

## Minutes of the meeting held at the Village Hall on Tuesday 28<sup>th</sup> August 2018.

*The Chairman opened the meeting at 7.02 pm.*

### **Council Members Present:**

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

18/139 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.*

18/140 2 **Apologies for absence.**

None.

18/141 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 Nicholls declared an interest in item 6.3.2

18/142 4 **Minutes of Meeting 24<sup>th</sup> July 2018**

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

18/143 5 **Consideration of Planning Matters and recommendations of the Planning Group**

5.1 Notice of Applications received

5.1.1 **Bracken Lodge, 10 Main Street.** Erection of one dwelling with access and hardstanding to the rear of 10 Main Street. 18/01469/FUL. (Decision held over from July). No Objection

5.1.2 **11 Newlands Road.** Hip to gable roof extension, dormer to rear, single storey rear extension and front porch. 18/01410/FUL. No Objection

5.1.3 **32 Main Street.** Crown lift and crown thin by 15%; install cable braces to Copper Beech tree in a Conservation Area. 18/01679/TCA. No Objection

5.1.4 **18 Bridge Road.** Proposed single storey rear extension. 18/01664/FUL. No Objection

5.1.5 **Carpet and Bed Centre Warehouse, Acaster Lane.** Erection of one dwelling

- following demolition of existing warehouse. 18/00764/FUL. No Objection
- 5.1.6 **Bell Cottage, 34 Sim Balk Lane.** Two storey rear and side extension. 18/01575/FUL. Decision held over to September.
- 5.1.7 **57 Keble Park South.** 18/01801/FUL. Part conversion of existing garage space into additional living space together with front extension and raising height of roof. No Objection
- 452 Notice of decisions given (*Parish Council decisions are highlighted in red*)
- 5.2.1 **15 Keble Park South.** Two storey side extension. 18/01210/FUL – Application not sent to Planning Committee – (**Objection – overdevelopment of the site**) – Application withdrawn
- 5.2.2 **38 Keble Park South.** Installation of access ramp to front. 18/01335/FUL. (**No Objection**). Approved
- 5.2.3 **14 Ramsey Avenue.** Single storey rear extension. 18/00714/FUL. (**Objection**). Application withdrawn
- 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.

Under this heading Cllr. Mellors discussed an email that had been received to the Clerk on the afternoon of August 28<sup>th</sup> concerning the ‘**Proposed New Telecommunications Base Station Installation in Bishopthorpe Area**’. The email gives details of a pre-application notification, prior to the submission of a formal planning application to the City Council.

Ten possible sites have been investigated in the village but discounted for a variety of reasons. One site, St Andrew’s Church, has been proposed as suitable as it is already established as a telecoms base and is currently providing 3G and 2G coverage for the village. Two masts are now proposed one a workable flagpole and the additional mast (in the form of a flagpole) to provide 4G services and will be progressed to planning application stage.

18/144

6

**Services**6.1 Village Hall Management Committee

- 6.1.1 *Management Committee Update* – Cllr. Jemison reported the following items from last week’s Committee meeting:

- The Caretaker is concerned about the mis-use of bookings. He has observed that on many occasions the hall is being used for periods far longer than the time booked (and paid for). He therefore wishes to issue all users with a letter reminding them of the booking agreement and also of the cancellation process. The letter, with minor alterations, was approved for issue. Cllr. Mrs Conley to advise the Caretaker. **Action Cllr Mrs Conley**
- A user of the disabled toilet has broken the mirror, toilet roll holder and left an unsanitary mess for the Caretaker to clean.

- A resident of Main Street is, once again, using the Village Hall car park to long-term park his vehicle.
- The Ebor Players have agreed to repair any damage to the P A system, at their own cost, following this year's Panto.
- Cllr. Mrs Conley reported that the Caretaker has a dedicated email address for bookings [bishvillagehall@gmail.com](mailto:bishvillagehall@gmail.com)
- A workable, on-line, booking system is being investigated. Cllr. Mellors reminded the meeting to keep in mind new GDPR privacy regulations when considering the new system. It was suggested that the booking details may be published on Bishopthorpe.net with email and telephone links to the Caretaker.

