

Minutes of the meeting held at the Village Hall on Tuesday 22nd May 2018.

The Chairman opened the meeting at 7.04 pm.

The meeting was attended by Mr Matthew Chapman of Foxwood Lane, representing York Lokomotive Rugby League Club. Mr Chapman explained that the Club, which are in their eleventh season, play at the York Railway Institute but pressure on space is becoming an issue as the Junior section of the club is rapidly expanding. A search for a new playing venue has now commenced. Following a recommendation from The Social Club in Bishopthorpe, which has been used for many of the Rugby League Club's social occasions, Mr Chapman explained that he is seeking the permission from the Parish Council to use Ferry Lane sports field and pavilion.

Cllr. Harrison stated that the Parish Council do not own the playing field but that it is formally leased from the Church. The lease allows the Parish Council to grant permission to users and to charge a rent for use. The Parish Council would be very amenable to the Rugby Club's request but agreement must be sought from the Football Club as the pitch area would be shared. If the Football Club give a positive response, Mr Chapman was requested to come back to the Parish Council where upon a formal agreement can then be entered in to.

Cllr. Harrison thanked Mr Chapman for attending the meeting.

Mr Chapman left the meeting at 7.15pm

The Annual General Meeting commenced at 7.16pm which was followed by the May Parish Council meeting.

The Chairman opened the May Parish Council meeting at 7.33pm

Council Members Present:

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

18/85 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.

18/86 2 **Apologies for absence.**

Cllr. Askew

18/87 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 5.2.3

18/4088 4 Minutes of Meeting 24th April 2018

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

18/89 5 **Consideration of Planning Matters and recommendations of the Planning Group**5.1 Notice of Applications received

5.1.1 **38 Keble Park North.** Single storey front and side and rear extension and insertion of first floor side facing window (re-submission). 18/00308/FUL. No Objection

5.1.2 **14 Ramsey Avenue.** Single storey rear extension. 18/00714/FUL. Decision held over.

5.1.3 **1 Deans Close.** Single storey rear extension and replacement of windows grey UPV. 18/00481/FUL. No Objection

5.1.4 **24 Lang Road.** Two storey side and single storey rear extensions and dormer to rear. 18/00955/FUL. Decision held over

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

5.2.1 **Orchard Cottage, Moor Lane.** Two storey side and rear extension, single storey rear extension and alterations to existing single storey front projection (revised scheme). 17/01259/FUL – Application has gone to appeal.

5.2.2 **55 Lamplugh Crescent.** Two storey side extension to form two-bedroom self-contained annex including dormer window to front. 17/02197/FUL – Application has gone to appeal.

5.2.3 **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**). Refused.

5.2.4 **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**). Approved

5.2.5 **38 Keble Park North.** Single storey front and side extension (resubmission) 18/00308/FUL. (**5.1.1 above**). Approved

5.2.6 **1 Deans Close.** Single storey rear extension and replacement of windows grey UPV. 18/00481/FUL. (**5.1.3 above**). Approved

5.2.7 **48 Montague Road.** Single storey side extension to existing detached garage. 18/00689/FUL (**No Objection**) Approved

5.2.8 **14 The Coppice.** Single storey front and side extensions. 18/00562/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 *Maynews ATM* – Cllr. Mrs Conley contacted the City Council Enforcement Office, Andy Blain, to report that the piercing blue light surrounding the machine continues to illuminate it intermittently, even though the planning application relating to this was refused. Mr Blain replied stating that he thought the matter was now resolved. Cllr. Mrs Conley asked the Councillors to keep watch on the situation and note any breaches.

