

Minutes of the meeting held at the Village Hall on Tuesday 27th September 2016.

The Chairman opened the meeting at 7.02 pm.

Council Members Present:

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

Two members of the public were present at the start of the meeting: Mr Philip Hanson, The Cottage, Chantry Lane and Mr Graham Kennedy, The White House, Chantry Lane. Mr Kennedy explained that various approaches have been made to the existing St Andrew's Trust (comprising of, it is understood, Mr Russell Wright and Mrs Paula Wright) by residents of Chantry Lane asking to join the Trust but these have failed. Mr Kennedy explained that six residents of Chantry Lane now wish to form a new Trust to maintain St Andrew's Old Church and take over from the existing Trust.

Cllr. Harrison, in reply, thanked the Gentlemen for bringing this matter to the attention of the Parish Council but cautioned that it may be very difficult to form a new Trust to dispose of one in-situ and stated that the Parish Council would advise potential new Trustees try to join the existing Trust instead. It was suggested that the Archbishop of York, Dr Sentamu, should be approached to support the residents' request as he is Patron to St Andrew's Trust.

In conclusion, Cllr. Harrison stated that the Parish Council would strongly support an approach by residents of Chantry Lane to increase the number of Trustees on St Andrew's Trust. This would hopefully allow the Parish Council to work in conjunction with a new body of responsive Trustees to the benefit of the village.

Mr Kennedy and Mr Hanson left the meeting at 7.13pm.

A further resident Dr Ray Plevey entered the meeting at 7.10pm to discuss allotment availability. Dr Plevey explained that he was very annoyed with the lack of response received from the Parish Council upon enquiring after a vacant plot. He explained that initially a letter was sent to the Clerk on 6th March enquiring after vacancies. Following no response a further letter was sent on the 30th May. This in turn received no response and a further letter was sent on the 29th June. Dr Plevey asked for an explanation.

Cllr. Harrison apologised to Dr Plevey and explained that Cllr Mrs Gentry is the Councillor who looks after the allotments in Bishopthorpe. The original letter of the 6th March had been emailed to Cllr Mrs Gentry; the letter of the 30th May had both been emailed and hard-copied to Cllr Mrs Gentry and the letter of the 29th June has also been passed to Cllr Mrs Gentry for action. Cllr Mrs Gentry was not at the meeting and Cllr. Harrison offered to take personal ownership of the issue, contact Cllr Mrs Gentry and respond to Dr Plevey accordingly with information.

Action Cllr Harrison

Dr Plevey left the meeting at 7.20pm

The Parish Council meeting commenced at 7.22pm

16/140 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.

16/141 2 **Apologies for absence.**

Cllr. Askew, Cllr Mrs Gentry and Cllr. Mrs Gajewicz

16/142 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 by the Councillors.*

16/143 4 **Minutes of Meeting 23rd August 2016**

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

16/144 5 **Consideration of Planning Matters and recommendations of the Planning Group**5.1 Notice of Applications received

5.1.1 **Ousethorpe Cottage, 13 Main Street.** Fell one Cherry Tree, one Yew, one Sycamore; trim branches of Willow away from the bus stop and path- trees in Tree Conservation Area. 16/02098/Tree Conservation Area. No Objection

5.1.2 **The Sycamores, Middlethorpe.** Removal of eight conifer trees and pruning of a sycamore in the Tree Conservation Area. 16/02171/Tree Protection Order. Further information has been requested.

5.1.3 **18 Main Street.** Single storey rear extension. 16/02100/FUL. No Objection

5.1.4 **Thornbury, 28 Sim Balk Lane.** Crown reduce oak tree in height by three metres and lateral spread by two metres in Tree Conservation Area. 16/01219/Tree Conservation Area. 16/02119/Tree Conservation Area. No Objection

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

5.2.1 **9 De Grey Place.** Singles storey side and rear extensions. 16/01543/FUL. (**No Objection**) Approved

5.2.2 **38 Keble Park North.** Two storey side extension with front dormers and singles storey rear extension. 16/01248/FUL. (**No Objection**) Approved

