

# BISHOPTHORPE PARISH COUNCIL

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## Minutes of the meeting held at the Village Hall on Tuesday 26<sup>th</sup> April 2016.

*The Chairman opened the meeting at 7.04 pm.*

### **Council Members Present:**

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

A number of invitations had been issued to the Environment Agency, the City of York Council Emergency Planning Unit and to Bishopthorpe Palace. Jim Geogheghan-Breen and Steve Wragg attended to represent the City of York Council and Matt Hodgkin attended on behalf of the Environment Agency. There was no representative from Bishopthorpe Palace.

Steve Wragg explained that the City Council work closely with the Environment Agency and Yorkshire Water to assess flood risk and manage city-wide responses. Jim Geogheghan-Breen supplied a draft map of York which showed the areas affected by the Boxing Day floods and asked the Parish Council to update information for areas flooded in the village.

Matt Hodgkin explained that the Environment Agency has a close link to the City Council to ensure that investment in the future is correctly distributed to those areas most in need.

Cllr. Harrison thanked the representatives for attending and explained that it was the intention of Bishopthorpe Parish Council to bring together all parties connected with flood maintenance to work in a co-ordinated way going forward. Following the flood of 2000, the City Council agreed to supply Bishopthorpe with a temporary pump and also with sand bags to act as a first line of defence along Chantry Lane. At that time the Parish Council suggested that the Palace should build a half metre high bund (an embankment that will be grassed and planted with shrubs to provide stability and strength) behind the Palace fence on Chantry Lane that would act as a breakwater to prevent flooding. This would work in conjunction with the pump to prevent water overtopping the fishpond area and escaping back in to Chantry Lane. Although the City Council agreed to line Chantry Lane with sandbags, it is now feared following the December 2015 floods, that they would not provide a strong defence against overflowing flood water, which could potentially escape from the Palace Garden thus defeating the work of the pump.

In 2000 this suggestion was sidelined but the recent flooding in December 2015 highlighted that this is a potential area of weakness and Cllr. Jemison asked the City Council and Environment Agency to reconsider.

Mr Wragg expressed interest in the suggestion but cautioned that in his experience it was also possible for flood water to saturate the ground to such an extent underneath a bund (by capillary action) that it may cause more problems re-emerging as surface water in the wider area. However he conceded that that a bund in this area together with the action of the pump may be a practical solution and agreed to take the suggestion away for further consideration. The local views of communities badly affected by the December 2015 floods are being gathered by the City Council as funding has been received by Central Government to invest in upstream flood management and also to target specific areas in York. Mr Wragg welcomed suggestions from Bishopthorpe Parish Council which will form part of this report.

Cllr. Harrison also wished to confirm that the drains are now regularly maintained to ensure free movement of excess surface water back in to the river. Mr Wragg explained that gully maintenance funding does not stretch to cover every road in the City. Gullies on gritting routes are cleaned annually, however, other gullies are cleaned in reaction to a specific request or, alternatively, on a four-year basis. Reported blockages will receive immediate attention. The City Council is aware that certain areas of the village are affected by excessive amounts of standing water following heavy rainfall and these areas have their gullies cleaned annually. Cllr. Mellors requested that the problem faced on Green Lane in Middlethorpe from surface water should also be investigated. Mr Wragg agreed to raise this issue with the appropriate department.

Turning attention away from flooding issues and focusing on Highway matters, Cllr. Mellors asked the City Council to consider reducing the speed limit on Bishopthorpe Road to 30mph following a serious accident which occurred on the junction of Green Lane with Bishopthorpe Road (item 15.2.2). A further request to consider resurfacing Green Lane was made by Cllr. Mellors. Mr Wragg offered to raise these matters with the City Council.

Cllr. Harrison thanked the gentlemen for attending the meeting. Jim Geogheghan-Breen, Steve Wragg and Matt Hodgkin left the meeting at 7.36pm

*The Annual Parish Meeting commenced at 7.37pm.*

*The Annual Parish Meeting concluded at 7.40pm*

The April Meeting of the Parish Council commenced at 7.43pm

16/42 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.*

16/43 2 **Apologies for absence**  
None

16/44 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.

