

BISHOPTHORPE PARISH COUNCIL

Minutes of the meeting held at the Village Hall on Tuesday 27th June 2017.

The Chairman opened the meeting at 7.02 pm.

Two members of the public were present: Morwenna Christian from Copmanthorpe Lane and Sandra Wilson from Maple Avenue. The Chairman invited questions in turn.

Mrs Christian reminded the Councillors that she attended a meeting eighteen months ago seeking permission from the Parish Council to clear an area of overgrown land on Ferry Lane sports field. At the time Mrs Christian was asked not to clear land close to Ferry Cottage until the boundary line could be agreed with the new owner. This has now been agreed and a temporary fence erected to demarcate the line of ownership. Mrs Christian explained that she is now seeking permission to clear up to the fence in the wooded area in order that the area can be used by children attending Bishopthorpe Play Group.

Cllr. Harrison stated that he envisages no problem with it being cleared and thanked Mrs Christian for offering to do this. However, once it has been cleared, the Parish Council will accept no liability for injury or damage incurred by Play Group users.

Mrs Christian thanked the Parish Council for granting permission and will inform Play Group.

Mrs Wilson wished to discuss three matters -

- [School-run parking at the beginning and end of the school day on Maple Avenue;
- [Tradesmen and visitors parking on the newly planted grass verges on Maple Avenue and
- [After-school club children climbing trees.

Firstly, Mrs Wilson explained that parents are parking outside the first twenty or so houses on Maple Avenue each day to drop off and pick up their children from the Junior School. The residents find it difficult to leave their driveways with clear vision at these times and Mrs Wilson enquired if anything could be done to prevent parking, such as extending the yellow lines further down the road. In reply Cllr. Harrison stated that he regularly attends the School's Travel Action Group where policies are put in place to actively encourage parents to walk their children to school. Many different schemes have been employed over the years such as Car Free Day or the Walking Crocodile, to encourage this. However, Maple Avenue is a public highway and as such cars are allowed to legally park there. Double yellow lines would not be supported by the Parish Council as it may prove very restrictive to both residents and their visitors.

Mrs Wilson expressed an opinion that parking on the grass verges is becoming a problem. These were re-planted in 2016 when new the footpaths were repaired, however tradesmen and a few residents have now started parking on them, destroying the grass and churning up mud divots. Mrs Wilson enquired if it might be possible to place a number of 'Do Not Park on Verges' metal signs along the length of the road. Cllr. Harrison suggested that Mrs Wilson should contact the Ward Councillor Cllr. John Galvin with this suggestion as it would be a matter for City of York Council Highways to decide.

Mrs Wilson's final point was to complain that children attending the after-school club are climbing trees at the back of her property and invading her privacy. Cllr. Harrison recommended Mrs Wilson should contact Little Green Rascals to talk about this issue further.

Mrs Christian and Mrs Wilson left the meeting at 7.22 pm.

The June meeting of the Parish Council commenced at 7.25 pm

Council Members Present:

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

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17/102 2 **Apologies for absence.**

Cllr. Askew

17/103 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 any Councillor present.

17/104 4 **Minutes of Meeting 25th May 2017**

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

17/105 5 **Consideration of Planning Matters and recommendations of the Planning Group**

5.1 Notice of Applications received

5.1.1 **10 Keble Park North.** Two storey and single storey rear extension and single storey side extension. 17/01136/FUL. No Objection

5.1.2 **The White House, Chantry Lane.** Reduce crowns of two Yews by one metre; remove limb from a Robina Tree in Tree Conservation Area. 17/01354/Tree Conservation Area. No Objection

5.1.3 **Orchard Cottage, Moor Lane.** Two storey side and rear extension, single storey rear extension and alterations to existing single storey front projection. 17/01259/FUL. No Objection

5.1.4 **Fairmead, 21 Coda Avenue.** Single storey rear extension. 17/01241/FUL. No Objection

5.1.5 **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 and 17/01182/ LBC. No Objection

