

# BISHOPTHORPE PARISH COUNCIL

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

The Chairman opened the meeting at 7.00pm.

## **Council Members Present:**

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

### 16/104 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.*

### 16/105 2 **Apologies for absence.** Cllr. Featherstone and Cllr Mrs Gentry

### 16/106 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. Mellors wished it to be noted that he has been appointed a Trustee of St Andrew's Church.

### 16/107 4 **Minutes of Meeting 28<sup>th</sup> June 2016**

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

### 16/108 5 **Consideration of Planning Matters and recommendations of the Planning Group**

#### 5.1 Notice of Applications received

- 5.1.1 **19 Keble Park South.** Two storey side extension. 16/01511/FUL. No Objection
- 5.1.2 **9 De Grey Place.** Singles storey side and rear extensions. 16/01543/FUL. No Objection
- 5.1.3 **The Rosary, 4 Myrtle Avenue.** Single storey front / side extension and conversion of the garage into habitable room. 16/01641/FUL No Objection

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

- 5.2.1 1.1.1 **27 Myrtle Avenue.** Two storey side and single storey rear extensions and rear dormer. 16/01002/FUL. (**No Objection**) Approved
- 5.2.2 **The Chantry, Chantry Lane.** Reduce three Yew trees and one Sycamore tree in the Conservation Area. 16/01476/Tree Conservation Area. (**No reply – to be left to City Council tree experts**). Approved
- 5.2.3 **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. **In the Parish Council reply, concerns will be raised in connection with the proposed alterations to their barns (not residential).** Application withdrawn
- 5.2.4 **15 Beech Avenue.** Dormers to front and rear. 16/01403/FUL. (**No Objection**) Application withdrawn

#### 5.3 Large Householder Extension Notifications

- 5.3.1 None

#### 5.4 Other Planning Matters

- 5.4.1 *S106 payments* – Nothing to report.

- 5.4.2 *City of York Local Plan Preferred Site Consultation* – Summarising the information received from the City Council, Cllr. Harrison pointed out that the Plan shows fewer changes than originally proposed, with the Bishopthorpe area largely unaffected. The full proposals are available for public view at [www.york.gov.uk/localplan](http://www.york.gov.uk/localplan) where there is the opportunity for the public to comment on the Plan. The consultation period runs from Monday 18<sup>th</sup> July until 5pm on Monday 12<sup>th</sup> September. Cllr. Mellors stated that Bishopthorpe Parish Council should confirm their support of the Green Belt surrounding the village. **Action Cllr. Mellors**

Under this heading, Cllr. Harrison read an email received from Cllr. John Galvin concerning a possible planning condition contravention regarding Middlethorpe Cottage. Cllr. John Galvin has brought the matter to the attention of the City Council Planning Enforcement Team.

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**Services**6.1 Village Hall Management Committee

- 6.1.1 *Management Committee Report* – Cllr. Jemison reported the following items from a Village Hall Management Committee Meeting held on the 25<sup>th</sup> July:

- [ There is a problem with damp in the hall. One electrical socket is blowing and it was decided that it should be moved to a different wall - **Action Cllr. Jemison**. Three other areas in the Hall are affected and the Councillors agreed that a specialist damp treatment company should be consulted to give advice – **Action Cllr. Jemison**
- [ A new clock will be purchased to replace the one at the side of the stage which is causing problems – **Action Cllr. Jemison**
- [ A new Brownie Leader has been found. This will ensure the continuity of the group after the summer break.
- [ Cllr. Mrs Gajewicz reported that a parent of one of the 2014 Youth Award winners has remarked that her child's name has not been put on the winners' board. Cllr. Askew offered to update this. **Action Cllr. Askew**
- [ Cllr. Mrs Green confirmed that Abundance York in connection with Edible York will be available on Sunday 9<sup>th</sup> October to offer help to local residents (who are not able) to pick apples from their trees. The apples will then be processed into juice by an apple press which will be located in the car park of the Village Hall. All able-bodied residents with picked apples are encouraged to bring them along to join in.

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* – Nothing to report.
- 6.2.3 *Signs prohibiting dogs on the sports field* – Cllr. Askew reported that the new signs have been placed around the sports field.
- 6.2.4 *Legionella Tests* – The test kit was purchased from Aqua Cert and passed to Cllr. Featherstone to conduct this year's test. **Action Cllr. Featherstone**

6.3 Finance Committee

- 6.3.1 *Committee report* – Nothing to report.
- 6.3.2 *Review of Council Tax / Business Rates on Parish Council Buildings* – Cllr. Harrison reported from a conversation held with tax specialists, LHL Property Auditors, who confirmed that in order to benefit from a reduction in business rates it would be necessary to establish separate legal identities for the Sports Pavilion and Vernon House (the Village Hall is already separate). Should the Parish Council take this action, it may then be possible to obtain a reduction in business rates but this would not be guaranteed. Considering the cost implications and the uncertain outcome, the Councillors agreed not to pursue this course of action.

