

Minutes of the meeting held at the Village Hall on Tuesday 25th July 2017.

The Chairman opened the meeting at 7.00 pm.

In response to an invitation extended by the Parish Council to discuss the recent increase in crime experienced in the village, two members of North Yorkshire Police attended the meeting: Inspector Lee Pointon and Sergeant Andy Chapman

Prior to the meeting, Chairman Cllr. Harrison contacted Inspector Pointon to supply a comprehensive list of criminal activity occurring in the village in recent weeks and asked if the increase could be attributed to a decrease in police resources.

Inspector Pointon explained that following a recent restructure of police services two Inspectors oversee the area of York: one covering the city centre and one covering the outlying areas around the city centre. Inspector Pointon is responsible for the later area. Large teams of police officers are no longer resourced but the Inspector confirmed the three PCSO's are available to the village if needed. Also the Inspector stressed the importance of reporting every crime by phoning '101' as resources will be deployed in direct response to reports made this way. To address the immediate issue of an increase in crime in Bishopthorpe recently, it was confirmed that over the next seven weeks the frequency of high visibility patrols will be increased together with the deployment of plain clothes officers at vulnerable locations in Bishopthorpe.

Cllr. Mrs Green lamented the redeployment of PCSO Angela Hollywood to Selby as a good working relationship had been forged between the Officer and the Parish Council. Cllr. Mrs Green stated that it is important to Bishopthorpe to continue to build these relationships with the Police.

(7.12pm Cllr Mrs Gentry entered the meeting)

Cllr. Harrison invited a police presence at Quench Cafe (held at the Methodist Church each Thursday morning) to build local relationships with villagers. A presence at School starting and finishing times would also be beneficial periodically. Inspector Pointon said that as he was new to the role he will certainly consider these invitations and try to act upon them within the confines of resource demands. A current strain on their resources is the deployment of extra police to Kirby Misperton to oversee fracking demonstrations but Inspector Pointon stated that he will try to commit to a police presence at Quench at least once every month.

Guidance was also sought for placing number plate recognition cameras in the village, which could be linked to the City Council system, with details fed to the police as and when required. The Inspector confirmed that whilst this would be useful, the cost of the installation could be prohibitive and should be proportional to the crime levels. Only good quality cameras would be recommended with sharp image display but these would be very expensive.

In conclusion, Cllr. Harrison thanked the Inspector and Sergeant for attending and for their advice.

The Inspector and Sergeant left the meeting at 7.20pm

Council Members Present:

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

17/119 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.

17/120 2 **Apologies for absence.**

Cllr. Mrs Gajewicz

17/121 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 matters were declared.

17/122 4 **Minutes of Meeting 27th June 2017**

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

17/123 5 **Consideration of Planning Matters and recommendations of the Planning Group**5.1 Notice of Applications received

- 5.1.1 **6 Acaster Lane.** First floor side and single storey rear extensions. 17/01394/FUL. No Objection
- 5.1.2 **57 Main Street.** Prune Norway Maple and Laburnum in Tree Conservation Area. 17/01646/Tree Conservation Area. No Objection
- 5.1.3 **Bishopthorpe County Infant School, Sim Balk Lane.** Notification to remove one Beech in the Tree Conservation Area. 17/01643/Tree Conservation Area. No Objection
- 5.1.4 **14 Kirkwell.** Application to remove one ash tree closest to fence subject to Tree Preservation Order CYC16. 17/01640/Tree Protection Order. No Objection comments made.
- 5.1.5 **The Palace, Bishopthorpe Road.** Fell Yew Tree in Tree Conservation Area. 17/01703/Tree Conservation Area. Objection.
- 5.1.6 **Fairmead, 21 Coda Avenue.** Single storey rear extension: revised plans submitted. 17/01241/FUL. No Objection

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

- 5.2.1 **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**). Approved

- 5.2.2 **25 Maple Avenue.** Two storey side extension and brick cladding to external walls. 17/00866/FUL. **(No Objection)** Approved
- 5.2.3 **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)** Approved
- 5.2.4 **14 Kirkwell.** Application to remove one ash tree closest to fence subject to Tree Preservation Order CYC16. 17/01640/Tree Protection Order **(Refer 5.1.4)** 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 *Planning Application 18 Main Street Bishopthorpe - Unapproved Works – update Cllr. Harrison* – A member of the public reported to Cllr. Harrison that in the original planning application approval was granted on the grounds that the original outbuildings and the garage were to be retained. The member of the public noticed that this has not happened and both have been demolished. Cllr. Harrison has reported the matter to the City Council Enforcement Officer Andy Blain and a response is awaited.