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

5.2.1 **The Sewing Room, Home Farm Buildings, 81 Main Street.** Change of use of building to sewing room (use class B1) (retrospective) 17/00723/FUL. (**No Objection**) Approved

5.2.2 **Signarts, Unit 5 Home Farm Buildings, 81 Main Street.** Change of use of stable block to florists shop with associated training courses (retrospective). 17/00721/FUL. (**No Objection**) Approved

5.2.3 **3 Beech Avenue.** Erection of two, two-storey dwellings following the demolition of existing dwelling. 17/00817/FUL. (**Objection**) Approved

5.2.4 **38 Bridge Road.** Alterations to existing car port to infill space together with associated external alternations and dormer to rear. 17/00778/FUL. (**No Objection**) Approved

5.2.5 **4 The Orchard.** Single storey side extension. 17/00990/FUL. (**No Objection**).

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Approved

5.3 Large Householder Extension Notifications

5.3.1 None

5.4 Other Planning Matters

5.4.1 *Proposed new telecommunications mast* – A meeting was held with representatives from O2 to agree a new location in the village for a 4G mast. Several sites were proposed but it was agreed that the best one, in a secluded area offering best coverage for 4G transmission, would be to the west side of St Andrew's Church behind the Church Hall.

This suggestion was taken away by the O2 engineers to research and their response is awaited.

5.4.2 *ATM lights Newsagents, Sim Balk Lane* – Andy Blain, City of York Council Planning Enforcement Office, is looking in to this matter.

5.4.3 *The Studio, 20A Maple Avenue. Habitable room on first floor, contrary to agreed plans* – Andy Blain, City of York Council Planning Enforcement Office, is looking in to this matter.

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Services

6.1 Village Hall Management Committee

6.1.1 *Management Committee Report* – A fire inspection by North Yorkshire Fire was conducted in the presence of Cllr. Jemison on Friday 2nd June. The inspector was satisfied that the hall and the fire equipment meets with all current fire regulations but advised that in future it will be necessary to keep records of alarms tests in a Fire Risk Assessment book kept on site. This will be put in to practice as soon as Cllr. Jemison receives further instructions from North Yorkshire Fire. **Action Cllr. Jemison**

Turning attention to another matter; Cllr. Harrison proposed that Brunswick Organic Nursery should be asked to supply and fill two wooden planters with flowers for display outside the Village Hall. The cost of a long trough style planter would be £310 + vat and the cost of a square planter would be £180 + vat. Cllr. Harrison proposed acceptance of this quote. This was seconded by Cllr. Mrs Green and agreed unanimously.

6.1.2 *Floor re-polishing* – It was agreed in the May meeting that the lower quote (£1,400 + vat) was to be accepted as it was felt this fully met the Parish Council's requirements.

6.1.3 *Damp proofing* – This work has been undertaken by Britannia Preservation Limited and their invoice for £1,149.36 is presented below for payment (Item 7.1.2)

6.1.4 *Hall doors* – Cllr. Jemison reported that four quotes were sought for new doors for the rear of the main hall. One company never provided a quote and another declined the work. Longwood Joinery offered to make new doors for the price of £1,668.00 but would not fit them.

Cllr. Jemison proposed that the Parish Council should accept a quote of £2,496.78 from Peter Barker Joinery Ltd who would make the new doors and fit them for this price. This was proposed as it was agreed that the cheaper quote did not meet the quality of door the Parish Council sought and it would also be necessary to employ a third party joiner to fit the doors, which could prove problematic. This was seconded by Cllr. Harrison and agreed unanimously. The doors will be installed before the hall is redecorated.

6.1.5 *Car Park closure midnight Friday 6th October to midnight Saturday 7th October* – The closure of the hall for twenty four hours is necessary to preserve the rights of the private car park.

