

**Minutes of the meeting held at the Village Hall on Tuesday 26<sup>th</sup> September 2017.**

*The Chairman opened the meeting at 7.00 pm.*

Two members of the public attended the meeting: Emma Barstow of The Orchard attended in a viewing capacity and David Grabowski of Kirkwell, Bishopthorpe attended with a view to joining the Parish Council.

Peter Huxford and Mary Pontefract, from York Greenways, also attended the meeting to give a short update about a new project planned in connection with the leisure path – as reported in the Parish Council minutes of August 2017. Initially and as an aside, Mr Huxford explained how Mrs Pontefract along with other volunteers work together to remove litter from the village and the cycle track. A particularly bad litter ‘hot-spot’ was identified under London Bridge and a number of bins were positioned there to encourage responsible litter disposal. The volunteers try to keep this particular area clear of litter and report any offensive graffiti to the City Council for removal. A new art project on the walls, to cover the graffiti, is being considered by the group in the hope to further improve the location. Mr Huxford would like to encourage any new volunteers from Bishopthorpe to come forward to join the existing cohort by contacting York Greenways on [hello@yorkgreenways.org](mailto:hello@yorkgreenways.org). Cllr. Harrison thanked Mrs Pontefract for her work in clearing the path of litter.

Turning attention to the project, Mr Huxford confirmed that new display boards will be positioned on the Iron Bridge over the River Ouse. Volunteer opportunities will be promoted by York Greenways in Bishopthorpe Library and a new web-site will be launched at the same time. York CVS will advertise the position of Project Worker (on behalf of York Greenways) and applicants are encouraged to contact them if interested. Mr Huxford explained that it is the intention of York Greenways to include the local schools in the project and to this end contact has been made with the Head Teacher of the Junior School in Bishopthorpe.

Cllr. Jemison asked Mr Huxford if the project had plans to improve the path surface between the Sun (part of the Solar System installation on the pathway) and the A64 exit. Mr Huxford replied that the group is very aware that the roots of trees are causing the path to lift and this is a hazard for cyclists: this will be mentioned by him to the City Council at their next meeting.

In conclusion, Mr Huxford asked if the Parish Council is willing to offer an administration base in the village at a reduced rate. Cllr. Harrison suggested that use of a room in Vernon House may be appropriate and asked Mr Huxford to contact Cllr. Mrs Green to discuss this further.

Cllr. Harrison thanked Mr Huxford and Mrs Pontefract for attending the meeting.

*Mr Huxford and Mrs Pontefract left at 7.17pm.*

*The September meeting of Bishopthorpe Parish Council commenced at 7.18pm.*

**Council Members Present:**

Cllr. Harrison (Chairman), Cllr. Mrs Conley, Cllr. Mrs Green (from 8.11pm), Cllr. George, Cllr. Mellors and Cllr. Jemison.

17/137 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.*

17/138 2 **Apologies for absence.**  
Cllr. Mrs Gajewicz, Cllr. Askew and Cllr. Featherstone

17/139 3 **Declarations of Interest**

At this point Councillors are asked to declare any prejudicial interests they may have in the business on this agenda. Cllr. Jemison declared an interest in item 7.1.2

17/140 4 **Minutes of Meeting 22<sup>nd</sup> August 2017**

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

17/141 5 **Consideration of Planning Matters and recommendations of the Planning Group**

5.1 Notice of Applications received

5.1.1 **5 Acaster Lane.** Crown lift by removing the three lowest branches from Sycamore tree protected by Tree Protection Order 7/1980. 17/02036/Tree Protection Order. No Objection

5.1.2 **Middlethorpe Manor, Middlethorpe.** Erection of detached garage and cycle store. 17/02046/FUL and 17/02047/LBC. No Objections

5.1.3 **Bridge Nook, 39 Bridge Road.** Single storey side extension and dormer to side. 17/02065/FUL. No Objection

5.1.4 **The Old Churchyard, Chantry Lane.** Relocation of monuments and reconstruction of boundary fence. 17/01974/LBC. A separate email from Mr Graham Kennedy of Chantry Lane was read to the meeting in connection with this planning application. A comprehensive reply will be made to Mr Kennedy by the Chairman detailing the history of the site and the Parish Council's involvement.

In reply to the City Council for the Planning Application 17/01974/LBC the Parish Council will include the following requests –

- The name of the applicant should be changed from Mr and Mrs Wright to St Andrew's Trust.
- The riverside boundary line must be changed to that of the existing metal perimeter fence and
- The permissive pathway must be shown on the application to ensure that the riverside walk (between the metal fence that encloses the Monument and the River Ouse) remains open to the public with no restriction.

