

Minutes of the meeting held at the Village Hall on Tuesday 27th February 2018.

The Chairman opened the meeting at 7.00 pm.

Four members of the public attended the meeting: Ann Cooper, to give Dementia Awareness Training, Michael Nicolls, David Rhodes and a new resident to the village who was attending to overview the meeting.

Mr David Rhodes of Keble Park North questioned if the Parish Council could take action against residents that are parking and driving across the triangle of grass, which intersects Maple Avenue with Beech Avenue. He explained that at one time this was a well-maintained feature of the area but the grass has now been destroyed by misuse of cars. In reply Cllr. Harrison explained that a similar situation arose elsewhere in the village a few months ago and the Parish Council requested help from both the Police and City of York Council. The Police were unable to offer assistance unless a crime had been committed and City of York Council stated that they had no by-laws in place to stop this kind action. It was suggested that Mr Rhodes should contact Cllr. John Galvin to see if the Ward Councillor could involve City Council Highways department.

Mr Rhodes thanked the Councillors and left the meeting at 7.06pm.

Ann Cooper had been invited to the Parish Council meeting to deliver a Dementia Training Awareness session to the Councillors. Mrs Cooper explained that she is one of many volunteers who aim to raise awareness of Dementia to remove the stigma attached to this cruel disease. The Parish Council hope that this may be the first stage of obtaining 'Dementia Friendly Village' status for Bishopthorpe. A forty-minute training session followed Mrs Cooper's introduction, which concluded with all those participating being declared 'Dementia Friends' and asked to commit to a personal action to take the training into the wider community.

Cllr. Harrison thanked Mrs Cooper for attending. Mrs Cooper left the meeting at 7.50pm.

The two remaining parishioners stayed until the end of the meeting.

The February Parish Council meeting commended at 7.52pm

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

18/19 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.

18/20 2 **Apologies for absence.**

None

18/21 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. George and Cllr. Mellors declared a prejudicial interest in Item number 5.1.5

18/22 4 Minutes of Meeting **16th January 2018**

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

18/23 5 **Consideration of Planning Matters and recommendations of the Planning Group**

5.1 Notice of Applications received

5.1.1 **The Palace, Bishopthorpe Road.** Fell ten trees, various pruning works to other trees in Conservation Area. 18/00124/TCA. No Objection. Comments made.

5.1.2 **29 School Lane.** Single storey side and rear extensions, hip to gable roof extension and dormer to rear. 17/02897/FUL. No Objection

5.1.3 **4 Deans Close.** Single storey side extension. 18/00130/FUL. No Objection

5.1.4 **Proposed pitch development to south east of 235 Tadcaster Road, Dringhouses.** Change of use from agricultural holding to natural turf sports pitches including erection of changing facilities, installation of sub surface land drainage and associated soft landscaping and formation of emergency/maintenance vehicle access road. 18/00251/FUL. Application under discussion.

5.1.5 **26 The Coppice.** Single storey front and side extensions, increase in height of roof along with balcony to front. 17/02785/FUL. Application under discussion.

5.1.6 **38 Keble Park North.** Single storey front and side extension (resubmission) 18/00308/FUL. Application under discussion.

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

5.2.1 **Fairmead, 21 Coda Avenue.** Single storey rear extension (re-submission). 17/02483/FUL. (**No Objection**) Approved

5.2.2 **20 Coda Avenue.** First floor side extension, side and rear dormers and single storey side and rear extensions with rear balcony. 17/02637/FUL. (**No Objection**) Approved

5.2.3 **2 The Orchard.** Two storey self-contained annex extension to the main house with single storey link extension. 17/02886/FUL. (**Under discussion**) Withdrawn

5.2.4 **35 Keble Park Crescent.** Single storey side and rear extension. 17/02810/FUL. (**Object**) Approved

5.2.5 **ADV Maynews, 26 Sim Balk Lane.** Installation of internally laminated surround to existing ATM. 17/02640/ADV. (**Objection**) Refused

5.2.6 **4 Temple Road.** Single storey rear extension. 17/02829/FUL. (**No Objection**) Approved

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

5.2.8 **Ivy Dean Cottage, Main Street.** Re-pollard Horse Chestnut tree protected by TPO 2/1971. 17/02672/TPO (**No Objection**) Approved

5.3 Large Householder Extension Notifications

5.3.1 None

5.4 Other Planning Matters5.4.1 *S106 Payments for new developments* – Nothing to report.5.4.2 **71 Main Street.** *Dropped kerb to form access to front and creation of driveway. 17/01624/FUL* – Application has gone to appeal – Noted.5.4.3 *City of York Local Plan – Publication Draft (February 2018) Consultation* – Noted.

