

Minutes of the meeting held at the Village Hall on Tuesday 25th September 2018.

The Chairman opened the meeting at 7.04 pm.

Two members of the public were present:

Mr Martin Prime of Copmanthorpe Lane, attended the meeting to represent Bishopthorpe Bowling Club. Mr Prime explained that the Club's mower is in urgent need of repair at a cost of approximately one thousand pounds. From the Club's Income and Expenditure details supplied it would be possible, just, for the Club to finance this repair but if they did this they would be left with very little in reserve. Mr Prime stated that this repair would be a short-term fix while they continue to fund-raise for a new mower, which would cost around five thousand pounds. Mr Prime explained that he was approaching the Parish Council seeking a donation towards the cost of repair.

Cllr. Harrison thanked Mr Prime for attending the meeting explaining that a further discussion and decision will be reached in the main section of the meeting (item 6.2.2).

Mr Prime left the meeting at 7.15pm

Mrs Morwenna Christian of Montague Road attended the meeting to give an update on the new orchard – to be known as Bishopthorpe Community Orchard, which will be sited in the field adjacent to Ferry Cottage. Mrs Christian confirmed that she has been successful in obtaining a full grant of £8,900 from the Heritage Lottery Fund (HLF) towards the cost of the project. A start date of 1st November 2018 has been agreed and the project must be completed within one year. A new committee of eight villagers has been formed and they will attend the Parish Council's Apple Pressing Event on the 14th October to give further information. In addition, a talk will be given at Vernon House on Monday 26th November at 7.30pm to update the community on the project.

Mrs Christian left the meeting at 7.21pm.

The September meeting of Bishopthorpe Parish Council commenced at 7.22pm:

Council Members Present:

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

18/157 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.

18/158 2 Apologies for absence.

Cllr. Jemison (due to illness) and Cllr. Mrs Green

18/159 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 6.2.3 and Cllr. Mrs Conley declared an interest in item 5.2.7

18/160 4 **Minutes of Meeting 28th August 2018**

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

18/161 5 **Consideration of Planning Matters and recommendations of the Planning Group**5.1 Notice of Applications received

5.1.1 **Bell Cottage, 34 Sim Balk Lane.** Two storey rear and side extension. 18/01575/FUL. Decision held over. No Objection

5.1.2 **39 Copmanthorpe Lane.** First floor extension to the front elevation, new porch and single storey rear extension with pitched roof over existing flat roof side projection. 18/01677/FUL. No Objection

5.1.3 **3 Middlethorpe Court.** External alterations in connection with garage conversion including six rooflights. 18/0170/LBC. No Objection

5.1.4 **Orchard Cottage, Moor Lane.** Two storey side extension, single storey side and rear extensions and alterations to existing single storey front projection (revised scheme). 18/02065/FUL. No Objection

5.1.5 **Manor Farm, Bishopthorpe Road.** Siting of log cabin for use as a dwelling. 18/02108/FUL. No Objection

5.1.6 **Carpet and Bed Centre Warehouse, Acaster Lane.** Part demolition and extension of existing warehouse to create combined home and workplace. 18/01983/FUL. No Objection

5.1.7 **29 School Lane.** Single storey side and rear extensions, hip to gable roof extension with dormer to rear (revised scheme). 18/012112/FUL. Objection

5.1.8 **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. Under discussion

5.1.9 **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.

5.1.10 **1a Main Street.** Crown clean and reduce Cedar; crown lift Birch tree in a Conservation Area. 18/02175/TCA. No Objection

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

5.2.1 **8 Keble Park North.** Two storey and single store rear extension. 18/01487/FUL. (**No Objection**). Approved.

- 5.2.2 **56 Acaster Lane.** Stem clean Oak and thin canopy by 15% - protected by Tree Preservation Order Number 47. 18/0155/Tree Preservation Order. **(No Objection)** Approved.
- 5.2.3 **Bridge Nook, 39 Bridge Road.** Single storey side extension and dormer to side (resubmission, amended scheme) 18/01474/FUL. **(No Objection)**. Refused.
- 5.2.4 **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)**. Approved.
- 5.2.5 **11 Newlands Road.** Hip to gable roof extension, dormer to rear, single storey rear extension and front porch. 18/01410/FUL. **(No Objection)**. Approved
- 5.2.6 **18 Bridge Road.** Proposed single storey rear extension. 18/01664/FUL. **(No Objection)** Approved
- 5.2.7 **2 The Orchard.** Erection of dormer bungalow. 18/00796/FUL. Cllr. George to respond to City Council. **(Object – overdevelopment)**. 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 *New Telecommunications Base Station Installation* – Cllr. Mellors reported that the new faculty application will be decided the week commencing 1st October. Following this decision, a full planning application can then be submitted to the City Council.

18/162

6

Services

6.1 Village Hall Management Committee

6.1.1 *Management Committee Report* – Cllr. Mrs Conley reported that progress is being made with the new on-line booking system.

6.2 Sports and Leisure Management Committee

6.2.1 *Management Committee Report* – Cllr Nicholls reported that a meeting of three users – Play Group, Bishopthorpe Football Club and Bishopthorpe Cricket Club was held in the Sports Pavilion recently. Each user has unique requirements of the building and it was agreed that a ‘wish-list’ should be forwarded to the Parish Council from each group respectively to see how the building and the facilities it provides can be improved.

It also transpired at the meeting that Bishopthorpe adult footballer team are not committed to using the facility once their new ground is established at Sim Balk Lane. The Parish Council agreed to donate £5,000 to their fund-raising activities to secure the new site but only on the basis that a football presence remains at Ferry Lane. The new information seems to contradict this. Cllr Nicholls was asked to contact Gary Featherstone for explicit confirmation. **Action Cllr. Nicolls.**

The Cricket Club expressed an interest in in the recently abandoned Sports

Pavilion development plans. Details will be passed to the Chairman of the Club.