**Action Cllr. Mrs Conley**

5.1.5 **42 Keble Park South.** Single storey rear extension. 17/02234/FUL. No Objection

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

5.2.1 **6 Acaster Lane.** First floor side and single storey rear extensions. 17/01394/FUL. (**No Objection**) Approved

5.2.2 **The Studio, 20a Maple Avenue.** Erection of detached garden studio room (retrospective). 17/01739/FUL (**No Objection**) Approved

5.2.3 **The Studio, 20a Maple Avenue.** Erection of detached garden and bin store (retrospective.) 17/01740/FUL (**No Objection**) Approved

- 5.2.4 **14 Ramsey Avenue.** Dormer to rear and raising ridge height of existing house. 17/01694/FUL. (No Objection) Refused
- 5.2.5 **71 Main Street.** Dropped kerb to front and creation of driveway. 17/01624/FUL. (No Objection) Refused

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 *Email from Daniel Calvert, City Council, regarding The Chantry, Bishopthorpe* – Cllr. Harrison read the email to the meeting in which the City Council gave their consent for the removal of a damaged Japanese Bean Tree located in the grounds of The Chantry.
- 5.4.3 *Email from Cllr. John Galvin - The Raynsford Review of Planning* – The Planning Committee is aware of the event to promote the Raynsford Review on the 2<sup>nd</sup> October in Sheffield.
- 5.4.4 *City of York Local Plan Pre-Publication draft Local Plan (Regulation 18 Consultation, Sept 2017)* – It was agreed that Bishopthorpe Parish Council approve the Local Plan Pre-publication Draft and Cllr. Harrison encouraged individual Councillors to email their comments directly to the City Council’s website.
- 5.4.5 *ATM, Newsagents, Sim Balk Lane* – A response is being chased by Cllr. Harrison from the City Council Enforcement Officer, Andy Blain, in connection with the new bright light above the ATM located at the newsagents.
- 5.4.6 *Proposed new telecommunications mast* – The Church are in negotiations with the telecom provider to upgrade the current mast located on the tower.
- 5.4.7 *18 Main Street* – Cllr. Harrison reported that he is chasing a response from the City Council Enforcement Officer, Andy Blain, in connection with the demolition of the garage at 18 Main Street contra to granted planning permission.

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**Services**

6.1 Village Hall Management Committee

- 6.1.1 *Management Committee Report* – Cllr. Jemison reported that the interior decoration is complete. All curtains have been cleaned and fire-proofed by Johnsons Cleaning and the Parish Council wishes to thank Shirley Burden for undertaking this job.
- 6.1.2 *Fire Risk Assessment Book* – Cllr. Jemison reported that it may be necessary for the Village Hall to undergo a full Health and Safety inspection. At the same time it would be prudent for both the Sports Pavilion and Vernon House to be included. Cllr. Jemison is investigating this.
- 6.1.3 *Letter from BHIB Insurance Brokers* – Clerk and Chairman to inspect the insurance documents and decide the way forward before the December renewal date.
- 6.1.4 *Car Park 24hr closure from Friday 6<sup>th</sup> October* – The closure of the car park outside the Village Hall for twenty-four hours is necessary to protect its legal ‘private’ car park status. Cllr. Jemison will inform the Caretaker. **Action Cllr. Jemison**