16/45 4 **Minutes of Meeting 22<sup>nd</sup> March 2016**

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

16/46 5 **Consideration of Planning Matters and recommendations of the Planning Group**

5.1 Notice of Applications received

- 5.1.1 **23 Main Street.** Prune Yew tree in Tree Conservation Area. 16/00704/Tree Conservation Area. No Objection
- 5.1.2 **26 Keble Park Crescent.** Two storey side and single storey front and rear extension. 16/00721/FUL. No Objection
- 5.1.3 **Brunswick Organic Nursery.** Temporary siting of portable building to be used as an office. 16/00755/FUL. Support
- 5.1.4 **14 Keble Park Crescent.** Conversion of garage into habitable room with a cycle bin store to the side (resubmission). 16/00732/FUL. No Objection
- 5.1.5 **13 Newlands Road.** Single storey rear extension. 16/011676/FUL. No Objection
- 5.1. **1 Croft Court.** Two storey side and rear extension. 16/00580/FUL. Further clarification requested.

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

- 5.2.1 **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**). 16/00199/FUL Approved
- 5.2.2 **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**) Approved
- 5.2.3 **20 Copmanthorpe Lane.** Extension and alteration to front to form balcony. 16/00330/FUL. (**Objection**) Approved. The Parish Council strongly object to this application on the grounds that the school is overlooked and were not consulted in the original application. A further letter will be sent by the Chairman to the City Council Planning Department stating that the balcony will be obtrusive and requesting that the views of the school are taken in to consideration. **Action Cllr Harrison.**
- 5.2.4 **Middlethorpe Manor, Middlethorpe.** Variation of condition 15 of permitted application 13/03864/FUL to alter window details (retrospective. 16/00350/FUL. (**Noted**) Approved
- 5.2.5 **Middlethorpe Manor, Middlethorpe.** Installation of windows (amendment to permitted application 13/03865/LBC). 16/00351/LBC. (**Noted**) Approved

5.3 Large Householder Extension Notifications

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5.3.1 None

5.4 Other Planning Matters

5.4.1 *S106 payments* – Nothing to report.

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6 **Services**

6.1 Village Hall Management Committee

6.1.1 *Management Committee Report* – Cllr. Jemison reported the following matters from the Village Hall Management Committee meeting held on the 18<sup>th</sup> April:

- [ A proposal to spend £132.11 on a new steam cleaner for the Caretaker was made by Cllr. Jemison. This was seconded by Cllr. Harrison and agreed unanimously. The Clerk was asked to set up an account with the retailer, Amazon, in the name of Bishopthorpe Parish Council to purchase this. **Action Clerk.**
- [ Bookings are buoyant.
- [ The Brownie Pack Leader will soon retire and there is currently no replacement.
- [ The clock in the Village Hall, which has silver hands on a white background, is proving difficult to read from a distance. The Village Hall Management Committee would like to replace it.
- [ The Clock at the far end of the hall has disappeared. The Ebor Players will be asked if they removed it during Panto in December 2015.

6.1.2 *Village Hall facade repairs* – Work will commence at the beginning of May

6.2 Sports and Leisure Management Committee

6.2.1 *Management Committee Report* – Cllr. Featherstone reported the following items:

- [ The window has been repaired and the grill can now be replaced.
- [ The field is infested with moles again. Backhouse Ltd has been contacted to deal with this.
- [ Cllr. Askew was asked to put the new signs up which prohibit the exercise of dogs on the sports field. **Action Cllr. Askew**

6.2.2 *Bishopthorpe Utd development plans - upgrade of existing facilities* – Cllr. Harrison asked the Councillors for suggestions for building contractors. Professionally drawn plans have been obtained but commissioning a building quote is proving difficult. Local builders suggested included Mark Webster, Simon Skyes, Keith Rowntree and Genuine Builders. Cllr. Featherstone agreed to contact them to request quotes. **Action Cllr. Featherstone**

6.3 Finance Committee

6.3.1 *Committee report* – The Clerk reported that she has audited and completed the Parish Council Annual Accounts. These have been passed to the Internal Auditor for inspection. Additionally the Clerk is also drawing up accounts for the Village Hall, the Sports Pavilion and Vernon House. Year-end HMRC returns have been completed and filed.

