

Minutes of the meeting held at the Vernon House on Tuesday 22nd August 2017.

The Chairman opened the meeting at 7.04 pm.

Peter Huxford, from York Greenways, attended the meeting to give a short presentation about a new project planned in connection with the leisure path – Routes 65 and 66. York Greenways is a volunteer-led organisation that has just secured a grant from the Heritage Lottery Fund and Mr Huxford explained that, as a volunteer Ranger for York South, he has contacted Parish Council's in his area to discuss the new project which will take place until September 2018.

Mr Huxford gave a brief history of the path: the East Coast Main Line Railway originally used the line of the path for their trains but this was closed in the 1980's due to work taking place in Selby coalfield. In turn, the coalfield itself closed in 2004 which allowed Sustrans the opportunity to purchase the path to convert it to a cycle network. Over the years, the 'cycle path' has morphed in to a leisure path and is now widely used by walkers, cyclists and horse-riders and is included in part of the Trans-Pennine Trail. It is also gaining an acclaimed reputation as a green corridor and is a recognised Site of Importance for Nature.

Mr Huxford explained that the Lottery Funding will allow the project to establish a Historical Research Group to interview many of the people who remember or worked on the railway, the coal mine or those who worked to build the path. The project aims to record their memories for posterity. Once collected, the material will be freely available through York Explore's Archive and will also be distributed to local history groups and made available on a dedicated website. Additionally, new interpretation boards will be erected along the path with information displayed for passers-by.

The project will seek to allow local people to connect their area's industrial heritage to the path with the aim of protecting it for future generations. There are many volunteer opportunities for local residents which include: project management, research, oral history gathering, ecology, school involvement, media, artwork and communication through talks and presentations. Interested volunteers should contact York Greenways on hello@yorkgreenways.org or for those seeking further information a Facebook page can be joined through their website www.yorkgreenways.org. Posters and further information will appear on the Parish Council notice board and the village notice board.

Cllr. Harrison confirmed that the Parish Council would like to offer help to York Greenways – initially by providing a free meeting place in either Vernon House or the Village Hall and also by advertising activities on the village notice boards. Mr Huxford thanked the Parish Council for the invitation and opportunity to spread the word about this project.

Mr Huxford left the meeting at 7.30pm.

The August meeting of Bishopthorpe Parish Council commenced at 7.32pm

Council Members Present:

Cllr. Harrison (Chairman), Cllr. Mrs Conley, Cllr. Mrs Green (from 7.45pm), Cllr. George, Cllr. Mellors, Cllr. Jemison, and Cllr. Mrs Gajewicz

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. Featherstone

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 25th July 2017**

Acceptance of the minutes was proposed by Cllr. Jemison and seconded by Cllr. Mellors. 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 **The Studio, 20a Maple Avenue.** Erection of detached garden and bin store (retrospective.) 17/01740/FUL. Retrospective planning permission was sought for 5.1.1 and 5.1.2 when this house was marketed for sale. Initially the Parish Council refused to reply to the application because it contained the following potentially libellous statement by the selling agent: "*We now know that they (Bishopthorpe Parish Council) actively went to neighbours and encouraged them to oppose our initial application making us out to be ruthless developers who would overlook them and threaten their privacy*" This statement was completely false and the Parish Council asked the selling agent to withdraw it. This was done on the 14th August. Following withdrawal of the statement the Parish Council submitted the response of No Objection to both applications.

5.1.2 **The Studio, 20a Maple Avenue.** Erection of detached garden studio room (retrospective). 17/01739/FUL – Refer to 5.1.1

5.1.3 **14 Ramsey Avenue.** Dormer to rear and raising ridge height of existing house. 17/01694/FUL. No Objection

5.1.4 **71 Main Street.** Dropped kerb to front and creation of driveway. 17/01624/FUL. No Objection

5.1.5 **Bishopthorpe County Infant School.** Installation of kitchen ventilation system with extractor hood, mechanical extractor fan, supply fan and roof mounted fan unit. 17/01833/GRG3. No Objection

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

5.2.1 **57 Main Street.** Prune Norway Maple and Laburnum in Tree Conservation Area. 17/01646/Tree Conservation Area. (**No Objection**). Approved

5.2.2 **Bishopthorpe County Infant School, Sim Balk Lane.** Notification to remove one Beech in the Tree Conservation Area. 17/01643/Tree Conservation Area. (**No Objection**) Approved