- 6.2 Sports and Leisure Management Committee
- 6.2.1 *Management Committee Report* – Nothing to report.
- 6.2.2 *Bishopthorpe Utd development plans - upgrade of existing facilities* – Nothing to report.
- 6.3 Finance Committee
- 6.3.1 *Committee Report* – No recent meeting.
- 6.3.2 *Internal Auditor* – The position has been advertised but, to date, no interest has been shown.
- 6.4 Field 84, Riverside and Footpaths Working Party
- 6.4.1 *Update* – It was reported that a conversation has been held with the owner of the site regarding the excessive number of caravans and tents allowed to pitch around the car park and slipway. Permission was given by the Parish Council to allow a small number of caravans to use the riverside bank for this season only and it was agreed that a close watch will be kept on the site over coming weeks to ensure that they are not a permanent feature.
- The lease is due for renewal in 2018 and it was agreed that new terms may have to be incorporated to prevent overcrowding in future.
- 6.4.2 *Update regarding land to the East of Ferry Cottage* – Nothing to report.
- 6.5 Youth Support and Children's Recreation
- 6.5.1 *Monthly park inspection update* – Cllr. Mrs Green reported that the park has been raked and there are no problems with the equipment. Mares Tail is starting to grow through the bark in several places and generally the bark level is depleted. Cllr. Harrison proposed that the quotation to replenish the bark levels from Play Dale Play Grounds was accepted. This was seconded by Cllr. Mrs Green and agreed unanimously **Action Clerk**.
- The inspection kit was passed to Cllr. Harrison for the month going forward.
- 6.6 Allotments
- 6.6.1 *Monthly update* – Rental payments are being received at the normal rate. The due date is 1<sup>st</sup> October.
- 6.6.2 *Email from Mr Higgins* – Cllr. Harrison responded to Mr Higgins by email to confirm that Elder and Ivy were killing the original Hawthorn hedge and a decision has been made to remove it and refill the gaps with just Hawthorn plants to bring it back to its original condition. The saplings have been acquired and the plot holder is in the process of planting them.
- 6.7 Senior Citizens Support and Vernon House
- 6.7.1 *Monthly Report* – A competition has been launched to generate ideas for a new name for Vernon House. This closes on the 22<sup>nd</sup> November when recommendations will be brought before the Parish Council for a final decision on the 28<sup>th</sup> November.

The resident art group wish to hold an open day/sale to raise funds for charity.

6.8 Web Page Management

6.8.1 *Monthly update* – Cllr. Mrs Conley confirmed that this 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 explained that her late arrival at the Parish Council meeting was because she was at the Castle Gateway Meeting in the city centre. Reporting from this meeting Cllr. Mrs Green give details about the new proposals to access the area around Clifford's Tower and transport issues in general in the City.

Cllr. Mrs Green reminded the Councillors that the Annual Apple Pressing Day will be held in the Village Hall car park on Saturday 7<sup>th</sup> October with the public invited to attend from 1.00pm onwards. Help from Parish Councillors, both to pick apples prior to the day and to run the event on the day, was called for by Cllr. Mrs Green.

6.10.2 *Email from Tom Pagett, Environment Agency, Quarterly Newsletter* – Cllr. Mrs Green offered to contact Mr Pagett.

6.11 Community Emergency Planning

6.11.1 *Monthly update* – Nothing to report.

6.11.2 *Email from Pam Walker - Acaster Emergency Plan* – Details of Bishopthorpe's Committee (Cllr. Jemison, Cllr. Askew and Cllr. Mrs Conley) has been passed to Pam Walker.

6.12 Battles over a Nation's Tribute

6.12.1 *Committee Update* – 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 – to mark a century after the guns fell silent. Bishopthorpe Parish Council wishes to take part in this commemoration. Cllr. Mrs Green has approached the Junior School to ask for use of their playing field to host the event and has also enrolled on an Event Management course run by Yorkshire Local Councils Association.

Ken Haywood, village historian, has compiled a list of local men who were killed in both the First and Second World Wars but who are not included on the village War Memorial. Cllr. Harrison suggested that their names should be added to the war memorial in front of the St Andrew's Church at the same time as the planned tribute in November 2018. However, it was agreed that any surviving relatives must firstly be contacted to ensure that they have no objections.

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## Financial Transactions

7.1	<u>Payments to approve</u>		
7.1.1	<b>Cheque / Direct Debit payments</b>		
	<b>Amounts paid</b>		
	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
			<b>362.00</b>
7.1.2	<b>On-Line Banking payments</b>		
	<b>Amounts paid</b>		
	Clerk's Salary		654.00
	Clerk's Expenses- ( <i>Allotment stamps £40.32, General use stamps £22.32</i> )		62.64
	Village Hall Caretaker / Booking Secretary		531.44
	Vernon House Caretaker		250.00
	Carol Henk – Sports Pavilion cleaning		150.00
	PKF Accountants – Charge for completing audit		360.00
	Sports Turf Services – Grass cuts to Ferry Lane		134.40
	Ian Jemison Engineering – Metal fabrication & supply of signs sports field		660.00
	Npower – Vernon House 28 July to 31 August		227.47
	Peter Barker Joinery Ltd – Supply & install French doors at Village Hall		2496.78
	Ainsty Landscapes – Cricket / outfield cuts		680.00
	Whiteleys – Village Hall floor re-sealing		2148.00
	Jeffersons Painting and Decorating – Village Hall second payment		1460.90
	Shirley Burden (Johnsons Cleaning) – cleaning of Village Hall archive curtains		35.00
	Dennis King – repairs to extractor fan in disabled toilets		106.39
	Yorkshire Local Councils Association – Course booking fee – Cllr. Mrs Green		115.00
	Savills – Rent for allotment, Acaster Lane		72.50
	Savills – Rent for cricket field, Ferry Lane		150.00
	John Cossham – Apple pressing day 7 <sup>th</sup> October		80.00
	Edible York – Apple pressing day 7 <sup>th</sup> October		80.00
	G & S Jackson – Remove soil from Play Area		60.00
	<b>Payment Total</b>		<b>£10,514.52</b>
	<b>Total Payments</b>		<b>£10,876.52</b>
7.2	<u>Income Receipts</u>		
	Double Taxation award from City Council (£7,223.95 in 2016)		7264.61
	Village Hall Management Committee – August takings		247.80
	Vernon House – August takings		264.30
	<b>Income Total</b>		<b>£7,776.71</b>