## 6.2 Sports and Leisure Management Committee

### 6.2.1 *Committee Report* – Cllr Nicholls reported the following items:

- Play Group has advised the Parish Council that their application for a grant towards the cost of installing new metal window shutters has failed.
- A small grant has been received by Play Group to rebuild their sand pit.
- The lock on the fire door is faulty. This is an urgent problem requiring the immediate attention of a locksmith to make the door safe and usable before the new session of Play Group commences at the beginning of September. Cllr Nicholls agreed to call in a local locksmith to repair the door. **Action Cllr. Nicolls.** It was also agreed that should the repair not be made to the door in time for when the new term commences, the Play Group must provide to the Parish Council written consent that they will only operate sessions with an alternative door (to the Fire Door) left open at all times. Cllr Nicholls to request this consent. **Action Cllr. Nicolls**
- Play Group have requested a formal Rental Agreement from the Parish Council. The Chairman explained that this documentation will not be issued as the Play Group were offered the space at the Sports Pavilion on a temporary basis when they decided to leave the Old School on Appleton Road. Primarily the Sports Pavilion is not a nursery and the Play Group were accommodated and charged a non-commercial rent as a temporary measure. The Parish Council has made a consistent investment in the building to ensure that it is usable for Play Group and will continue to be responsible for the fabric alternations to the building. It is the intention of the Parish Council to ensure that the Sports Pavilion remains a building for sporting activities in the village.
- Cllr Nicholls reported that he has contacted the Football and Cricket Clubs and will try to bring them together with Play Group to hold a users' meeting in the very near future.

### 6.2.2 *Legionella Testing* – An alternative provider to Aqua Cert is to be investigated. Decision to be held over until September. **Action Cllr Nicholls.**

**6.3 Finance Committee**

6.3.1 *Committee Report* – A Committee meeting is to be held in early September to review the Parish Council accounts. **Action Clerk**

6.3.2 *Request for a donation from Bishopthorpe Bowling Club* –The Club have contacted the Parish Council requesting a donation towards the repair or renewal of their mower. A quote has been received advising that it will cost £1,000 to repair, which will deplete the Club’s reserves dramatically. The club were unsure whether to repair the current mower or invest in a new mower at a potential cost of over £5,000

Cllr. Grabowski cautioned that only a small number of villagers use the club (forty-eight in total) and that the Parish Council should bare this point in mind if considering a donation. Cllr. Jemison suggested that the Club’s repair quote was very high and offered to get in touch with them to discuss it. **Action Cllr Jemison.** Item to be deferred for further discussion at the September meeting.

**6.4 Field 84, Riverside and Footpaths Working Party**

6.4.1 *Update* – The overdue rent has been paid.

6.4.2 *Tent ‘encampment’ – update* – The number of tents, which have now been moved in to an adjacent field, remain a major concern to the Parish Council. Involvement from the City Council Enforcement Officer has been requested to ensure the safety of the site and the Chairman asked Cllr. George to re-contact them for an update. **Action Cllr George.**

Cllr. Harrison stated that ultimately the Parish Council does not wish to terminate the three leases held with York Marine Services. However, it was agreed that this may be the only option available should the site continue to be operated in its current state. Going forward it was agreed that initially the City Council will be contacted to update the Parish Council with their findings and the site should be closely monitored by the Parish Council thereafter.

As the season ends at the beginning of October it was agreed that the issue will be re-visited by the Parish Council before Easter 2019, with the clauses permitting termination of the leases explored by Cllr. Harrison in the meantime. **Action Cllr Harrison**

6.4.3 *Placement of blue concrete-filled barrel* – It is understood that the barrel has been returned to its original place and that vehicle access is once again blocked on the riverside path.

**6.5 Youth Support and Children’s Recreation**

6.5.1 *Monthly park inspection update* – Cllr. Jemison reported that initially there was a large amount of litter left in the park for the first two weeks of the inspection period. During the second two weeks, the litter reduced dramatically. It is understood that some users help by taking their litter home with them, which is greatly appreciated by the Parish Council.

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

6.5.2 *Email from Mr Smith – sand pit* – Mr Smith contacted the Parish Council to report that local cats use the sand pit as a litter tray.

The sand pit is raked weekly by the Parish Council to remove any animal waste but it was agreed that a small notice will in future be displayed in the park warning users to be aware of the issue.

## 6.6 Allotments

6.6.1 *Monthly Report* – Cllr. George reported an increase in the waiting list to eight. A small number of applications to join the waiting list have been received from people living outside Bishopthorpe. Cllr. George proposed that anyone not living in Bishopthorpe (and therefore not contributing to the precept) should be charged an additional £10 fee for a Bishopthorpe allotment. This was seconded by Cllr. Jemison and agreed unanimously. The new charge will not be applied retrospectively to current qualifying plot holders.

6.6.2 *Email from Mr Smith concerning allotment vacancies / weed issues* – Cllr. George explained that the letter from Mr Smith brought into focus a specific problem which has arisen at the Appleton Road site: namely non-use of two allotments. One plot holder is understood to be long-term ill but the other holder promised to use the plot and then hasn't. Following an unpleasant conversation held between Cllr. George and the tenant, Cllr. George enquired about the Parish Council's termination procedure.

