

**Minutes of the meeting held at the Village Hall on Tuesday 27<sup>th</sup> March 2018.**

*The Chairman opened the meeting at 7.02 pm.*

Two members of the public attended the meeting: Mr Malcolm Parker of Keble Park and Mrs Morwenna Christian of Copmanthorpe Lane.

Mrs Christian addressed the meeting to give an update on the creation of a new community orchard. The Heritage Lottery Fund application is nearing completion but will not include provision for a fence between the land and Ferry Cottage as originally agreed, as it is feared this may jeopardise its success. No detailed costings have been undertaken yet but a grant in the region of £3-£10k will be requested. The deadline for submission is January 2019.

Mrs Christian reported that interest in the project from various village groups is very high, with many offers of help being received. Commencement of the project is planned for September 2018. Quotes are being sought from local contractors to clear the area and an offer of help from the local football teams will be taken up to remove rusty goalposts which have been dumped on the site for a number of years. Mrs Christian asked the Parish Council to check its insurance policy to see if volunteers will be insured. Cllr. Harrison offered to look in to that point.

Cllr. Mrs Conley requested that someone walk through the long grass to remove hedgehogs (or any other small mammals) from the area before any heavy machinery is used to clear away vegetation

Cllr. Mrs Green offered to be the liaison point for the Parish Council in future to save Mrs Christian attending full Council meetings.

*Mrs Christian left the meeting at 7.42pm.*

*Mr Parker remained for the duration of the meeting in an observation capacity.*

**Council Members Present:**

Cllr. Harrison (Chairman), Cllr. Mrs Conley, Cllr. Mellors, Cllr. Jemison, Cllr. Mrs Gajewicz and Cllr Nicholls. (Cllr. Mrs Green and Cllr. George from 7.14pm onwards). The Chairman welcomed Michael Nicholls to the Parish Council as a new Councillor for Bishopthorpe.

**18/37 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.*

**18/38 2 Apologies for absence.**  
Cllr. Grabowski**18/39 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 a personal interest in item 5.1.5. and Cllr. Mellors declared a prejudicial interest in item 5.1.10

18/40     4     Minutes of Meeting **27<sup>th</sup> February 2018**

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

18/41     5     **Consideration of Planning Matters and recommendations of the Planning Group**

5.1     Notice of Applications received

- 5.1.1     **40 Acaster Lane.** Two storey rear extension. 18/00270/FUL. No Objection
- 5.1.2     **20 Copmanthorpe Lane.** Erection of a 1.8m fence to side (retrospective). 18/00038/FUL. No Objection
- 5.1.3     **Meadow Court, Middlethorpe.** Fell two Cupressus (Leylandii) trees, crown lift two Fern Leaf Beech in conservation area. 18/00407/TCA. No Objection
- 5.1.4     **10 Bridge Road.** Porch to front. 18/00428/FUL. No Objection
- 5.1.5     **Home Farm Buildings, 81 Main Street.** Removal of condition five of permitted application 15/02919/FUL to allow retention of external seating. 18/00502/FUL. Support
- 5.1.6     **1 Deans Close.** Single storey rear extension and replacement of windows to grey UPVC. 18/00481/FUL. No Objection
- 5.1.7     **7 Temple Road.** Two storey side and rear extension, single storey rear extension, porch to front extension of existing rear dormer and alterations to windows. 18/00402/FUL. Under discussion
- 5.1.8     **60 Copmanthorpe Lane.** Raise height of existing roof to create additional first floor living accommodation, two storey rear extension, alterations to windows and replacement of detached garage to rear. 18/00577/FUL. Object.
- 5.1.9     **38 Keble Park North.** Single storey front and side extension (resubmission) 18/00308/FUL. Unable to respond due to unclear application details.
- 5.1.10    **26 The Coppice.** Single storey front and side extensions, increase in height of roof along with balcony to front. 17/02785/FUL. Object.

