

BISHOPTHORPE PARISH COUNCIL

Minutes of the meeting held at the Village Hall on Tuesday 23rd May 2017.

The Chairman opened the meeting at 7.01 pm.

Mr Tony Loftus, the new owner of Ferry Cottage, attended the meeting to give an update on the revised planning application which is to be submitted for the site. Mr Loftus began by thanking the Parish Council for the invitation and stressed that it is his intention to work closely with the Parish Council to develop the site.

The land was purchased in June 2016 at which time a planning application was being considered by the City Council. This application was rejected with three areas of concern highlighted and subsequently is to be replaced by a new application which was presented to the Parish Council for comment. The new application comprises of a two-storey, long, modern house design with an overhanging upper floor level. External materials have not yet been finalised and are open to negotiation. Mr Loftus is keen to hold an on-site meeting with the City Council Planning Officer to discuss how the appearance of the new house will fit with others in Ferry Lane. Additionally Mr Loftus wished to stress that privacy for the Play Group, which hold their sessions in the Sports Pavilion, has been considered in the new development.

After a short consultation and discussion, the Councillors expressed support for the new application and encouraged Mr Loftus to hold a site meeting with the City Council to discuss the way forward.

Mr Loftus then turned attention to the small plot of land to the East of Ferry Cottage which adjoins the riverbank. This is owned by the Parish Council and Mr Loftus stated that he is interested in buying / renting this with the intention of establishing a mooring in the long-term. Cllr. Harrison commented that the Parish Council would prefer to lease the land as the Parish Council has a duty to retain Parish Council assets. Also a hornbeam tree, which was planted by the family of former Parish Councillor Andrew Dunn, must be allowed to remain. Cllr. Harrison offered to look in to this matter and reply to Mr Loftus once legal advice has been sought. **Action Cllr Harrison.**

Mr Loftus left the meeting at 7.24pm.

The Annual Meeting of the Parish Council commenced at 7.30pm and was completed at 7.39pm. (Minutes for this are separate)

The May meeting of the Parish Council commenced at 7.40pm.

Council Members Present:

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

17/83 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.

17/84 2 **Apologies for absence.**

Cllr. Askew and Cllr. Featherstone

17/85 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. Mrs Conley Item number 5.1.1
- [Cllr. Mellors Item number 5.4.1

17/86 4 Minutes of Meeting **25th April 2017**

The minutes was proposed by Cllr. Mrs Gajewicz and seconded by Cllr. Mellors. Carried unanimously by all who attended the meeting.

17/87 5 **Consideration of Planning Matters and recommendations of the Planning Group**

5.1 Notice of Applications received

- 5.1.1 **4 The Orchard.** Single storey side extension. 17/00990/FUL. No Objection
- 5.1.2 **12 Beech Avenue.** Two storey side and single storey front and rear extension with dormer window to rear. 17/01010/FUL. Objection – Overdevelopment on a small site.
- 5.1.3 **Cavendish Jewellers Ltd – Garth Cottage, Sim Balk Lane.** Internal and external alterations in association with change of use from office to dwelling including replacement of timber infill with fireplace and windows and installation of French doors. 17/01183/LBC. Decision to be reached.

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

- 5.2.1 **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**) Approved
- 5.2.2 **28 Bridge Road.** Two storey and single storey side extension, single storey rear extension and dormer window to rear. 17/00475/FUL. (**No Objection**) Approved
- 5.2.3 **8 Neville Drive.** Single storey side extension. 17/00315/FUL. (**Whilst there is no planning objection there is a surface water drainage issue which will be highlighted to the City Council.**) Approved
- 5.2.4 **71 Lamplugh Crescent.** Single storey side and rear extension. 17/00493/FUL. (**No Objection**) Approved

5.3 Large Householder Extension Notifications

- 5.3.1 None

5.4 Other Planning Matters

- 5.4.1 *Proposed new telecommunications mast* – Cllr. Harrison along with three other Councillors will attend a site meeting with the telecommunications company to discuss possible sites in the village.
- 5.4.2 *ATM, Newsagents, Sim Balk Lane* – The Clerk was asked to chase the response from the Planning Enforcement Officer. **Action Clerk.**
- 5.4.3 *Property offer for Sale by Churchill's Estate Agency on Maple Avenue – "The Studio"* – It is believed the property, which is being advertised as a four-bedroom house has been incorrectly described by the Estate Agent and should be a three-bedroom house with an additional fourth room correctly described as the 'plant-room' (as was originally stipulated under planning conditions). Cllr. Mrs Conley has contacted the Planning Enforcement Officer but no response has yet been received. Cllr. Mrs Conley to chase. **Action Cllr. Mrs Conley.**

17/88 6 **Services**

6.1 Village Hall Management Committee

- 6.1.1 *Management Committee Report* – A Village Hall Management Committee meeting was held on the 22nd May – Cllr. Jemison reported the following items from that meeting:
 - [After a heated debate, it was agreed that the colour of the large internal hall wall will remain the same.
 - [The damp-proof company, Britannia, are to attend shortly to investigate the

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damp issue.

