will not be directly overlooked by the new residents of the Cottage.

Cllr. Harrison regretted that the Parish Council would be unable to support the proposal as suggested on the basis that it may attract vandals back to the Sports Pavilion. However, if the Group were to consider a retractable canopy the Parish Council may be more amenable to the idea.

Cllr. Harrison thanked Mrs Carew and Mrs Riley for attending the meeting.

The public meeting ended at 7.18pm

The Parish Council meeting commenced at 7.19pm

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.

16/36 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.

16/37 2 **Apologies for absence.** Cllr. Featherstone

16/38 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.

16/39 4 **Minutes of Meeting 23rd February 2016**

Acceptance of the minutes was proposed by Cllr. Askew and seconded by Cllr. Jemison. Carried

unanimously by all who attended the meeting.

- 16/40 5 **Consideration of Planning Matters and recommendations of the Planning Group**
- 5.1 Notice of Applications received
- 5.1.1 **Middlethorpe Manor, Middlethorpe.** Installation of windows (amendment to permitted application 13/03865/LBC). 16/00351/LBC. Noted.
- 5.1.2 **Middlethorpe Manor, Middlethorpe.** Variation of condition 15 of permitted application 13/03864/FUL to alter window details (retrospective. 16/00350/FUL. Noted.
- 452 Notice of decisions given (*Parish Council decisions are highlighted in red*)
- 5.2.1 **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**). Approved
- 5.2.2 **1 Melton Drive.** Single storey side extension. 15/02802/FUL. (**No Objection**) Approved
- 5.2.3 **4 Sargent Avenue.** Single storey rear extension and conversion of garage into habitable space. 15/02752/FUL. (**No Objection**) Approved
- 5.2.4 **Ramsey House, Chantry Lane.** Prune Yew and Weeping Beech trees in Tree Conservation Area. 16/00264/Tree Conservation Area. (**No Objection**) Approved
- 5.3 Large Householder Extension Notifications
- 5.3.1 None
- 5.4 Other Planning Matters
- 5.4.1 *S106 payments* – Following liaison with Dave Meigh of the City Council, Cllr. Harrison reported that S106 income can be to be used in the following areas:
- [A new surface of sand in the Keble Park North Play Area (play use)
 - [New seats in the Sensory Garden (open space amenity)
 - [Potential donation towards a new canopy for Play Group at the Sports Pavilion (play use)
 - [Erection of a fence on the Ferry Lane sports field to create a new football training area (sports use) and
 - [Erection of a new fence in the Sensory Garden (open space amenity)
- 16/41 6 **Services**
- 6.1 Village Hall Management Committee
- 6.1.1 *Management Committee Report* – Cllr. Jemison offered to look at the Village Notice board which is proving impossible to open.
- 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* –No recent meeting.
- 6.2.2 *Bishopthorpe Utd development plans - upgrade of existing facilities* – No report
- 6.2.3 *Proposed canopy for Play Group* – refer above.
- 6.3 Finance Committee
- 6.3.1 *Committee report* – Nothing to report.
- 6.3.2 *Letter from Nat West Bank* – The Parish Council receives free banking from the National Westminster. However, the Bank has warned the Council that should credit balances exceed £100,000 this will trigger automatic transaction charges. This may only be a consideration should the Parish Council be awarded any grant for a large project in the future.
- 6.3.3 *Section 137 notification for 2016/17* – The amount of S137 will increase to £7.42 per elector for the forthcoming financial year.

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- 6.4 Field 84, Riverside and Footpaths Working Party
- 6.4.1 *Working party report* – Cllr. Mrs Green reported that Mrs Morwenna Christian should be commended for tidying up the area at the bottom of the sports field on Ferry Lane. To keep this area free from litter Cllr. Mrs Green asked if Cllr. Jemison would speak with the owner of York Marine Services Limited to prevent further dumping of litter over their fence into the site. **Action Cllr. Jemison**
- 6.4.2 *Ferry Cottage* – Cllr. Harrison reported that Katie Davis of Savills (Smiths Gore) is not replying to either email or telephone messages: as such, the determination of the position of the boundary fence remains inexact.
- 6.5 Youth Support and Children’s Recreation
- 6.5.1 *Monthly inspection update* – Cllr Mrs Gentry has undertaken the park inspection for January and February and reported that weeds are beginning to protrude the sand.
- 6.5.2 *Annual Inspection Report* – The Annual Inspection Report undertaken by Playdale Playgrounds Ltd has reported an overall low risk of equipment but some areas do need immediate attention. A quotation for the repairs is awaited.
- 6.6 Allotments
- 6.6.1 *Monthly update* – Cllr Mrs Gentry reported that there are currently twelve people on the waiting list.
- 6.7 Senior Citizens Support
- 6.7.1 *Monthly update* – Cllr. Mrs Green reported that Catalyst Community Resource Group organised a talk to introduce the concept of *Dementia Friends* and due to its success a follow up meeting was arranged. Their Saturday morning meetings in the Marcia continue to flourish and are expanding to include trips to other pubs in the area for meals.
- 6.8 Vernon House
- 6.8.1 *Monthly update* – Cllr. Mrs Green reported a low turn-out to the first meeting of SHED. However the Ukulele Group has proved very popular.
- There is a slight issue with waste disposal as users of Vernon House must take home any litter they create.
- Cllr. Harrison reported that he has been contacted by a Valuation Officer commissioned by the City Council who may wish to implement Business Rates for the building. Historically these have never been charged as the building was formerly under the control of the City Council. The level that will be imposed is of concern to the Parish Council as it may fundamentally alter the projected running costs.
- 6.9 Bishopthorpe Library
- 6.9.1 *Monthly update* – Cllr Mrs Gentry explained that the Library is currently in year three of a five year plan and are seeing an increase in quotas. They are currently counting foot-fall and also monitoring website usage. There is a meeting of Bishopthorpe Library Friends planned for 11th April at 7pm.
- 6.10 Web Page Management
- 6.10.1 *Monthly update* – Cllr. Mrs Conley reported that the page is up to date and that using the site since the software upgrade is much easier.
- 6.11 Environmental, Sustainability and Accessibility Issues
- 6.11.1 *Monthly update* – Cllr. Mrs Green has put forward Vernon House as a potential community building suitable for the installation of solar panels.
- 6.12 Community Emergency Planning
- 6.12.1 *Monthly update* – The Clerk was asked to invite the Emergency Planning Officer at the City Council, Katie Fisher to the April meeting. **Action Clerk.**

