

BISHOPTHORPE PARISH COUNCIL

Minutes of the meeting held at the Village Hall on Tuesday 25th October 2016.

The Chairman opened the meeting at 7.02 pm.

Mr Craig Fellows of Coggan Way attended the meeting to discuss the problem of litter in the village. Mr Fellows explained that he, along with a team of volunteer litter-pickers, collect discarded items of waste across the Bishopthorpe area and dispose of them in Council litter bins on a regular basis to keep the village tidy. Particular areas of concern are the bridge under the A64, Sim Balk Lane and Bishopthorpe Road and Mr Fellows asked if the Parish Council could place more litter bins in these locations.

In reply Cllr. Harrison explained that if the Parish Council installed a litter bin, the City Council could refuse to empty it as they need specific quotas of bins to make the process cost effective. Cllr. Harrison suggested that Mr Fellows should approach Cllr. John Galvin to ask that the matter be raised with City of York Council. It was also suggested that an article should be placed in Link Magazine to raise awareness of the issue to try and reduce the problem and to also seek new volunteers. The Clerk was asked to write to York College to highlight the problem of litter under the A64 Bridge: **Action Clerk.**

Cllr. Harrison thanked Mr Fellows for attending the meeting.

Mr Fellows left at 7.11pm

The Parish Council commenced at 7.12pm

Council Members Present:

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

16/158 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.

16/159 2 **Apologies for absence.**

Cllr. Mrs Conley and Cllr. Askew

16/160 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 declaration was made.

16/161 4 **Minutes of Meeting 27th September 2016**

Following these changes acceptance of the minutes was proposed by Cllr. Mrs Green and seconded by Cllr. Jemison. Carried unanimously by all who attended the meeting.

16/162 5 **Consideration of Planning Matters and recommendations of the Planning Group**

5.1 Notice of Applications received

5.1.1 1.1.1

9c Newlands Road. Crown reduce and thin Sycamore tree protected by Tree Protection Order No: 7/1991. 16/02346/Tree Protection Order. Objection.

1.1.2

5.1.2 1.1.1

12 Church Lane. Single storey rear extension and

installation of bay window and first floor window to front. 16/02400/FUL. No Objection

1.1.2

- 452 Notice of decisions given (*Parish Council decisions are highlighted in red*)
- 5.2.1 1.1.3 **27 Acaster Lane.** Single storey side / rear extension. 16/01864/FUL. (**No Objection**) Approved
- 5.2.2 1.1.4 **The Chantry, Chantry Lane.** Internal and external alterations including single storey side extension to The Chantry and single storey rear extension to Magnolia Cottage, new window and door openings, sealing of lightwells and erection of entrance gates and associated fencing. Installation of internal staircase and erection of entrance gates and associated fencing. Installation of internal staircase following partial demolition of two storey rear offshoots and removal of external staircase. Internal alternations to rooms and demolition of greenhouse. 16/01289/LBC. (**Application supported**) Approved
- 5.2.3 1.1.5 **The Chantry, Chantry Lane.** Partial change of use from mixed B1/C3 use to C3 residential house with associated extensions and alterations to building including single storey side extension to The Chantry and single storey rear extension to Magnolia Cottage. Erection of entrance gates and associated fencing. 16/01288/FUL. (**Application supported**) Approved
- 5.2.4 1.1.6 **14 Sim Balk Lane.** Replacement of two timber front dormers and upper side window with UPVC windows. 16/01919/FUL. (**No 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 *Tesco / Old Park and Ride development* – Nothing to report.

16/163 6

Services

- 6.1 Village Hall Management Committee
- 6.1.1 *Management Committee Report* – Cllr. Jemison reported that the Village Hall car park was closed for a period of twenty-four hours to comply with the private land requirements.
- A date between Britannia Preservation, damp course specialists, and the Village Hall Caretaker is to be arranged to begin maintenance work in the Village Hall.
- 6.2 Sports and Leisure Management Committee
- 6.2.1 *Management Committee Report* – Cllr. Featherstone reported that the metal gate can once again be locked following the attachment of a new padlock by Cllr Jemison.
- 6.2.2 *Bishopthorpe Utd development plans* – Two local builders were approached to quote for the development but neither has replied. It may be necessary to approach a National Company for a quote to move the matter forward.
- 6.3 Finance Committee
- 6.3.1 *Committee report* – The Double Taxation claim must be submitted to the City Council by 30th November – **Action Clerk and Cllr. Harrison.**
- 6.3.2 *Business Rates Vernon House* – Following discussions between the Chairman and the City Council it was indicated that it may be possible to claim back Business Rates relating to the Sports Pavilion since 2011. However, going forward it has been stated that full Business Rates will be applied to both Vernon House and the Sports Pavilion, with a reduction in the amount payable applied only to the Village Hall.
- 6.4 Field 84, Riverside and Footpaths Working Party
- 6.4.1 *Working party report* – Cllr. Jemison reported that he has re-attached the 'No Dogs' sign on the gate. A new joint dog/litter bin has appeared at the bottom of Ferry Lane

BISHOPTHORPE PARISH COUNCIL

by the riverside.

