

# BISHOPTHORPE PARISH COUNCIL

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Minutes of the meeting held at the Village Hall on Tuesday 24<sup>th</sup> May 2016.

The Chairman opened the meeting at 7.11pm.

## **Council Members Present:**

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

Mr Ian George of The Coppice attended the meeting.

### 16/69 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.*

### 16/70 2 **Apologies for absence.**

Cllr. Mrs Conley

### 16/71 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

### 16/72 4 **Minutes of Meeting 26<sup>th</sup> April 2016**

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

### 16/73 5 **Consideration of Planning Matters and recommendations of the Planning Group**

#### 5.1 Notice of Applications received

5.1.1 **21 Lang Road.** Signal storey side extension and hard standing to front. 16/00953/FUL. No Objection

5.1.2 **27 Myrtle Avenue.** Two storey side and single storey rear extensions and rear dormer. 16/01002/FUL. No Objection

5.1.3 **Temple Farm, Moor Lane.** Conversion of barn in to two dwellings. 16/00921/FUL. The Parish Council decided to leave the decision to the panel of experts on the City Council. A comment will be made to request the inclusion of a condition within their final decision to allow agricultural development only (not residential).

5.1.4 **22 Copmanthorpe Lane.** Erection of one dwelling to rear of 22 Copmanthorpe Lane. 16/00912/FUL. Cllr. Mellors stated that the Parish Council has always objected to planning application of this nature in the past but in this instance the decision will be left to the City Council.

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

5.2.1 **23 Main Street.** Prune Yew tree in Tree Conservation Area. 16/00704/Tree Conservation Area. (**No Objection**) Approved

5.2.2 **Brunswick Organic Nursery.** Temporary siting of portable building to be used as an office. 16/00755/FUL. (**Support**) Approved

5.2.3 Cllr. Mrs Green commented that the Head Teacher of Bishopthorpe Junior School intends to lodge an objection to the development **20 Copmanthorpe Lane.** (Extension and alteration to front to form a balcony. 16/00330/FUL)

5.3 Large Householder Extension Notifications

5.3.1 None

5.4 Other Planning Matters5.4.1 *S106 payments* – Nothing to report.

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**Services**6.1 Village Hall Management Committee6.1.1 *Management Committee Report* – Nothing to report.6.1.2 *Village Hall facade repairs* – Cllr. Jemison reported that the work has been completed by PH Carr and Sons and has received favourable comments from users.6.1.3 *Lost Clock* – It was agreed that the clock should be replaced – **Action Cllr. Jemison**6.2 Sports and Leisure Management Committee6.2.1 *Management Committee Report* – Cllr. Featherstone reported that Cllr. Jemison has replaced the window grill.6.2.2 *Bishopthorpe Utd development plans - upgrade of existing facilities* – Cllr. Featherstone has contacted three builders to supply quotes for the new upgrade.6.2.3 *Signs prohibiting dogs on the field* – Cllr. Askew will attach the new signs around the edge of the field this coming weekend. **Action Cllr. Askew**6.2.4 *Legionella tests* – Cllr. Featherstone agreed to contact Aqua Cert to arrange for the test bottles to be sent out. **Action Cllr. Featherstone**6.3 Finance Committee6.3.1 *Committee report* – Cllr. Harrison reported that Alan Broadfoot, the Internal Auditor, has completed the inspection of the accounts commenting that “*the accounts are in their usual immaculate condition. The Clerk does a very thorough, professional job on them and the Parish Council is in very safe hands*”

Cllr. Harrison wanted it recording that he agreed entirely with the comments of the Internal Auditor and thanked the Clerk for her continued work on behalf of the Parish Council.

The Clerk wished to thank Mr Broadfoot for his help and will now arrange for the accounts to be forwarded to the External Auditors, Littlejohn in London. **Action Clerk.**

6.3.2 *Audited accounts* – The annual governance statement was approved by Bishopthorpe Parish Council.

The Chairman and the Clerk signed the Annual return for the financial year ended 31 March 2016 to certify that the accounting statements present fairly the financial position of Bishopthorpe Parish Council and its income and expenditure.