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

- 5.2.1     **3 Maple Avenue.** Two storey side extension. 18/00018/FUL. (**No Objection**) Approve
- 5.2.2     **Orchard Cottage, Moor Lane.** Two storey side and rear extension, single storey rear extension and alterations to existing single storey front projection. 17/01259/FUL. (**No Objection**) Refused.
- 5.2.3     **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**) Approved
- 5.2.4     **The Palace, Bishopthorpe Road.** Fell ten trees, various pruning works to other trees in Conservation Area. 18/00124/TCA. No Objection. (**Comments made.**) Approved
- 5.2.5     **29 School Lane.** Single storey side and rear extensions, hip to gable roof extension and dormer to rear. 17/02897/FUL. (**No Objection**) Approved
- 5.2.6     **4 Deans Close.** Single storey side extension. 18/00130/FUL. (**No Objection**) Approved
- 5.2.7     **Meadow Court, Middlethorpe.** Fell two Cupressus (Leylandii) trees, crown lift two Fern Leaf Beech in conservation area. 18/00407/TCA (**Item 5.1.3**) 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 Notice of amended description for 40 Acaster Lane: *Two storey rear extension, alteration to roof pitch and rendering of front dormer, rendering of existing side elevations and new first floor window to side. 18/00270/FUL*

Under this heading Cllr. Mrs Conley reported that she has written to Mr Slater, City Council Enforcement Officer, to report the ATM blue light over the machine located at the newsagents on Sim Balk Lane, which appears to be contravening Planning Approval. To date no response has been received from the City Council.

18/42

6

**Services**6.1 Village Hall Management Committee6.1.1 *Management Committee Report* – Cllr. Jemison reported that Whiteleys (the floor company) held a meeting with the Caretaker to discuss problems with the floor.

Cllr. Mrs Green suggested that the Hire Contract Agreement needs amending to include a requirement for a minimum number of adults (per child) to be in attendance at children's parties. **Action Committee**

6.1.2 *Broadband update* – Nothing to report.6.1.3 *Agree increase in hire charges* – Cllr. Harrison confirmed that these will be reviewed when a new Caretaker is appointed.6.1.4 *Hand dryer quote* – Cllr. Jemison reported that after investigation into costs it is cheaper to continue with paper hand towels instead of replacing them with a hand-dryer.6.1.5 *Sanitary Disposal Unit quote* – Cllr. Mellors suggested that Cllr. Mrs Conley may wish to liaise with St Andrew's Church who has installed a unit at a discounted cost due to their charity status.6.1.6 *Fire Inspection Booklet* – To be discussed upon the appointment of a new Caretaker.6.1.7 *Caretaker Vacancy* – One application has been received to date.

It was agreed that the roles may have to be split and that a Booking Secretary is urgently needed. This role will be advertised in Link Magazine separately. Cllr. Mrs Green offered to place the advert on the Junior School notice board to raise awareness of the vacancy. **Action Cllr Mrs Green**

6.2 Sports and Leisure Management Committee

- 6.2.1 *Committee Report* – Mike Dale from Bishopthorpe Cricket Club has reported damage to the outfield. Mr Dale is undertaking the repairs himself but has had to order in specialist machinery to the cost of £200. Cllr. Harrison proposed that the Parish Council should pay Mr Dale up to the sum of £200 to cover his costs. This was seconded by Cllr. Mrs Green and agreed unanimously. **Cllr. Harrison to advise Mr Dale.**

The first grass cut of the year by Jonathan Short has unearthed a number of smashed glass bottles in the outfield.

Cllr. Harrison further reported an issue that occurred mid-month which required immediate attention: sewage was leaking from a drain directly in front of the Sports Pavilion. UK Drainage supplied emergency repairs and discovered that a crowbar lodged in the drain was causing the blockage.

6.3 Finance Committee

- 6.3.1 *Committee Report* – Cllr. Harrison reported that the Parish Council is approaching the financial year-end and that the Clerk is well underway with auditing tasks.

- 6.3.2 *Change of signatories - Post Office Account.* It was proposed by Cllr. Harrison that former Councillor Gordon Watkins is to be removed from the list of signatories and replaced by the Clerk, Cayley Godfrey. This was seconded by Cllr. Jemison and agreed unanimously.

6.4 Field 84, Riverside and Footpaths Working Party

- 6.4.1 *Update* – It was agreed in October 2017 that the Parish Council would spend up to the sum of £330 to purchase a number of large rocks to place at the bottom of Ferry Lane to stop further road erosion.