Cllr. Harrison confirmed that if the holder is in breach of their signed Allotment Agreement then the Parish Council is within its right to re-claim the allotment plot and re-let it. However, Cllr. Harrison asked Cllr. George to re-contact both parties to agree to give them until the Spring 2019 to get their sites back in order. Should they not achieve this, written termination letters will be issued by the Parish Council. **Action Cllr George**

Consideration has been given to installing a notice board on both sites. It was suggested that Cllr. George may wish to publish a newsletter on Bishopthorpe.net as well as creating a new section in the Parish Council file held in Bishopthorpe Library.

6.6.3 *Proposed increase in annual rents* – Cllr. George proposed increasing rents to allow for inflation and to harmonise amounts charged across both sites. A full plot will be charged at £20 per year. This was seconded by Cllr. Jemison and agreed unanimously. **Action Clerk.**

## 6.7 Senior Citizens Support and Vernon House

6.7.1 *Monthly Report* – The Parish Council is very grateful to Richard Williams Electrical who has undertaken the PAT testing of Vernon House free of charge.

Cllr. Mrs Green has updated the library stock held in Vernon House with new books.

The guttering needs to be cleaned around Vernon House and a roof tile is missing. Cllr. Mrs Green offered to contact the City Council to deal with these matters. **Action Cllr Mrs Green**

## 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 Conley reported that the Library donated £175 to Explore from funds raised by a reading challenge.

In the following weeks a number of events are planned which include a Craft Evening on the 25<sup>th</sup> September and a numerous coffee morning.

- 6.10 Environmental, Sustainability and Accessibility Issues
  - 6.10.1 *Monthly Report* – Cllr. Mrs Green reported that One Planet York has a new Head Officer.

- 6.11 Community Emergency Planning
  - 6.11.1 *Monthly update* – Cllr Nicholls is completing Bishopthorpe’s Emergency Plan and will attend a training day in the Autumn in association with this. Emergency ‘Grab Bags’ will be sought from the City Council which will contain practical items for use in an emergency (occurring in the village).

- 6.12 ‘Battle’s Over’, a Nation’s Tribute
  - 6.12.1 *Committee Update* – Cllr. Mrs Green has contacted Bishopthorpe Community Choir to ask them to participate in the commemoration evening planned for 11<sup>th</sup> November.

It is the intention of the Committee to publish a programme before the event, which will give an indication of numbers expected to attend.

The participating school children will bake a ‘Peace Cake’ to a 1919 recipe to offer to attendees on the evening.

- 6.12.2 *War Memorial* – Cllr. Harrison informed the meeting that a faculty (license or authorization from a Church authority) is needed from the Church to progress the application to include new names on the war memorial. Cllr. Harrison has made progress with the faculty application and it is hoped that it will be granted on the 4<sup>th</sup> September.

- 6.12.3 *Email from City Council - WW1 Commemorations* – Noted.

18/145    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 Duel Energy Village Hall Electricity	137.00
Monthly direct debit to E-on Village Hall Gas	252.00
	<b>£614.00</b>

- 7.1.2        **On-Line Banking payments**

**Amounts paid**

Clerk's Salary	667.00
Clerk's Expenses- ( <i>£30.00 – stamps, 2 books both 1<sup>st</sup> and 2<sup>nd</sup></i> )	30.00
Carol Henk – Sports Pavilion cleaning	156.65
Cllr. Harrison – Expenses (£6.50 Village Hall keys, £6 weed killer Play Area)	12.50
Yorkshire Local Councils Association – course fee, Cllr Nicholls 23/11/18	45.00
Yorkshire Local Councils Association – course fee, Cllr. Harrison 2/9/18	115.00
Npower – Vernon House 1 <sup>st</sup> May to 31 <sup>st</sup> July	271.16
Yorkshire Water – Village Hall 1 <sup>st</sup> May to 6 <sup>th</sup> August 2018	138.33
Yorkshire Water – Vernon House 1 <sup>st</sup> May to 6 <sup>th</sup> August 2018	28.47
Yorkshire Water – Sports Pavilion 27 <sup>th</sup> April to 6 <sup>th</sup> August 2018	120.38
Rebecca Clark – Play Area gate 22 <sup>nd</sup> April to 25 <sup>th</sup> August 2018	375.00
Julie Bradley – Vernon House Caretaker	261.18
Peter Salter Village Hall Caretaker	462.66
Npower electricity supplied to Sensory Garden	80.93
Ainsty Landscapes – Car park and perimeter treated for weeds	200.00

**Payment Total**

**£2964.26**

**Total Payments**

**£3578.26**

**7.2 Income Total**

Precept – Bishopthorpe Cricket Club	600.00
Vernon House July takings	280.10
Village Hall Management Committee August takings	385.50
York Marine Services Annual rent	3,470.00

**Income Total**

**£4,735.60**

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

18/146    8

**School Governors**

8.1    *Infants School* – Nothing to report.

