

Minutes of the meeting held at the Village Hall on Tuesday 23rd October 2018.

The Chairman opened the meeting at 7.00 pm.

Council Members Present:

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

18/175 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.

18/176 2 **Apologies for absence.**
Cllr. Mrs Conley18/177 3 **Declarations of Interest**

At this point Councillors are asked to declare any prejudicial interests they may have in the business on this agenda.

18/178 4 **Minutes of Meeting 25th September 2018**

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

18/179 5 **Consideration of Planning Matters and recommendations of the Planning Group**5.1 Notice of Applications received

5.1.1 **The Chantry, Chantry Lane.** Variation of condition 2 (approved plans) of permitted application 16/01289/LBC for internal and external alterations to include amendments to windows, doors and rooflights, extension of roof over garden store, concreting over of cellar infills and alterations to external doors and fire escape window (retrospective). 18/02069/LBC. No Objection

5.1.2 **The Chantry, Chantry Lane.** Variation of condition 2 (approved plans) of permitted application 16/01288/FUL for alterations to external doors and fire escape window. 18/02127/FUL. Under discussion. No Objection

5.1.3 **38 Church Lane.** Fell Laburnum tree in Tree Conservation Area. 18/02261/TCA. No Objection

5.1.4 **The Beeches, 40 Church Lane.** Reduce branch extension of Beech tree in a

Conservation Area. 18/02262/TCA. No Objection

- 452 Notice of decisions given (*Parish Council decisions are highlighted in red*)
- 5.2.1 **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**). Approved
 - 5.2.2 **1a Main Street.** Crown clean and reduce Cedar; crown lift Birch tree in a Conservation Area. 18/02175/TCA. (**No Objection**). Approved
 - 5.2.3 **Bell Cottage, 34 Sim Balk Lane.** Two storey rear and side extension. 18/01575/FUL. Decision held over. (**No Objection**). Approved
- 5.3 Large Householder Extension Notifications
- 5.3.1 None
- 5.4 Other Planning Matters
- 5.4.1 *Email from City Council* – Revised plans for **35 Acaster Lane**. Noted.
 - 5.4.2 **3 Middleton Court.** External alterations in connection with garage conversion including six rooflights. 18/01970/LBC. **Application Withdrawn.**
 - 5.4.3 Under this heading Cllr. Mellors reported that the email received last month from Janet White entitled “*Changes to Permitted Development and the Democratic Process*” had been investigated. It could not be established who Janet White represented and Cllr. Mellors suggested that the Parish Council should not support the request.

18/180

6 Services

- 6.1 Village Hall Management Committee
- 6.1.1 *Management Committee Report* – A tap connected to the water heater in the upstairs toilet recently began to leak and caused a flood in the baby changing room and water to cascade in to the ladies toilet below. Luckily, no permanent damage was caused as the leak was immediately reported and is to be repaired by a plumber. The issue has, however, highlighted that it is not known where the main stop-tap is located in the hall.
 - 6.1.2 *Letter from Allied Westminster – Village Hall Insurance renewal* – In order to respond to the Parish Council’s Insurers, Allied Westminster, Cllr. Harrison commented on the following items:
 - The last valuation of the hall was undertaken in 2009. It was agreed that it would now be prudent to seek a revaluation quote to ensure the correct level of cover is offered in the renewal schedule. Nigel Taylor will be asked to undertake a commercial quote. **Action Cllr Jemison**
 - The contents cover of £25,682 will be discussed with the insurers, along with the fidelity cover. **Action Cllr Harrison.**
 - The Village Hall is registered as a Charity.
 - It was agreed that the Village Hall has never been affected by flooding directly from The Ouse. The car park was flooded in 2000 (but this never reached the hall) and the cause of this flood was poor drain maintenance and not high water levels from the river.
 - The hall must have an up to date electrical test.
 - There was some debate about when the hall was originally constructed

and it was concluded that it was pre-1953, albeit in a different guise.

6.2 Sports and Leisure Management Committee

6.2.1 *Management Committee Report* – At a recent meeting with all users of the Sports Pavilion, Cllr Nicholls requested that they forward a ‘list of requests’ to the Parish Council for consideration. The Football and Cricket Clubs have not responded. Play Group forwarded a list containing the following items:

- The toilet floor needs repairing.
- New double glazing throughout the building.
- Removal of the window grills.
- Repairs to the guttering.
- Attention to the damp patch on the wall.

Cllr Nicholls proposed that the quote from Brian Bell Carpets Ltd for £200 to take off the existing toilet floor vinyl skirting and refit new along with new flooring, should be accepted. This was seconded by Cllr. Mellors and agreed unanimously. **Action Cllr. Nicolls**

Play Group has requested a formal Tenancy Agreement from the Parish Council. Cllr. Harrison reminded the meeting that this was proposed in 2014 and produced a copy of the document, which was given to Play Group at that time. No response was ever received from them and the matter was dropped.

