

**Minutes of the meeting held at the Village Hall on Tuesday 26<sup>th</sup> June 2018.**

*The Chairman opened the meeting at 7.01 pm.*

Two members of the public were present at the meeting – both asked to remain anonymous in the minutes.

The members of the public came from Beech Avenue and Neville Drive and explained that they wished to discuss parking issues at the junction of these two roads. Cars and vans are being parked on the grass and on the bend in the road obstructing both views of oncoming traffic and access for emergency vehicles. The Parish Council was asked to implement parking restrictions in this area.

Cllr. Harrison replied that unfortunately implementation of parking restrictions falls outside the remit of the Parish Council and suggested that the issue should be raised with Cllr. John Galvin. The Clerk was asked to contact Cllr. John Galvin to pass on details. **Action Clerk.**

*Both members of the public left the meeting at 7.05 pm.*

*The June 2018 Parish Council meeting commenced at 7.06 pm*

**Council Members Present:**

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

Cllr. Harrison reported that Cllr. Askew has offered his resignation from the Parish Council with immediate effect due to other commitments. Cllr. Harrison thanked Cllr. Askew for his contribution to the Bishopthorpe Parish Council and wished him well.

18/103      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.*

18/104      2      **Apologies for absence.**

Cllr. Mrs Green, Cllr. Mellors and Cllr. Mrs Gajewicz

18/105      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 Item 5.1.4

The Chairman reminded meeting that the Parish Council must not be used to represent personal political views of the Councillors. The Parish Council, as an entity, remains apolitical.

18/106 4 Minutes of Meeting 22<sup>nd</sup> May 2018

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

18/107 5 **Consideration of Planning Matters and recommendations of the Planning Group**5.1 Notice of Applications received

5.1.1 **24 Lang Road.** Two storey side and single storey rear extensions and dormer to rear. 18/00955/FUL. No Objection

5.1.2 **14 Ramsey Avenue.** Single storey rear extension. 18/00714/FUL. Object

5.1.3 **67 Keble Park South.** Single storey front extension with access ramp. 18/00651/FUL. No Objection, comments made.

5.1.4 **2 The Orchard.** Erection of dormer bungalow. 18/00796/FUL. Cllr. George to respond to City Council – Object – overdevelopment.

5.1.5 **The White House, Chantry Lane.** Fell four trees, crown lift Sycamore to five metres – tree works in Conservation Area. 18/01235/TCA. No Objection – request for the felled trees to be replaced with native hardwood trees.

5.1.6 **124 Acaster Lane.** Single storey front porch extension. 18/01115/FUL. No Objection

5.1.7 **Bishopthorpe Methodist Church, Sim Balk Lane.** Fell two Conifer trees in a Conservation Area. 18/01293/TCA. No Objection - request for the felled trees to be replaced with native hardwood trees.

5.1.8 **15 Keble Park South.** Two storey side extension. 18/01210/FUL – Application not sent to Planning Committee – Decision held over

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

5.2.1 **Richmond Lodge, 42 Sim Balk Lane.** Single storey rear extension. 18/00656/FUL. (**No Objection**). Approved

5.2.2 **91 Keble Park South.** Two storey side and rear extension and single storey front, side and rear extension. 18/00690/FUL. (**No Objection**) Approved

5.2.3 **1 Garbett Way.** Single storey side extension. 18/00725/FUL. (**No Objection**) Approved

5.2.4 **9 Ramsey Avenue.** Single storey rear extension. 18/00724/FUL. (**No Objection**) Approved

5.2.5 **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**) Approved

5.2.6 **15 Montague Road.** Two storey side extension with dormers to front and rear. 18/00600/FUL. (**No Objection**) Approved

5.2.7 **9 Drummond View.** Extension of existing front dormer and new rear dormer.

18/00645/FUL. **Application withdrawn.**

5.2.8 **40 Acaster Lane.** Two storey rear extension. 18/00270/FUL. (**No Objection**) Approved

5.2.9 **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**) Approved

5.2.10 **67 Keble Park South.** Single storey front extension with access ramp. 18/00651/FUL (**Item 5.1.3**) Approved

## 5.3 Large Householder Extension Notifications

5.3.1 None

## 5.4 Other Planning Matters

5.4.1 *SI06 Payments for new developments* – None

5.4.2 *Submission of York's Draft Local Plan* – Noted.

5.4.3 *Maynews ATM* – No transgression of planning approval has been noted during the last month concerning the blue light. Item to be removed from Agenda.

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## **Services**

### 6.1 Village Hall Management Committee

6.1.1 *Management committee report* – Cllr. Jemison reported that a joiner has been asked to look at the main hall door which is not closing correctly.