 - 5.4.3 *Property offer for Sale by Churchill’s Estate Agency on Maple Avenue – “The Studio”* – Cllr. Mrs Conley reported that no response has been received from the City Council Enforcement Officer Andy Blain. This matter will be chased by Cllr. Mrs Conley. **Action Cllr. Mrs Conley**

 - 5.4.4 *ATM, Newsagents, Sim Balk Lane* – The Clerk reported that no response has been received from the City Council Enforcement Officer Andy Blain. This matter will be chased by The Clerk. **Action Clerk.**

 - 5.4.5 *Proposed new telecommunications mast* – No response has been received from O2.

 - 5.4.6 *Local Plan* – A meeting was held on the 10th July where the City Of York Local Plan Working Group met to consider the latest draft of the Local Plan. Following this meeting a period of consultation will be held where local developers, house builders, and landowners may oppose certain aspects of the Plan and press their case for maximising the amount of house building. Positive comments should also be submitted by individuals and/or organisations including Parish Councils in favour of the proposed plan. Cllr. Harrison commented that if the objections are in the majority it could result in the draft plan being thrown out and the issues returned to Central Government for decision.

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6

Services

- 6.1 Village Hall Management Committee
 - 6.1.1 *Management Committee Report* – Cllr. Jemison reported that the redecoration plans are on track and that the floor will be re-polished and the new fire doors fitted before the painting commences in August.

 - 6.1.2 *Fire Risk Assessment book* – Nothing to report.

 - 6.1.3 *Letter from James Naish – lead flashing* – A letter was received from Mr Naish, who is the owner of the house with outbuildings adjoining the Village Hall, drawing attention to a crumbling mortar joint between the Village Hall and these outbuildings.

Permission was sought to allow a roofer to attach flash leading to the joint between the buildings. The Councillors had no objection.

It was noticed that the rear Village Hall wall may be in need of re-pointing in the very near future. Mr Naish gave the Parish Council permission to obtain access via his land should this work need to be undertaken but asked for prior warning. It was agreed by the Parish Council that this matter will be investigated in Spring 2018.

6.2 Sports and Leisure Management Committee

6.2.1 *Management Committee Report* – Cllr. Harrison read the following from an article published in the York Press:

“Bishopthorpe White Rose Football Club has been named as the Football Association McDonald’s Regional Club of the Year in the North Riding County Football Association. The achievement marks outstanding efforts to promote football in their local community and honours the club; its players, coaches and volunteers who have dedicated their time to developing young talent and help ensure safety and deliver best practice. Bishopthorpe White Rose currently has over 350 young players and 80 volunteers involved in its activities. This is on the back of a 100 per cent increase over three years arising from the large expansion of its successful girls’ football teams and its support of two disability teams.”

As a mark of recognition to the Club for all it does for youngsters in the village, the Parish Council agreed to waive the £310 precept fee due for 2017/18. This was proposed by Cllr. Harrison and seconded by Cllr. Jemison. Agreed unanimously. Cllr. Featherstone offered to inform the Club. **Action Cllr. Featherstone**

Metal grids have been installed at the main entrances to the field to try to prevent dogs being exercised and subsequently fouling the field. It was agreed that further signs will be erected with the wording: *“This ground is the responsibility of and is maintained by Bishopthorpe Parish Council. Please use with respect”* **Action Cllr. Jemison**

6.2.2 *Bishopthorpe United development plans* – Nothing to report.

