

# BISHOPTHORPE PARISH COUNCIL

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**Minutes of the meeting held at the Village Hall on Tuesday 17<sup>th</sup> January 2017.**

*The Chairman opened the meeting at 7.00 pm.*

A new resident to the village, from Lang Road, attended the meeting to observe.

**Council Members Present:**

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

17/01      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.*

17/02      2      **Apologies for absence.**

Cllr. Mrs Gajewicz and Cllr. George

17/03      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.

17/03      4      **Minutes of Meeting 22<sup>nd</sup> November 2016**

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

17/05      5      **Consideration of Planning Matters and recommendations of the Planning Group**

5.1      Notice of Applications received

- 5.1.1      **Sutherland Cottage, 24 Main Street.** Notification to remove one sycamore in the Tree Conservation Area. 16/02667/Tree Conservation Area. No Objection
- 5.1.2      **35 Lamplugh Crescent.** Two storey side and single storey rear extensions. 16/02674/FUL. Site visit requested from the Planning Officer to check water issues.
- 5.1.3      **7 Lang Road.** Single storey rear extension. 16/02681/FUL. No Objection
- 5.1.4      **Garth Cottage, Sim Balk Lane.** Singles storey side and rear extension. 16/02775/FUL. No Objection
- 5.1.5      **Garth Cottage, Sim Balk Lane.** Internal and external works including erection of a single storey side and rear extension and alterations to internal layout including removal of internal stack and formation of toilet space to first floor. 16/02776/LBC. No Objection
- 5.1.6      **10 Newlands Road.** Internal and external works including erection of a single storey side and rear extension and alterations to internal layout including removal of internal stack and formation of toilet space to first floor. 16/02838TPO. No Objection
- 5.1.7      **Oxclose Farm, 62 Copmanthorpe Lane.** Dormer window with balcony to rear. 16/02877/FUL. No Objection
- 5.1.8      **9 The Orchard.** Two storey and single storey rear extensions (revised scheme) 16/02540/FUL. No Objection – Comments made regarding dimensions of plans.
- 5.1.9      **Temple Farm, Moor Lane.** Alterations and extensions to existing farmhouse

- including enlargement of existing house and two storey rear extension and part conversion of attached barn building to single storey living accommodation following part demolition of existing cattle barn. 16/02731/FUL. No Objection
- 5.1.10 **White Cross Cottage, 36 Main Street.** Alternations to roof including raising height of ridge and dormer window to rear, reinstatement of chimney to side elevation and alteration to front roof canopy and front openings. 16/02889/FUL. No Objection
- 5.1.11 **84 Montague Road.** Erection of dwelling to side. 16/02861/FUL. Objection.
- 5.1.12 **Fellholme, 6 Copmanthorpe Lane.** Single storey rear extension. 17/00003/FUL. Received 17 January 2017 – application under discussion.

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

- 5.2.1 **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**) Refuse
- 5.2.2 **12 Church Lane.** Single storey rear extension and installation of bay window and first floor window to front. 16/02400/FUL. (**No Objection**) Approved
- 5.2.3 **9c Newlands Road.** Crown reduce and thin Sycamore tree protected by Tree Protection Order No: 7/1991. 16/02346/Tree Protection Order. (**Objection**) Approved
- 5.2.4 **9 Lang Road.** Alterations and extensions to roof to raise eaves height of house, first floor side extension to form side gable, front and rear first floor extensions and single storey rear extension. 16/02616/FUL. (**Item under discussion by the Planning Committee**). Approved
- 5.2.5 **7 Lang Road.** Single storey rear extension. 16/02681/FUL (**Refer 5.1.3 above**). Approved

5.3 Large Householder Extension Notifications

- 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* – Nothing to report.

6.2 Sports and Leisure Management Committee

- 6.2.1 *Management Committee Report* – Cllr. Featherstone reported the theft of a trailer belonging to White Rose Footballers, to the meeting. Rayner Rock ‘N’ Roll, which meets at Bishopthorpe Social Club and the wider Football community in York has held various fund raising campaigns; the proceeds of which have been donated to White Rose in order that they can replace their trailer. Cllr. Featherstone wished to thank them for their support.