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 park was recently closed due to a low level incidence of vandalism: wooden edging posts were removed from the ground. Cllr. Jemison proposed asking John Gospel to repair the damage. This was seconded by Cllr. Harrison and agreed unanimously. Cllr Mrs Gentry reported that children are sitting

on top of the fence, which was recently treated with anti-climb paint.

The inspection kit was passed from Cllr. Mrs Gajewicz to Cllr. Mrs Green for the month going forward.

6.6 Allotments

6.6.1 *Monthly update* – Cllr Mrs Gentry reported that a number of allotments are not in a tidy state. The plot holders have been contacted and all wish to continue renting the space. However, the phone call can be taken as a first warning and if the sites are not maintained in a fit state, a notice to vacate letter will be sent.

Cllr Mrs Gentry suggested that the extremely low rents do not encourage the holders to value their sites. In comparison to allotment gardens across the city, Bishopthorpe Parish Council is undercharging for plots. Additionally, consideration should be given to price demarcate Acaster Lane sites from Appleton Road sites with the former being of better quality. It was tentatively suggested that rounding up the rents to either £10 or £15 might be a consideration. Whilst in percentage terms this increase would be high, in real terms it would represent an acceptable charge to levy.

Cllr. Harrison asked Cllr Mrs Gentry to propose new terms at the May meeting.  
**Action Cllr Mrs Gentry**

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 Vernon House held an Annual Meeting on the 21<sup>st</sup> April, which was attended by eighteen members of the public. The main area of concern remains that any group creating waste must take this home with them as there is no waste collection facility available.

Each user group is being encouraged to put forward a representative to attend a Management Committee Meeting. This would operate on the same basis as the Village Hall Management Committee.

Cllr. Harrison put aside suggestions that the venue should be advertised to bring in more business stating that it is operating as a facility for local people and as such the Parish Council is prepared to run it on a heavily subsidised basis for the time being.

6.9 Bishopthorpe Library

6.9.1 *Monthly update* – Cllr Mrs Gentry reported that two ‘Friends of Bishopthorpe Library’ meetings have taken place. Officers have been appointed to a new Committee. The Library is currently run by York Explore who provides 85% of its funding. The remaining 15% must now be raised by the library directly.

6.10 Web Page Management

6.10.1 *Monthly update* – Cllr. Mrs Conley confirmed that the page is up to date.

6.11 Environmental, Sustainability and Accessibility Issues

6.11.1 *Monthly update* – Cllr. Mrs Green reported that Bishopthorpe Parish Council has rejoined the York Environment Forum.

Cllr. Mrs Green gave a description of the work of One Planet York and encouraged Bishopthorpe Parish Council to sign up to the new initiative. However, after a brief discussion it was decided against this.

Cllr. Mrs Green expressed her regret that no Councillors were interested in a trip to St

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Nicholas Environment Centre on St James Street.

- 6.12 Community Emergency Planning  
 6.12.1 *Monthly update* – Nothing to report.

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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
Play Area Loan repayment	1865.60

#### **Payment Total**

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**£2177.60**

#### 7.1.2 **On- Line banking payments**

Clerk's Salary	640.00
Clerk's Expenses- ( <i>photocopying £5.31 , Phone calls £1.61</i> )	6.92
AOL Quarterly charge	40.62
Clerk's Computer – Annual charge for Norton Anti-virus protection	44.99
Village Hall Caretaker / Booking Secretary	524.83
Vernon House Caretaker	126.50
Cllr. Harrison – ink cartridge	24.00
Savills – rent for land formerly the Chantry	5.00
Savills – rent Allotments Acaster Lane	72.50
York Environment Forum – Annual subscription fee	10.00
Ainsty Drainage Board – Annual fee, drainage rates	1.39
City of York Council waste disposal – Sports Pavilion	52.00
City of York Council waste disposal – Village Hall	56.81
Keys for Vernon House cut by Pextons – Cllr. Mrs Green	17.00
Vernon House Caretaker	250.00
Andrew's Garden Services – mowed lawns	100.00

#### **Payment Total**

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**£1972.56**

#### **TOTAL PAYMENTS**

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**£4150.16**

### 7.2 Income Receipts

City of York Council – Grass cutting allowance ( <i>relates to financial year 2015/16</i> )	1560.97
Village Hall Management Committee March takings	980.95
Vernon House March takings	152.50

#### **Income Total**

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**£2694.42**

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

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## **School Governors**

- 8.1 *Infants School* – Cllr Mrs Gentry reported that she put forward the suggestion that the School should consider appointing a Community Governor. Cllr Mrs Gentry has joined the Infant School's Travel Group and will act as a liaison point between them and the Junior School.

