

**Minutes of the meeting held at the Village Hall on Tuesday 24<sup>th</sup> April 2018.**

*The Chairman opened the meeting at 7.25 pm.*

**Council Members Present:**

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

18/55 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.*

18/56 2 **Apologies for absence.**

None

18/57 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.

18/58 4 **Minutes of Meeting 27<sup>th</sup> March 2018**

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

18/59 5 **Consideration of Planning Matters and recommendations of the Planning Group**5.1 **Notice of Applications received**

5.1.1 **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. No Objection but comments made.

5.1.2 **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

5.1.3 **15 Montague Road.** Two storey side extension with dormers to front and rear. 18/00600/FUL. No Objection

5.1.4 **14 The Coppice.** Single storey front and side extensions. 18/00562/FUL. No Objection

5.1.5 **Richmond Lodge, 42 Sim Balk Lane.** Single storey rear extension. 18/00656/FUL. No Objection

5.1.6 **48 Montague Road.** Single storey side extension to existing detached garage.

- 18/00689/FUL. No Objection
  - 5.1.7 **91 Keble Park South.** Two storey side and rear extension and single storey front, side and rear extension. 18/00690/FUL. No Objection
  - 5.1.8 **9 Drummond View.** Extension of existing front dormer and new rear dormer. 18/00645/FUL. Object
  - 5.1.9 **34 Appleton Court.** 30% crown reduction to west side; 10% height reduction to Oak protected by Tree Preservation Order no. 1/1989. 18/00770/TPO. No Objection
  - 5.1.10 **9 Ramsey Avenue.** Single storey rear extension. 18/00724/FUL. No Objection
  - 5.1.11 **1 Garbett Way.** Single storey side extension. 18/00725/FUL. No Objection
- 452 Notice of decisions given (*Parish Council decisions are highlighted in red*)
- 5.2.1 **26 The Coppice.** Single storey front and side extensions, increase in height of roof along with balcony to front. 17/02785/FUL. (**Object**) Approved
  - 5.2.2 **20 Copmanthorpe Lane.** Erection of a 1.8m fence to side (retrospective). 18/00038/FUL. (**No Objection**) Refused
  - 5.2.3 **10 Bridge Road.** Porch to front. 18/00428/FUL. (**No Objection**). Approved
- 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 *ATM Blue Light* – An email to the City Council has, to date, received no reply. Cllr. Mrs Conley confirmed that it will be chased.
- Cllr. Mrs Conley further commented that she had been asked to make enquiries about a brick wall that appeared in an open-plan garden at The Courtyard. The City Council confirmed that the resident is allowed to build a wall up to height of one metre without the need for planning consent in the Conservation area.
- Cllr. Harrison reported that Mr Kelly of Main Street contacted him to inform the Parish Council that he felled a sycamore tree on his property but that it is not in the Conservation area.

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**Services**

- 6.1 Village Hall Management Committee
  - 6.1.1 *Management Committee Report* – Nothing to report.
  - 6.1.2 *Broadband update* – Cllr. Grabowski reported that he has concerns about the strength of the broadband connection to cover the whole hall. It may be necessary to install a commercial connection, which will incur a higher cost. Cllr. Harrison questioned if there is demand for Wi-Fi in the Village Hall and asked if bookings would increase if it is installed.

Cllr. Grabowski was asked to obtain the costs of installing a commercial router and the monthly costs of running it. A decision will then be made taking these in to consideration. **Action Cllr Grabowski**
- 6.1.3 *Confirmation that Hire Contract has been amended to include minimum number of adults at a children's party* – The Committee will address this issue upon the appointment of the new Caretaker.

6.1.4 *Fire Inspection Booklet completion* – The Committee will address this issue upon the appointment of the new Caretaker.

6.1.5 *Caretaker vacancy* – Cllr. Harrison and Cllr. Jemison interviewed an applicant and based on his suitability for the position Cllr. Harrison proposed offering him the role. This was seconded by Cllr. Mrs Green and agreed unanimously.

The applicant is not an employee of Bishopthorpe Parish Council but will be offered the role on a contract basis. **Action Cllr Harrison**

6.1.6 *Safeguarding in charities – email from the Charity Commission* – Noted.

6.1.7 *Sanitary Disposal Unit* – Cllr. Mrs Conley confirmed she has ordered the cheaper option of disposable bags.

6.2 Sports and Leisure Management Committee

6.2.1 *Management Committee Report* – Cllr. Askew had nothing to report.