6.2 Sports and Leisure Management Committee

- 6.2.1 *Management Committee Report* – A letter has been sent to Savills who act on behalf of the Church Commissioners prompting commencement of negotiations for three leases relating to the cricket / football pitch which expire in early 2018.
- 6.2.2 *Bishophorpe Utd development plans* – Work is underway to obtain quotes from National Companies specialising in sports pavilion work.
- 6.2.3 *Cattle grids* –The grids have been ordered and will be installed once they have been made.
- 6.2.4 *Email from Julie Morris, Play Group – Vandalism to playgroup equipment* – The Play Group was advised to lock the large metal gate when vacating the building to help deter parking in the car park after hours and discourage further vandalism. The incident has been reported to the Police.
- 6.2.5 *Email from Julie Morris, Play Group – request for CCTV cameras* – Cllr. Harrison commented that if Play Group wish to install cameras it must be at their own expense. Cllr. Mrs Gajewicz will advise Play Group of this decision.
- 6.2.6 *Email from Julie Morris, Play Group – Cricket club issues* – It was reported by Play Group that the Cricket Club are using the Sports Pavilion for cricket teas after matches. The Parish Council declined to get involved in this matter albeit to remind the Play Group that the building they use is a cricket pavilion.
- 6.2.7 *Email from Julie Morris, Play Group – Fire Doors* – Cllr. Jemison arranged for repairs to the doors.
- 6.2.8 *Email from Julie Morris, Play Group – Drains* – The Play Group was instructed to contact a drainage company to attend and clear the drains - passing the invoice to the Parish Council for payment.
- 6.3 Finance Committee
- 6.3.1 *Committee Report* – Nothing to report.
- 6.3.2 *Kasia Scott – replacement cheque £420* – Item to be forwarded to July agenda.
- 6.3.3 *£45 refund from Cllr. Askew Employer for Yorkshire Local Councils Association course November 2016.* – Cllr. Askew registered to attend a Yorkshire Local Councils Association course in November 2016 but at the last minute had to pull out for work reasons. Cllr. Askew’s employer promised to pay the £45 cost back to Bishophorpe Parish Council but this has not happened despite being chased for payment during the last seven months. Cllr. Harrison stated that the Parish Council must now write off the cost.
- 6.4 Field 84, Riverside and Footpaths Working Party
- 6.4.1 *Update* – Cllr. Harrison read out a letter from Mr Ray Bostock which detailed a complaint about the state of upkeep in Field 84, namely that the path is overgrown, the grass has not been cut and the steps are overgrown. The field is leased to York Marine Services Limited by the Parish Council and the Clerk was asked to contact them to request maintenance of the path. **Action Clerk.**
- 6.4.2 *Additional caravan / tent pitches outside the restaurant site* – The Clerk was asked to write to York Marine Services Limited to request that they refrain from breaching the terms of their car park lease by allowing caravans to use the area overnight. **Action Clerk.**
- 6.4.3 *Proposal from Mr Loftus regarding land to the East of Ferry Cottage* – Cllr. Harrison sought input from the Councillors to the terms of the new lease. It was agreed that the following clauses should be included:
- [Provision for one mooring of only. The riverbank will be measured and a measurement will be specified in the lease.

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- [Open access must be maintained for the Fishing Club.
- [The metal bench designated in memory of a former Bishopthorpe resident must be maintained.
- [The hornbeam tree planted in memory of former Parish Councillor Andrew Dunn must be maintained.
- [Nothing is to be built on the bank to obscure a clear view of the river.

It was agreed that a reasonable rent would be approximately £2,500 per annum. Cllr. Harrison offered to contact Mr Loftus to establish if he wished to progress the matter.
Action Cllr Harrison

6.5 Youth Support and Children's Recreation

- 6.5.1 *Monthly park inspection* – Cllr. George emailed comprehensive lists of observations from the park inspection to all Councillors on a number of occasions during the inspection month. He also contacted Play Dale directly on the 21st June to report a problem with the zip wire. Play Dale attended on the 23rd June to make repairs to another piece of equipment but did not repair the zip wire and Cllr. Harrison asked Cllr. George to contact Play Dale again to ask why it was not repaired as reported.
Action Cllr. George

Rotting logs are to be removed / repaired as necessary and John Gospel has been approached to undertake the work.