6.2.3 *Email from Rachel Carew – Bishopthorpe Play Group – request to display boards on the Sports Pavilion wall (inside)*. It was agreed that permission would be granted to the Group to erect display boards inside the pavilion. Cllr. Harrison agreed to inform Mrs Carew of this decision. **Action Cllr Harrison**

6.2.4 *Email from Rachel Carew – Bishopthorpe Play Group – Request to replace window grills with shutters*. Cllr. Featherstone reminded the meeting the grills on the windows have a specific function: to provide the building with security and not just to prevent balls from smashing the windows. They were installed a number of years ago following illegal access to the building and subsequent damage incurred and have been a successful deterrent since. It was therefore agreed that Play Group cannot remove the grills. Cllr. Harrison to inform Play Group. **Action Cllr Harrison**

6.3 Finance Committee

6.3.1 *Committee Report* – Yorkshire Local Councils Association reminded all local council’s that by virtue of the Accounts and Audit Regulations 2015, if the council has a website (or uses the website of another organisation to publish information), annual return information must be published on that website.

It is a legal obligation for the audited body to publish the following documents (which must include publication on the authority's website) prior to the completion of the external audit of the Annual Return:

- The Statement of Accounts
- Declaration that accounts are unaudited
- The Annual Governance Statement – whether or not it has been approved by the Authority;
- A statement with details about the exercise of public rights

The Clerk forwarded details of these documents to Cllr. Mrs Conley who published them on the Bishopthorpe.net webpage and the Parish Council's Face Book page. Bishopthorpe Parish Council does not have its own website.

6.3.2 *Kasia Scott* – The Clerk confirmed payment of the cheque for £420 in respect of hall rental for Zumba classes. This was a replacement cheque for payments that had been returned to the Parish Council's Bank Account marked '*Account Closed*' from Ms Scott's bank.

6.3.3 *£45 refund from Cllr. Askew Employer for Yorkshire Local Councils Association course* – This matter is outstanding from November 2016 and will be chased by Cllr. Askew. **Action Cllr. Askew**

6.4 Field 84, Riverside and Footpaths Working Party

6.4.1 *Update* – Following a meeting with the owner of York Marine Services Limited, Cllr. Harrison and Cllr. Jemison confirmed that permission had been granted to allow the owner to place caravans and tents along the riverside until the end of the season.

6.4.2 *Update regarding land to the East of Ferry Cottage* – A lease for the annual sum of £1,750 is to be created between the Parish Council and Terry Loftus – the new owner of Ferry Cottage – to allow the formation of a new mooring on land to the east of Ferry Cottage. Cllr. Harrison will now consult with Burn and Co Solicitors to draw up the agreed clauses in the lease. **Action Cllr Harrison**

6.5 Youth Support and Children's Recreation

6.5.1 *Monthly park inspection update* – Cllr. Harrison reported that he cleared the grill of debris as well as maintaining park upkeep this month. An article was published on the Bishopthorpe Community Face Book page to highlight the maintenance of the park by the Parish Council and received many positive comments together with a few suggestions regarding parking and general housekeeping of the area.

Cllr. Harrison proposed that the Parish Council should invest in a small slide specifically for the use of children in the age group eighteen months to three years old. The cost of delivery and installation of the slide from Play Dale would be £2,800. This was seconded by Cllr. Jemison and agreed unanimously. Cllr. Mellors suggested that the Parish Council should use Section 106 monies to fund this.

The inspection kit was passed to Cllr. Mrs Conley for the month going forward.

6.6 Allotments

6.6.1 *Monthly update* – Cllr Mrs Gentry announced to the meeting her intention to resign from the Parish Council with immediate effect due to an increase in her work commitments. Cllr. Harrison thanked Mrs Gentry for her time on the Parish Council.

- 6.6.2 *Update on hedge replanting* – No contact has been made by Cllr Mrs Gentry this month with Mr Higgins or with the allotment holder who destroyed the fence. The Clerk was asked to pick up this issue. **Action Clerk.**

Cllr Mrs Gentry's resignation has fallen one month before the annual rental invoices are due to be sent out to all allotment holders but help was offered by Cllr Mrs Gentry to smooth the transition period to the Councillor taking over. The appointment will be discussed next month.