- 5.2.3 **The Rosary, 4 Myrtle Avenue.** Two storey side extension. 17/00720/FUL. (No Objection) Approved
- 5.2.4 **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. (No Objection) Approved
- 5.2.5 **10 Keble Park North.** Two storey and single storey rear extension and single storey side extension. 17/01136/FUL. (No Objection) Approved
- 5.2.6 **The Palace, Bishopthorpe Road.** Fell Yew Tree in Tree Conservation Area. 17/01703/Tree Conservation Area. (Objection) Approved – The Parish Council objected to this application on the basis that the removal of one tree alone would not make a difference to the light received in this situation. Several trees have been removed from the Palace Gardens and have not been replaced although the Parish Council has recommended replacement by native hardwood trees to preserve the green nature of the village. This recommendation has been overlooked by both the Palace and the City Council.
- 5.2.7 **Fairmead, 21 Coda Avenue.** Single storey rear extension. 17/01241/FUL. (No Objection) Approved
- 57 Main Street.** Prune Norway Maple and Laburnum in Tree Conservation Area. 17/01646/Tree Conservation Area. (No Objection). Approved

5.3 Large Householder Extension Notifications

5.3.1 None

5.4 Other Planning Matters

5.4.1 *S106 Payments for new developments* - Nothing to report.

5.4.2 *Planning application 18 Main Street* – It was brought to the Parish Council’s attention that the garage has been demolished contra to planning permission. The City Council Planning Enforcement Officer, Andy Blain, investigated the matter and reported that ‘*the owner does have consent to demolish the building if it is 115 cubic metres or less*’. Mr Blain admitted that that the cubic area would possibly have exceeded 115 cubic metres in this case and therefore the garage and outbuildings had been demolished without permission. However, Mr Blain commented that had the demolition been asked for it would probably have been granted.

The Parish Council responded to Mr Blain stating that his reply is disappointing and if the demolition of the garage was included in the original planning application, the Parish Council would have objected. A question was asked why the owners were not requested to submit a retrospective planning application but this has not yet been answered by the City Council.

Cllr. Harrison called on the Parish Council to keep a close watch on future developments in relation to this property.

5.4.3 *Property offer for Sale by Churchill's Estate Agency on Maple Avenue – "The Studio" – Cllr. Mrs Conley reported that the Estate Agents details appear to have changed to correctly identify a fourth room as a plant room. It is understood that this property has now been sold.*

5.4.4 *ATM, Newsagents, Sim Balk Lane – A reply from the City Council Enforcement Officer, Andy Blain, was read to the meeting which stated that:*

"I asked my team leader who is a senior planner and his view was it is outside the Conservation area and set well back from the road. The area is residential but the illumination doesn't appear excessive. And he doubted whether it is expedient to take action. In view of this I have closed the case"

Cllr. Mellors clarified that this area does indeed fall within the Conservation Area as the boundary of the Conservation Area runs up the centre of Sim Balk Lane. Cllr. Harrison offered to contact Mr Blain to plead a case for further investigation.

(Cllr. Mrs Green entered the meeting at 7.45pm)

5.4.5 *Proposed new telecommunications mast – Nothing to report.*

5.4.6 *Email from Tom Davis – Mr Davis of Keble Park North contacted the Parish Council seeking guidance to prune trees that overhang his garden boundary. The trees are growing in a snicket which runs the length of some of the houses on Keble Park North.*

The City Council had already been contacted and confirmed that they do not own the land and also the Land Registry does not list separate ownership, making it very unclear who is the actual owner. After much deliberation by the Planning Committee it was agreed that the land must be jointly owned by all the houses on its boundary. Mr Davis was advised to seek agreement with his neighbours to undertake the work and share the cost jointly.

