

Minutes of the meeting held at the Village Hall on Tuesday 24th October 2017.

The Chairman opened the meeting at 7.00 pm.

Fourteen residents of School Lane were present at the meeting. Mr Tony Baldock introduced himself as spokesperson and explained that the residents were seeking help and advice from the Parish Council to combat the worsening problem of illegal parking along the length of School Lane. This situation has been exacerbated recently by an increase in traffic activity associated with children attending Little Green Rascals Nursery. However the Nursery is not the sole cause of the problem as the Lane is also used as an unofficial car park for users of the library, Infant and Junior Schools, the shops along Sim Balk Lane and annually problems arise on Bonfire Night when this road, along with others in the area, are used by people attending the events hosted by the Public Houses in Main Street.

A number of other residents contributed to the meeting by describing specific incidents to the Parish Council to highlight their concerns. These included; cars being parked across entrances to driveways (some for many hours), cars reversing into property causing actual damage (walls knocked down), cars parked on double yellow lines at the corner of School Lane restricting access to the busy junction and cars parked on footpaths forcing pedestrians into the road. When those parking illegally have been challenged a number have turned abusive and threatening. It was put forward that School Lane is unsuitable for on-street parking as the road is too narrow to allow parking on both sides and that coupled with the fact that the pavements are of a sub-standard width, leads to wide-spread issues at school run times. The Lane is heavily used and is a primary walking route for parents and children to the schools and also for elderly and disabled residents of Vernon Close who use the route to access Main Street shops and bus stops. Finally, concerns were expressed that should an emergency vehicle need access to the Lane it may be denied ease of access with dire consequences resulting.

Mr Baldock concluded that whilst the residents agree that the Lane should not have double yellow lines, the marking of white H-bars across all driveways may help to alleviate the problem.

Responding, Cllr. Harrison offered the following suggestions:

- Little Green Rascals will be invited to participate in the Bishopthorpe Travel Group. This group was established by the Infant and Junior School to tackle the issue of congestion caused by parents at school run times. Many successful initiatives have been created by the group – No Car Days, The Walking Crocodile etc. At the moment the new Nursery is not part of the group but they will be invited to the next meeting so that they can take an active role in tackling the problems caused by parents / teachers using their facilities.
- The Police will be contacted again to remind them of the promise they made to the Parish Council during the August meeting – namely that they would supply an occasional presence at school run times. To date they have not attended at all.
- The Parish Council would support the marking of white H-bars road markings and Cllr. Harrison suggested that residents contact City of York Council Highways department directly to request these.
- Cllr. Mellors also suggested that Resident Parking may be worth considering but all residents must agree to the scheme and pay a small charge annually to the City Council to implement the initiative.

Turning matters to a different topic, Mr Thomas of School Lane, commented on the willow fencing panels that have recently been attached to the Old School wall. It is understood that the nursery intend to erect twenty panels in total to ‘prevent photographing the youngsters’. However, the panels seriously disrupt a clear view of on-coming traffic making exiting School Lane very hazardous. The work has now been stopped as Planning Permission must be sought for the panels. However, the Parish Council assured the meeting that it will object when asked for comment on this application. Mrs Baldock of School Lane requested a site-meeting with the Parish Council at the time of response. **Action Planning Committee.**

Cllr. Harrison thanked the residents for attending the meeting to bring these important matters before the Parish Council.

All residents left the meeting at 7.36 pm.

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

Council Members Present:

Cllr. Harrison (Chairman), Cllr. Mrs Conley, Cllr. Askew, Cllr. George, Cllr. Mellors, Cllr. Jemison, Cllr. Mrs Gajewicz and Cllr. Grabowski

17/155 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.

17/156 2 **Apologies for absence.**

Cllr. Mrs Green

Cllr. Harrison welcomed David Grabowski as a new Parish Councillor for Bishopthorpe.

Cllr. Harrison informed the meeting that Gary Featherstone has resigned his position from the Parish Council due recommencing full time employment including working away from home. Mr Featherstone was thanked for his contribution to the Parish Council and wished well for his future.

Cllr. Harrison would like to thank Harold Amos, a previous Chairman of Bishopthorpe Parish Council, for his very kind gift of a gavel which will be used to bring the meeting to order when necessary!

17/157 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.