Cllr. George reported that the entrance floor grid is becoming full and is beginning to create a level surface over which animals may obtain access to the park. Cllr. Jemison commented that the grid is bolted to the ground and would need to be unfastened, lifted and the debris cleared to resolve the issue.

Cllr. George reported animal excrement in the sand pit. This is not a regular occurrence and following a discussion Cllr. Harrison stated that it would not be a good idea to use any kind of chemical deterrent for this due to the nature of the site.

Cllr. George enquired if a bin should be put in the park to be emptied by the Parish Councillor undertaking the weekly inspection. This idea was rejected as the majority of park users take their litter home.

The inspection bag was passed to Cllr. Harrison for the forthcoming month.

- 6.5.2 *Email from Simon Scott, Playdale Playgrounds Ltd – Ariel runway repairs* – An email was received from Play Dale to say that the Aerial runway ramp was beyond any kind of repair therefore a new ramp was installed on the 23rd June.

- 6.5.3 *Play ground Sand pit problem – update Cllr. George* – As reported above 6.5.1

6.6 Allotments

- 6.6.1 *Monthly Report* – Nothing to report.

- 6.6.2 *Hedge – email from Ray Higgins – Acaster Lane Allotments – update Cllr Mrs Gentry* – Cllr Mrs Gentry visited Mr Higgins mid-month to discuss with him the destruction of the allotment hedge facing his house. The hedge has been cut back too hard and poisoned in places by the plot holders and now looks a mess. It was agreed that the plot holders are fully responsible for reinstating the hedge at their expense.

Cllr Mrs Gentry agreed to contact them to request that they plant mature hawthorn bushes (not twigs) in the Autumn planting season.

Alternatively if they do not wish to do this, the Parish Council will arrange for this to

be done but they will be charged for it. Cllr Mrs Gentry will also contact Mr Higgins to explain what action is being taken. **Action Cllr Mrs Gentry**

6.7 Senior Citizens Support and Vernon House

6.7.1 *Monthly Report* – Cllr. Mrs Green updated the meeting as follows:

- [The Men’s Shed Group has opened a bank account which will enable them to apply for grants.
- [Pop-up Tuesday is working well for meetings of York Carers Centre.
- [The Saturday coffee morning was changed to Vernon House from the Marcia for one week and was successful.
- [Catalyst Community Resource Group held a meeting at Vernon House recently.

6.7.2 *Electrical cable attaching to property in Maple Avenue* – Cllr. Mrs Green reported that the City Council is looking in to this matter.

6.7.3 *Loose Ridge Tiles* – Cllr. Harrison is still waiting for an update from City of York Council

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* – Cllr. Mrs Conley reported that the Library Manager’s desk is located directly below a sky light which has no sun blind protection to stop direct sunlight obscuring the computer screen.

It was suggested that the Manager should contact the Ward Councillor Cllr. John Galvin to request a grant to purchase a blind.

6.10 Environmental, Sustainability and Accessibility Issues

6.10.1 *Monthly Report* – Cllr. Mrs Green has obtained a new banner for the recycling day at a cost of £102.00. The City Council gave a grant to the Parish Council in March 2017 to cover the cost of this.

One Planet York held a ‘birthday’ meeting to celebrate one year’s operation. Bishopthorpe Recycling Day got a special mention.

The Apple Pressing Day will be held on Saturday 7th October 2017 in the car park of the Village Hall. Cllr. Mrs Green requested the help from fellow Parish Councillors to make the day a success.

6.11 Community Emergency Planning

6.11.1 *Committee Report – Update from Committee regarding contact with Julian Sturdy MP and the Environment Agency – plans relating to Bishopthorpe* – Reading from a report in the York Press published on the 27th June, Cllr. Harrison commented the new pump installed at the Foss barrier may have a knock-on effect of increasing water volume down-stream which could put Bishopthorpe at greater risk of flooding.