18/24

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Services6.1 Village Hall Management Committee6.1.1 *Management Committee Report* – Cllr. Jemison reported the following items from a Committee meeting held on the 12th February:

- Whiteleys have been recalled to rectify problems with the floor.
- Items are going missing from the hall – tea towels, paper hand towels, washing up bowls etc. Cllr. Jemison offered to investigate the cost of installing a hand dryer to remove the reliance on paper hand towels and will closely monitor any other missing items. **Action Cllr Jemison**
- It was agreed that hire charges should be increased as they have remained static since 2013. **Action Cllr Harrison**
- It was suggested that a broadband connection may attract new bookings. Cllr. Grabowski was asked to investigate the costs. **Action Cllr Grabowski**
- The Committee requested a sanitary towel disposal unit in the ladies' toilet. Cllr. Mrs Conley offered to investigate costs. **Action Cllr Mrs Conley**

6.1.2 *Update on Fire Inspection Booklet* – Cllr. Harrison reported that the Caretaker agreed to complete the booklet but then resigned shortly afterwards.6.1.3 *Estimate from Brunswick Garden Services for work at Village Hall and Sensory Garden* – Cllr. Harrison proposed acceptance of Brunswick Organic Nursery's quote for £695 to fill the new Village Hall flower troughs and the Sensory Garden troughs. This was seconded by Cllr. Mrs Green and agreed unanimously. Cllr. Mrs Green to notify Brunswick. **Action Cllr Mrs Green**6.1.4 *Caretaker vacancy with effect from 1st April 2018* – Cllr. Harrison stated that an advert must be put around the village for a new caretaker / cleaner. **Action Clerk.** Cllr. Mrs Conley was asked to include details on the web page.6.2 Sports and Leisure Management Committee6.2.1 *Management Committee Report* – Nothing to report.

Cllr. Harrison commented that Bishopthorpe Community Orchard Group is looking for help and has dropped leaflets through letterboxes on Main Street.

6.3 Finance Committee6.3.1 *Committee Report* – Nothing to report.6.4 Field 84, Riverside and Footpaths Working Party6.4.1 *Update* – The leases expire on 23rd April. Cllr. Harrison and Clerk to action. Cllr. Harrison and Cllr. Jemison agreed to send a letter to York Marine Services before Easter regarding the number of static caravans allowed to pitch in the car

park area. **Action Cllr Harrison and Cllr. Jemison**

- 6.4.2 *Letter from Russell Wright – riverside footpath behind St Andrew’s Old Church* – A third letter has been received from Mr Wright. This was thoroughly discussed by the Parish Council and it was agreed that no response will be made.

6.5 Youth Support and Children’s Recreation

- 6.5.1 *Monthly park inspection update* – Cllr. Grabowski reported minor damage to wooden posts and the plastic liner under the swings. As the inspection is imminent these should be resolved shortly.

Cllr. Grabowski suggested that a duplicate key should be attached to the inspection bag to allow Councillors to gain out-of-hours access to the park at a convenient time for inspections in the future. Cllr. Harrison agreed to have a copy of his key made for this purpose. **Action Cllr Harrison.**

The Inspection kit was passed to Cllr. Mrs Green for March.

- 6.5.2 *Annual Park Inspection by RoSPA Inspector* – The inspection has been booked with Play Dale and is due shortly.

6.6 Allotments

- 6.6.1 *Monthly update* – Cllr. George reported that one plot became vacant at Appleton Road and has recently been re-let. Enquires will be made in to what appears to be non-use of two plots at the same site. **Action Cllr George**

6.7 Senior Citizens Support and Vernon House

- 6.7.1 *Monthly Report* – Cllr. Mrs Green reported that the Treasurer is away for six weeks but she has stepped in to collect the hiring fees. The AGM will be held on 6th March at Vernon House. There will be a buffet supper for the attendees and the meeting will commence at 7pm.

6.8 Web Page Management

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

6.9 Bishopthorpe Library

- 6.9.1 *Monthly update* – Cllr. Mrs Green reported no major issues.

- 6.9.2 *Email regarding relocation of building – update Cllr. Askew & Cllr. Mrs Conley* - A number of rumours have circulated during the past month that the library may be relocated to elsewhere in the village. These cannot be substantiated.

6.10 Environmental, Sustainability and Accessibility Issues

- 6.10.1 *Monthly Report* – Cllr. Mrs Green reported that One Planet York now carry the Parish Council logo to show the Parish Council’s support.

6.11 Community Emergency Planning

- 6.11.1 *Monthly update* – Nothing to report.

- 6.11.2 *Email from Janet Thompson – Event: Saturday 17th March, West Offices, Let’s Be Ready York* – Cllr. Mrs Conley reported that she is aware of this event.