6.3.3 *Rent Arrears* – *Bishopthorpe United Football Club £660.00, White Rose Football Club £310.00 and Bishopthorpe Cricket Club £600.00* – all due 30<sup>th</sup> April 2016 – The Clubs have been contacted and payment is promised imminently. **Action Clerk.**6.4 Field 84, Riverside and Footpaths Working Party6.4.1 *Working party report* – Cllr. Jemison reported that a part of a large tree recently sheared off and fell in to the river. Cllr. Jemison arranged for JRB Tree Surgery to remove the fallen branch and proposed payment of the £400 invoice upon receipt. This was seconded by Cllr. Harrison and agreed unanimously. **Action Clerk.**

The Clerk was asked to chase St Andrew’s Trust regarding payment of £180

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(outstanding) following the removal in January of a fallen tree at the bottom of Ferry Lane. **Action Clerk.**

6.4.2 *Ferry Cottage* – Two letters have been received from Pheby and Co –

[ The first letter informed the Parish Council that there has been an encroachment of Japanese Knot Weed from the river bank on to the land occupied by Ferry Cottage. The Parish Council is unaware of the presence of this weed on the riverbank and will suggest that Pheby and Co contact the City Council to remove it if they believe it to be there. **Action Clerk.**

[ The second letter asks that the Parish Council confirm in writing that subject to receipt of written confirmation from Savills of the boundary position, responsibility will be taken to erect a new boundary fence. The Clerk was asked to reply. **Action Clerk.**

6.5 Youth Support and Children's Recreation

6.5.1 *Monthly inspection update* – Cllr. Mrs Green passed the inspection kit to Cllr. Harrison for the month going forward. Cllr. Harrison reported that Rebecca Clark had emailed stating that children were breaking off branches from trees surrounding the park. This was mentioned to the Junior School head teacher who brought the matter up in assembly.

6.5.2 *Email from Sue Hawkrigde* – The Clerk was asked to respond to Mrs Hawkrigde addressing her complaint regarding the original siting of the umbrella swing (in 2010) and also children participating in ball games. **Action Clerk.**

Cllr. Jemison reported that the quote from Play Dale to replace six and a half tonnes of play grade sand was £1623. A further quote has been received from John Gospel as follows:

10 tonnes of play grade sand £960.000  
Replacement of wooden perimeter posts £600.00  
Labour cost £980.00

Numerous quotes have been requested from various companies but none have bothered to reply to the Parish Council despite being chased. Therefore Cllr. Jemison proposed acceptance of the quote from John Gospel of £2540 plus VAT. This was seconded by Cllr. Mrs Green and agreed unanimously.

6.6 Allotments

6.6.1 *Monthly update* – Cllr Mrs Gentry reported that the plot holders contacted to tidy their sites have done so at Acaster Lane but not at Appleton Road.

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 new group aimed at solo men in the village, Shed, has not been as well attended as hoped. A summer break for June and July will allow the group to refocus to attract new members.

Cllr. Harrison is formulating a new Constitution for Vernon House.

6.9 Bishopthorpe Library

6.9.1 *Monthly update* – The Friends of Bishopthorpe Library is having some success with fundraising endeavours. Cllr Mrs Gentry was asked to raise the issue of the 'glazing' attached to the front window which is actually a poor version of an anti shatter adhesive film stuck on the windows. It gives a very bad impression of the building and is the first thing visitors to Bishopthorpe see when arriving from Sim Balk Lane. Cllr Mrs Gentry agreed to raise the matter with the Library and ask that they cost an alternative. The Parish Council may be willing to contribute to this.

- 6.10 Web Page Management  
6.10.1 *Monthly update* – The web page is up to date.
- 6.11 Environmental, Sustainability and Accessibility Issues  
6.11.1 *Monthly update* – Cllr. Mrs Green expressed her regret that no Councillors were interested in a trip to St Nicholas Environment Centre on St James Street this year.  
  
The launch of Planet York is planned for the 15<sup>th</sup> June.
- 6.11.2 *Publication of Foss Barrier Investigation Report* – Cllr. Mellors commented that the report was very comprehensive.  
  
Cllr. Harrison reported that there was a recent article in the York Press describing the development of a short overtopping embankment at Bishopthorpe Ings. This was forwarded to the Community Emergency Planning Group for review.
- 6.12 Community Emergency Planning  
6.12.1 *Monthly update* – Nothing to report.

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**Financial Transactions**7.1 Payments to approve7.1.1 **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
Campaign to Protect Rural England – Annual Fee	36.00
AON – Local Council Insurance (£2871.09 in 2015)	2680.23

**Payment Total****£3028.23**7.1.2 **On- Line banking payments**

Clerk's Salary	640.00
Clerk's Expenses- ( <i>photocopying £3.51</i> )	3.51
Village Hall Caretaker / Booking Secretary	465.50
Vernon House Caretaker	250.00
Carol Henk – Sports Pavilion cleaning	156.00
Sports Turf Services – Ferry Lane playing field grass cuts	129.60
PH Carr and Sons – external redecoration of the Village Hall	3384.00

***Paid Items:***

<i>John Gospel – Sensory Garden fence replacement</i>	980.00
<i>Amazon – Steam Cleaner, Karcher 1.513, for Village Hall Cleaner</i>	132.11
<i>Savills – rent for Cricket Field</i>	150.00
<i>Ian Scott Glazing – repairs to Sports Pavilion window</i>	108.00