Cllr. Jemison confirmed that the fence around the triangle of trees will be replaced shortly with a percentage of the cost re-charged to Play Group.

- 6.2.2 *Bishopthorpe Utd development plans - upgrade of existing facilities* – One quote has been received from a local builder but is considerably higher than expected. Further quotes are being chased.

- 6.2.3 *Email from Graham Kennedy regarding exercising dogs on the sports field* – Mr Kennedy wrote the Parish Council to express his disagreement with the request not to exercise dogs on Ferry Lane sports field. In Mr Kennedy’s opinion the Parish Council is wrong to stop people walking their dogs on the sports field as he believes there are more dog owners in the village than there are cricketers and footballers. An increase in dog bins around this area in general was put forward as a solution to reduce the fouling left on the field.

It was explained to Mr Kennedy that the Parish Council is not acting as a kill-joy by asking people not to walk their dogs on Ferry Lane field. Dog walkers have been asked to avoid this area to try to prevent infection to anyone playing sport on the field. Not only is it unpleasant to fall in to grass fouled by a dog it could also lead to a

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condition known as toxocariasis. This is caused to humans when roundworm parasites, which may be present in the dog's faeces, enter the body through an open cut leading to serious infection.

The Parish Council disagree with Mr Kennedy and continue to ask villagers not to exercise their dogs on Ferry Lane Sports field. The notices placed around the field asking people not to exercise their dogs there, which are continually being vandalised, will be replaced.

6.2.4 *Letter from Jonathan Short – Ainsty Lawncare – The sports field was cut 26 times by Ainsty Lawncare during 2016.*

6.2.5 *Fire incidents occurring during Christmas break – On returning to work following the Christmas break, the Play Group noticed that a number of small fires had occurred in the Sports Pavilion grounds. No one was aware of their occurrences and these had not been reported to the Police. It appears that City Council refuse collectors requested a replacement for the fire-damaged bin, which was promptly delivered by City of York Council.*

6.2.6 *Request from Rachael Carew – Bishopthorpe Play Group – Play Group wishes to install, at their own cost, hanging plastic strips (to prevent heat loss) for the outside door of the Sports Pavilion. Permission was granted by the Councillors. Cllr. Harrison to reply.*

### 6.3 Finance Committee

6.3.1 *Committee Report – Nothing to report.*

6.3.2 *Council Tax Base 2017/18 – The Parish Council has been advised by the City Council that the Council Tax Base for 2017/18 has been approved by the Director of Customer and Corporate Services.*

6.3.3 *Precept request 2017/18 – Cllr. Harrison proposed that the Precept for Bishopthorpe for 2017/18 should be held at £31,000. This represents no increase for this financial year. This was seconded by Cllr. Mrs Green and agreed unanimously. Clerk to complete and return paperwork to City Council. **Action Clerk.***

### 6.4 Field 84, Riverside and Footpaths Working Party

6.4.1 *Working party report – Nothing to report.*

### 6.5 Youth Support and Children's Recreation

6.5.1 *Monthly inspection update – Cllr Mrs Gentry reported no issues from the park inspection this month and passed the inspection kit to Cllr. Askew for the month going forward.*

The Annual Inspection is due in February. Clerk to contact Playdale to arrange a date for the 2017 inspection. **Action Clerk.**

6.5.2 *New tunnel roof – The replaced grass on the tunnel is not growing well at the moment and Cllr Mrs Gentry suggested closing the park until February half term to allow the turf to take hold. However, it was agreed that the park is sparingly used at this time of year and it was agreed to leave it open for the time being.*

### 6.6 Allotments

6.6.1 *Monthly update – A conversation was overseen on the Bishopthorpe Community Facebook page suggesting the unofficial takeover of a (perceived) un-used allotment plot. Cllr. Mrs Conley clearly explained the process of applying for an allotment and the situation was averted.*

### 6.7 Senior Citizens Support and Vernon House

6.7.1 *Monthly Report – Cllr. Mrs Green reported that an enquiry had been made to rent space in Vernon House by the City Council to hold their Community Property*

Meetings. However Vernon House has only Monday mornings available which did not suit their requirements.