5.2.3 **19 Keble Park South.** Two storey side extension. 16/01511/FUL. (**No Objection**) Approved

5.2.4 **The Rosary, 4 Myrtle Avenue.** Single storey front / side extension and conversion of the garage into habitable room. 16/01641/FUL (**No Objection**) Approved

5.2.5 **38 Copmanthorpe Lane.** Erection of dwelling on land to rear of 38 Copmanthorpe Lane, Bishopthorpe. 15/02842/FUL. (**Objection**) Approved

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 *Email from Iris Wells – Terrys Community Forum* – Cllr. Mellors reported that he attended the meeting where planning proposals for the Clock Tower building and the Boiler House were discussed. (The application has switched from commercial to residential as the commercial proposals are no longer financially viable). It is the intention of the developers to build twenty-two new apartments and to also develop the area immediately behind the clock face to become a visitor attraction. If this application is successful the only remaining unit left to develop will be the liquor store.

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Services6.1 Village Hall Management Committee

6.1.1 *Management Committee Report* – Two new clocks have been installed in the main hall.

6.1.2 *Overnight closure* – The car park will be closed overnight 7 / 8th October – Cllr. Jemison to inform the Caretaker. **Action Cllr. Jemison.**

Cllr. Mrs Green reminded all Councillors that the Apple Pressing Day will be held in the car park of the Village Hall on Sunday 9th October at 1.30pm and encouraged all to help / attend.

6.2 Sports and Leisure Management Committee

6.2.1 *Management Committee Report* – Cllr. Featherstone reported that some fence panels have broken around the Play Group play area in Ferry Lane. Cllr. Jemison offered to contact John Gospel for a quote to repair these. **Action Cllr. Jemison**

The Clerk handed Cllr. Jemison one of the new ‘No Dogs’ signs which had been ripped off and left in a resident’s garden on Acaster Lane. Cllr. Jemison will replace this on the gate.

Cllr. Jemison commented that the large metal gate that closes the car park in front of the Sports Pavilion is never locked shut. Cllr. Featherstone explained that recently a contractor had to break the lock to gain entry: Cllr. Jemison will repair this.

Cllr. Featherstone asked permission, in principal, from the Parish Council on behalf of Bishopthorpe Football Club to install a washing machine in the Sports Pavilion. The Football Club will pay for, install and maintain the machine, which will be used for cleaning kits after games. After a general discussion Cllr. Harrison confirmed that there are no objections.

6.2.2 *Bishopthorpe United development plans* – One quote has been received. Two more remain outstanding.

6.3 Finance Committee

6.3.1 *Committee report* – Cllr. Harrison explained that Bishopthorpe Parish Council’s Double Taxation claim has to be submitted by the 30th November.

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 reported that a temporary fence has been erected around the boundary of the property.

6.5 Youth Support and Children’s Recreation

6.5.1 *Monthly inspection update* – Cllr. Mrs Green reported no problems this month and the inspection kit was handed to Cllr. Mrs Gajewicz.

Cllr. Jemison reported that Play Scheme did not attend the appointment which had been arranged to discuss the repairs needed to re-turf the top of the tunnel. Cllr. Jemison offered to discuss options with John Gospel: ensuring that these will comply with Child Safety Regulations.

6.6 Allotments

6.6.1 *Monthly update* – The Clerk reported that annual rents are being received at a steady rate. The closing date for receipt is 1st October. If it becomes necessary to chase late payment, an administration charge of £5 will be applied to each letter. **Action Clerk.**

Cllr. Harrison expressed disappointment that Cllr Mrs Gentry will not be attending the allotments training event organised by Yorkshire Local Councils Association on Tuesday 15th November at the Holiday Inn on Tadcaster Road.

6.6.2 *Letter from Mr Hartwell – Request to replace the gate to Appleton Road allotments.* Cllr. Jemison offered to contact John Gospel to seek options for repairing the gate. **Action Cllr. Jemison**

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 the following from Vernon House AGM :

- The existing Clubs are not recruiting many new members. The average take for each session is £4.11 – a recruitment drive for new members would help increase this.