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

- 17/144 8 **School Governors**  
8.1 *Infants School* – Nothing to report.
- 8.2 *Junior School* – Cllr. Mrs Green reported that the Junior school has re-started the Gardening Club but it will stop at half term (returning in the Spring). Despite asking the Police to provide an occasional presence at the start and end of the school day, this has not happened to date.
- 17/145 9 **Parish Council Youth Awards**  
9.1 *Committee Report* – Cllr. Harrison asked Cllr. Mrs Conley to publish information about the competition on social media.
- It was noted that the wooden board, showing the names of past winners, has not been replaced following the hall redecoration.
- 17/146 10 **Pinfold**  
10.1 *Committee Report* – Nothing to report.
- 17/147 11 **Sensory Garden**  
11.1 *Committee Report* – Nothing to report.
- 17/148 12 **Police Liaison**  
12.1 *North Yorkshire Police Force* – The following report received from PCSO Mel Parkin Community Safety Support Team was discussed and it would appear several items of Crime and Anti-Social Behaviour had been omitted:
- Anti Social Behaviour
- 12<sup>th</sup> August– report of a noisy party in a field near Mill Lane (Acaster Malbis)
  - 15<sup>th</sup> August– report of youths letting off fireworks in a field behind Coggan Way
- It was also reported that although Inspector Pointon of North Yorkshire Police, during a visit to the Parish Council meeting in July, agreed to consider a police presence at School start and finishing times and periodic visits to Quench Café, no police had been seen in the village.
- 17/149 13 **Local Council Association**  
13.1 *Yorkshire Local Councils Association* – Cllr. Harrison reported that at the Annual Meeting in July it was agreed that the Yorkshire Local Councils Association will continue in the same format for the year going forward.
- 13.2 *York Local Council Association Meeting – Wednesday 27 September York's Draft Local Plan* – Noted.
- 13.3 *Plunkett Foundation Inspiring Yorkshire Event – Thursday 21 September* – Noted.
- 13.4 *Chief Executive's Bulletin 31 - 8 September 2017* – Cllr. Harrison cautioned that potential new Data Protection Law may have an impact on the workings of the Parish Council.
- 13.5 *York Branch Meeting - Thursday, 5 October* – Noted.
- 13.6 *Training Programme information – September to November* – Noted.

13.7 *NALC Chief Executive's Bulletin 32: 15 September 2017* – Noted.

17/150 14 **Highway Matters**

14.1 None

17/151 15 **Correspondence**

15.1 City of York not covered elsewhere

15.1.1 *None*

15.2 Others

15.2.1 *Email from Thomas Thorp - Police and Crime Commissioner's consultation regarding the future governance of the North Yorkshire Fire and Rescue Service closes Friday, 22 September 2017* – Noted.

15.2.2 *Email from Richard Inglis* – A request was made directly to the Clerk from Richard Inglis to forward 'a copy of the issued public notice' in connection with the vacancy on the Parish Council which was caused by the resignation of Tamsin Gentry. The Official Notice and the subsequent vacancy advertisement were emailed to Mr Inglis as requested.

17/152 16 **Ward Committee**

Nothing to report.

17/153 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**

- Following the departure from the meeting by Dave Grabowski it was agreed to invite him to join the Parish Council.

17/154 18 **Date and time of next meeting – Tuesday 24<sup>th</sup> October 2017, 7pm – at the Village Hall**

Meeting closed at 8.44 pm