Whilst undertaking relief Caretaking duties, the Chairman observed that the hall was in need of a deep clean. To address this issue going forward, a tick-sheet has been created for cleaning duties. This will be given to the Caretaker and the Village Hall Management Committee.

A new contract was passed to Cllr. Jemison for the Caretaker to sign. **Action Cllr Jemison**

New hall rental rates have been agreed.

Cllr. Mrs Conley is looking into various options to create an on-line booking system for the Caretaker to use.

### 6.2 Sports and Leisure Management Committee

6.2.1 *Management Committee Report* – Cllr. Askew reported that there no longer appears to be a litter problem around the Sports Pavilion. In light of the resignation of Cllr. Askew, Cllr Nicholls was asked to step in to the position as Chair of the Sports Pavilion.

Cllr. Harrison reported that he received a request from Bishopthorpe Play Group asking for permission to investigate security roller-blinds for the windows. The Play Group explained that in hot weather it is not possible for the windows to be opened more than a few centimetres as the metal security grills obstruct this. If metal security roller-blinds were to replace the grills, the windows could be fully opened to make the working space inside the building a

more ventilated area. The cost is estimated to be in the region of £3,000 but Play Group should be able to raise this amount through grants. The Parish Council agreed that permission will be granted to Play Group provided that the expense is met by the group. The Clerk was asked to respond. **Action Clerk.**

6.3 Finance Committee

6.3.1 *Committee Report* – Nothing to report.

6.4 Field 84, Riverside and Footpaths Working Party

6.4.1 *Update* – A request has been made from the owner of York Marine Services to link the new restaurant sewage out-pipe to the drain in front of the Sports Pavilion. However, it is understood that this drain, which is already considered to be near capacity, is not a public drain having a diameter of only a matter of centimetres. Cllr. Harrison suggested that York Marine Services may have to link their new sewage pipe to the public one on Acaster Lane. A suitable letter of response will be prepared by Cllr. Harrison and Cllr. Jemison to York Marine Services.

Further expressions of concern were voiced about the tent encampment which has appeared in a field adjacent to the riverbank. The field has been accessed by the removal of a blue barrel (filled with concrete), which was put there to prevent this.

Furthermore, a pile of wood (that may be used as a bonfire) is within close distance to the tents. As this could prove a fire hazard in the current dry weather conditions, Cllr. George was asked to contact the City Council to report the Parish Council's concerns and ask for an immediate inspection of the site. **Action Cllr George**

Cllr. Grabowski asked if the Parish Council were aware of children jumping off the swing bridge into the River Ouse. Responding Cllr. Harrison remarked that this occurs each summer and that Sustrans, who are the owners of the bridge, and the Yacht Club (who are under the bridge) are both aware of the situation. Any children seen to be jumping in to the river are to be cautioned against such action.

6.4.2 *Edging Rocks* – Cllr. Jemison reported that the large rocks have now been broken into smaller workable pieces and placed at the bottom of Ferry Lane to demarcate the road edge.

6.4.3 *Lease renewal* – Nothing to report.

6.5 Youth Support and Children's Recreation

6.5.1 *Monthly park inspection update* – No major concerns were reported. The inspection kit was passed to Cllr. Harrison for the month going forward.

6.5.2 *Obscene graffiti at the play area* – This has been removed.

6.5.2 *Wooden post replacement* – Cllr Nicholls reported that the posts surrounding the sand pit have weathered to disintegration. A quote from Play Dale has been requested but this is expected to be high. Cllr. Jemison was asked to request another quote from a local supplier. **Action Cllr Jemison**

**6.6 Allotments**

6.6.1 *Monthly update* – Cllr. George reported that he intends to display a notice regarding fly tipping issues.

6.6.2 *Appleton Road Site – Fires* – Inconsiderate plot holders have left fires to burn down for hours which have caused issues for local residents. Cllr. George has visited the site to discuss with offenders.

**6.7 Senior Citizens Support and Vernon House**

6.7.1 *Monthly Report* – In a report supplied to the Parish Council by Cllr. Mrs Green before the meeting it was reported that the Catalyst group had a successful fundraiser at Vernon House two weeks ago and raised £142 for Marie Curie.

**6.8 Web Page Management**

6.8.1 *Monthly update* – The page is up to date.

**6.9 Bishopthorpe Library**

6.9.1 *Monthly update* – In a report supplied to the Parish Council by Cllr. Mrs Green before the meeting it was reported that the Sensory Garden gate keeper spotted a broken paving stone on his way to unlock the sensory garden. It was reported to the City Council who declared it not to be a highway matter. The City Council stated that the Library would have to request same department to deal with it and then the Library would then be charged for repairs.