***Late Additions to payments***

Rebecca Clark – Play Area gate closure – February to May	273.00
Npower – Sensory Garden floor lights	66.83

**Payment Total****£6738.55****TOTAL PAYMENTS****£9766.78**\* *No payments referred to Village Hall Management Committee for authorisation.*7.2 Income Receipts

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Precept first instalment	15,500.00
Village Hall Management Committee – April takings	1227.95
<b>Income Total</b>	<b>£16,727.95</b>

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

- 16/76     8     **School Governors**
- 8.1     *Infants School* – Cllr Mrs Gentry reported that the Summer Fair was a success.
- 8.2     *Junior School* – Cllr. Mrs Green reported that Bishopthorpe Scarecrow Festival will take place across the village during the weekend of 24/25 June.
- Cllr. Harrison reported that the build-out in the road at the bottom of Sim Balk Lane has been delayed as Northern Gas and City of York Council locate the position of cables and pipes under the road surface.
- 16/77     9     **Parish Council Youth Awards**
- 9.1     *Committee Report* – Nothing to report.
- 16/78     10     **Pinfold**
- 10.1     *Committee Report* – Cllr Mrs Gentry reported that the board may need repairing and will look into this.
- 16/79     11     **Sensory Garden**
- 11.1     *Committee Report* – Cllr. Harrison asked the Clerk to order a new garden bench for the garden at the cost of £330. **Action Clerk.**
- 16/80     12     **Police Liaison**
- 12.1     *North Yorkshire Police Force* – No report received.
- 16/81     13     **Local Council Association**
- 13.1     *Yorkshire Local Councils Association* – Cllr. Mellors reported the following items from the Parish Council Liaison Meeting held on the 19<sup>th</sup> May:
- [ The updated edition of the Parish Charter was signed.
  - [ The proposed date for the Local Plan Working Group meeting is the 27<sup>th</sup> June and documents will be available to the public five working days prior to that. An eight-week consultation period will then commence on the 30<sup>th</sup> June.
  - [ There are delays within City of York Council dealing with Section 106 payments to Parish Councils.
  - [ Comment was made regarding the late payment of double taxation payments made to Parish Councils in the last week of March which were to meet expenditure in that financial year. Claims for 2016/17 will be sent to Parishes in June.
- 13.2     *Delivering and Devolving – Joint Conference to explore devolution opportunities* – Noted.
- 13.3     *Annual Meeting of Yorkshire Local Councils Association – Thursday 2<sup>nd</sup> June, New Earswick* – Cllr. Harrison and Cllr. Mellors will attend this meeting.
- 16/82     14     **Highway Matters**
- 14.1     *Email from Andy Vose re: Bishopthorpe Road / Green Lane junction* – Cllr. Mellors commented that the report from the Police was rather misleading as it doesn't match the report from the Hotel Manager of Middlethorpe Hall. The City Council are unable to erect a speed island as requested as the road is too narrow.
- 14.2     *Road markings for the bus stop* - The Clerk was requested to contact the City Council to ask them to mark a bus box at the following locations:

- [ Main Street – outside 81 Main Street
- [ Main Street – outside 13 Main Street and
- [ Acaster Lane at the top of the road for the first stop.

**Action Clerk.**

- 14.3 *Letter from Middlethorpe Hall* – This item is included in 14.1 above. Cllr. Mellors also commented that he held discussions with the Hotel Manager in connection with the defibrillator request and confirmed that Bishopthorpe First Responders would attend in case of need.

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**Correspondence**

15.1 City of York not covered elsewhere

- 15.1.1 *Email from City Council – Joe Ashton – Engaging Lunchtimes* – The email informing the Parish Council of this meeting had only been sent out a couple of days' in advance.

15.2 Others

- 15.2.1 *Old School Medical Practice* – Cllr. Harrison and Cllr. Mrs Green attended a meeting which outlined the proposal for the development of a new medical practice, on land opposite York College, which will cover both the villages of Bishopthorpe and Copmanthorpe. The existing practices will close. The plans are at early stages but a questionnaire is planned for distribution across both villages to gather views. A lengthy debate ensued amongst the Councillors with many questions raised, which at this stage could not be conclusively answered.

- 15.2.2 *Letter from Centenary Fields Programme*- Noted.

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**Ward Committee**

Nothing to report.

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**Any other business, which the Chairman considers urgent under the Local Government Act 1972**

- [ Cllr. Mrs Green reported that the Police are encouraging Street Parties for local residents wishing to celebrate the Queen's birthday.
- [ Cllr. Askew asked permission for the Scouts to place posters around the village alerting residents that the Scout Paper Collection clashes with the Gala day. Permission was granted.

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**Date and time of next meeting – Tuesday 28<sup>th</sup> June 2016, 7pm – at the Village Hall**

Meeting closed at 8.43 pm