6.4.2 *Ferry Cottage* – Item to be removed from Agenda. **Action Clerk.**

6.5 Youth Support and Children’s Recreation

6.5.1 *Monthly inspection update* – Nothing to report.

6.5.2 1.1.1 *New tunnel roof* – Repairs are imminent.

Cllr. Jemison reported that he has obtained a quote of £230 to reduce, by half, the tree outside the Play Area gate which is casting shadows on the garden of its adjoining neighbour. Cllr. Jemison proposed acceptance of this quote. This was seconded by Cllr. Harrison and agreed unanimously.

6.6 Allotments

6.6.1 *Monthly update* – Dr Plevey has been shown a vacant site but has refused it because it was covered with weeds. This will be offered to the next person on the waiting list.

A request has been made to take over an allotment by a neighbouring plot holder. It was decided that this must be refused on the basis that the person already holds an allotment and this would mean that they would then hold two – in effect jumping over people on the waiting list, which was deemed unfair. The Councillors were prepared to agree that this person may swap his site with his neighbour as long as his original site is relinquished.

6.6.2 *New gate, Appleton Road site* – Cllr Mrs Gentry reported that the Appleton Road allotment gate fell off but has now been re-attached.

6.7 Senior Citizens Support and Vernon House

6.7.1 *Monthly update* – Cllr. Mrs Green reported that there have been many visitors from the City Council in the past couple of weeks who are ‘inspecting’ the premises with no stated agenda. Cllr. Harrison reminded the meeting that City of York Council staff have no right to enter the building without invitation.

Cllr. Jemison asked if the bingo player’s booking could be re-arranged to extend it to later in the afternoon. Currently it is arranged to clash with lunch-time and finish at 3pm (which is deemed too early in the afternoon for many of the players). Cllr. Mrs Green agreed to pass the request to the caretaker to see if it can be accommodated.
Action Cllr. Mrs Green

6.8 Web Page Management

6.8.1 *Monthly update* – The page is up to date.

6.9 Bishopthorpe Library

6.9.1 *Monthly update* – In an email before the meeting Cllr. Mrs Conley reported that the Manager of the library has made email contact to keep in touch with news. During the October coffee morning there was a Local History talk.

6.9.2 *Replacement windows* – The Clerk contacted the City Council to request permission to install new windows, at the Parish Council’s expense, to smarten the appearance of the building. The cost to the Parish Council would be £400, using a City Council approved contractor. However, a reply received from City of York Council stated that the Parish Council would have to pay the sum of £500 for their building surveyor to project-manage the work. The Parish Councillors expressed disbelief at the lack of co-operation and gratitude of the City Council who would essentially be receiving an upgrade to their building at no expense. The Clerk has written to the City Council asking that they reconsider applying this charge and a reply is awaited.

6.10 Environmental, Sustainability and Accessibility Issues

6.10.1 *Monthly update* – Cllr. Mrs Green reported that at the recent meeting of the Environment Forum new building work across the city was discussed at length. “One

Planet York” has an input to planning decisions but is concerned that in practice their considerations are often overlooked. There are plans afoot for a small development in the Low Fields area of the city which incorporates good Eco-designs.

- 6.10.2 *New residents' Welcome Pack* – Cllr. Harrison stated that the Welcome Pack should include a copy of Link Magazine, Purple Pages from Bish.net, the Parish Council contact page for Facebook and a copy of Catalyst Community Resource Group contact numbers. Cllr. Harrison and Cllr. Mrs Green to move this matter forward.

6.11 Community Emergency Planning

- 6.11.1 *Monthly update* – In an email before the meeting Cllr. Mrs Conley reported that she is hoping to arrange a meeting of the Emergency Planning Committee to discuss a training event she recently attended.

16/164 7

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
PWLB – Bi annual payment (Play Area loan)	1841.96

Payment Total

£2189.96

7.1.2 **On- Line banking payments**

Clerk's Salary	647.00
Clerk's Expenses- (<i>photocopying £2.25, phone calls for ¼ £4.20</i>)	6.45
Village Hall Caretaker / Booking Secretary	471.00
Vernon House Caretaker	250.00
Vernon House monthly rates	175.00
Sports Turf Services – grass cuts Ferry Lane	129.60
AOL quarterly charge	40.62
City of York Council – waste collection Village Hall	56.81
Ainsty Landscapes and Lawncare – Cricket field grass cuts	680.00
City of York Council – waste collection Sports Pavilion	52.00
Carol Henk – Sports Pavilion cleaning	94.00
Andrew's Garden Services – Play Area grass cut	200.00
Edible York – supplying equipment for juicing / apple day	200.00
Cllr. Harrison – Canon ink cartridge multipack	20.00