Cllr. Harrison suggested that it would be a good time to contact MP Julian Sturdy to invite him to meet with the Committee. Cllr. Harrison to contact Julian.

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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

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£362.00

7.1.2 On- Line banking payments

Amounts paid

Clerk's Salary	654.00
Clerk's Expenses- (<i>Special Delivery – Audited Accounts £2.08, Stationery £15.86</i>)	17.94
Village Hall Caretaker / Booking Secretary	481.22
Vernon House Caretaker	263.63
Carol Henk – Sports Pavilion cleaning	152.05
Sports Turf Services – Grass cuts to Ferry Lane playing field	201.60
Cllr. Harrison Canon Ink Cartridge	21.00
Yorkshire Water – Sports Pavilion	36.47
Yorkshire Water – Village Hall	136.79
Ainsty Landscapes – Cricket Field grass cuts	680.00
Electrotest – Vernon House Water Heater installation	359.00
Ainsty Landscapes – Acaster Lane hedges trimmed	325.00
HSE Three x A2 posters for display	39.60
Npower – Vernon House 1 st April to 30 th April – Electricity	376.13
Npower – Vernon House 1 st May to 31 st May – Electricity	381.35
Yorkshire Water – Vernon House 14 th February to 30 th May – Water	35.40
Britannia Preservation Ltd – Village Hall damp proofing	1149.36
Advance Fire Services – Bi annual inspection The Village Hall	55.80
Advance Fire Services – Bi annual inspection Vernon House	75.00
	75.00
Savills – Bishopthorpe Glebe sports field – rent	225.00

Payment Total	5741.34
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Total Payments	£6103.34
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* *No payments referred to Village Hall Management Committee for authorisation.*

7.2 Income Receipts

Vernon House may takings	327.10
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Income Total	£327.10
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Approval of financial transactions proposed by Cllr. Jemison and seconded by Cllr. Mrs Green. Carried Unanimously.

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School Governors

8.1 *Infants School* – Cllr Mrs Gentry reported that a new Head Teacher has been appointed, Nicola Fox, who is a specialist in Early Years Teaching.

8.2 *Junior School* – Cllr. Mrs Green reported that the Reflection Zone is nearly complete. The recent Scarecrow Festival was a great success and raised over £2,000.

Cllr. Harrison reported that he recently attended the meeting of the school's Travel Action Group where the Parish Council was thanked for donating funds to allow purchase of two new banners. The School is investigating the use of air quality monitors for the immediate area surrounding the school to establish the effect of car emissions.

Cllr. Mellors commented that the last 'No Car Day' was a success with reduced amounts of parking on Copmanthorpe Lane. However it returned to normal congested levels immediately

thereafter.

- 17/109 9 **Parish Council Youth Awards**
 9.1 *Committee Report* – The Committee, Cllr Mrs Gentry and Cllr. Askew, were asked to start to consider the requirements for this year’s competition. Cllr. Mrs Gajewicz will offer an advisory role to the new Committee to ensure smooth transition of processes.
- 17/110 10 **Pinfold**
 10.1 *Committee Report* – Nothing to report.
- 17/111 11 **Sensory Garden**
 11.1 *Committee Report* – Cllr Mrs Gentry reported that the mosaic remains broken and that the fountain no longer works.
 11.2 *Weathering of bench* – Cllr. Harrison offered to contact Gardens4Less who supplied the bench.
Action Cllr Harrison
 11.3 *Broken gate lock* – It is with sadness that the Parish Council notes the passing away of Margaret Christie who locked and unlocked the garden gate for many years. Cllr Mrs Gentry offered to contact Dawn Wright, the crossing patrol lady, to enquire if she might be willing to undertake the duty. **Action Cllr Mrs Gentry.**
- Cllr. Jemison and Cllr. Harrison will look at the broken lock and decide a plan of action.
- 17/112 12 **Police Liaison**
 12.1 *North Yorkshire Police Force* – Report received from PCSO Mel Parkin Community Safety Support Team following the meeting :
Anti Social Behaviour
- [3rd – report of ongoing issues with youths congregating in the village near the Coop. They are abusive and intimidating
 - [3rd – neighbour dispute on Vernon Close
 - [4th – items thrown at windows of an address on Harcourt Close
 - [8th – report of a group of youths on cycles that have ridden at the reportees daughter
 - [9th – group of youths on Sim Balk Lane causing issues for traffic
 - [17th – 2 reports from neighbours on Maple Avenue re neighbour dispute
 - [17th – youths on cycles on Acaster Lane
 - [17th – males in drink knocking on doors on Bishopthorpe Road
 - [18th – youths on Vernon Close damaging trees
 - [27th – Vernon Close neighbour dispute
- Theft**
- [1st – mum reporting her son stealing her credit card and withdrawing money
 - [16th – theft of an A-board from outside The Ship Inn
 - [23rd – bus driver reports having money stolen from his cab bag