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- 6.4 Field 84, Riverside and Footpaths Working Party
- 6.4.1 *Working party report* – Nothing to report.
- 6.4.2 *Ferry Cottage* – Cllr. Harrison met with the new owner of the cottage on-site and agreed with him the exact location of the replacement wooden fence. The style of fence has not yet been decided by the owner but Cllr. Harrison proposed that the Parish Council should set aside the sum of £1,900 as a contribution. This was seconded by Cllr. Mrs Green and agreed unanimously. It is understood that once the area has been cleared of knotweed, a new planning proposal may be submitted to the City Council for approval.
- 6.5 Youth Support and Children’s Recreation
- 6.5.1 *Monthly inspection update* – Cllr. Mrs Conley reported no issues from the park inspection this month and passed the inspection kit to Cllr. George for the month going forward.
- Rebecca Clark has raised various issues during the month with both Cllr. Mrs Green and Cllr. Askew concerning anti-social behaviour by older children in the park. These have been reported to the Police
- 6.5.2 *Training in play areas inspection* – The email from Yorkshire Local Councils Association was discussed and potentially a number of Councillors are interested but it depends on where the course will be held, the date it will be held and the cost. Clerk to respond accordingly to Yorkshire Local Councils Association. **Action Clerk.**
- 6.5.3 *Capital programme for play areas* – The City of York Council has a designated capital fund of £295,000 for play area improvements. The Chairman invited Councillors to put forward suggestions.
- 6.6 Allotments
- 6.6.1 *Monthly update* – Nothing to report.
- 6.6.2 *Email from Nicola Moorcroft, City Council re Allotments Training Event – Tuesday 15th November 2016* – Cllr. Harrison asked the Clerk to forward a copy of the email to Cllr Mrs Gentry. **Action Clerk.**
- 6.7 Senior Citizens Support
- 6.7.1 *Monthly update* – Cllr. Mrs Green reported that organised trips are well attended.
- 6.8 Vernon House
- 6.8.1 *Monthly update* – Half of the proceeds raised from a recent coffee morning have been donated towards the cost of the upkeep of the building. A discussion at Vernon House has been held with regards to purchasing a new music system which is hoped would play cassette tapes. However, it may be difficult to find such a system to play this outdated type of media.
- Cllr. Mrs Green reported that when the City Council recently cut the grass surrounding the building they broke a drain cover. It was however, repaired within hours.
- 6.9 Web Page Management
- 6.9.1 *Monthly update* – Cllr. Mrs Conley reported that the web page is up to date. Cllr. George enquired how Parish Council electronic communications are effectively divulged to the public. Cllr. Mrs Conley confirmed that a new Facebook page for the Parish Council has been established with the minutes placed there for all to read. The minutes are also available on Bishopthorpe.net and for those not electronically connected, are available in Bishopthorpe Library in paper format.
- 6.10 Bishopthorpe Library
- 6.10.1 *Monthly update* – Nothing to report.
- 6.11 Environmental, Sustainability and Accessibility Issues

6.11.1 *Monthly update* – Cllr. Mrs Green reported that bus service number eleven will cease running on Sundays and Bank Holidays from August 2016. This matter was raised at the recent Environmental Forum meeting when it was confirmed that Woodthorpe and Copmanthorpe will also suffer the same fate with their local buses. Suggestions were muted that a combined bus should cover all three areas on a round-route to make up the loss.

6.12 Community Emergency Planning

6.12.1 *Monthly update* – Nothing to report.

6.12.2 *Email from Katie Fisher “Invitation to attend Emergency Planning Rest Centre Exercise”* – Potentially Cllr. Askew and Cllr. Mrs Conley expressed an interest in attending but clarification would be needed as to the date and time of the exercise. Cllr. Mrs Conley and Cllr. Askew will make enquiries.

6.12.3 1.1.1 *Email from the City Council - Environment Agency - Keeping you informed 6 months on from the floods* – Noted.