Cllr. Grabowski raised concerns about parking at the proposed new football field at the top of Sim Balk Lane. It has been suggested that the Park and Ride facility will be used with the consent of the City Council, but this has now been queried, and parking on Sim Balk Lane (which is a clear-way) will not be tolerated. However, as the Parish Council is committed to offering a grant of £5,000 to White Rose, Cllr. Grabowski was asked to contact Gary Featherstone and the City Council to confirm this point. **Action Cllr Grabowski**

Cllr. Askew also offered to contact the White Rose representative, Josh Wong. **Action Cllr Askew**

6.2.2 *Email from Jonathan Short – Glass on outfield* – Cllr. Askew reported that he alerted the Play Group of broken glass in the area around the score board.

6.2.3 *Email from Social Secretary of York Lokomotive RLFC* – An enquiry has been received from the Club regarding the use of the Sports Pavilion during the summer months. It is not clear whether the enquiry relates to the building alone or the building together with the sports field. Cllr. Mrs Conley was asked to contact the Secretary and invite him to the May meeting of the Parish Council to discuss the matter. **Action Cllr Mrs Conley.**

6.3 Finance Committee

6.3.1 *Committee Report* – The Clerk has completed the draft audit and the files have been passed to the Internal Auditor for inspection.

*Clerk's Salary Review* –

In line with NALC recommendations the National Joint Council for Local Government Services (NJC) has reached agreement on a 2% cost of living increase for local council/parish meeting employees with effect from 1 April 2018. Cllr. Harrison proposed that the Clerk should be awarded this increase. This was seconded by Cllr. Jemison and agreed unanimously. Therefore, from the 1<sup>st</sup> April 2018 the Clerk will be paid on Salary Scale 22 at £10.953 per hour, which equates to £667 per month.

Cllr. Harrison additionally proposed that the Clerk should be awarded a one-off bonus of £100 in recognition of the additional workload caused by the implementation of GDPR. This was seconded by Cllr. George and agreed unanimously. The Clerk thanked the Councillors.

6.3.2 *NS&I change of signatories* - Former Councillor Gordon Watkins is to be removed from the list of signatories and replaced by the Clerk.

6.3.3 *GDPR* – The Chairman and Clerk attended a Yorkshire Local Councils Association run GDPR course on the 11<sup>th</sup> April. An Action Plan has been completed and the data held by Bishopthorpe Parish Council has been audited. A Consent Form has been drafted and will be used where necessary. The Chairman is currently developing a relevant Privacy Notice that will be used from 25<sup>th</sup> May 2018 to ensure compliancy with the new regulation.

Yorkshire Local Councils Association has confirmed that they will undertake the role of Data Protection Officer.

6.4 Field 84, Riverside and Footpaths Working Party

6.4.1 *Update* – Nothing to report.

6.4.2 *Edging rocks* – Cllr. Jemison is investigating a company who may be able to break up the large edging rocks (as reported in the March minutes).

6.4.3 *Lease renewal* – Cllr. Harrison to contact Burn and Co.

6.5 Youth Support and Children’s Recreation

6.5.1 *Monthly park inspection update* – Cllr. Mrs Gajewicz reported a small amount of litter in the park this month. A number of wooden posts have been damaged and removed. Cllr Nicholls reported that the entrance to the park floods badly following heavy rain and Cllr. Jemison offered to make enquiries about possible solutions.

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

6.5.2 *Broken Baby swing* – The broken strap on the baby swing has been reported to Playdale with repairs scheduled in three to four weeks’ time.

6.6 Allotments

6.6.1 *Monthly update* – Cllr. George reported that thirteen plots are showing signs of not being used and the owners have been contacted. Of these, a number of plot holders have decided to give up their ownership and these have been offered to people on the waiting list.

A situation has arisen where a very long-standing plot holder can no longer look after his plot alone and his family are helping out. It was considered acceptable to allow the family to help with the plot of a long-standing tenant.

Children are pushing through the brambles to access the Appleton Road site and causing damage. Cllr. George will contact Sustrans to ask for assistance to close the hole.

The City Council has been asked to remove fly-tipping on the embankment.  
**Action Cllr George**

6.7 Senior Citizens Support and Vernon House

- 6.7.1 *Monthly Report* – Cllr. Mrs Green has contacted Julian Sturdy MP to enlist his support to recognise Bishopthorpe as a Dementia Friendly village.

Cllr. Mrs Green reported that the former launderette has been offered to the City Council for meetings but has not yet been used.

6.8 Web Page Management

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

6.9 Bishopthorpe Library

- 6.9.1 *Monthly update* – Cllr. Mrs Green reported that fund-raising is well under way with many activities planned. The Friends of Bishopthorpe Library are actively seeking new members to join the Committee.

6.10 Environmental, Sustainability and Accessibility Issues

- 6.10.1 *Monthly Report* – Reporting on the planned development for York Central, Cllr. Mrs Green stated that a display is on show in the National Railway Museum for anyone interested in the project.

Peter Huxford, of the Railway to Greenway project, has advised that the Parish Council that he is digging out a dog-toilet on the Sustrans path and has offered to dig one out on the riverbank if needed. The practicalities of how this will be used by dogs was lost on the Councillors.

