

Minutes of the meeting held at the Vernon House on Tuesday 16th January 2018.

The Chairman opened the meeting at 7.00 pm.

Council Members Present:

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

18/1 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.

18/2 2 **Apologies for absence.**

None

18/3 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. Mrs Conley declared an interest in item 5.1.9 and Cllr. Jemison declared an interest in item 5.2.3

18/4 4 **Minutes of Meeting 28th November 2017**

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

18/5 5 **Consideration of Planning Matters and recommendations of the Planning Group**5.1 Notice of Applications received

- 5.1.1 **Archbishop of York Church of England Junior School, Copmanthorpe Lane.** Erection of a 1.8-metre-high metal mesh paladin fence around school boundary. 17/02749/FUL. No Objection
- 5.1.2 **Ramsey House, Chantry Lane.** Prune Lime tree group, Yew and Cedar in Tree Conservation Area. 17/02825/Tree Conservation Area. No Objection
- 5.1.3 **The Rosary, 4 Myrtle Avenue.** Two storey side extension (revised scheme) 17/02734/FUL. No Objection
- 5.1.4 **4 Temple Road.** Single storey rear extension. 17/02829/FUL. No Objection
- 5.1.5 **35 Keble Park Crescent.** Single storey side and rear extension. 17/02810/FUL. Object
- 5.1.6 **Manor Farm, Bishopthorpe Road.** Erection of log cabin dwelling. 17/02864/FUL. No Objection

- 5.1.7 **Site of Ferry Cottage, 6 Ferry Lane.** Erection of replacement two storey dwelling and detached garage. 17/02304/FUL. No Objection
- 5.1.8 **Orchard Cottage, Moor Lane.** Two storey side and rear extensions, single storey rear extension and alterations to existing single storey front projection. 17/01259/FUL. Under discussion.
- 5.1.9 **2 The Orchard.** Two storey self-contained annex extension to the main house with single storey link extension. 17/02886/FUL. Under discussion. (Cllr. Mellors will make the response to the City Council)
- 5.1.10 **3 Maple Avenue.** Two storey side extension. 18/00018/FUL. No Objection
- 452 Notice of decisions given (*Parish Council decisions are highlighted in red*)
- 5.2.1 **Bridge Nook, 39 Bridge Road.** Single storey side extension and dormer to side. 17/02065/FUL. (**No Objection**) Approved
- 5.2.2 **The Sycamores, Middlethorpe.** Erection of a single storey detached garage. 17/02488/FUL. (**No Objection**) Approved
- 5.2.3 **Home Farm Buildings, 81 Main Street.** Variation of condition two and removal of condition five of permitted application 15/02919/FUL to external seating (**Support**). Refused.
- 5.2.4 **Ramsey House, Chantry Lane.** Prune Lime tree group, Yew and Cedar in Tree Conservation Area. 17/02825/Tree Conservation Area (**January Agenda**) Approved
- 5.2.5 **The Rosary, 4 Myrtle Avenue.** Two storey side extension (revised scheme) 17/02734/FUL (**January Agenda**) Approved
- 5.3 Large Householder Extension Notifications
- 5.3.1 None
- 5.4 Other Planning Matters
- 5.4.1 *SI06 Payments for new developments* – Nothing to report.
- 5.4.2 *Email from Russell Wright in connection with planning application 17/01974/LBC* – Mr Wright’s letter was read to the meeting and in response, reference was made to minute number 17/141.
- 5.4.3 *Planning Seminars – YLCA* – Cllr. Harrison reminded the meeting that Yorkshire Local Councils Association will run a planning seminar in York on the 27th April at the Mercure York Fairfield Manor Hotel, 10am to 4pm, at a cost of £115. Any Councillor interested in attending was asked to confirm with the Clerk.
- 18/6 6 **Services**
- 6.1 Village Hall Management Committee
- 6.1.1 *Management Committee Report* – Cllr. Jemison reported that the Village Hall Management Committee meeting has been postponed until February.
- 6.1.2 *Update on Fire Inspection Booklet – updating procedure* – The Chairman and Cllr. Jemison agreed to contact the Caretaker to discuss this issue.
- 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* – Item to be removed from Agenda. **Action Clerk.**