6.2.2 *Update on Football Club commitment to Sports Pavilion* – The adult football team may abandon the Ferry Lane sports facilities if they secure the site at Sim Balk Lane. This contradicts the verbal promise made by the Club when they sought a donation of £5,000 from the Parish Council towards the cost of their project.

If written confirmation is not received from the Club, as requested, the Parish Council promise of a donation may be withdrawn.

6.3 Finance Committee

6.3.1 *Committee Report* – A six-monthly financial review has been undertaken and revealed that the finances of Bishopthorpe Parish Council remain healthy. Prudent control of expenditure in conjunction with a review of ways to increase income will ensure that the precept of £31,000 can remain unchanged for the financial year going forward.

Cllr. Harrison therefore proposed that the precept be held at £31,000 for the financial year 2018/19. This was seconded by Cllr. Jemison and agreed unanimously.

6.4 Field 84, Riverside and Footpaths Working Party

6.4.1 *Update* – Nothing to report.

6.4.2 *Riverside Caravan Park / tent encampment* – It is noted that, once again, the tents have moved to a different field. It is assumed that this is to comply with the law that states that they must not be in the same location in excess of thirty days.

6.4.3 *Update on Ferry Cottage and new mooring* – Cllr. Harrison reported that the

signed agreements have been returned to the Parish Council's solicitors.

6.5 Youth Support and Children's Recreation

- 6.5.1 *Monthly park inspection update* – Cllr. Mrs Gajewicz reported a few minor issues – one with a missing fence post and another with a worn sign. It was agreed that at this time of year the usage of the park falls and that both issues can be dealt with in the Spring.

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

Under this heading Cllr. Harrison drew the attention of the meeting to a recent case of law entitled 'YH v Kirklees Council, Occupiers' Liability Act 1957'. The claimant, aged four, was using a climbing frame which was surrounded by wood chippings enclosed within a low wooden frame separating it from the Play Area. The child tripped as he left the area and alleged that the depth of the wood chippings was inadequate therefore creating a trip hazard. The claim was dismissed on the grounds that staff carried out regular inspections of the equipment and there is no requirement in law for a specific instruction to the claimant as to how to walk over and across the wooden frame. Ipso facto it was concluded that Bishopthorpe Parish Council is taking all reasonable care to ensure that the Keble Park Play Area is a safe environment for users.

6.6 Allotments

- 6.6.1 *Monthly update* – The 2018 rents have all been paid with the exception of one tenant who did not respond to two requests for payment. This allotment will be reclaimed by the Parish Council and re-let.
- 6.6.2 *Revised Allotment Agreement* – With minor amendments a new Agreement was approved. **Action Cllr George**

6.7 Senior Citizens Support and Vernon House

- 6.7.1 *Monthly Report* – Cllr. Mrs Green stepped in to help with the running of Vernon House while the Caretaker was on holiday.
- 6.7.2 *Progress on guttering / roof repairs* – Cllr. Mrs Green is chasing the City Council for the repairs.

6.8 Web Page Management

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

6.9 Bishopthorpe Library

- 6.9.1 *Monthly update* – Social events occur on a regular basis at the library with the next one planned for Thursday 25th October.

6.10 Environmental, Sustainability and Accessibility Issues

- 6.10.1 *Monthly Report* – Cllr. Mrs Green reported that York Environment Forum are concerned about the proposed bus station changes.
- 6.10.2 *York Community Energy, request by Cllr. Mrs Green for Bishopthorpe Parish Council to join the group* – Cllr. Mrs Green proposed that Bishopthorpe Parish Council should support this group with an annual donation of no more than £10. This was seconded by Cllr. Jemison and agreed by majority vote.
- 6.10.3 *Apple Pressing Date* – The day was a success despite the venue being changed

at very short notice due to it not being placed in the diary by the former Village Hall Booking Secretary. Footfall this year was down but this was attributed to the inclement weather on the day and the change of venue.

Excess apples were donated to Abundance York. Cllr. Mrs Green wished to thank all those who helped make the day successful.

6.11 Community Emergency Planning

6.11.1 *Monthly update* – Cllr Nicholls reported that he attended a training session where he picked up many valuable tips. Cllr. Mrs Green suggested that he may wish to write an article for Link magazine to pass on any valuable information for the village.

A particularly useful item was that it is possible to dial 105 in the event of a power cut to report it.

6.12 ‘Battle’s Over’; a Nation’s Tribute

6.12.1 *Committee Report* – Cllr. Mrs Green reported that the evening (Sunday 11th November) will commence at 17.30 with attendees asked to arrive at the School’s Reflective Zone. Various contributions are planned from different organisations in the village to mark the one-hundred-year anniversary since the declaration of armistice.

Programmes are available for purchase from the Library, the Chemist and directly from Cllr. Mrs Green. The proceeds of the evening will be donated to Help for Heroes.

6.12. *War Memorial* – Cllr. Harrison reported that the new names have been added to the memorial and that it has been professionally cleaned.