18/90

6 Services**6.1 Village Hall Management Committee**

6.1.1 *Management Committee Report* – Cllr. Jemison supplied the following update from the Committee meeting held on Monday 21st May:

- The floor remains un-repaired.
- The petty theft of small items in the hall is to be monitored.
- Minor issues arising with the Ebor Players and Camera Club were raised and discussed at the meeting.
- The external door code will shortly be changed following recommendations from the Insurance Company. The new Caretaker will contact all users to inform them of the new code.
- Cllr. Mrs Conley has sorted out a new Sanitary Waste disposal system.
- Two electrical items, namely, the fire door sign and the front door bell are not working. These have been reported to Dennis King Electrical for immediate attention.
- Duplicate front door keys have been issued without the permission of the Parish Council. It has emerged that most of the regular users have a key. The new Caretaker is compiling a list.
- A conflict of use has arisen between Cllr. Mrs Green's Apple Pressing Day and the Ebor Players. Cllr. Mrs Green made a booking with the Booking Secretary at the beginning of the year to use the main hall and carpark on the 14th October. The Ebor Players are unhappy with this as they block-book the Village Hall each Sunday from the end of September to the end of November for panto rehearsals. It was agreed, however, that one group should not be allowed to use the hall over a long period of time exclusively to the detriment of other users and for this one particular day, the Ebor Players should be willing to seek another venue to rehearse in. Permission was granted for Cllr. Mrs Green to go ahead with the Apple Pressing day on the 14th October as planned.
- An on-line booking system is to be considered and suitable electronic platforms are being researched.
- Hire charges will increase by 10% (rounded up) with effect from 1st June 2018.

6.1.2 *TV Licensing* – Following the decision not to install Wi-fi it was agreed that the Village Hall has no need for a TV License.

6.1.3 *Broadband update* – Cllr. Grabowski reported that he has obtained three quotations for the installation of broadband to the Village Hall. These range between £600 to £800 plus an additional £45 monthly charge. The Councillors conducted a lengthy debate weighing up the merits of installation and demand and concluded that, at the moment, there appears to be no urgent need for the installation of broadband.

6.1.4 *Confirmation that Hire Contract has been amended to include minimum number of adults at a children's party* – It was agreed that the Hire Contract should make it the responsibility of the Hirer to ensure that there is the correct ratio of adults to children. Cllr. Jemison to ensure that the contract has been amended. **Action Cllr Jemison**

6.1.5 *Fire Inspection Booklet completion* – Peter Salter, the new Caretaker has

accepted responsibility for completion of the Fire Inspection Booklet for the Village Hall.

- 6.1.6 *Caretaker vacancy* – Mr Peter Salter has commenced duties as the new Caretaker and Booking Secretary for Bishopthorpe Village Hall.

6.2 Sports and Leisure Management Committee

- 6.2.1 *Management Committee Report – update Cllr. Askew* – Nothing to report.

White Rose Football Club has reported a positive response to the new Community Orchard and has offered help to remove the rusty goal posts which have been found at the site.

- 6.2.2 *Update on parking arrangements for proposed Sim Balk Lane development* – Cllr. Grabowski confirmed that White Rose Football Club has entered in to a formal agreement with the City Council, which will allow users of the proposed new facilities (on Sim Balk Lane) to park in the Park and Ride carpark at Askham Bar.

- 6.2.3 *Email from Sue Prime, Bishopthorpe Bowling Club* – An invitation to attend a social event hosted by the Bowls Club has been received. Interest to be forwarded to the Clerk.

6.3 Finance Committee

- 6.3.1 *Committee Report* – Cllr. Harrison reported that the Internal Auditor, Dan Pearson of Price Waterhouse Cooper, found no issues with the draft accounts and was happy to sign them off. The Clerk was thanked for completing the accounts for the Parish Council.

- 6.3.2 *Approval of the Audited Accounts for Bishopthorpe Parish Council for the year ending 31st March 2018* - The annual governance statement was approved by Bishopthorpe Parish Council.

- 6.3.3 *Approval of Accounting Statement 2017/18* – The Chairman and the Clerk signed the Annual return for the financial year ended 31 March 2018 to certify that the accounting statements present fairly the financial position of Bishopthorpe Parish Council and its income and expenditure

6.4 Field 84, Riverside and Footpaths Working Party

- 6.4.1 *Update* – Cllr. Jemison reported the increasing number of caravans using the site at York Marine Services. The lease is currently under review and the continued over-use of the facilities may need to be reflected in additional new clauses.