However, Cllr. Jemison reported that the delivered rocks far exceed the Parish Council's requirement and therefore it was proposed that an outside contractor should be approached to break these up in to smaller workable pieces which could then be placed in other locations around the carpark and Field 84. Cllr. Jemison offered to contact Colliers of Copmanthorpe to see if they would be willing to undertake the work and to project manage it as well.

- 6.4.2 *Lease renewal* – The leases expire on 25<sup>th</sup> April 2018. Cllr. Harrison to contact the Solicitors to proceed.

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**

6.5 Youth Support and Children's Recreation

- 6.5.1 *Monthly park inspection update* – Cllr. Mrs Green reported no problems in the park this month. A Buddleia has been pruned by Cllr. Mrs Green and she asked for help removing the cuttings. Cllr. Harrison offered to contact Andrew's Garden Services to remove these.

The inspection kit was passed to Cllr. Mrs Gajewicz for the month going forward.

6.5.2 *Annual Inspection* – Cllr. Harrison reported that the Annual Inspection was carried out by Play Dale on the 3<sup>rd</sup> March. It was a good inspection and assessed all play equipment to be either low or very low risk. No repairs or recommendations to alter any piece of equipment was made in the report.

6.6 Allotments

6.6.1 *Monthly update* – Cllr. George reported that he has approved a request to erect a shed and is also investigating non-use of some plots.

A report, by a villager who requested anonymity, has been received to alert the Parish Council to fly tipping at the Appleton Road site. This has been reported to the City Council by both the resident directly and also by the Clerk.

6.7 Senior Citizens Support and Vernon House

6.7.1 *Monthly Report* – Vernon House held its AGM on the 6<sup>th</sup> March, which was attended by many users. Unfortunately, group numbers have not increased during the last year. Complaints that the heating is turned off too early in the evening are being investigated.

Cllr. Mrs Green also reported the purchase of two new kettles to replace the broken / leaking kettles.

6.8 Web Page Management

6.8.1 *Monthly update* – Cllr. Mrs Conley confirmed that all the internet platforms are up to date.

6.9 Bishopthorpe Library

6.9.1 *Monthly update* – The Library Manger is to run a Dementia Awareness Training session shortly. Date to be arranged.

6.10 Environmental, Sustainability and Accessibility Issues

6.10.1 *Monthly Report* – At the recent meeting of Bus Forum, Cllr. Mrs Green reported that the topic of air quality in and around the city was discussed. Electric buses may help alleviate the pollution problem.

6.11 Community Emergency Planning

6.11.1 *Monthly update* – Cllr. Mrs Green reported that there was a recent 'Ready for Anything' Emergency Planning Event held on the 17<sup>th</sup> March.

6.12 'Battle's Over', a Nation's Tribute

6.12.1 *Committee Update* – Cllr. Mrs Green and Cllr. George attended a meeting, earlier this evening, hosted by the City Council who are trying to co-ordinate this event city-wide. Bishopthorpe was the only Parish Council to send attendees.

Cllr. Harrison confirmed that planning permission will be necessary to include the new names on the war memorial, as it is a listed monument.

18/43      7      **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	69.00
Monthly direct debit to E-on Village Hall Gas	135.00
Campaign to Protect Rural England – Annual membership for 2018/19	36.00

**389.00**

7.1.2      **On-Line Banking payments**

**Amounts paid**

Clerk's Salary	654.00
Clerk's Expenses- ( <i>Stationery + Copier Paper £36.09</i> )	36.09
Village Hall Caretaker / Booking Secretary	521.24
Vernon House Caretaker	250.00
Carol Henk – Sports Pavilion cleaning	90.00
Playdale – Annual inspection of the play area	210.60
Stewart Harrison – Ink cartridge and A4 white paper	26.75
Andy Powell – Sensory Garden gate closure	84.00
Cllr. Mrs Green – 2 x kettles + duplicate keys cut (Vernon House)	53.98
Alice Paylor Airbrushing – Sports Pavilion vinyl sign	90.00
Vernon House – Npower Electricity – 27 January to 28 February	241.52
GDPR Training course fees – C Godfrey and Cllr. Harrison	90.00
Cllr. Mrs Green Parking fees for attending Bus Forum meeting	2.20
AAA UK Drainage – Emergency clearance of drain at Sports Pavilion	350.00