- 6.2.3 *White Rose Football Club* – Cllr. Harrison confirmed that the Parish Council will donate the last £5,000 of fundraising to the Club (i.e. when they have achieved £75,000 the Parish Council will top it up to £80,000).
- 6.3 Finance Committee
- 6.3.1 *Committee Report* – Nothing to report.
- 6.3.2 *Precept 2018/19* – After careful consideration of the budgets the Chairman proposed holding the Precept at the current level of £31,000 for the year 2018/19. This was seconded by Cllr. Mrs Green and agreed unanimously. Clerk to return the documentation to the City Council before the deadline, 31st January. **Action Clerk.**
- 6.4 Field 84, Riverside and Footpaths Working Party
- 6.4.1 *Update* – The Clerk was asked to obtain a copy of the York Marine Services lease due to expire in March 2018. **Action Clerk.**
- 6.4.2 *Update St Andrew’s Old Church* – It was reported that two villagers have complained to the Parish Council about restricted access to the land surrounding St Andrew’s Old Church. It was agreed that the gate is locked more frequently than previously and Cllr. Harrison offered to contact the Trustees to remind them of their obligation under the agreement dated 22nd October 1999 namely that:
- “Public access to the churchyard site must be maintained during the hours of daylight”.
- 6.5 Youth Support and Children’s Recreation
- 6.5.1 *Monthly park inspection update* – Cllr. Askew reported no issues from the park inspection for the last month. The inspection kit was passed to Cllr. Grabowski for the month going forward.
- 6.5.2 *Annual Park Inspection* – The Clerk confirmed that the RoSPA Inspector has been contacted to undertake the annual inspection of the park.
- Cllr. Harrison reported that Mrs Neale has requested her adjoining garden / park hedge be trimmed - at her expense.
- 6.6 Allotments
- 6.6.1 *Monthly update* – Nothing to report.
- 6.7 Senior Citizens Support and Vernon House
- 6.7.1 *Monthly Report* – Cllr. Mrs Green reported that the Annual General Meeting for Vernon House will include a buffet as a thanks to the people who run the groups. It is scheduled for Tuesday 6th March and Cllr. Harrison was asked to Chair the meeting.
- Cllr. Mrs Green reminded the meeting that Mrs Ann Cooper will attend the Parish Council February meeting to give a brief presentation on dementia awareness. It is hoped that this may be the first step towards making Bishopthorpe a dementia-friendly village.
- 6.8 Web Page Management
- 6.8.1 *Monthly update* – Cllr. Mrs Conley confirmed that the web page is up to date.

- 6.9 Bishopthorpe Library
 6.9.1 *Monthly update* – Cllr. Mrs Gajewicz reported that she attended the recent Friends of Bishopthorpe Library meeting, which was well attended and generated many new exciting ideas. The Councillors were encouraged to complete the on-line City of York Council survey regarding library usage.
- 6.10 Environmental, Sustainability and Accessibility Issues
 6.10.1 *Monthly Report* – Cllr. Mrs Green reported that the recent Bishopthorpe Recycling Day was a success with increased footfall this year. The day broke even for the first time and Cllr. Mrs Green requested permission to use part of the £220 City of York Council grant (awarded to the Parish Council in March 2017) to purchase a new banner for promoting the 2019 event.
- 6.11 Community Emergency Planning
 6.11.1 *Monthly update* – Cllr. Mrs Conley reported that Pam Walker of Acaster Malbis Emergency Committee has provided a copy of their emergency plan for reference.
- Cllr. Mellors cautioned that the Committee should liaise with St Andrew’s Church to ensure that the village has a one emergency plan.
- 6.12 Battles over a Nation’s Tribute
 6.12.1 *Formation of the new Committee* – Cllr. Mrs Green is working with historian Ken Hayward to produce an article for Link magazine to promote the event that will take place on the 11th November 2018 in commemoration and remembrance of the end of the First World War.
- Cllr. Harrison reported that he too is liaising with Mr Hayward to produce a list of local men who were killed in both the First and Second World Wars for inclusion on the War Memorial.