- [All the curtains are to be taken down, cleaned and re-fire proofed.
- [Two quotes have been received to re-polish the floor – the same company who completed the work in 2009, when the hall was refurbished, has been contacted as the Parish Council was happy with their work. The first quote is for a full re-polish and seal and is £3980 + vat. The second quote is to patch-repair and will cost £1400 + vat.
- [The two doors at the back of the hall leading out to the car park are in a poor state of repair and may need replacing. Cllr. Jemison will search for a suitable company to quote for the work. **Action Cllr. Jemison**

6.1.2 *Replacement fridge* – The Clerk was asked to remove this item from the agenda.

6.1.4 *North Yorkshire Fire Inspection Friday 2nd June 2.15pm* – Cllr. Jemison will attend the meeting.

6.2 Sports and Leisure Management Committee

6.2.1 *Management Committee Report* – Cllr. Harrison reported that he has held discussions with Bishopthorpe Cricket Club who are concerned about the lease running out. It is due to expire in 2018 and the Clerk was asked to contact the Church Commissioners to begin renewal negotiations. **Action Clerk.**

The Cricket Club were concerned that there were no locks on the changing rooms and this is causing problems for visiting teams and umpires.

Cllr. Jemison asked the Clerk to write to the Play Group to remind them to close the metal gate after Play Group sessions are over. The gate has been left open frequently in the past few months. **Action Clerk.**

A “boot-camp” style group has been using the cricket field and is causing damage to the cricket pitch. Cllr. Mrs Conley posted a message on the Bishopthorpe Community Group page on Facebook to clarify that the field is rented by the Parish Council and is not available for commercial use. It was agreed that the Parish Council will oversee the situation to see how it develops now that the statement has been published. Should the group continue it will be invoiced for rental payment and a request made for a copy of their public liability cover. Cllr. Harrison offered to place an article in Link Magazine stating that the field is not owned by the Parish Council and is not a ‘public space’ as such but is rented from the Church Commissioners.

Cllr. Harrison reported that Rachel Carew from Bishopthorpe Play Group has applied for a grant of approximately £7,500 for new outdoor play equipment. There will be no change to the current layout.

6.2.2 *Bishopthorpe Utd development plans - upgrade of existing facilities* – Cllr. Harrison commented that only one local contractor was interested in quoting for this upgrade and therefore it will be necessary to seek further quotes from a National Contractors who have expertise in this line of work.

6.2.3 *Metal dog notices – update Cllr. Askew* – Nothing to report.

6.2.4 *Cattle type grids* – It was reported that the National Playing Field Association advises that cattle grids are successful for deterring dogs from entering fields. With this in mind a quote was sought and after discussion it was agreed to have three grids installed and a new fence and a style erected at the Field 84 entrance to the field. The total cost of the project will be £800 + vat.

Cllr. Harrison proposed acceptance of the quote for £800 + vat. This was seconded by Cllr. Mrs Green and agreed unanimously. New warning signs will also be erected to ensure that dog owners were aware of the new deterrents.

6.3 Finance Committee

6.3.1 *Committee Report* – A meeting was held on 17th May. The Internal Auditor was happy

that all was in order and signed off the audited accounts.

Cllr. Harrison reported that Kasia Scott, who rents the Village Hall for Zumba sessions, has replaced her unpaid cheques with one new cheque for £420. The Clerk was asked to bank this and report next month if it has been paid or not. **Action Clerk.**

Cllr. Harrison reported that he has tried to obtain a rent rebate for Business Rates for both Vernon House and the Sports Pavilion but unfortunately this has not been possible.

Cllr. Harrison proposed that Bishopthorpe Parish Council would not in future seek three quotes for work under the sum of £1,000. These would be offered to either local contractors or to contractors who had previously undertaken the work to a satisfactory level. This was seconded by Cllr. Mellors and agreed unanimously. The Clerk was asked to add this amend the Standing Orders to incorporate this clause. **Action Clerk.**

6.3.2 *£45 refund from Cllr. Askew Employer for Yorkshire Local Councils Association course November 2016 - Update Cllr. Askew* – Nothing to report.