17/158 4 **Minutes of Meeting 26th September 2017**

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

17/159 5 **Consideration of Planning Matters and recommendations of the Planning Group**

5.1 Notice of Applications received

5.1.1 **Site of Ferry Cottage, 6 Ferry Lane.** Erection of replacement two storey dwelling and detached garage. 17/02304/FUL. No Objection

- 5.1.2 **55 Lamplugh Crescent.** Two storey side extension to form two bedroom self contained annex including dormer window to front. 17/02197/FUL. No objection, comments made. (Connection between the old part of the house and the annexe should be an abiding feature and the annexe should not become a separate dwelling). No Objection
- 5.1.3 **43 Yew Tree Cottage, Main Street.** Fell Oak, prune Yew Tree in Tree Conservation Area. 17/02372/Tree Conservation – No objection, comments made. (Applicant to replace the oak with a more manageable native hardwood tree, for example betula pendula (silver birch) or similar).
- 5.1.4 **38 Keble Park North.** Single storey front and side extension (revised scheme). 17/02390/FUL. No Objection
- 452 Notice of decisions given (*Parish Council decisions are highlighted in red*)
- 5.2.1 **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**). Approved
- 5.2.2 The Old Churchyard, Chantry Lane. Relocation of monuments and reconstruction of boundary fence. 17/01974/LBC. (**No Objection – comments made**) Approved
- 5.3 Large Householder Extension Notifications
- 5.3.1 Cllr. Mellors commented that three applications have recently been approved by the City Council but the Parish Council was not advised of any of them.
- 5.4 Other Planning Matters
- 5.4.1 *S106 Payments for new developments* – Nothing to report.
- 5.4.2 *Ferry Cottage* – Cllr. Harrison to chase.
- 5.4.3 *Email from Graham Kennedy, Chantry Lane* – An email response was made to Mr Kennedy.
- Cllr. Harrison confirmed that the land on which Old St Andrews’s Church is sited has always been owned by the Church and never by the Parish Council. In October 1999 a donation was made to St Andrew’s Trust by the Parish Council subject to a number of conditions, one of which was
- “Permanent access to the footpath leading from Chantry lane to the Church Commissioners land between the Old Churchyard and Ferry Lane must be maintained”*
- The pledge was signed by Russell Wright on behalf of The Trust.
- 5.4.4 *ATM light, Newsagents, Sim Balk Lane* – It was reported that the bright light over the ATM machine has been removed. Item to be removed from Agenda.
- 5.4.5 *Proposed new telecommunications mast* – Nothing to report.
- 5.4.6 *18 Main Street* – Cllr. Harrison will bring this planning issue (along with others) for discussion at the next Liaison Meeting.

- 5.4. *20a Maple Avenue* – Cllr. Mrs Conley continues to chase the City Council Planning Enforcement Officer, Andy Blain, to take appropriate action regarding the correct description of the ‘operations rooms’ in line with Planning Approval.

17/160

6

Services**6.1 Village Hall Management Committee**

- 6.1.1 *Management Committee Report* – The caretaker has reported that varnish is lifting from the floor when it is swept. Whiteleys, the contractor who undertook the job of resealing the floor, will be contacted.
- 6.1.2 *Fire Risk Assessment Book* – Cllr. Jemison confirmed that the book is in place and will be used going forward. Item to be removed from Agenda.
- 6.1.3 *Car Park 24 hour closure* – The date is to be rescheduled – **Action Cllr. Jemison**
- 6.1.4 *Sign Village Hall Dispensation Document* – All Councillors were asked to sign the Village Hall Dispensation Document which will be kept in safe keeping by the Clerk. **Action Cllr. Mrs Green**

6.2 Sports and Leisure Management Committee

- 6.2.1 *Management Committee Report* – Following the resignation of Gary Featherstone, Cllr. Askew offered to contact the users of the Sports Pavilion to introduce himself as their new contact. **Action Cllr. Askew**
- 6.2.2 *Bishopthorpe Utd development plans - upgrade of existing facilities* – This item has not progressed in many months and Cllr. Harrison concluded that interest from the clubs has waned. It was therefore proposed by Cllr. Harrison to remove the item from the Agenda. This was seconded by Cllr. Mellors and agreed unanimously.