- 8.2 *Junior School* – Cllr. Mrs Green reported that the music room officially opened on the 15<sup>th</sup> April with former pupils in attendance.

The Gardening Club has recommenced for the Spring and Summer terms.

- 16/50 9 **Parish Council Youth Awards**  
9.1 *Committee Report* – Nothing to report.
- 16/51 10 **Pinfold**  
10.1 *Committee Report* – Cllr Mrs Gentry offered to treat the wood on the presentation board.
- 16/52 11 **Sensory Garden**  
11.1 *Committee Report* – Cllr. Harrison reported that Mrs Sue Neale wishes to donate an amount of £100 towards the cost of a new bench in the Sensory Garden. Cllr. Harrison proposed buying a new bench at the cost of £330 (inc VAT). This was seconded by Cllr. Mrs Green and agreed unanimously.
- 16/53 12 **Police Liaison**  
12.1 *North Yorkshire Police Force* – PCSO Angela Hollywood sent the following report:  
  
“26<sup>th</sup> Feb 2016 – Main Street, Auto crime - Vehicle lock damaged.  
  
14<sup>th</sup> March 2016 – Sargent Ave, Anti Social Behaviour - Stone thrown at property.  
  
22<sup>nd</sup> March 2016 – School Lane, Vehicle keyed whilst collecting children from after school club.  
  
23<sup>rd</sup> March 2016 – Main Street, Suspicious Circumstances, 2 males knocking on doors trying to sell products.  
  
2<sup>nd</sup> April 2016 – Main Street, Violence- 2 males fighting after a game of pool in Public House”
- 16/54 13 **Local Council Association**  
13.1 *Yorkshire Local Councils Association* – Cllr. Harrison reported that he attended the recent meeting of Yorkshire Local Councils Association held on the 9<sup>th</sup> April.  
  
13.2 *Email from Joe Ashton* – Notes of York Parish Liaison Group Meeting – Noted.  
  
13.3 *Fieldwork Magazine* – Information passed to Cllr. Mrs Green  
  
13.4 *Countryside Voice Magazine* – Information passed to Cllr. Mrs Green  
  
13.5 *White Rose Update* – Noted.
- 16/55 14 **Highway Matters**  
14.1 1.1 None
- 16/56 15 **Correspondence**  
15.1 City of York not covered elsewhere  
15.1.1 1.1.1 *Consultation – Changes to council supported bus services.* – It was agreed that the Parish Council will raise objections to the new proposals.  
**Action Cllr Harrison.**  
  
15.2 Others  
15.2.1 *York Press Community Pride Awards* – The Parish Council would like to nominate a resident for this award. Cllr. Mrs Green offered to submit the nomination. **Action Cllr. Mrs Green**  
  
15.2.2 *Middlethorpe Hall – car crash 7<sup>th</sup> April junction of Bishopthorpe Road with Green Lane* – The Parish Council was copied in with information sent to the City Council. A

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copy of the letter was emailed to Steve Wragg, City of York Council Highways Officer. **Action Clerk.**

15.2.3 *Middlethorpe Hall – purchase of a defibrillator* – Cllr. Mellors offered to consult with the Manager of the Hall to discuss this matter.

15.2.4 *Email from Sam Oldfield regarding the Old School Medical Practice* – Cllr. Harrison and Cllr. Mrs Green agreed to attend this meeting.

16/57 16 **Ward Committee**

Nothing to report.

16/58 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**

[ Cllr. Harrison reported that a request has been chased (which received no reply from February) with the City Council under their new awareness campaign ‘We are watching you’ to ask them to activate this campaign in Bishopthorpe. **Action Clerk**

[ Cllr Mrs Gentry mentioned an incidence of nuisance parking across resident’s driveway Keble Park and asked the Chairman to raise this issue in his next Link Magazine article.

16/59 18 **Date and time of next meeting – Tuesday 24<sup>th</sup> May 2016, 7pm – at the Village Hall**

Meeting closed at 9.12 pm