Paid Items:

None 0.00

Late Additions to payments

<i>Village Hall Caretaker – Booker order – hand soap, towels etc</i>	89.32
<i>John Gospel – Supply and fit new gates to Appleton Road allotments</i>	185.00

Payment Total

£3296.80

Total Payments

£5486.76

BISHOPTHORPE PARISH COUNCIL

* *No payments referred to Village Hall Management Committee for authorisation.*

7.2 Income Receipts

Village Hall Management Committee September takings	861.20
Precept First Second instalment	15,500.00
Bishopthorpe Play Group – quarter end September rent	1225.00
Bishopthorpe Play Group – contribution to PAT testing in Sports Pavilion	206.33
Vernon House September takings	169.00
Allotment renewal rents	741.00

Income Total

£18,702.53

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

16/165 8 **School Governors**

8.1 *Infants School* – Cllr Mrs Gentry reported from a recent TAG meeting where a request was made to cut back the hedges at the side of the Church car park that obscure vision when exiting in to Church Lane. Replying, both Cllr. Mrs Green and Cllr. Mellors confirmed that the Church has cut these as far back as possible and this will always be a problem – mainly due to the speed cars travel along the Lane.

8.2 *Junior School* – Cllr. Mrs Green reported that the Junior School will hold its annual Christmas Fare on Saturday 19th November.

Cllr. Mellors stated that there are proposals to turn Fulford School and Tadcaster Schools in to Academies in the future. If this happens it will have implications for their feeder schools, of which Bishopthorpe Junior School is one.

16/166 9 **Parish Council Youth Awards**

9.1 *Committee Report* – The closing date for this year’s competition was agreed as Saturday 10th December. Cllr. Mrs Green suggested that a full page ‘advert’ should be place in Link Magazine along with wide distribution of posters around the village. Cllr. Harrison suggested that the following should be contacted by letter: Tadcaster and Fulford Schools, all local shops, public houses in Bishopthorpe, all Sports Clubs, along with Guides and Scouts. The aim is to generate a number of nominations. It was further agreed that Cllr. Mrs Green would approach Reverend Julia Skitt to act as Judge. **Action Cllr. Mrs Green**

16/167 10 **Pinfold**

10.1 *Committee Report* – Nothing to report.

16/168 11 **Sensory Garden**

11.1 *Committee Report* – Cllr Mrs Gentry asked who erects the Christmas tree in the Sensory Garden. Cllr. Harrison replied that this is done every year by Richard Williams and that the Parish Council is very grateful for this. Cllr. Harrison agreed to contact Mr Williams regarding the 2016 tree. **Action Cllr Harrison**

Positive comments have been made about the new bench in the Sensory Garden which has been dedicated to the memory of ex-Parish Councillor, Kelvin Neale. Cllr. Harrison suggested that the Parish Council should look to replace other benches in the garden in the coming year.

16/169 12 **Police Liaison**

12.1 *North Yorkshire Police Force* – No report received.

16/170 13 **Local Council Association**

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

- [Yorkshire Local Councils Association is striving to keep annual fees down.
- [There is increasing momentum for passing down responsibility from the City Council to

Parish Councils for such things as local libraries. No funding will be made available for this.

13.2 *National Association of Local Councils – Changing Places Conference – Noted.*

13.3 *DCLG - Notes on Neighbourhood Planning – Noted.*

13.4 *Council Tax Referendum Principles Consultation – Any increase in Local Council Tax above 1.9% will automatically generate a local referendum. This principal may soon be applied to Parish Councils.*

16/171 14 **Highway Matters**

14.1 *Bench repairs – Acaster Lane / Main Street – Cllr. Jemison reported that he has had problems locating a piece of eleven foot long hardwood to repair the bench. However he produced quotes to the meeting for £120 for a piece of Sepia or £200 for a length of Oak. Both would need painting at an approximate cost of £100 (and maintaining going forward).*

Cllr. Jemison proposed spending a sum of up to £250 to buy the replacement wood and the paint to coat it. This was seconded by Cllr. Harrison and agreed unanimously.

16/172 15 **Correspondence**

15.1 City of York not covered elsewhere

15.1.1 1.1.1 *Locality My Community Weekly Digest – Noted.*

15.2 Others

15.2.1 *Update on proposed new Doctors' Surgery – Noted. – Item to be removed from Agenda. Action Clerk.*

16/173 16 **Ward Committee**

Cllr. Mellors raised a question at the last Ward Committee with Cllr. John Galvin asking if Tadcaster Grammar school will be on the list of choices for pupils moving into Secondary Education next year. On behalf of the City Council Cllr. John Galvin confirmed that the school will be offered as a choice to Bishopthorpe children.

16/174 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**

[Cllr. Mellors gave his apologies for the November, January and February meetings.

16/175 18 **Date and time of next meeting – Tuesday 22nd November 2016, 7pm – at the Village Hall**

Meeting closed at 8.15 pm