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Financial Transactions

7.1	<u>Payments to approve</u>		
	7.1.1	Cheque / Direct Debit payments	
		Amounts paid in December 2017	
		Monthly direct debit to E-On Sports Pavilion Electricity	149.00
		Monthly direct debit to Duel Energy Village Hall Electricity	69.00
		Monthly direct debit to E-on Village Hall Gas	135.00
			353.00
		Amounts paid in January 2018	
		Monthly direct debit to E-On Sports Pavilion Electricity	149.00
		Monthly direct debit to Duel Energy Village Hall Electricity	69.00
		Monthly direct debit to E-on Village Hall Gas	135.00
			353.00
		Amounts paid in December 2017	
		Clerk’s Salary	654.00
		Clerk’s Expenses- (£0.00)	0.00
		Village Hall Caretaker / Booking Secretary	460.64
		Vernon House Caretaker	250.00
		Carol Henk – Sports Pavilion cleaning	120.00

Sports Turf Services – Grass cuts to Ferry Lane	67.20
York Christmas Trees – Sensory Garden tree	191.00
Ian Keeton – Renewal of village website host licence	81.52
Advance Fire Services – Annual Fire inspection – Village Hall	91.50
Advance Fire Services – Annual Fire inspection – Vernon House	61.80
Andy Powell – Locking of Sensory Garden gate	102.00

Payment Total **£2079.66**

Total Payments for December 2017 **£2432.66**

Amounts paid in January 2018

Clerk's Salary	654.00
Clerk's Expenses- (£0.00)	0.00
Clerk's New Computer	883.87
Village Hall Caretaker / Booking Secretary	474.50
Julie Bradley Vernon House Caretaker	250.00
Andrew Powell – locking of Sensory Garden gate – one month	90.00
Carol Henk – Sports Pavilion cleaning	30.00
Savills – Glebe Sports Field rent	225.00
Savills – Ransom strip, Appleton Road Allotments	1.00
Npower – Vernon House monthly charge for electricity	199.43
Rebecca Clark – Play area gate August 2017 to January 2018	417.00
City of York – waste collection Sports Pavilion	55.75
City of York – Vernon House, Insurance premium recharge	170.19
City of York – Waste collection Village Hall	60.56
Red Bonsai – Interpretation panel for Pinfold	2410.80
PRS for music – Village Hall music Performing Rights	155.06

Payment Total **£6077.16**

Total Payments for January 2018 **£6430.16**

Sum of All Payments for December 17 and January 18 **£8862.82**

Payment of £563.86 made to Play Dale Playgrounds – authorised 17/125, Item 7.1.2 but only claimed in January 2018

7.2 Income Receipts

Village Hall Management Committee November 2017 takings	530.50
Play Group – PAT test contribution for Sports Pavilion	105.00
Village Hall Management Committee December takings	1213.00