- Cllr. Mrs Green has entered in to dialogue with the “Old” Vernon House Committee to explain misunderstandings about finances and the demand for Business Rates from City of York Council.

- From the 1st January 2017 charges will increase to £1 per person.

6.8.1 *Business Rates* – Cllr. Harrison reported that he has made approaches to request an amendment to the rate charged by the City Council but so far, to no avail.

6.8.1 *Piano* – It was agreed that a notice will be placed in Vernon House asking if any group uses the piano. If this receives no positive response, the piano will be passed to the Caretaker (for her Granddaughter’s use) in return for a donation to the Vernon House Finances.

6.9 Web Page Management

6.9.1 *Monthly update* – Cllr. Mrs Conley reported that the page is up to date.

6.10 Bishopthorpe Library

6.10.1 *Monthly update* – No report received from Cllr Mrs Gentry.

Cllr. Jemison reported that a quote from Around the Clock Glazing has been received to replace the library windows at a total cost of £400. It was agreed by the Councillors that this was an exceptional price and one which will be readily accepted. The Clerk was requested to contact the City Council for permission to undertake this work to their building. **Action Clerk.**

6.11 Environmental, Sustainability and Accessibility Issues

6.11.1 *Monthly update* – Nothing to report.

6.11.2 *York Environmental Forum Petition on Planning* – Cllr. Mrs Green reported that she responded to this petition on a personal basis.

6.12 Community Emergency Planning

6.12.1 *Monthly update* – Cllr. Mrs Conley reported that she will attend a Community Emergency Planning Exercise on Thursday 29th September which is to be staged in Acomb.

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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
Margaret Christie – Sensory Garden gate opening / closing (6 months payment)	552.00

Payment Total	£900.00
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7.1.2 **On- Line banking payments**

Clerk’s Salary	647.00
Clerk’s Expenses- (<i>photocopying £1.44</i>)	1.44
Village Hall Caretaker / Booking Secretary	465.50
Vernon House Caretaker	250.00
Carol Henk – Sports Pavilion cleaning	150.00
Vernon House monthly rates	175.00
Pipe Solutions – supply and fit garden tap & associated repairs	247.60
PKF Littlejohn LLP – annual audit fee	360.00
John Dickinson – Boiler service Village Hall	140.00
Ainsty Lawncare and Landscapes – annual Sports Pavilion tidy-up	200.00
Sports Turf Services – Ferry Lane grass cuts	129.60
Rebecca Clark – locking / unlocking Play Area gate 4 months	375.00

Paid Items:

Yorkshire Water – Vernon House Second Quarter	23.29
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Late Additions to payments

Keith Thornton – Village Hall clocks purchased from Amazon	46.68
Savills – Allotments Acaster Lane – rents	72.50

Payment Total	£3283.61
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Total Payments	£4183.61
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* *No payments referred to Village Hall Management Committee for authorisation.*

7.2 Income Receipts

Village Hall Management Committee – August takings	1159.00
Vernon House – August takings	127.00
National Westminster monthly interest	1.69
Sue Neale – contribution to new bench in Sensory Garden	100.00
Income Total	£1387.69

The payment to Pipe Solutions for £247.60 is to be re-charged to Bishopthorpe Play Group. **Action Clerk.** Approval of financial transactions proposed by Cllr. Jemison and seconded by Cllr. Mrs Conley. Carried Unanimously.

16/147

8 **School Governors**8.1 *Infants School* – No report received from Cllr Mrs Gentry8.2 *Junior School* – Cllr. Mrs Green reported that the School’s Gardening Club will continue until October half term. The new music room is very well used.

Cllr. Harrison recently attended a meeting of the school’s Travel Group where it was reported that on ‘no-car day’ usage of cars decreased rapidly, only to immediately increase again once the initiative has passed. The current closure of Lang Road is having a huge impact on congestion in Copmanthorpe Lane at School collection / drop off times

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9 **Parish Council Youth Awards**9.1 *Committee Report* – Nothing to report.