Cllr. Harrison reported that he had inspected the numerous EON bills received for Vernon House and concluded that incorrect meter readings had been made by EON. New readings were given to the Company and replacement bills are expected.

6.7.2 *Recommendations from Advance Fire Inspectors* – Cllr. Mrs Green agreed to contact Advance Fire to meet on site to oversee the fitting of the equipment as recommended in their recent Annual Fire Inspection. **Action Cllr. Mrs Green**

6.7.3 *Outdoor tap request for Vernon House* – Cllr. Mrs Green will ask Mr Dave Peacock to arrange the installation of an outdoor tap (which can be disconnected inside the building) as requested. The cost will be met by the Parish Council. **Action Cllr. Mrs Green**

6.8 Web Page Management

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

6.8.2 *Payment to Ian Keeton* – The Parish Council agreed to pay the site administrator, Mr Ian Keeton, the sum of £67.30 which represents the cost of hosting Bishopthorpe.net for 2017. **Action Clerk.**

6.9 Bishopthorpe Library

6.9.1 *Monthly update* – Nothing to report.

6.9.2 *Replacement windows* – New windows have been installed by Around The Clock Glazing at a cost of £400 to the Parish Council.

6.10 Environmental, Sustainability and Accessibility Issues

6.10.1 *Monthly Report* – Cllr. Mrs Green advised that Yorventure Grants are only available for a limited time.

An article will appear in Link Magazine encouraging villagers to separate their waste products for recycling.

Cllr. Mrs Green attended a meeting of York Bus Forum where the running of service 500 was discussed. The 500 bus is a free bus running in Bishopthorpe which takes passengers to the Park and Ride at Askham Bar. It was hoped that this would generate income from increased use of the park and ride buses but it appears not to have been widely used and as such may cease in February. Cllr. Mrs Green expressed frustration that the service had not been widely advertised due to lack of communication from the bus provider.

Cllr. Mrs Green reported that the Recycling Day held on the 14<sup>th</sup> January was successful with 145 attendees. A recycling day has been hosted by Cllr. Mrs Green for over ten years in Bishopthorpe and Cllr. Harrison thanked her for her commitment to the project and for making the day the success it is now.

6.11 Community Emergency Planning

6.11.1 *Monthly update* – Unfortunately a Flood Prevention Training day was missed on the 7<sup>th</sup> January. Cllr. Harrison urged the Committee to look in to the Environment Agency's Plans for the next five years – particularly their commitments to Bishopthorpe.

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**Financial Transactions**

7.1 Payments to approve

7.1.1 **Cheque / Direct Debit payments**

**Amounts paid December 2016**

Monthly direct debit to E-On Sports Pavilion Electricity	63.00
Monthly direct debit to E-on Village Hall Electricity	85.00
Monthly direct debit to E-on Village Hall Gas	68.00

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**December Total**


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**£216.00**


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**Amounts paid January 2017**

Monthly direct debit to E-On Sports Pavilion Electricity	63.00
Monthly direct debit to E-on Village Hall Electricity	85.00
Monthly direct debit to E-on Village Hall Gas	68.00
NS&I Account – Play Area depreciation savings	5000.00
Zoe Macnaughton – Youth Award Winner	150.00
Antonia Bunyan – Youth Award Winner	150.00
Yorkshire Local Councils Association – planning seminar fee	115.00

**January Total**


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**£5631.00**


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**7.1.2 On- Line banking payments**
**Amounts paid December 2016**