6.3.3 *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 2017 to certify that the accounting statements present fairly the financial position of Bishopthorpe Parish Council and its income and expenditure.

6.4 Field 84, Riverside and Footpaths Working Party

6.4.1 *Working party report* – Cllr. Jemison reported that it is rumoured that the new restaurant will be built by December 2017.

Concern was expressed that York Marine Services Limited appear to be allowing caravans and tents to pitch on the area immediately in front of the restaurant on the grass area. The Clerk was asked to read the lease to see if this was permitted. **Action Clerk.**

6.5 Youth Support and Children's Recreation

6.5.1 *Monthly park inspection update* – Cllr. Mrs Green reported that a seam attached to the aerial runway carpet is ripped and is held together by tape. The Clerk was asked to contact Play Dale to request repairs. **Action Clerk.** The logs in the sandpit have been shredded – Cllr. Jemison to inspect them.

Cllr. George took the inspection kit for the forthcoming month.

6.6 Allotments

6.6.1 *Monthly update* – Cllr. Harrison reporting from the Beating of the Bounds evening commented that there appear to be a number of unused / unkempt plots and asked Cllr Mrs Gentry to look in to this.

Cllr. Harrison reported that he was contacted by Ray Higgins concerning the condition of the allotment hedge on Acaster Lane. The hedge borders the plot rented by Susan Falkner and Carol Williams. The hedge is unsightly with holes and Cllr Mrs Gentry was asked to contact the plot holders to ask that they re-instate the mature hedge. **Action Cllr Mrs Gentry.**

Cllr. Mellors reported that he was contacted by a man, who didn't give his name, to say that he had taken ownership of the field between the allotments and the tennis club and asked if he needed permission from the City Council to erect a shed / shelter for a horse. The man was encouraged to contact the City Council to seek permission.

6.7 Senior Citizens Support and Vernon House

6.7.1 *Monthly Report* – Cllr. Mrs Green reported that Vernon House has been offered a full

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size table tennis table. The offer will be refused as it cannot be accommodated.
Action Cllr. Mrs Green

Cllr. Mrs Green attended a Community Centre Network Meeting on the 23rd May which discussed, amongst other topics, prevention of terrorism in community halls and food hygiene licences.

Cllr. Harrison reported from the Beating of the Bounds evening, that ridge tiles appear to be coming off the roof at Vernon House. This has been reported to the City Council as maintaining the building is their responsibility. Additionally a cable was discovered leading from Vernon House to a neighbouring property, which electrician Richard Williams confirmed could be used to carry electricity. The City Council has been asked to establish why the cable is there.

Advance Fire Services, who undertake the annual inspection, noted that Chubb recently attended the building. The Clerk was asked to contact the City Council to ask that they cancel their contract with Chubb. **Action Clerk.**

6.8 Web Page Management

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

6.9 Bishopthorpe Library

6.9.1 *Monthly update* – Nothing to report.

6.10 Environmental, Sustainability and Accessibility Issues

6.10.1 *Monthly Report* – Cllr. Mrs Green will attend a meeting of One Planet York to discuss aspects of the ten point sustainability plan.

6.10.2 *Apple pressing* – Cllr. Mrs Green proposed spending £200 to rent a fifteen-litre apple press on the 7th October to enable villagers with windfall apples to convert them to juice. This was seconded by Cllr. Mrs Gajewicz and agreed unanimously.

6.11 Community Emergency Planning

6.11.1 *Monthly update* – The Committee were confirmed as Cllr. Jemison, Cllr. Askew and Cllr. Mrs Conley and were asked to get in touch with the Environment Agency and Julian Sturdy MP to find out what plans were in place relating specifically to Bishopthorpe. **Action Committee**

6.11.2 *Email from Katie Fisher* – An exercise will take place to test emergency flood responses on the River Ouse. It was agreed that the Parish Council would not be involved in this as it does not include Bishopthorpe.

17/89

7

Financial Transactions

7.1 Payments to approve

7.1.1 **Cheque / Direct Debit payments**

Amounts paid

Monthly direct debit to E-On Sports Pavilion Electricity	149.00
Monthly direct debit to E-on Village Hall Electricity	78.00
Monthly direct debit to E-on Village Hall Gas	135.00

362.00

7.1.2 **On- Line banking payments**

Amounts paid

Clerk's Salary	654.00
Clerk's Expenses- (£0.00)	0.00
Vernon House Caretaker	250.00
Playdale – spares and delivery & installation – Aerial runway carpet	234.00

STS (York) Ltd – Grass cuts to Ferry Lane	134.40
Rebecca Clark – Locking / unlocking Play Area gate (5months)	354.00
Carol Henk – Sports Pavilion cleaning	120.00
AON – Local Council Insurance	2741.43