6.7 Senior Citizens Support and Vernon House

- 6.7.1 *Monthly Report* – Cllr. Mrs Green reported that Vernon House is used as an alternative venue for Catalyst Community Resource Group. A booking has also been received from the City Council for next month.

A suggestion has been made to the Parish Council that Vernon House may attract more bookings if it changes its name. Cllr. Mrs Green suggested running a competition in Link Magazine to call for suggestions. **Action Cllr. Mrs Green.**

Cllr. Harrison reported that the two issues reported to the City Council in connection with Vernon House (a rogue wire running to an adjoining property and concerns with the state of the ridge tiles) have received no reply. Both issues will be chased by Cllr. Harrison

6.8 Web Page Management

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

Cllr. Harrison asked if the Parish Council is using the right form of social media to reach villagers. It was agreed that minutes will, in future, be published on the Bishopthorpe Community page on Face Book by Cllr. Mrs Conley.

6.9 Bishopthorpe Library

- 6.9.1 *Monthly update* – The white fascia board has recently been repainted along with the railings outside the building. It is understood that the manageress is to approach the Ward Councillor Cllr. John Galvin for funds to finance some open shelving and a ceiling blind.

6.10 Environmental, Sustainability and Accessibility Issues

- 6.10.1 *Monthly Report* – Cllr. Mrs Green reported that the Parish Council had been contacted by mistake recently regarding the recycling units located in the Church car park.

6.11 Community Emergency Planning

- 6.11.1 *Monthly update* – Nothing to report.

6.12 Battles over a Nation's Tribute

- 6.12.1 *Formation of the new Committee* – In commemoration and remembrance of the end of the First World War a chain of one thousand beacons will be lit throughout the UK at 7pm on 11th November 2018 – a century after the guns fell silent. The beacons will symbolise the light and hope that emerged from the darkness of war. It was agreed that Bishopthorpe Parish Council would like to participate in this commemoration and Cllr. Mrs Green and Cllr. George were asked to form a new Committee to move this matter forward.

Additionally, Cllr. Harrison reported that he had been in contact with village historian Ken Haywood following his recent articles in the village Link magazine. Mr Haywood has compiled a list of local men who were killed in both the First and Second World War but not included on the village War Memorial. Cllr. Harrison suggested that the names should be added to the war memorial which is located in front of the St Andrew's Church. Cllr. Harrison offered to contact Ken Haywood and the War Memorials Trust to move this forward.

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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
Brad Edwards Landscaping – Dog grates & removal of rotten logs	550.00
	912.00

7.1.2 **On- Line banking payments**

Amounts paid

Clerk's Salary	654.00
Clerk's Expenses- (<i>phone calls £1.24</i>)	1.24
AOL – quarterly charge for Clerk's computer	44.62
Village Hall Caretaker / Booking Secretary	447.50
Vernon House Caretaker	250.00
Carol Henk – Sports Pavilion cleaning	120.00
Signs Express – Recycling day banner (Cllr. Mrs Green)	102.00
Yorkshire Water – Appleton Road allotment site	2.38
Pipe Solutions – Drainage repairs and unblock drains	344.83
Dell black ink cartridge – recycling day Cllr. Mrs Green	37.50
City of York Council Waste collection – Village Hall	56.81
City of York Council Waste collection – Sports Pavilion	52.00
Afford a Lock – Repairs to Fire Door at the Sports Pavilion	60.00
Sports Turf Services – Grass cuts to Ferry Lane sports field	134.40
Playdale – various repairs re quotation 32389	563.86
Npower – Vernon House 1 st June to 30 th June	369.07
AMS Heating – Carry out gas safety checks Village Hall	96.00
Andrew's Garden Services – Grass cuts	320.00

Payment Total	£3656.21
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Total Payments	£4568.21
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* *No payments referred to Village Hall Management Committee for authorisation.*