Clerk's Salary	647.00
Clerk's Expenses	0.00
Village Hall Caretaker / Booking Secretary	538.03
Carol Henk – Sports Pavilion cleaning	120.00
Vernon House monthly rates	175.00
John Gospel – Play Area tunnel repairs	450.00
York Christmas Tree Ltd – Sensory Garden tree	191.00
Dennis King Electrical – PAT testing of Sports Pavilion	106.80
Ainsty Lawncare – Grass cuts Sports Pavilion field	170.00
Richard Williams Electrical – Vernon House faulty light repairs	122.00
John Gospel – Play Area reduce and shape hardwood tree	235.00
Ian Keeton – Bishopthorpe.net hosting update	67.30
Epson Work Force small printer – Parish Council Clerk	89.98
Logitech Wireless keyboard – Parish Council Clerk	29.99
Ink cartridge replacements for Epson Workforce printer	12.24
John Dickinson – remove radiator in Village Hall for damp proof work	115.00
Britannia Preservation Ltd – Damp proof course and works Village Hall	1482.60

**December Total**


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**4551.94**


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**Amounts paid January 2017**

Clerk's Salary	647.00
Clerk's Expenses (1/4 phone calls £5.20)	5.20
Byte Guys – Clerks computer connection of new equipment	65.00
Village Hall Caretaker / Booking Secretary	377.50
Carol Henk – Sports Pavilion cleaning	60.00
Vernon House monthly rates	175.00
Advance Fire Bi-Annual Inspection – Village Hall	112.50
Advance Fire Bi-Annual Inspection – Vernon House	60.30
AOL quarterly charge	40.62
Pipe Solutions – Vernon House repairs to cylinder	199.20
Julie Bradley – Caretaker Vernon House – Dec & Nov payments	500.00
Savills – 1m ransom strip Appleton Road allotments	1.00
Savills – Bishopthorpe Glebe Sports Field – rent	225.00
City of York Council – Waste charge – Village Hall	56.81

City of York Council – Waste charge – Sports Pavilion	52.00
City of York Council – Vernon House Insurance charge premium annual recharge	170.19
Rebecca Clark – Play Area gate closure / opening	357.00
Richard Edmondson – work undertaken at Vernon House	138.00

*Late Additions to payments*

Dennis King Electricians – Village Hall PAT test and various repairs	657.95
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<b>January Total</b>	<b>£3900.27</b>
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<b>Payment Total for December and January</b>	<b>£14299.21</b>
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7.2	<u>Income Receipts</u>	
	City of York Council – business rates refund for Sports Pavilion	14039.91
	Village Hall Management Committee – November takings	557.50
	Vernon House – November takings	199.00
	Play Group – Quarter rental	1225.00
	Play Group – PAT contribution	89.00
	Village Hall Management Committee – December takings	525.00

<b>Income Total</b>	<b>£16110.41</b>
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Approval of financial transactions proposed by Cllr. Jemison and seconded by Cllr. Mrs Green. Carried Unanimously.

- 17/08 8 **School Governors**
- 8.1 *Infants School* – Nothing to report.
- 8.2 *Junior School* – The School were invited to submit entries to the Recycling Day for a competition to make something from recycled materials. All entries received a prize.

Cllr. Mrs Green reported the following claimed event dates:  
 Scarecrow Festival 10<sup>th</sup> and 11<sup>th</sup> June  
 Bishopthorpe Gala 24<sup>th</sup> June

An email was received from Amanda Dean, a Teaching Assistant at the school requesting a grant towards a small reflection area which is to be built in the school grounds. Ms Dean explained that the area will act as a space where a child / adult can go to get time away in a peaceful area to reflect and escape overwhelming situations. It will be a fenced area with an entrance arch, a gazebo, seating, birdbath and mirrored mosaic. £2,600 has been raised by the school over the last two years and it is understood that the PCC have committed a further £1,000 to the project.