Cllr. Mrs Conley reported that footfall is slowly increasing. For a limited period of eight years, the City Council will pay librarians but the City of York Council Library service will go to tender shortly, with bids closing in December 2018. The contract will be for fifteen years, renewable for a further five. A fund of £147,000 is available for building maintenance but this only will be for larger libraries of which Bishopthorpe is not one

Explore is bidding for the contract but it is understood that Greenwich Leisure (the company which runs the City Council's leisure services) is also an interested party.

Many alternative options are under consideration for the current facility in Bishopthorpe: such as turning it into a reading café or possibly moving it elsewhere and selling the building. Residents are therefore encouraged to use the Library as much as possible to retain the facility in the village.

**6.10 Environmental, Sustainability and Accessibility Issues**

6.10.1 *Monthly Report* – In a report supplied to the Parish Council by Cllr. Mrs Green before the meeting it was reported that York Environment Forum is seeking a new chairman.

6.10.2 *Email from Wendy Phillips – 'A day of rummage'* – The Parish Council fully support the efforts of Wendy Phillips in organising this event but do not wish to take it over in 2019. Clerk to respond. **Action Clerk.**

6.10.3 *Email from Dave Merrett - York Bus Forum update* – Noted.

6.10.4 *York Minster* – In a report supplied to the Parish Council by Cllr. Mrs Green before the meeting it was reported that the first phase of public consultation

ends on the 30<sup>th</sup> June. Councillors were encouraged to respond.

6.10.5 *Email from York Bus Forum “Does York need a new Bus Station?”* – Noted.

6.10.6 *Email from Neil Gibson* – In a report supplied to the Parish Council by Cllr. Mrs Green before the meeting it was reported that the briefing to share information on proposal for York Railway Station, has been published. Proposals can be discussed with members of the project team based at the City Council.

## 6.11 Community Emergency Planning

6.11.1 *Monthly update* – Nothing to report.

6.11.2 *Bishopthorpe Community Emergency Plan* – An email was received from Reuben McGarry, City Council Emergency Planning Assistant to advise the Parish Council that his role “*has been introduced with a key focus on increasing community resilience within York. This includes the development of community emergency plans.*”

An update on Bishopthorpe’s Emergency Plan was requested.

## 6.12 ‘Battle’s Over’, a Nation’s Tribute

6.12.1 *Committee Update* – Cllr. George reported that the event will run from 5.30 pm to 7.30 pm. The Beacon has been ordered and currently a gas supply is being investigated.

6.12.2 *War Memorial* – The application was supported for a faculty and nominated Cllr. Mellors as the negotiator between the Church and Parish Council. **Action Cllr Mellors**

Cllr. Harrison has contacted Burrows and Davis to ensure that work is completed by the November anniversary date.

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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	225.00
Monthly direct debit to Duel Energy Village Hall Electricity	137.00
Monthly direct debit to E-on Village Hall Gas	252.00

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**614.00**

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

#### **Amounts paid**

Clerk’s Salary	667.00
Clerk’s Expenses- ( <i>Ink Cartridges, Box Files, USB stick and stationery</i> )	37.35
Village Hall Caretaker / Booking Secretary – May 2018	502.08
Village Hall Caretaker / Booking Secretary	455.26
Carol Henk – Sports Pavilion cleaning	90.00

Vernon House Caretaker	250.00
AAA UK Drainage – Pavilion drain blockage	120.00
Npower – Sensory Garden floor lights	85.85
Scott-Lock Locksmith, Repairs to fire door in the Sports Pavilion	75.84
Play Dale – Cradle Seat replacement strap	411.60
Dennis King Electrical Ltd – Repairs to emergency light and doorbell	42.55
Sports Turf Services – Grass cuts, Ferry Lane	134.40
Ainsty Landscapes – grass cuts to sports field	680.00
Advance Fire Services – Annual inspection of Fire Precautions: Village Hall	75.00
Advance Fire Services – Annual inspection of Fire Precautions: Vernon House	55.80
Andy Powell – Sensory Garden gate locking / unlocking daily	105.00
Payment to Internal Auditor, Daniel Pearson	75.00
Cllr. Harrison – Relief Village Hall caretaker duties	61.90
Npower – Vernon House electricity 1 <sup>st</sup> to 30 <sup>th</sup> April	233.60
Brad Edwards – Split and relocate sandstone blocks at Bishopthorpe Marina	200.00
Advance Fire - Fire Assembly Point Identification signs (two)	22.85

<b>Payment Total</b>	<b>£4381.08</b>
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<b>Total Payments</b>	<b>£4995.08</b>
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## 7.2 Income Total

K Scott – Zumba Village Hall rental	245.00
Vernon House – May takings	299.00

<b>Income Total</b>	<b>£544.00</b>
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Approval of financial transactions proposed by Cllr. Jemison and seconded by Cllr. Mrs Conley. Carried Unanimously.