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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	149.00
Monthly direct debit to E-on Village Hall Electricity	85.00
Monthly direct debit to E-on Village Hall Gas	114.00

**Payment Total**

**£348.00**

7.1.2 **On- Line banking payments**

Clerk’s Salary	647.00
Clerk’s Salary – Back pay to April 2016	21.00
Clerk’s Expenses- ( <i>photocopying £3.06, Phone calls £0.66</i> )	3.72
Aol quarter charge	40.62
Village Hall Caretaker / Booking Secretary	432.49
Vernon House Caretaker	250.00
Carol Henk – Sports Pavilion cleaning	120.00
Vernon House monthly rates	175.00
Sports Turf Services – Grass cuts Ferry Lane	194.40
Ainsty Lawncare – Acaster Lane & Ferry Lane hedges trimmed	325.00
City of York Council – Commercial waste collection – Sports Pavilion	52.00
City of York Council – Commercial waste collection – Village Hall	56.81
Pipe Solutions – leak on Sports Pavilion stop tap	105.96
Advance Fire – Replacement bulk head light	90.60
Advance Fire – Annual service of fire equipment – Village Hall	42.30
Playscheme Ltd – New sand and wooden poles	1907.16
John Gospel – Play Area Insert new posts and fill sand pit	950.00

*Paid Items:*

<i>Aqua Cert – Legionella Test kit for Sports Pavilion</i>	53.40
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**Payment Total**

**£5467.46**

**Total Payments**

**£5815.46**

7.2 Income Receipts

Village Hall Management Committee June takings	606.50
Vernon House June takings	139.00
National Westminster June Interest	1.78

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Play Group Summer Term rent (30/6/16)  
**Income Total**

1225.00

£1972.28

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

- 16/111 8 **School Governors**  
 8.1 *Infants School* – Nothing to report.  
 8.2 *Junior School* – Cllr. Mrs Green reported a successful Super Teams Day. Gardening Club will recommence at the start of next term.
- 16/112 9 **Parish Council Youth Awards**  
 9.1 *Committee Report* – Nothing to report.
- 16/113 10 **Pinfold**  
 10.1 *Committee Report* – Nothing to report.
- 16/114 11 **Sensory Garden**  
 11.1 *Committee Report* – Nothing to report.  
 11.2 *New bench* – Cllr. Jemison and Cllr. Harrison agreed to collect the bench from the Clerk on the 4<sup>th</sup> August.
- 16/115 12 **Police Liaison**  
 12.1 *North Yorkshire Police Force* – No report received from PCSO Angela Hollywood.
- 16/116 13 **Local Council Association**  
 13.1 *Yorkshire Local Councils Association Update* – Cllr. Harrison reported the following items:  
     [ Cllr. Harrison was elected Vice Chairman of the York Branch of the Yorkshire Local Councils Association at the Annual Meeting held in June.  
     [ Double taxation was discussed.  
     [ Details of where to obtain a Parish Map were given.  
     [ An Employment Law training day is proposed.  
     [ The National Village Hall Network was discussed.  
     [ The NALC Constitution, which is a tiered structure, was discussed.  
     [ A book entitled “*Power to the People*” has been produced – Cllr. Harrison will request a copy.
- 16/117 14 **Highway Matters**  
 14.1 *Request for road markings at various bus stops in the village* – An email from Alistair Briggs, City Council Traffic Network Manager confirmed that the Parish Council’s request for new lines demarking bus stops on Main Street and Acaster Lane has been added to the their list for consideration.  
  
 There are no timescales for this matter to be considered but Mr Briggs indicated that it should be sometime in the summer.  
 14.2 *Email from Paul Havron* – Mr Havron wrote to complain about the state of weeds around the highways in the village and said that although they had been sprayed, the operator was going too fast and missed half of them. Mr Havron’s email was passed to Brian Williams City Council Operations Manager for a response.
- 16/118 15 **Correspondence**  
 15.1 City of York not covered elsewhere  
 15.1.1 *Email from Liam Dennis, Community Involvement Officer* – Mr Liam Dennis sent an email of introduction to the Parish Council informing that he is the new Community Officer for Bishopthorpe. Cllr. Harrison invited Mr Dennis to the September meeting

15.2 Others

15.2.1 *Update on proposed new Doctors' Surgery* – Only one resident from Bishopthorpe, Mr Ian Hodgson, attended the recent meeting regarding the proposed new Doctors' Surgery.

16/119 16 **Ward Committee**

Cllr. Harrison reported that requests are now open for '2016/17 Ward Grants'. The applications will be assessed and awarded by Cllr. John Galvin.

16/120 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**

[ Cllr. Mrs Green stated that she may join the York Central Community Forum.  
Cllr. Mrs Green reminded the meeting that she needs numbers of attendees to Vernon House Link Magazine Party, which is to held on Sunday August 14<sup>th</sup> between 2pm and 4pm, by no later than the 7<sup>th</sup> August.

16/121 18 **Date and time of next meeting – Tuesday 23<sup>rd</sup> August 2016, 7pm – at the Village Hall**

Meeting closed at 8.40 pm