6.3 Finance Committee

- 6.3.1 *Committee Report* – Cllr. Harrison cautioned that new Data Protection Law, which is due to be implemented in May 2018, may have an impact on the Parish Council. Yorkshire Local Councils Association advice will be sought on the matter.
- 6.3.2 *Appointment of a new Internal Auditor* – Interest has been shown in the vacant position and Cllr. Harrison offered to contact the applicant. **Action Cllr Harrison**

6.4 Field 84, Riverside and Footpaths Working Party

- 6.4.1 *Update* – It was agreed that the riverbank at the very bottom of Ferry Lane (between the cottage and the river) is slowly being eroded by cars / caravans using York Marine Services Limited and that it should be protected. To achieve this Cllr. Jemison proposed spending £330 to purchase four large rocks to strategically place them on the curve thus preventing further damage to the riverbank. This was seconded by Cllr. Mrs Gajewicz and agreed unanimously.

Cllr. Mellors suggested that a number of trees should be planted in this area to further add protection and to also landscape the bank.

The lease is due for renewal in Spring 2018. It was suggested that clauses should be amended / inserted to prevent a re-occurrence of the use of the riverbank as a site for caravans and tents. Cllr. Mellors was asked to contact the City Council to establish how many caravans are allowed legally on site.
Action Cllr. Mellors.

6.5 Youth Support and Children's Recreation

6.5.1 *Monthly park inspection update* – Cllr. Harrison reported few problems from the last month's inspection duty. The inspection kit was passed to Cllr. Mrs Gajewicz for the month going forward.

6.5.2 *Quotation for replacing the cushion fall* – Four quotes have been obtained for the replacement of cushion fall. A long discussion ensued regarding the merits of cushion fall over a rubberised surface but it was concluded that replacement this year will be by hard-wood cushion fall. This decision will be evaluated in 2018 for its longevity and performance.

Cllr. Jemison proposed accepting the quote for £1,900 plus VAT, to replenish the existing cushion fall with hard-wood chips. This was seconded by Cllr. Mrs Gajewicz and agreed unanimously.

6.6 Allotments

6.6.1 *Monthly update* – Cllr. George reported that he is striving to fill a couple of vacant plots but contacting people on the waiting list is proving problematic.

6.6.2 *Letter from Mr Williams re their Acaster Lane plot* - The letter was read to the meeting by the Chairman.

6.7 Senior Citizens Support and Vernon House

6.7.1 *Monthly Report* – Cllr. Mrs Green, reporting before the meeting, confirmed that a number of bookings have been received for the small office at Vernon House.

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* – Nothing to report.

6.10 Environmental, Sustainability and Accessibility Issues

6.10.1 *Monthly Report* – Following the success of Apple Pressing Day last month, Cllr. Harrison proposed spending £29 for banners to promote the event in 2018. This was seconded by Cllr. Jemison and agreed unanimously.

6.10.2 *Email from Peter Huxford* – Noted.

6.11 Community Emergency Planning

6.11.1 *Monthly update* – Details of the meeting entitled 'Ready for Anything' was passed to Cllr. Mrs Conley for committee action.

6.12 Battles over a Nation's Tribute

6.12.1 *Formation of the new Committee* – Nothing to report.

17/161 7

Financial Transactions

7.1	<u>Payments to approve</u>		
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
	PWLB – bi-annual repayment of Play Area loan		1,794.68
			2,156.68
7.1.2	On-Line Banking payments		
	Amounts paid		
	Clerk’s Salary		654.00
	Clerk’s Expenses- (<i>Ink cartridges £18.98, A4 ring binder £1.50, A4 dividers £1.50</i>)		21.98
	Village Hall Caretaker / Booking Secretary		485.21
	Vernon House Caretaker		250.00
	Carol Henk – Sports Pavilion cleaning		125.20
	Playdale – 50% balance payment for new small slide		1,725.80
	Sports Turf Services – Grass cuts to Ferry Lane sports field		134.40
	AOL – Quarterly charge for connection – Clerk’s computer		44.62
	Cllr. Harrison – Ink cartridge replacement		27.00
	City of York Council waste collection – Sports Pavilion		52.00
	City of York Council waste collection – Village Hall		56.81
	Andrew’s Garden Services – Grass and hedge cuts		370.00
	* <i>AMS Heating – supply and fitting of replacement kitchen taps Village Hall</i>		360.00
	Npower – Vernon House 1 st September to 30 th September		200.78
	Payment Total		£4,507.80
	Total Payments		£6,664.48
7.2	<u>Income Receipts</u>		
	Precept second instalment (<i>£31k precept: £14850.50 precept + £649.50 grant</i>)		14,850.50
	City Council Grant second instalment		649.50
	Village Hall Management Committee September takings		237.00
	Vernon House – September		234.65
	Annual allotment rents – Appleton Road		410.00
	Annual allotment rents – Acaster Lane		330.00
	Income Total		£16,711.65

* The payment to AMS was questioned by Cllr. Jemison and the Clerk instructed to cancel payment until it can be verified. **Action Clerk.**

Following this, approval of financial transactions proposed by Cllr. Mrs Conley and seconded by Cllr. Jemison. Carried Unanimously.