- 6.4.2 *Edging rocks* – Cllr. Jemison offered to re-negotiate with the rock supply company to break up the large rocks to provide usable edging.

It was also noted that the road surface is deteriorating rapidly at the bottom of Ferry Lane and that once the edging rocks are in place, it may need to be tarmacked. Cllr. Jemison offered to speak with the owner of York Marine Services seeking a financial contribution to this expense. **Action Cllr Jemison**

Cllr. George offered to look in to the legal responsibility of road ownership in this area. **Action Cllr George**

6.4.3 *Lease renewal* – refer to 6.4.1

6.5 Youth Support and Children’s Recreation

6.5.1 *Monthly park inspection update* – Cllr Nicholls reported that a number of wooden edging posts around the sandpit have totally disintegrated but any sharp particles have been removed. The Clerk was asked to contact Play Dale to seek recycled plastic post replacements. **Action Clerk.**

The inspection kit was retained by Cllr Nicholls for the month going forward.

6.5.2 *Broken Baby Swing* – Play Dale was instructed to repair the broken straps on the 11th April with repairs promised within three to four weeks. The Clerk was asked to chase the company as repairs have not been undertaken to date. **Action Clerk.**

6.6 Allotments

6.6.1 *Monthly update* – Cllr. George reported a busy month at the allotments with three plots re-let. There is no one on the waiting list for Appleton Road and only a very short waiting list for Acaster Lane.

6.6.2 *Fly tipping at Appleton Road Site* – Cllr. George reported that Sustrans has closed the hole on the cycle track, which allowed access to Appleton Road allotments. The fly-tipping has now been covered by overgrown vegetation and is currently inaccessible. Cllr. George suggested that once this has died back, the Parish Council may wish to consider renting a skip and asking plot holders to clear the site.

6.7 Senior Citizens Support and Vernon House

6.7.1 *Monthly Report* – Cllr. Mrs Green reported that Catalyst Community Resource Group will hold a fundraising day for Marie Curie Cancer Care on 16th June. This is a busy day in Bishopthorpe as the Gala will be held at Bishopthorpe Palace and an event on the Cycle Track is also planned by Railway to Greenway.

The Clerk was asked to order two Evacuation Signs for Fire Regulation compliancy. **Action Clerk.**

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* – Cllr. Mrs Green reported that the Friends of Bishopthorpe Library have been contacted to comply with GDPR policy.

6.10 Environmental, Sustainability and Accessibility Issues

6.10.1 *Monthly Report* – Nothing to report.

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. George advised that it will be necessary to order the beacon by no later than the June meeting. Cllr. Harrison suggested that the

Committee go ahead and order the gas-burning beacon with immediate effect. **Action Cllr George.** The anticipated difficulties dismantling and disposing of the used beacon will be discussed with Junior School Head Teacher. **Action Cllr Mrs Green**

6.12.2 *War Memorial* – It is not known who actually owns the War Memorial but it was agreed that the Parish Council will go ahead with plans to include the new names with the full backing of the Church. Planning Permission will be sought from the City Council.

18/91 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	225.00
Monthly direct debit to E-on Village Hall Electricity	137.00
Monthly direct debit to E-on Village Hall Gas	252.00
	614.00