6.11 Community Emergency Planning

- 6.11.1 *Monthly update* – Nothing to report.

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

- 6.12.1 *Committee Update* – Cllr. Harrison stressed the importance of lighting a beacon at 7pm on the commemorative evening, which is to be held on 11<sup>th</sup> November 2018. He suggested that the other activities should be scheduled between 6pm to 7.30pm to complement the lighting of the beacon, which should be the focus of the evening.

Cllr. George is to attend a meeting of the steering committee on Monday 30<sup>th</sup> April to take this matter forward.

Burrows and Davis have been contacted to update the war memorial with names omitted from the First World War. It is expected that the cost of this will be below £3,500. As the memorial is Grade Two Listed it will require the correct planning consent from the City Council.

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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 E-on Village Hall Electricity	78.00
Monthly direct debit to E-on Village Hall Gas	135.00

**362.00**

#### 7.1.2 **On-Line Banking payments**

##### **Amounts paid**

Clerk's Salary	654.00
Clerk's Expenses- ( <i>Telephone calls £0.86</i> )	0.86
AOL quarterly connection charge	46.62
Village Hall Caretaker / Booking Secretary	429.50
Vernon House Caretaker	250.00
Cllr. Mrs Green parking fees for attending City Council meeting	2.20
Cllr. Mrs Green replacement kettle for Vernon House (£24.99-£19.99)	5.00
Ainsty Internal Drainage Board – drainage rates	1.40
Andy Powell – Sensory Garden gate	84.00
Carol Henk – Sports Pavilion cleaning	90.00
City of York Council waste charge – Village Hall	60.56
City of York Council waste charge – Sports Pavilion	55.75
Ainsty Landscapes – hedge cutting, Ferry Lane sports field	120.00
Npower – Electricity Vernon House 1/3 to 31/3	226.98
Andrew Wilson – Play Area grass maintenance	230.00
Rebecca Clark – Play Area gate locking / unlocking daily 14/1 to 21/4/18	291.00

**Payment Total£** **£2,547.87**

**Total Payments** **£2,909.87**

### 7.2 **Income Total**

#### Amounts Paid

Play Group quarter end March 2017 rent	1225.00
National Westminster – interest on savings account	1.20
Village Hall Management Committee monthly rent collected	1654.80
Vernon House monthly rent collected	537.63
Appleton Road Allotment Payment – Plot 29	9.00

**Income Total** **£3427.63**

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

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- 18/62 8 **School Governors**  
8.1 *Infants School* – The Summer Fair will be held on Saturday 12<sup>th</sup> May.  
8.2 *Junior School* – The St. George’s Day cricket match has just taken place in the grounds of Bishopthorpe Palace.
- 18/63 9 **Parish Council Youth Awards**  
9.1 *Committee Report* – Cllr. Askew reported that the updated wooden board is ready for collection.
- 18/64 10 **Pinfold**  
10.1 *Committee Report* – Nothing to report.
- 18/65 11 **Sensory Garden**  
11.1 *Committee Report* – Nothing to report.
- 18/66 12 **Police Liaison**  
12.1 *North Yorkshire Police Force* – Cllr. Mrs Green reported that she will complain that PCSO Laura Thomson is no longer to be allocated to Bishopthorpe.  
12.2 *Email Danny Leach* – Noted.
- 18/67 13 **Local Council Association**  
13.1 *Yorkshire Local Councils Association* – At the last branch meeting Cllr. Harrison reported that GDPR was the largest item on the Agenda.  
13.2 *Countryside Voice Magazine* – Information passed to Cllr. Mrs Green for Link magazine.  
13.3 *Campaign to Protect Rural England Fieldwork Magazine* – Information passed to Cllr. Mrs Green for Link magazine.  
13.4 *LCA to offer Data Protection Officer Service* – Noted.  
13.5 *City of York Council Joint Standards Committee* - Appointment of Two Parish Representatives – Noted.
- 18/68 14 **Highway Matters**  
14.1 *Focus School Bus issues* – Nothing to report.  
  
Cllr. Harrison reported that a speed watch was undertaken by local volunteers on Main Street adjacent to the Village Hall on the 13<sup>th</sup> April.
- 18/69 15 **Correspondence**  
15.1 City of York not covered elsewhere  
15.1.1 None  
  
15.2 Others  
15.2.1 None
- 18/70 16 **Ward Committee**  
  
Nothing to report.

18/71 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**

- Brunswick Organic Nursery are to hold their Spring Festival on Sunday 13<sup>th</sup> May.

18/72 18 **Date and time of next meeting – Tuesday 22<sup>nd</sup> May 2018, 7pm – at the Village Hall**

Meeting closed at 9.03 pm