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In a recent conversation with the Police it was suggested to Cllr. Jemison that the village may benefit from the installation of two number plate recognition cameras. To discuss this matter in greater details the Clerk was asked to invite the local Police Inspector to the July meeting.
Action Clerk.

Cllr. Mrs Conley was also asked to compile a list of recent criminal incidents occurring in Bishopthorpe, which could be circulated to all Parish Councillors prior to the meeting and also supplied to the visiting Inspector for discussion. **Action Cllr. Mrs Conley.**

17/113 13 **Local Council Association**

13.1 *Yorkshire Local Councils Association* – Cllr. Harrison was nominated as the official representative of Bishopthorpe Parish Council to attend meetings of Yorkshire Local Councils Association York Branch.

13.2 *Battles over a Nation's Tribute* – Following a long discussion it was agreed that the Parish Council will host this ceremony on the 11th November 2018 and obtain a beacon to be lit in commemoration of the event. Initial discussions will be held with Gordon Watkins to ask for advice – **Action Cllr Harrison.** A Committee will be formed to take this matter forward.

13.3 *Fields in Trust: Creating a legacy of protected outdoor spaces* – Noted.

13.4 *Reform of Data Protection Legislation and introduction of the General Data Protection Regulations* – Noted.

13.5 *Training Programme 2017 – emailed 12th June* – Noted.

13.6 *Campaign to Protect Rural England – Annual review* – details passed to Cllr. Mrs Green

13.7 *Plunkett Foundation Call to Action - Rural Co-operatives' Programme* – Noted.

17/114 14 **Highway Matters**

14.1 *Bishopthorpe Road flower trough* – Roz Banks and her brothers have very kindly offered to maintain the flower trough on Bishopthorpe Road to continue the work of their mother, Muriel Wood, who sadly is too ill to continue. The Parish Council is very grateful to Roz for this work and thanks have been sent by the Clerk to acknowledge this.

14.2 *City wide community transport mapping in York – surveys – email from Ruth Stockdale circulated 8th June* – Noted.

14.3 *Incident on Solar System walk/cycle path – chicken wire* – Extra police patrols have been put in place due to the increase in criminal activity on this path.

17/115 15 **Correspondence**

15.1 City of York not covered elsewhere

15.1.1 *CYC Standards Committee – notice of meeting King John Room at West Offices Thursday the 22nd June between 7pm and 8.30pm* – Cllr. Mrs Green attended this meeting to represent Bishopthorpe Parish Council.

15.2 Others

15.2.1 *Email from Dave Merret - Notice to York Bus Forum members & supporters* – Noted.

15.2.2 *Freedom of Information Request: Contact with oil and gas companies – email from Zoe Courtney-Bodgener, Friends of The Earth* – Yorkshire Local Councils Association has provided a letter template for reply which will be used by Bishopthorpe Parish Council which will state that no contact has been made with any of the listed companies.

17/116 16 **Ward Committee**

Nothing to report.

17/117 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**

[None

17/118 18 **Date and time of next meeting – Tuesday 25th July 2017, 7pm – at the Village Hall**

Meeting closed at 9.50 pm