6.12 Battles over a Nation's Tribute

6.12.1 *Formation of the new Committee* – A meeting has been held between Cllr. Mrs Green, Cllr. Jemison, Ken Haywood (historian) and the Junior School Head Teacher, Jonathan Green. The event will take place on 11th November on the Junior School field and Cllr. Mrs Green reported that plans are well underway.

Cllr. Harrison also reported progress with the investigation into names for inclusion on the war memorial outside St Andrew's Church. Although there are no funds available from the War Memorial Society they have provided valuable information and help. Cllr. Harrison remarked that planning permission will be necessary to include the new names on the memorial as it is a listed monument.

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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 Duel Energy Village Hall Electricity	69.00
Monthly direct debit to E-on Village Hall Gas	135.00

353.00

7.1.2 **On-Line Banking payments**

Amounts Paid

Clerk's Salary	654.00
Clerk's Expenses- (2 x books 2 nd class stamps £13.44, Box files £4.00)	17.44
Village Hall Caretaker / Booking Secretary	477.32
Vernon House Caretaker	250.00
Carol Henk – Sports Pavilion cleaning	180.00
Youth Award prizes (2 x £150.00)	300.00
Transfer of funds to Play Area reserve account (Post Office Account)	5,000.00
AOL quarterly charge – clerk's computer	44.62
Carole Green – expenses – in connection with Recycling Day	5.99
Carole Green – expenses – refreshments for Youth Award	5.00
Dennis King Electrical Ltd – PAT test Village Hall	165.00
Andy Powell – Sensory Garden gate opening / closing	126.00
Yorkshire Water – Sports Pavilion	288.18
Yorkshire Water – Allotments, Appleton Road	29.92
Yorkshire Water – Allotments, Acaster Lane	31.47
Yorkshire Water – Village Hall	92.65
Yorkshire Water – Vernon House	27.99
Npower – Sensory Garden floor lights	87.68
Brad Edwards – replacement gate post, Allotments	60.00

Npower – Vernon House 1st – 31st December (paid 8/2/18) 208.22

Payment Total **£8051.48**

Total Payments **£8404.48**

7.2	<u>Income Receipts</u>		
	Annual Post Office interest		62.08
	Vernon House takings – December 2017		103.00
	Discretionary Rate relief fund – Sports Pavilion		148.30
	Vernon House January takings		182.00
	Village Hall Management Committee January takings		1947.00
	Income Total		£2442.38

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

- 18/26 8 **School Governors**
 - 8.1 *Infants School* – Nothing to report.
 - 8.2 *Junior School* – Nothing to report.
- 18/27 9 **Parish Council Youth Awards**
 - 9.1 *Committee Report* – Cllr. Askew offered to take away the board for updating with this year’s winners. **Action Cllr Askew**
- 18/28 10 **Pinfold**
 - 10.1 *Committee Report* – Nothing to report.
- 18/29 11 **Sensory Garden**
 - 11.1 *Committee Report* – Nothing to report.
- 18/30 12 **Police Liaison**
 - 12.1 *North Yorkshire Police Force* – Cllr. Mrs Green reported that PC Laura Thompson hopes to attend the March Parish Council meeting and also has noted the date of the Parish Meeting in April.
 - 12.2 *Email from Julia Mulligan* – Noted.
- 18/31 13 **Local Council Association**
 - 13.1 *Yorkshire Local Councils Association Update – Cllr. Harrison – Branch Meeting 1st February* – At the meeting it was reported that new Data Protection legislation is causing anxiety for Parish Council as there is no clear guidance. Conflicting instructions have been received and this Parish Council awaits clear guidance from Yorkshire Local Councils Association or NALC.
 - 13.2 *Dementia Friendly Councils – email from Yorkshire Local Councils Association* – Noted.
 - 13.3 *National Association of Local Councils Chief Executive's Bulletin – 19 January 2018* – Noted.
 - 13.4 *National Association of Local Councils Chief Executive's Bulletin – 26 January 2018* –

Noted.

18/32 14 **Highway Matters**

14.1 *Focus School – update on speeding mini buses* – Cllr. Harrison reported that two meetings have been broken by the Head Teacher. A third meeting is in the diary.

14.2 *Community Speed watch in Bishopthorpe* – Permission has been granted for the speed watch group to use the Village Hall car park. The upstairs room has been offered, free of charge, for one of their meetings.

18/33 15 **Correspondence**

15.1 City of York not covered elsewhere

15.1.1 *None*

15.2 Others

15.2.1 *Letter from the Canal and River Trust* – Noted.

18/34 16 **Ward Committee**

Nothing to report.

18/35 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**

- No matters arising.

18/36 18 **Date and time of next meeting – Tuesday 27th March 2018, 7pm – at the Village Hall**

Meeting closed at 8.59 pm