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## School Governors

8.1 *Infants School* – Cllr. Grabowski reported that the School has arranged for a ‘blue-coin’ donation box in Tesco for a two-month period.

8.2 *Junior School* – Work has begun on the two-metre high perimeter fence and should be complete at the end of the summer.

It was reported that the school has recently suffered unprecedented levels of vandalism with windows destroyed by air rifle shot and pond-side furniture damaged. All incidents have been reported to the Police.

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## Parish Council Youth Awards

9.1 *Committee Report* – Cllr. Askew returned the Awards board complete with the names of last year’s winners.

9.2 *The Prime Opportunities Fund* – A fund has been established by Sue and Martin Prime. The aim of the fund is to provide relatively small amounts of up to £500 to young people from Year 6 to age 19 to give them the opportunity, for example, to take part in a sporting

or cultural event or a school trip, which they might otherwise not be able to attend. Cllr. Harrison suggested this could be linked with this year's Youth Award and passed details to the Committee.

18/112    10    **Pinfold**

10.1    *Committee Report* – It is noted that the distinctive wooden bin, which the Millennium Trust installed at the side of the Pinfold, has been replaced by a City Council standard issue metal bin. The Parish Council were not consulted over this replacement.

18/113    11    **Sensory Garden**

11.1    *Committee Report* – Nothing to report.

18/114    12    **Police Liaison**

12.1    *North Yorkshire Police Force* – A report has been received from Gillian Baldwin Police Volunteer giving the following update:

*“3<sup>rd</sup> – car in Bishopthorpe Rd been scratched by sharp implement; believes 10 more cars also damaged.*

*5<sup>th</sup> – party in garden with very loud music in Main Street – lots of neighbours complained.*

*10<sup>th</sup> – jetty belonging to York RI Sailing Club on Acaster Lane damaged by youths between 2<sup>nd</sup> and 4<sup>th</sup> May.*

*18<sup>th</sup> – dispute between two neighbours in Vernon Close which has happened before.*

*23<sup>rd</sup> – gates removed from its hinges in Appleton Rd; neither his house nor outbuildings broken into and no damage.*

*27<sup>th</sup> – 2 children on Junior School roof*

*29<sup>th</sup> – 5 panes of glass in rear fire doors of Junior School have been shot by possibly airgun.*

*30<sup>th</sup> – criminal damage to flagstone outside Bishopthorpe Library; flagstone totally smashed up and nothing left behind to suggest how it happened”*

18/115    13    **Local Council Association**

13.1    *Yorkshire Local Councils Association* – Cllr. Harrison attended the last branch meeting on the 7<sup>th</sup> June and reported that he has been re-elected as Vice Chairman. At their next meeting an invitation has been extended to members of the City Council Planning Department to discuss city wide planning application issues.

13.2    *Data Protection Act 2018 – Parish Council exemption from having to appoint a Data Protection Officer* – Noted.

13.3    *York Branch Annual Meeting - Thursday, 7 June* – Noted.

13.4    *Shaping our further – New Strategic plan of the National Association of Local Councils (NALC)* – Noted.

13.5    *YLCA Training provision – July to November 2018* – The Councillors were asked to contact the Clerk if they are interested in attending a specific training course.



13.6 *NALC Chief Executive's Bulletin no. 21: 25 May 2018* – Noted.

13.7 *NALC Chief Executive's Bulletin no. 21. 22: 1 June 2018* – Noted.

13.8 *White Rose Update June 2018 Edition* – The AGM of Yorkshire Local Councils Association will take place on 14<sup>th</sup> July with an open invitation to all Councillors.

There is an article on guidance on urban speed limits in the White Rose update, which Cllr. Harrison encouraged Councillors to read.

18/116 14 **Highway Matters**

14.1 *Parking on corner of Beech Avenue* – Discussed at the start of the meeting.

18/117 15 **Correspondence**

15.1 City of York not covered elsewhere

15.1.1 None

15.2 Others

15.2.1 *Seafarers UK – Merchant Navy Day 3<sup>rd</sup> September* – Noted.

15.2.2 *Email from Ben Armitstead – Parish Land Availability-* The email will be forwarded to Bishopthorpe Community Orchard Group. **Action Clerk.**

18/118 16 **Ward Committee**

Nothing to report.

18/119 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**

- None

18/120 18 **Date and time of next meeting – Tuesday 24<sup>th</sup> July 2018, 7pm – at the Village Hall**

Meeting closed at 8.31 pm