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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
PWLB – Loan repayment for Play Area	1,747.41
Edible York – small press for Apple Pressing Day	60.00
John Cossham – large press for Apple Pressing Day	100.00

£2,521.41

7.1.2 **On-Line Banking payments**

Amounts paid

Clerk's Salary	667.00
Clerk's Expenses	0.00
Aqua Cert Testing Kit for Sports Pavilion	106.80
Village Hall Caretaker / Booking Secretary	479.52
Vernon House Caretaker	250.00
Carol Henk – Sports Pavilion cleaning	120.00
Fulprint – 250 programmes – WW1 commemoration evening	130.00
Pipe Solutions – fix leaking tap at allotments	98.68
Sports Turf Services – Ferry Lane grass cuts	268.80
City Council waste disposal charge – Sports Pavilion	55.75
City Council waste disposal charge – Village Hall	60.56
Cllr. Harrison – Ink cartridges (50% charge to Parish Council)	21.75
Bullfinch Gas Equipment Ltd – Beacon Order	432.00
Sensory Garden Gate closing / opening – Mr Powell	84.00

Payment Total

£2,774.86

Total Payments

£ 5,296.27

7.2 **Income Total**

Appleton Road Allotments – annual rents	454.00
Acaster Lane Allotments – annual rents	388.00
Precept second instalment	15,500.00
Late allotment payments	30.00
Village Hall Management Committee – October takings	304.00
Vernon House September takings	230.00
New allotment let Plot 49, Appleton Road	12.00
Village Hall Management Committee October takings	855.50

Income Total

£17,773.50

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

18/182 8 **School Governors**

8.1 *Infants School* – Nothing to report.

8.2 *Junior School* – Nothing to report.

Cllr. Grabowski reported that there are issues with illegal / inconsiderate parking on Copmanthorpe Lane, which is worse now due to the new double yellow lines. Cllr. Harrison confirmed that this area is historically prone to problematic parking issues and asked Cllr. Mrs Green to bring up the issue again with the Head Teacher. **Action Cllr Mrs Green**

18/183 9 **Parish Council Youth Awards**

- 9.1 *Committee Report* – The Committee agreed to begin work to attract new nominations for this year’s award. It was agreed that the deadline would be 10th December for nominations with the Awards Evening at Vernon House on Tuesday 22nd January 2019.
- 9.2 *Appointment of a judge* – The Clerk was asked to contact a potential candidate suitable to judge this year’s competition. **Action Clerk.**
- 18/184 10 **Pinfold**
- 10.1 *Committee Report* – Nothing to report.
- 18/185 11 **Sensory Garden**
- 11.1 *Committee Report* – Nothing to report.
11. *Mosaic repairs* – Nothing to report.
- 18/186 12 **Police Liaison**
- 12.1 *North Yorkshire Police Force* – Cllr Nicholls attended a Police Liaison Meeting on 28th September. The purpose of the meeting was to discuss policing in general and community initiatives. All Parish Councils were invited to attend but Cllr Nicholls reported that he alone, representing Bishopthorpe Parish Council, attended.
- Both Cllr Nicholls and Cllr. Harrison commented that they are impressed with the level of commitment from Inspector Pointon who is trying to engage with local communities.
- 12.2 *Email from P C Keeley Lockey-Smith* – Noted.
- 18/187 13 **Local Council Association**
- 13.1 *Yorkshire Local Councils Association Update* – Cllr. Harrison recently attended the branch meeting of Yorkshire Local Councils Association held on 4th October.
- 13.2 *Chief Executive's Bulletin - 28 September* – Noted.
- 18/188 14 **Highway Matters**
- 14.1 *Letter from a resident of Middlethorpe concerning road surface repairs* – At the request of the Parish Council the City Council responded directly to the resident.
- 18/189 15 **Correspondence**
- 15.1 City of York not covered elsewhere
- 15.1.1 *Licensing Act 2013 – Statement of Policy* – Noted.
- 15.2 Others
- 15.2.1 *Invitation to Parish Councils Meeting Thursday 18th October, Dunnington Reading Rooms with Julian Sturdy MP* – Noted.
- 15.2.2 The Parish Council would like to thank Malcolm Parker for his recent letter complimenting the work undertaken by Parish Councillors in the village.
- 18/190 16 **Ward Committee**
- Nothing to report.
- 18/191 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**

- Cllr. Mrs Green mentioned that there will be a talk from apple experts at Vernon House on Monday 26th November.
- Cllr. Harrison reported that at the recent Yorkshire Local Councils Association one day conference which he attended some Parish Councils are looking to call themselves a different name i.e. Community Council. Whilst in principle this may be a good idea, the legalities of changing the name are huge and it was agreed the change will not be undertaken by Bishopthorpe Parish Council.

18/192 18 **Date and time of next meeting – Tuesday 27th November 2018, 7pm – at Vernon House**

Meeting closed at 8.30 pm