7.1.2 **On-Line Banking payments**

Amounts paid

Clerk's Salary	667.00
Clerk's back pay to 1 st April	13.00
Clerk's one-off bonus	100.00
Clerk's Expenses- (<i>Stationery £2.99</i>)	2.99
Village Hall Caretaker / Booking Secretary	384.50
Vernon House Caretaker	250.00
Carol Henk – Sports Pavilion cleaning	120.00
Sports Turf Services – Ferry Lane grass cuts	134.40
BHIB Insurance Brokers – Local Council Insurance annual payments	2417.06
Cllr. Harrison – Canon Black ink cartridge	20.00
York Environment Forum – Annual membership fee	10.00
Cllr. Mrs Conley – refund for Sanpro-disposal bags	9.99
GLSS Ltd. – Remove loose fitting from fire door and refit	106.80
Andy Powell – Sensory Garden gate	84.00
Yorkshire Water – Village Hall	157.19
Crombledale Contracting – repairs to Bishopthorpe sports field	200.00
Yorkshire Water – Vernon House	24.25
Brad Edwards – tree maintenance Ferry Lane	80.00

Payment Total	£4,781.18
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Total Payments	£5,395.18
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7.2 Income Total

Precept first instalment – City of York Council	15,500.00
City Council – Rate relief for Sports Pavilion	75.38
Vernon House – April takings	235.10
Village Hall Management Committee – April takings	856.75
New Allotment let 13a	4.00
New Allotment let 19a	9.00
New Allotment let 67	8.00
New Allotment let 70	9.00

Income Total**£16,697.23**

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

18/92 8 **School Governors**8.1 *Infants School* – Nothing to report.8.2 *Junior School* – Nothing to report.18/93 9 **Parish Council Youth Awards**9.1 *Committee Report* – Nothing to report.18/94 10 **Pinfold**10.1 *Committee Report* – Nothing to report.18/95 11 **Sensory Garden**11.1 *Committee Report* – Nothing to report.18/96 12 **Police Liaison**12.1 *North Yorkshire Police Force* – No report received.12.2 *Email from Julia Mulligan, Policy Commissioner – Appeal for North Yorkshire communities to have their say on rural crime* – Noted.18/97 13 **Local Council Association**13.1 *Yorkshire Local Councils Association Update* – Cllr. Harrison reported that Yorkshire Local Councils Association is seeking to provide the role of Data Protection Officer to all Parish Councils until further notice.13.2 *Amendment to the General Data Protection Regulation bill - Appointment of a Data Protection Officer* – An amendment has been submitted to remove the requirement of a DPO for Parish Councils to the Government.

Cllr. Harrison commented specifically on two areas of concern where advice has been sought by Bishopthorpe Parish Council:

1. Members of the public attending Parish Council meetings, whether to observe or ask questions, are noted in the minutes by their name (and street name) for the purpose of transparency. The minutes are then published on the Parish Council

website. From a GDPR perspective it was questioned whether permission from people to put their name on the minutes is required. The advice received is that the Parish Council do not need specific consent for this. However, it was agreed that a 'Signing-In Sheet' will be attached to Bishopthorpe Parish Council's Privacy Notice and anyone attending meetings with effect from June 26th 2018 onwards will be asked to complete the sheet giving their permission (or requesting anonymity) as appropriate.

2. Suppliers of goods and services to Bishopthorpe Parish Council are listed in the payments / income section of the minutes (again for transparency reasons). It is felt that the Parish Council have a duty to tell the local people what "their precept" money is being spent on but are concerned that this would breach GDPR. The advice received stated that the payments are to fulfil contractual arrangements and there is no issue attached to listing the names of the recipients.

13.3 *ICO statement on the GDPR* – Noted.

13.4 *Consultation paper - Unauthorised development and encampments* – Noted.

18/98 14 **Highway Matters**

14.1 None

18/99 15 **Correspondence**

15.1 City of York not covered elsewhere

15.1.1 *Statement of Gambling Policy – Gambling Action 2005* – Noted.

15.2 Others

15.2.1 None

18/100 16 **Ward Committee**

Nothing to report.

18/101 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**

- On the 1st July there will be a fund raiser for White Rose – running laps around the sports field to match distances run in the Football World Cup.
- Cllr. Mrs Conley gave details of an opportunity to nominate a local charity (i.e. White Rose) via the Co Op webpage.

18/102 18 **Date and time of next meeting – Tuesday 26th June 2018, 7pm – at the Village Hall**

Meeting closed at 9.03 pm