Cllr. Harrison proposed that Bishopthorpe Parish Council should donate a sum of £500 (from Section 106) towards this project. This was seconded by Cllr. Mrs Green and agreed unanimously. Cllr. Harrison to contact Amanda Dean. **Action Cllr Harrison**

- 17/09 9 **Parish Council Youth Awards**
- 9.1 *Committee Report* – Cllr. Harrison commented that attendance at the Award, held on Thursday 12<sup>th</sup> January, was limited and asked that the Committee redouble their efforts for this year's award.

Thanks were passed to Liam Godfrey for his help on the night.

- 17/10 10 **Pinfold**
- 10.1 *Committee Report* – Nothing to report.

- 17/11 11 **Sensory Garden**
- 11.1 *Committee Report* – Cllr. Mrs Green reported that contact has been made with Allison Williams who was asked in 2014 to make repairs to the mosaic. There have been difficulties locating

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suitable tiles but these have now been found and it is hoped that repairs will be complete by Easter.

- 17/12 12 **Police Liaison**  
12.1 *North Yorkshire Police Force* – Nothing to report.
- 17/13 13 **Local Council Association**  
13.1 *Yorkshire Local Councils Association* Update – Cllr. Harrison – The following items were reported:  
[ At the meeting of the Joint Executive Board held on Saturday 14<sup>th</sup> January, it was agreed that numbers will be reduced from 35 to 22.  
[ HSBC are no longer their Bankers due to a dispute where one Executive member refused to sign the Bank mandate. The account was closed and new banking facilities are being sought.  
[ The Council Tax Referendum will not be extended to include Parish Councils for the time being.
- 13.2 *Dependent carers allowance for local councillors: Request to complete a survey* – Noted.
- 13.3 *Appointment of a replacement representative to the City of York Council Standards Committee.* Noted.
- 13.4 *Campaign to Protect Rural England – Winter magazine* – Information passed to Cllr. Mrs Green for Link Magazine.
- 13.5 *Legitimate copying of planning applications - Blanket permission for councils in the York area.* Noted.
- 13.6 *York Community Recycling Fund.* Noted.
- 13.7 *Invite to join NYCC budget conversation.* Noted.
- 13.8 *White Rose Update December edition.* Emailed to all Parish Councillors.
- 13.9 *Draft Public Service Ombudsman Bill* – emailed 15/12. Noted.
- 13.10 *NALC Grants and Funding Bulletin December 2016.* Noted.
- 13.11 *YLCA Request for Information - Promotion of Yorkshire based companies and providers to the sector.* The Policy of Bishopthorpe Parish Council is to use local providers where possible.
- 13.12 *Campaign to Protect Rural England* – Noted.
- 13.13 *Yorkshire Local Councils Association - York Branch Meeting Thursday, 2 February 2017.* Noted.
- 13.14 *Training seminars in Planning and Development and Neighbourhood Planning.* Cllr. George wishes to attend one of the Planning courses. **Action Clerk.**
- 17/14 14 **Highway Matters**  
14.1 *Bus Clearway Requests – email from Sue Gill, City of York Council Traffic Project Officer.* The Parish Council has no objections to the proposals.  
14.2 *Email from Katy Cunningham – Focus School Minibus complaint* – Mrs Cunningham has witnessed dangerous driving by the mini-bus operators and it was agreed that the Parish Council would send a second letter to the school (a first one was sent in March 2016) to bring this to their attention. **Action Clerk.**
- 17/15 15 **Correspondence**  
15.1 City of York not covered elsewhere  
15.1.1 1.1.1 None

15.2 Others

15.2.1

*Letter from Julian Sturdy MP – Invitation to Annual Parish Councils Meeting – 5.30pm, Thursday 26<sup>th</sup> January Huntington Community Centre.* Cllr. Harrison commented that he will attend.

With the letter came a hard copy of Naburn Parish Council's Emergency Planning. This was passed to Cllr. Mrs Conley for the Community Emergency Planning Committee to inspect.

17/16 16 **Ward Committee**

Nothing to report.

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

[ None

17/18 18 **Date and time of next meeting – Tuesday 28<sup>th</sup> February 2017, 7pm – at the Village Hall**

Meeting closed at 8.14 pm