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Services

6.1 Village Hall Management Committee

6.1.1 *Management Committee Report – Cllr. Jemison reported that the hall should be redecorated by the end of the week and the floor re-polished by the end of August.*

6.1.2 *Fire Risk Assessment book – Cllr. Jemison to chase.*

6.1.3 *Letter from AON – Cessation of insurance cover – The Chairman and Clerk will look in to an alternative provider by the due date (December).*

6.1.4 *Fire Door installation problems – Cllr. Jemison reported that the company contracted to make and install the doors gave a few days' notice that they were unable to meet the agreed installation date. However, Cllr. Jemison has negotiated with them to continue with the manufacture and fit of the doors and also agreed that they will put right any damage caused to the new paintwork.*

- 6.2 Sports and Leisure Management Committee
- 6.2.1 *Management Committee Report* – The Clerk was asked to pass the Legionella Testing kit to Cllr. Featherstone to complete the test for 2017. **Action Clerk.**
- 6.2.2 *Bishopthorpe Utd development plans - upgrade of existing facilities* – Nothing to report.
- 6.2.3 *'Boot camp' activities on football pitch* – Cllr. Harrison contacted Sonny Jackson and agreed a charge of 50p per attendee and £4 per week standing charge. To date no money has been received.
- 6.2.4 *Email from Graham Kennedy – Playing fields Bishopthorpe* – It was reported that Mr Kennedy's is the only complaint received to the Parish Council about the newly installed grids to the entrance of Ferry Lane sports field. Cllr. Harrison has contacted Mr Kennedy to explain why these have been placed at various entrance points.
- 6.3 Finance Committee
- 6.3.1 *Committee Report* – Nothing to report.
- 6.3.2 *£45 refund from Cllr. Askew Employer for Yorkshire Local Councils Association course* – Nothing to report as Cllr. Askew was not present at the meeting.
- 6.3.3 *Resignation of Internal Auditor* – Cllr. Harrison offered his thanks to Alan Broadfoot, who has been the Parish Council's Internal Auditor for a number of years. Mr Broadfoot is leaving Bishopthorpe and has had to resign the post.
- It was agreed that the position will be advertised on the community webpage and the Facebook page to seek a replacement.
- 6.4 Field 84, Riverside and Footpaths Working Party
- 6.4.1 *Update* – Nothing to report.
- 6.4.2 *Update regarding land to the East of Ferry Cottage* – Cllr. Harrison confirmed that he has contacted Burn and Co to begin preparation of a new lease between the Parish Council and the owner of Ferry Cottage for land to the east of the cottage along the riverbank.
- 6.5 Youth Support and Children's Recreation
- 6.5.1 *Monthly park inspection update* – Cllr. Mrs Conley commented that the amount of litter has vastly reduced since the Parish Council published an article on the Community Facebook page. No problems were reported this month but special mention was given to a youngster called Jake who was very polite and helpful to Cllr. Mrs Conley on her last inspection visit.
- The inspection kit was passed to Cllr. Mrs Green for the month going forward.
- 6.5.2 *New Slide* – Cllr. Harrison reported that the slide should be installed during September.
- 6.6 Allotments
- 6.6.1 *Monthly update* – Nothing to report.

- 6.6.2 *Appointment of new allotments Councillor* – Cllr. George accepted the role of Councillor for the allotments following the resignation last month of Tamsin Gentry.
- 6.6.3 *Letter from Mr B Williams* – Cllr. Harrison read out Mr William’s letter in which it was confirmed that the damaged hedge will be replaced.
- 6.7 Senior Citizens Support and Vernon House
- 6.7.1 *Monthly Report* – Cllr. Mrs Green reported that Catalyst Community Resource Group hold their Saturday morning meetings in Vernon House when the Marcia is used for Race Day breakfasts.
- Cllr. Harrison reported that the damaged ridge tiles on the roof have been replaced by the City Council.
- Special mention and thanks are noted for Richard Williams Electrics who has undertaken the PAT testing for the building free of charge as a gesture of goodwill to the community. The Parish Council is very grateful to Mr Williams for doing this.
- 6.8 Web Page Management
- 6.8.1 *Monthly update* – Cllr. Mrs Conley confirmed that the page is up to date.
- 6.9 Bishopthorpe Library
- 6.9.1 *Monthly update* – Cllr. Mrs Green reported that during September the Library is running a poetry competition entitled ‘Spine Poetry’. Participants will be allowed to move books on the library shelves to create a poem from their spine titles.
- Cllr. Mrs Gajewicz reported that a Murder Mystery evening is planned in the very near future.
- 6.10 Environmental, Sustainability and Accessibility Issues
- 6.10.1 *Monthly Report* – York Environment Forum are involved in the revival of the Castle Gateway in the city centre with a view to regenerating the Piccadilly area.
- 6.11 Community Emergency Planning
- 6.11.1 *Monthly update* – Cllr. Mrs Green and Cllr. George agreed to move forward with contacting the Environment Agency to discuss flood prevention measures for Bishopthorpe. **Action Cllr. Mrs Green and Cllr. George.**
- 6.11.2 *Exercise Mashua* – Councillors were encouraged to attend this meeting on the 9th October.
- 6.11.3 *Parish Newsletter* – Noted.
- 6.12 Battles over a Nation’s Tribute
- 6.12.1 *Formation of the new Committee* – Nothing to report.