Income Total **£1848.50**

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

- 18/8 8 **School Governors**
- 8.1 *Infants School* – Nothing to report.
- 8.2 *Junior School* – Cllr. Mrs Green reported that the recent ‘Community Day’ hosted by the school was a great success. Cllr. Mrs Green wished also to thank the Junior School children who participated in the Recycling Day.
- Cllr. Harrison reported that the Police have still not attended a meeting of the Bishopthorpe Travel Group despite agreeing to. Cllr. Harrison will contact Inspector Pointon again to extend an invitation to the February meeting.
- 18/9 9 **Parish Council Youth Awards**
- 9.1 *Committee Report* – Cllr. Mrs Green offered to arrange the catering for this year’s award, which is to be held on Tuesday 23rd January at Vernon House at 6.30pm. The winners have been announced as Isobel Hartley and Alice Thornton.
- 18/10 10 **Pinfold**
- 10.1 *Committee Report* – Cllr. Grabowski reported a problem with the regularity that the waste bin is emptied. Cllr. Harrison suggested that he contact Cllr. John Galvin to report the matter.
- 18/11 11 **Sensory Garden**
- 11.1 *Committee Report* – Cllr. Harrison thanked Richard Williams for organising the Christmas tree in the Sensory Garden and it was noted that many positive remarks have been received to the Parish Council about it.
- 18/12 12 **Police Liaison**
- 12.1 *North Yorkshire Police Force* – Cllr. Mrs Green informed the meeting that PCSO Richard Tempest is to assume duties for Bishopthorpe shortly.
- At a recent meeting held on the 19th December, Cllr. Mrs Green and Cllr. Grabowski reported that the 101-incident reporting number is being heavily promoted to the public. It was noted that Bishopthorpe has very little serious crime incidents in relation to some other areas of York.
- Cllr. Mrs Green agreed to attend the upcoming meeting at Athena House on 5th February at 10.30am.
- 18/13 13 **Local Council Association**
- 13.1 *Yorkshire Local Councils Association, update* – Cllr. Harrison reported that the next meeting will be held on Saturday 20th January. It is expected that the new Data Protection Law, which will become effective in May 2018, will be discussed. The Parish Council will be greatly affected by the changes and is awaiting guidance from Yorkshire Local Councils Association.
- 13.2 *White Rose update* – Noted.
- 13.3 *Application of Referendum Principals in next three years* – Legislation remains unchanged regarding Parish Council precept requests. However, Cllr. Harrison was keen to stress that Bishopthorpe Parish Council will retain the precept at the current level of £31,000 for the financial year 2018/19.
- 18/14 14 **Highway Matters**
- 14.1 *Keble Park North Footway Reconstruction 7-day letter* – Noted.

- 14.2 *Email from City Councillor James Langley – response to Mrs Whaley’s letter (November 2017) – Mr Langley’s letter was read to the meeting by Cllr. Harrison.*
- 14.3 *Traffic Regulation Order – Proposed amendments to the Traffic Regulation Order Bishopthorpe – Cllr. Mrs Conley reported that a copy of the Order had been forwarded to Mr Baldock of School Lane.*
- 14.4 *Focus School, Bishopthorpe Road – Cllr. Harrison reported that he has been in contact with Mr Eason, The Head Teacher of the Focus School, to discuss issues regarding speeding school buses.*

18/15 15 **Correspondence**

15.1 City of York not covered elsewhere

15.1.1 *None*

15.2 Others

15.2.1 *Minerals and Waste Joint Plan - Notification of Submission – Emailed to all 4/12 – Noted.*

1816 16 **Ward Committee**

Nothing to report.

18/17 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**

- Cllr. Harrison reported that it was agreed at the November Parish Council meeting to support Morwenna Christian who wishes to create a community orchard by the side of the site of Ferry Cottage. Mrs Christian has contacted the Parish Council for suggestions of contractors who may be able to clear and prepare the land.
- Mr Ian Hodson contacted the Chairman to request the promotion of the Patient Participation Group (PPG). Mr Hodson is alone in representing the views of Bishopthorpe residents and is out-numbered eleven to one in meetings. Cllr. Mrs Green offered to advertise the group at the Library and Cllr. Mrs Conley was asked to do likewise on the Parish Council’s Face Book page.
- The Environment Agency will use drones to undertake a ground level survey in areas of Bishopthorpe subject to flooding.
- Mr Michael Nicolls has expressed an interest in joining Bishopthorpe Parish Council and has been invited to attend the February meeting.
- The Clerk was asked to write to the Village Hall Booking Secretary to complain that it is becoming unacceptable to ask the Parish Council to move out of the Village Hall each time it is overbooked. This is now the second month in succession that the meeting has been held at Vernon House and the Clerk has been notified too late to change details in Link magazine. **Action Clerk.**
- Cllr. Harrison has been nominated by Yorkshire Local Councils Association to attend a Royal Garden Party on 15th May 2018. He is pleased to accept the invitation.
- Cllr. Mellors reported that the lights have been repaired along Bishopthorpe Road in front of the Palace.

18/18 18 **Date and time of next meeting – Tuesday 27th February 2018, 7pm – at the Village Hall**

Meeting closed at 8.35 pm