8.2    *Junior School* – Nothing to report.

18/147    9

**Parish Council Youth Awards**

9.1    *Committee Report* – The Committee was asked to begin preparations for this year's award. Cllr. Mrs Gajewicz will be requested to pass over correspondence to the new Committee. **Action Cllr Gajewicz**

18/148    10

**Pinfold**

10.1    *Committee Report* – Cllr. Harrison asked who was responsible for the installation of the

new information board in the Pinfold in 2018 as a crack has appeared in the frame. The Clerk was asked to forward the contact details to the Chairman. **Action Clerk.**

18/149 11 **Sensory Garden**

11.1 *Committee Report* – Repairs to the damaged mosaic are being investigated.

18/150 12 **Police Liaison**

12.1 *Ward Manager's Report* – The following police report was received:

***“Date: 1st July to 31<sup>st</sup> July 2018***

***Anti-Social Behaviour***

*11<sup>th</sup> – Dispute between neighbours in Appleton Court over ivy and shrubs which were growing over top of boundary fence. These had been removed by neighbour. Aggrieved neighbour asked to speak to Neighbourhood Team.*

*17<sup>th</sup> – Lady living in a tent in churchyard of St Andrew's Church. Officers attended but no-one in tent. She is believed to be a missing person; has collected all her possessions and agreed to move on.*

***Violence***

*2<sup>nd</sup> – Dispute between neighbours in Chantry Lane; Council had attended and put up notices and locks to be put on gates.*

*6<sup>th</sup> – Dispute between father and 14-year-old daughter in Keble Gardens; ambulance service called for back-up from the Police; male arrested for common assault.”*

12.2 *Letter from Lee Pointon – Parish Council meetings* – Noted.

12.3 *Email from Lee Pointon – Police Meeting dates* – Cllr Nicholls offered to attend the meeting on the 28<sup>th</sup> September. Cllr. Harrison asked all Councillors to contact the Police to state that the 25<sup>th</sup> September is a Parish Council meeting night and precludes their attendance on this date. It is noted that on the second date offered, 28<sup>th</sup> September, Yorkshire Local Councils Association have a meeting booked. **Action All.**

18/151 13 **Local Council Association**

13.1 *Yorkshire Local Councils Association Update* – The next meeting is on the 28<sup>th</sup> September.

13.2 *NALC Chief Executive's Bulletin, Week Ending 3 August 2018* – Noted.

13.3 *Consultation: Green paper for adult social care and well-being* – Noted.

13.4 *Government shale gas exploration and production planning consultations* – Noted.

13.5 *Campaign to Protect Rural England – Field Work magazine* – Information passed to Cllr. Mrs Green for inclusion in Link magazine.

13.6 *Countryside Magazine* - Information passed to Cllr. Mrs Green for inclusion in Link magazine.

13.7 *NALC Chief Executive's Bulletin – 15<sup>th</sup> August 2018* – Noted.

13.8 *Community Led Housing Conference notification – Tuesday 16<sup>th</sup> October at the Priory Street Centre, York* - Noted.

13.9 *White Rose Update August Edition* – Noted.

13.10 *Job Vacancy at Yorkshire Local Councils Association* – Noted.

13.11 *NALC Chief Executive's Bulletin – 24th August 2018* – Noted.



- 18/152 14 **Highway Matters**
- 14.1 *Request for a new sign on the Sustrans path – ‘No motorised vehicles allowed on path’.*  
The new sign has been installed.
- Cllr. Mrs Conley suggested that the Parish Council may wish to purchase ‘hedgehog awareness’ signs for the village, to alert drivers’ attention. However, following a lengthy discussion, it was agreed that, on this occasion, the signs would not be purchased by the Parish Council.
- Cllr. Mrs Green reported that organisers of Copmanthorpe Carnival had to be reminded to remove their adverts from the lampposts in Bishopthorpe weeks after the event had taken place.
- 18/153 15 **Correspondence**
- 15.1 City of York not covered elsewhere
- 15.1.1 None
- 15.2 Others
- 15.2.1 *Email from Martha Page, BBC programme researcher – The Repair Shop – Cllr. Mrs Green forwarded details to Bishopthorpe Palace.*
- 15.2.2 *Yorkshire Wildlife Trust - Invitation to a guided walk at Askham Bog on 14th September.* Cllr. Mrs Green and Cllr. Jemison expressed an interest in attending. Clerk to respond. **Action Clerk.**
- 18/154 16 **Ward Committee**
- Nothing to report.
- 18/155 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**
- Cllr. Harrison has contacted the City Council to report that the new street lights in Main Street are not working and also that the old ones have not yet been removed.
- 18/156 18 **Date and time of next meeting – Tuesday 25<sup>th</sup> September 2018, 7pm – at the Village Hall**

Meeting closed at 9.17 pm