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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
Data Protection Registration Annual ICO Fee	35.00

Amounts paid

397.00

7.1.2 **On-Line Banking payments**

Amounts Paid

Clerk's Salary	654.00
Clerk's Expenses- (<i>Ink cartridges £12.99, Plastic Wallets £5.38</i>)	18.37
Julie Bradley - Vernon House Caretaker	250.00
Carol Henk – Sports Pavilion cleaning	120.00
Ainsty Landscaping – cricket field grass cuts	680.00
Advance Fire Services – Annual inspection of Sports Pavilion	66.48
Play Dale – replacement aerial runway ramp & repairs	1511.44
Play Dale – Cushion fall and sand top up (2015)	4343.76
Sports Turf Services – Grass cuts to Ferry Lane	134.40
Rebecca Clark – unlocking / locking Play Area gate (98 days)	294.00
Yorkshire Water – Acaster Lane allotments	5.44
Yorkshire Water – Village Hall	74.51
Yorkshire Water – Sports Pavilion	94.71
Yorkshire Water – Appleton Road allotments	14.69
Yorkshire Water – Vernon House	21.77
Ainsty Landscaping – hedge cutting and tidy-up	263.00
<i>Aquacert – Legionella Testing kit for Sports Pavilion</i>	53.40
Npower – Sensory Garden	83.32
Village Hall Caretaker / Booking Secretary	429.50
Playdale – 50% deposit for Tothill Plus plastic slide for Play Area	1725.82
Jeffersons – Refurbishment of Village Hall 75% of gross figure	4383.00

Payment Total

£15221.61

7.2 Income Receipts

Village Hall Management Committee July takings	1691.00
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Income Total

£1691.00

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

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School Governors

8.1 *Infants School – Nothing to report.*

8.2 *Junior School – Nothing to report.*

- 17/127 9 **Parish Council Youth Awards**
9.1 *Committee Report* – Nothing to report.
9.2 *Wooden Winners’ Board* – Nothing to report.
- 17/128 10 **Pinfold**
10.1 *Committee Report* – Nothing to report.
- 17/129 11 **Sensory Garden**
11.1 *Committee Report* – Nothing to report.
- 17/130 12 **Police Liaison**
12.1 *North Yorkshire Police Force* – No report received from PCSO Mel Parkin
- 17/131 13 **Local Council Association**
13.1 *Yorkshire Local Councils Association Update* – Nothing to report.
13.2 *Reform of Data Protection Legislation and introduction of the General Data Protection* – Noted.
13.3 *NALC Chief Executive's Bulletin - No 28 – Emailed to all 1/8/17* – Noted.
13.4 *White Rose Update August Edition – Emailed to all 8/8* – Noted.
13.5 *NALC Chief Executive's Bulletin 29 - 4 August 2017 – Emailed to all 8/8* – Noted.
13.6 *Campaign to Protect Rural England – Field Work Magazine Summer 2017* – Passed to Cllr. Mrs Green for inclusion in Link Magazine.
13.7 *Countryside Voice Magazine – Summer 2017 - Passed to Cllr. Mrs Green for inclusion in Link Magazine.*
13.8 *How to look after listed buildings / heritage site event – Is this for you?* – Noted.
13.9 *One day training event - Village Greens and Common Land* – Noted.
- 17/132 14 **Highway Matters**
14.1 None
- 17/133 15 **Correspondence**
15.1 City of York not covered elsewhere
15.1.1 *None*
15.2 Others
15.2.1 None
- 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. Mellors suggested that at the next Liaison Meeting the matter of planning enforcement should be discussed.
- 17/136 18 **Date and time of next meeting – Tuesday 26th September 2017, 7pm – at the Village Hall**

Meeting closed at 8.35 pm