Paid

<i>Savills – Rent Cricket Field</i>	<i>150.00</i>
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Late Additions to payments

Village Hall Caretaker / Booking Secretary	456.50
Village Hall Caretaker / Booking Secretary – Paper towels & Toilet rolls	52.75
Aire Valley Lift Service – Village Hall bi-annual lift service	120.00
Advance Fire Services – Vernon House new fire extinguisher / signs	149.64
Npower – Sensory Garden floor lights	84.45
Andrew’s Garden Services – Cut lawns and hedges	320.00

Payment Total**£5821.17****Total Payments****£6183.17**

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

7.2 Income Receipts

New allotment let – Plot 51a Appleton Road. Mr DL Loseby	8.00
Precept First Instalment – City Council	14,850.50
Grant First Instalment – City Council	649.50
New allotment let – Plot 20c Acaster Lane Mrs T Lyons	5.00
Bishopthorpe Cricket Club – precept	600.00
Bishopthorpe United Football Club – precept	660.00
EON – refund Village Hall electricity (direct debit overpayment)	29.14
Village Hall Management Committee – April takings	1168.25
Vernon House Takings for April	302.60
Kasia Scott – overdue rental invoice payment for Village Hall	420.00

Income Total**£18,692.99**

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

17/90	8	School Governors
	8.1	<i>Infants School</i> – Cllr Mrs Gentry reported that a new Head Teacher has been appointed.
	8.2	<i>Junior School</i> – Cllr. Harrison recently attended a meeting of the Travel Action Group
17/91	9	Parish Council Youth Awards
	9.1	<i>Committee Report</i> – Nothing to report.
17/92	10	Pinfold
	10.1	<i>Committee Report</i> – Cllr Mrs Gentry reported that the notice board frame and bin are peeling. Cllr. Mrs Green thought that this is normal wear and tear but offered to contact John Bettridge to confirm.

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- 17/93 11 **Sensory Garden**
 11.1 *Committee Report* – Cllr Mrs Gentry reported that the bench dedicated in memory of former Parish Councillor Kelvin Neale, is showing bad signs of wear at less than one year old. The Clerk was asked to contact the company who supplied it to ask if this was normal. **Action Clerk.**
- The lock on the gate is broken. The person locking the gate will be asked to repair it.
- 17/94 12 **Police Liaison**
 12.1 *North Yorkshire Police Force* – The following update was received from PCSO 5652 Mel Parkin Community Safety Support Team.
- 1st to 30th April – Bishopthorpe**
- Anti Social Behaviour**
- [1st – group of youths drinking on the cycle path under the A64 between York College and Bishopthorpe
 - [6th – neighbour dispute on Drummond View; neighbour has entered reportees garden to paint fence after being told he didn't have permission to do so.
 - [10th – 4 males have thrown eggs at a property on Ramsey Avenue
- Criminal Damage**
- [11th – a car has been 'keyed' on Keble Park South (second time in two weeks)
 - [17th – window smashed on a conservatory on Keble Park South while occupier on holiday
- 17/95 13 **Local Council Association**
 13.1 *Yorkshire Local Councils Association Update* –
- [Cllr. Harrison asked that an item '*Battles over a Nation's Tribute*' be placed on the June Agenda. **Action Clerk.**
 - [Cllr. Harrison will attend the Branch Meeting on the 1st June
- 13.2 *White Rose Update* – Cllr. Harrison and Cllr. Mellors attended the Group Liaison Meeting on the 22nd May where one of the items under discussion was Double Taxation. A request for nominations for the Standards Committee was made. The Local Plan is delayed.
- 13.3 *Annual Branch Meeting – 1st June, Folk Hall New Earswick 7pm* – Cllr. Harrison to attend.
- 17/96 14 **Highway Matters**
 14.1 None
- 17/97 15 **Correspondence**
 15.1 City of York not covered elsewhere
 15.1.1 1.1.1 None
- 15.2 Others
 15.2.1 *Invitation to play bowls on Wednesday 21st June – Sue Prime* – Noted.
- 15.2.2 *Email from Lorraine Youds – Research in Focus – public event on Thursday 25th May* – Noted.
- 17/98 16 **Ward Committee**
 Nothing to report.
- 17/99 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**
 [Cllr. Harrison passed around a formal invitation to attend the opening of Little Green Rascals nursery on 31st May.

17/100 18 **Date and time of next meeting – Tuesday 27th June 2017, 7pm – at the Village Hall**

Meeting closed at 9.39 pm