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- 17/162 8 **School Governors**
8.1 *Infants School* – Nothing to report.
8.2 *Junior School* – Nothing to report.
- 17/163 9 **Parish Council Youth Awards**
9.1 *Committee Report* – This year’s competition has been advertised on the web page and in Link Magazine. The closing date has been agreed as Friday December 15th
9.2 *Wooden Board* – Cllr. Askew has arranged for the new board to be updated with last year’s winners. The Village Hall caretaker will be asked to put this (along with the old board) back above the hall doors. **Action Cllr. Jemison**
- 17/164 10 **Pinfold**
10.1 *Committee Report* – Liam Godfrey will be contacted to supply details of the manufacturer of the wooden display board in the Pinfold which is decaying. **Action Clerk.**
- 17/165 11 **Sensory Garden**
11.1 *Committee Report* – Nothing to report.
- 17/166 12 **Police Liaison**
12.1 *North Yorkshire Police Force* – Cllr. George reported comments made on Face Book regarding speeding cars on Appleton Road and Acaster Lane. Cllr. Mrs Conley also commented on an increase in illegal motorcycle activity on the Leisure Path after dark. (These incidents have been reported by Cllr. Mrs Conley to the police). Cllr. Harrison offered to raise both issues with the Police when he contacts them about the illegal parking on School Lane (reported above). **Action Cllr Harrison**
- 17/167 13 **Local Council Association**
13.1 *Yorkshire Local Councils Association Update* – Cllr. Harrison apprised the meeting that Yorkshire Local Councils Association is contacting the North Yorkshire Chief Constable to complain about the lack of support Parish Council’s are receiving from the Police. This has been felt in Bishopthorpe since the loss of PCSO Colin Martin.
13.2 *White Rose Update* – Noted.
13.3 *YLCA Information - Don’t forget: by law, minimum employer pension contribution rates increase in April* – Noted.
13.4 *National Association of Local Councils - Chief Executive's Bulletin 35 - 6 October 2017* – Noted.
13.5 *National Association of Local Councils - Chief Executive's Bulletin 36 - 13 October 2017* – Noted.
- 17/168 14 **Highway Matters**
14.1 None
- 17/169 15 **Correspondence**
15.1 City of York not covered elsewhere
15.1.1 *None*

15.2 Others

15.2.1 *Friends of the Earth – FOI request from Simon Bowens* – The Clerk has responded to the Freedom of Information request.

15.2.2 *Christine Hall – Quench Cafe talk request* – Cllr. Harrison confirmed that he will attend the meeting on Thursday 15th April 2018.

15.2.3 *Letter from Mrs Brodie, The Coppice* – Cllr. Harrison read a letter from Mrs Brodie to the meeting in which a complaint was made against BMB Joinery and Building Services who have caused damage to the grass verge during construction of a new dwelling on Maclagan Road. The Clerk was asked to contact the company to request that the verge be repaired and re-seeded.
Action Clerk.

17/170 16 **Ward Committee**

Nothing to report.

17/171 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**

- An information request from Yorkshire Local Councils Association regarding defibrillators was passed to Cllr. Mellors for action.
- Cllr. George enquired about the possibility of installing a dog bin at the junction of Acaster Lane with the moorings footpath. The request should be directed to Cllr. John Galvin.
- 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 and has written a book on the subject. Cllr. Harrison suggested that the names should be added to the war memorial which is located in front of the St Andrew's Church following approval from family members.
- Cllr. Mellors advised that a new / replacement notice will be displayed at the church yard to commemorate the war graves located within the grounds. This should be in conjunction with the ceremony to be held in November 2018.
- A letter from Mrs Dixon of Sim Balk Lane was read to the meeting by the Chairman regarding the illegal parking on School Lane. This will be included with the petition signed by residents of School Lane which was handed to the Parish Council and will be forwarded to City of York Council Planning Department.

17/172 18 **Date and time of next meeting – Tuesday 28th November 2017, 7pm – at Vernon House**

Meeting closed at 9.26 pm