16/149

10 **Pinfold**10.1 *Committee Report* – Nothing to report.

16/150

11 **Sensory Garden**11.1 *Committee Report* – Bishopthorpe Community Choir would like to sing carols around the Christmas Tree in the Sensory Garden during the festive period.

16/151

12 **Police Liaison**12.1 *North Yorkshire Police Force* – PCSO Angela Hollywood is on extended leave – no report has been received.

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13 **Local Council Association**13.1 *Yorkshire Local Councils Association Update* – Cllr. Harrison reported the following items:

- It is noted that parishes may be subject to referendums in connection with financial settlement consultations.
- At a meeting of the Liaison Group Section 106 and Double Taxation will be discussed.

13.2 *Yorkshire Local Councils Association branch meeting* – Thursday 6th October, New Earswick – Noted.

- 13.3 *White Rose update* – Cllr. Harrison suggested that it might be worth considering putting together a ‘Welcome Pack’ for new residents to Bishopthorpe. This would comprise of one copy of Link Magazine (for six months) together with a village phone numbers contact sheet from Catalyst Community Resource Group. The cost will be funded by the Parish Council for the first six months. This item will be placed on the October Agenda for full discussion. **Action Clerk.**

Cllr. Mellors questioned whether it was deemed legal practice to copy and distribute planning applications. In reply, Cllr. Harrison stated that these are freely available to the public, published on the City Council website and that Bishopthorpe Parish Council should continue with current practice until otherwise instructed.

16/153 14 **Highway Matters**

- 14.1 *Requested waiting restrictions (yellow lines) in Bishopthorpe* – Concern was expressed that the residents of School Lane may not have been consulted by the City Council about their intention to add double yellow-lines on one side of the Lane and single yellow on the other. The Clerk was asked to email the City Council to highlight this concern. **Action Clerk.**

- 14.2 *Letter from Mrs May Massie* – Bus stop outside the Library – This request will be forwarded to the City Council. **Action Clerk.**

- 14.3 *Abandoned car – The Orchard* – Cllr. Mrs Conley was thanked by Cllr. Harrison for instigating the removal of an abandoned car left in the Orchard car-park.

16/154 15 **Correspondence**

15.1 City of York not covered elsewhere

- 15.1.1 *Parish Council Partnership Meeting* – Nothing to report.

- 15.1.2 *Consultation - Sex Establishment Licensing Policy* – Noted.

15.2 Others

- 15.2.1 *Update on proposed new Doctors’ Surgery* – Nothing to report.

- 15.2.2 *Email for Elizabeth Harris requesting a replacement bench on Church* – Cllr. Mellors advised that the bench is the property of the City Council and as such this request should be directed to Cllr. John Galvin. **Action Clerk.**

It was reported under this heading that the Parish Council bench at the junction of Acaster Lane with Main Street is damaged. Cllr. Jemison will ask John Gospel to quote for repairs. **Action Cllr. Jemison**

16/155 16 **Ward Committee**

The following Ward Committee grants have been made:

- £250 to Catalyst Community Resource Group for the purchase of a digital projector
- £307 to the Old School to cover Public Performing Licence fees.

A proposal has been made to part-refurbish the pavement between the Pinfold and the Junior School Gate on Copmanthorpe Lane. The Parish Council would be amenable to a contribution to further extend this to the school’s car park. Brunswick Organic Nursery has received a donation to allow small planters to be placed around the village.

16/156 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**

- Cllr. Harrison reported details from a survey by NALC seeking information about the possibility of Parish Council's using economies of scale to contract work together to drive down costs. This is not applicable to Bishopthorpe Parish Council at this moment in time.
- Cllr. George commented that the City Council has made a proposal to turn the old Park and Ride car park (adjoining Tesco's car park) into a new academy aimed at primary school age children. Cllr. Harrison asked Cllr. George to investigate this matter further and report back to the October meeting. **Action Cllr. George.**

16/157 18 **Date and time of next meeting – Tuesday 25th October 2016, 7pm – at the Village Hall**

Meeting closed at 9.07 pm