7.2	<u>Income Receipts</u>	
	Village Hall Management Committee June takings	867.00
	Vernon House June takings	355.10
	VAT refund – year end March 2017	2590.92
	Income Total	£3813.02

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

- 17/126 8 **School Governors**
- 8.1 *Infants School* – A new Head Teacher and office staff have been appointed for the new term in September.
- 8.2 *Junior School* – The reflection zone was opened on the 24th July.
- 8.3 *Email from Fiona Philips - After School Club provision at the Old School* – The query was directed to one of the Old School Trustees Rev. Malcolm MacNaughton
- 17/127 9 **Parish Council Youth Awards**
- 9.1 *Committee Report* – Cllr. Askew reported that he will collect the wooden board which has been updated with the names of the winners from 2016. **Action Cllr. Askew**
- 17/128 10 **Pinfold**
- 10.1 *Committee Report* – A joiner has been contacted by Cllr. Mrs Green to mend the slash in the wooden information board. The bin is well used next to the pinfold but is emptied on a less regular basis due to budget constraints at the City Council.
- 17/129 11 **Sensory Garden**
- 11.1 *Committee Report* – Nothing to report.
11. *Weathering of bench* – Cllr. Harrison confirmed that, after speaking to the supplier, the oak bench is weathering to a silver colour as would be expected and if treated with varnish will destroy the natural process.
- 17/130 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

- 2nd – report of two youths riding a motorbike on the footpath near to Sim Balk Lane
- 12th – report of kids playing ‘knock a door run’ on Keble Park South

Criminal Damage

- 3rd – report of vandalism at the Sports Pavilion on Ferry Lane

Theft

- 10th – bike stolen from outside library on Main Street

- 17/131 13 **Local Council Association**
- 13.1 *Yorkshire Local Councils Association* – Cllr. Harrison gave a précis of a one hundred and twenty-four page document concerning the workings of Parish Councils in general.
- 13.2 *NALC Chief Executive's Bulletin 24 - 30 June 2017 – emailed to all 5th July* – Noted.
- 13.3 *Play Area Training Seminar - Thursday 27 July – emailed to all 5th July* – Noted.
- 13.4 *NALC Chief Executive's Bulletin 25 - 7 July 2017 – emailed to all 11th July* – Noted.
- 13.5 *Engaging Lunchtime: Universal Credit, Monday 17th July 12.15-13.00, Snow Meeting Room, West Office* – Noted.
- 13.6 *Minerals and Waste Joint Plan - Addendum of Proposed Changes to the Publication Draft Plan*– Noted.
- 13.7 *Chief Executive's Bulletin 26 - 14 July 2017 – emailed 16th July* – Noted.
- 13.8 *NALC Chief Executive's Bulletin no 27: 21 July 2017 – emailed to all 24th July* – Noted.
- 17/132 14 **Highway Matters**
- 14.1 None
- 17/133 15 **Correspondence**
- 15.1 City of York not covered elsewhere
- 15.1.1 *Micklegate Neighbourhood Forum and Plan Area* – Noted.
- 15.2 Others
- 15.2.1 *Northern Gas Networks – Email circulated 14th July* – Noted.
- 15.2.2 *Recycling bank consultation – Email circulated 14th July* - Noted.
- 15.2.3 *Email from Community First, Yorkshire - Have your say on Future support for community buildings and businesses – Email circulated 16th July* – Noted.
- 15.2.4 *Email Notice of Public Consultation - Working Better Together – Email circulated 16th July* – Noted.
- 15.2.5 *York Bus Forum news – email circulated 16th July* – Noted.
- 17/134 16 **Ward Committee**
- Nothing to report.
- 17/135 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**
- Cllr. Jemison reminded the Councillors that the Village Hall will be closed for internal decoration at the time of the next meeting. It was therefore agreed that this will be held in Vernon House and Cllr. Mrs Green will book out the room. **Action Cllr. Mrs Green**
- 17/136 18 **Date and time of next meeting – Tuesday 22nd August 2017, 7pm – at the Vernon House**

Meeting closed at 8.42 pm