- 6.12.2 *Email from Katie Fisher* – Cllr. Harrison read out an email from the Emergency Planning Officer at the City Council, Katie Fisher, who is arranging a rest centre exercise on the 26th May at Foxwood Community Centre starting at 9.30am. This should help with the completion of the Community Emergency Plan.

Cllr. Harrison encourage members of the Committee (Cllr. Askew, Cllr. Mrs Conley and Cllr. Mrs Gajewicz) to attend if possible

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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
Margaret Christie – Sensory Garden gate half year payment	546.00

Payment Total

£858.00

7.1.2 **On- Line banking payments**

Clerk's Salary	640.00
Clerk's Expenses- (photocopying £2.88 , box files £10.25, Stationary/ ink cartridge for yearend £32.29)	45.42
Village Hall Caretaker / Booking Secretary	465.50
Vernon House Caretaker	250.00
Playdale annual inspection fee – Play Area	234.00
Yorkshire Local Councils Association Annual membership – to be paid on 1/4/16	690.00
Carol Henk – Sports Pavilion cleaning	125.50
City of York Council rates – Sports Pavilion - to be paid on 1/4/16	2274.80
City of York Council rates – Village Hall – to be paid on 1/4/16	556.64
Yorkshire Local Councils Association – Good Councillors Guides	13.80
Andrew's Garden Services – Bushes and hedges trimmed Play Area	200.00

Payment Total

£5495.66

TOTAL PAYMENTS

£6353.66

7.2 Income Receipts

Village Hall Management Committee February takings	869.70
Vernon House generated income from rental	70.50

Income Total

£940.20

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

8 **School Governors**

- 8.1 *Infants School* – Cllr Mrs Gentry reported that the school are looking to have a greater level of community involvement. It was suggested that a Parish Council School Governor may be worth considering to create a link. Also regular articles in Link Magazine were suggested to showcase events and update the village with their activities.

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- 8.2 *Junior School* – Cllr. Mrs Green reported that Bishopthorpe Scarecrow Festival will take place for the second year running (following its great success in 2015) during the weekend of June 25th to 26th.
- 16/43 9 **Parish Council Youth Awards**
9.1 *Committee Report* – Nothing to report.
- 16/44 10 **Pinfold**
10.1 *Committee Report* – Nothing to report.
- 16/45 11 **Sensory Garden**
11.1 *Committee Report* – Nothing to report.
- 11.2 *Replacement bench* – Cllr. Harrison reported that originally there were two benches in the Sensory Garden: both are broken and one has been removed altogether. Mrs Sue Neale, widow of former Parish Councillor Kelvin Neale, would like to buy a bench for the Garden in memory of Kelvin. The Parish Council fully support this offer and at the same time Cllr. Harrison suggested the Parish Council should replace the broken bench. Initial cost of this would be in the region of £330.00. Cllr. Harrison offered to contact Mrs Neale to discuss the proposal.
Action Cllr Harrison
- 11.1 *Replacement fence* – Cllr. Jemison is awaiting a quote from John Gospel for a new wooden fence which will be erected between the Sensory Garden and the first property on School Lane.
- 16/46 12 **Police Liaison**
12.1 *North Yorkshire Police Force* – No report.
- 16/47 13 **Local Council Association**
13.1 *Yorkshire Local Councils Association Update* – No recent meeting.
13.2 *Revised Model – Financial Regulations* – Cllr. Harrison proposed that Bishopthorpe Parish Council adopt the revised model for immediate use. This was seconded by Cllr. Mrs Green and agreed unanimously.
13.3 *White Rose Update* – Noted.
13.3 *York CVS* - Cllr. Mrs Green confirmed that she will accept the invitation to attend the ‘Disaster Response’ meeting on Friday 8th April
13.4 *Ballot to select a Replacement Parish Representative to the City of York Councils Standards Committee* – Only one nomination was received by the closing date which means that the nominee has been appointed to the vacant position unopposed. The successful nominee is Councillor Beatrice Sian Wiseman who was nominated by Earswick Parish Council.
- 16/48 14 **Highway Matters**
14.1 None
- 16/49 15 **Correspondence**
15.1 City of York not covered elsewhere
15.1.1 1.1.1 None
15.2 Others
15.2.1 *North Yorkshire Health and Wellbeing Board Newsletter*
15.2.2 *Email from Sam Oldfield regarding the Old School Medical Practice* – Cllr. Harrison and Cllr. Mrs Green agreed to attend this meeting.
- 16/50 16 **Ward Committee**
Nothing to report.
- 16/51 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**
Cllr Mrs Gentry reported two matters:

- [A car was scratched by keys on School Lane: this was reported to the Police and
- [Church Lane has become busy with mini buses travelling to the Focus School which have been observed to be breaking the speed limit within the village boundary. The Clerk was asked to write to the School to point this out. **Action Clerk.**

16/52 18 **Date and time of next meeting – Tuesday 26th April 2016, 7pm – at the Village Hall**

Meeting closed at 8.20 pm