**Payments to be made on 3<sup>rd</sup> April – New Financial Year 2018/19**

York Bus Forum – Affiliation fee for 2018	10.00
Yorkshire Local Councils Association – Annual membership fee	730.00
Village Hall Non-Domestic Rates	532.44
Sports Pavilion Non-Domestic Rates	2496.00
Vernon House Non-Domestic Rates	1272.00
PWLB – repayment of Play Area loan (bi-annual payment)	1771.04
Savills – Cricket Field Rent	150.00
Savills – Allotment rent, Acaster Lane	72.50

**Payment Total** **£9,734.36**

**Total Payments** **£10,123.36**

**7.2 Income Total**

New Allotment let – Plot 43 – Appleton Road site 14.00

**Income Total** **£14.00**

Approval of financial transactions proposed by Cllr. Jemison and seconded by Cllr. George. Carried Unanimously.

- 18/44    8    **School Governors**
- 8.1    *Infants School* – The Summer Fair will be held on 12<sup>th</sup> May.
- 8.2    *Junior School* – Cllr. Harrison reported that the Head Teacher has reported the dangerous pot hole directly outside the school, to the City Council and asked that it is filled in as a matter of urgency.
- 18/45    9    **Parish Council Youth Awards**
- 9.1    *Committee Report* – Nothing to report.
- 18/46    10    **Pinfold**
- 10.1    *Committee Report* – Nothing to report.
- 18/47    11    **Sensory Garden**
- 11.1    *Committee Report* – Nothing to report.
- 18/48    12    **Police Liaison**
- 12.1    *Update* - Cllr. Mrs Green confirmed that that the new PCSO together with a Sergeant Constable will attend the Annual Meeting of the Parish Council in April.
- 12.2    *Crime Prevention Roadshow - NYP Volunteers* – Noted.
- 12.3    *Email from Julia Mulligan, Police Commissioner* – “£3m of improvements on the way for North Yorkshire’s 999 and 101 services – Noted.
- 18/49    13    **Local Council Association**
- 13.1    *Yorkshire Local Councils Association Update* – Cllr. Harrison reported that he, together with the Clerk, will attend a training session on the new Data Protection requirements on the 11<sup>th</sup> April, which is to be run by Yorkshire Local Councils Association. Following this training session, it is hoped that clear instructions are given to all Parish Councils in order that they will be able to fully comply with new legislation.
- A request has been made by all York Parish Council’s to York City Council for the appointment of a dedicated Data Protection Officer. No reply has been received.
- 13.2    *Dementia Friendly Councils* – ref Cllr. Mrs Green – Nothing to report.
- 13.3    *NALC Chief Executive's Bulletin No. 10: 9 March 2018* – Noted.
- 18/50    14    **Highway Matters**
- 14.1    *Focus School Buses* – Cllr. Harrison reported that no further contact has been made with the Head Teacher.

- 18/51 15 **Correspondence**
- 15.1 City of York not covered elsewhere
- 15.1.1 *Invitation from Andrew Docherty to a drop-in session of the Standards Committee – 21<sup>st</sup> March - Noted.*
- 15.1.2 *It's a #crime not to care - new campaign – Email from Neil Gibson – Noted.*
- 15.2 Others
- 15.2.1 *NYP Community Safety Roadshow York Outer Villages – Meeting 30th April, Athena House 18:00 to 20:00 – Noted.*
- 18/52 16 **Ward Committee**
- Nothing to report.
- 18/53 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**
- Cllr. Mrs Gajewicz reported that a dog walker collected seventy-eight used, discarded, dog bags between Appleton Court and the snicket leading to The Orchard. It was agreed that it is unfortunate that the City Council will not provide additional dog bins to help reduce this irresponsible littering.
- 18/54 18 **Date and time of next meeting – Tuesday 24<sup>th</sup> April 2018, 7pm – at the Village Hall**

Meeting closed at 8.52 pm