Action Cllr Harrison.

Cllr. Grabowski stressed the need for clarity regarding the respective Club / Parish Council responsibilities for the upkeep of the Sports Pavilion. The Play Group do not have a formal lease from the Parish Council, nor does any other user.

Cllr Nicholls confirmed that the Play Group are looking to purchase metal shutters, at their own expense, for the windows but they would need Parish Council consent before installing them.

Cllr. Harrison commended Cllr Nicholls on bringing together the users and encouraged regular meetings going forward.

6.2.2 *Legionella Test Kit – decision for provider* - It was agreed that the Company, Aqua Cert, will be used. The Clerk was requested to order the two testing kits one for the showers and one for the hot water system. **Action Clerk**

6.2.3 *Fire Door* – Cllr Nicholls called out a locksmith who confirmed that this is not a Fire Door but is a Fire Exit. The lock was changed and the problem resolved.

6.2.4 *Toilet Floor* – Cllr Nicholls reported that part of the floor covering has lifted. It has been stuck down previously but a small amount of damp underneath has caused it to become detached.

6.2.5 *Email from Elkie Dixon - Neighbourhood Enforcement Officer – Dogs on playing field* – A telephone call has been made to the City Council from a villager reporting their neighbour who uses Ferry Lane sports field for the exercise of their dog. The City Council contacted the Parish Council to ask if they could place the location on their ‘Fouling Patrol’. The Parish Council gratefully accepted this offer.

6.3 Finance Committee

6.3.1 *Committee Report* – Nothing to report.

6.3.2 *Request for a donation from Bishopthorpe Bowls club* – This item was discussed at length. It was suggested that the Club should be encouraged to investigate the possibility of buying a second-hand mower until they have fund-raised sufficient funds to purchase a new model.

The Club is already actively undertaking fund-raising activities and Cllr. Harrison offered pass on information about a potential Community Fund offered by the Aviva Group which may be able to donate towards the new mower. The Club will be encouraged to re-approach the Parish Council as they approach their fund-raising target and at that stage consideration will be given to assisting them with the final amount required to purchase a new mower. **Action Cllr Harrison**

6.3.3 *Completion of Annual Audit by LittleJohn Accountants* – : The Accountants passed the Parish Council’s annual audit with a clean bill of health making the following statement: “*On the basis of our review of Section 1 and 2 of the Annual Governance and Accountability Return (AGAR) in our opinion the information in Section 1 and 2 of the AGAR is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.*”

6.4 Field 84, Riverside and Footpaths Working Party

6.4.1 *Update* – The Parish Council has been advised that the City Council are aware of issues regarding the riverside path and are looking in to the matter.

6.4.2 *Riverside caravan park and Termination of York Marine Services Lease* –A City Council Planning Enforcement Office witnessed a breach of the caravan site conditions in August 2018. Therefore, if wished, the Parish Council are legally entitled to terminate the lease between the Parish Council and York Marine Services. Cllr. Harrison opened this option to the meeting for discussion.

The site is beneficial to many village businesses as it attracts high numbers of tourists over the summer months but it was agreed that it must be run by the owner correctly and within the law. It is understood that once the restaurant is open, the caravan site may change to static caravan park but this is a long-term aspiration of the owner.

The Parish Council will not tolerate non-compliance of the caravan site conditions and will look to terminate the lease should this continue in the 2019 season. This would not be the preferred option of the Parish Council but maybe the choice of last resort.

As the season draws to a close on the 31st October it was agreed that there is little that can be done this year. However, the situation will be closely monitored at the start of the 2019 season (Easter - 19 April 2019).

6.4.3 *Tent encampment* – The City Council has carried out two site visits in August, one of which witnessed a breach of the caravan site conditions (as noted in 6.4.2). The site owner is currently in the process of redesigning the site layout and has been made aware that the maximum number of pitches is twenty-five. A further visit will be made by the City Council before the season ends on the 31st October. A follow-up visit is then planned for Easter 2019.

6.4.4 *Update re Ferry Cottage and New Mooring* – The Parish Council’s Solicitors have been asked to draw up a lease for a new mooring which will be offered to the owner of Ferry Cottage.

This discussion also highlighted the condition of Ferry Lane. This lane is an unadopted public right of way with land owners on either side of the lane responsible, equally, for its upkeep. It is suspected that the City Council own part of the lane (the section with street lights) but to confirm this the Solicitors are undertaking further investigation.

6.5 Youth Support and Children’s Recreation

6.5.1 *Monthly park inspection update* – Cllr. Mrs Conley reported that the missing timber posts were replaced. Also, some large pieces of timber were abandoned in the park and had to be placed out of the way of the users. A new sign has been positioned by the side of the sand pit warning users of potential contamination by cats. The lock on the pedestrian gate is faulty and the Clerk was asked to call out Ian Jemison Engineering for a repair quote. **Action Clerk.**

Cllr. Harrison reported that the grass cutter – Andrew Wilson – noticed that the padlock on the vehicle gate had gone missing. Cllr. Harrison obtained a new one – the cost of which appears under 7.1.2.

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

6.6 Allotments

6.6.1 *Monthly update* – Cllr. George reported that three plots have been released and subsequently re-let to new tenants. There are currently nine people on the waiting list (three non- Bishopthorpe residents).

Plot sizes have been converted to fractions (of a full plot) but this has highlighted anomalies in historical records. Re-measuring all plots would be an onerous task to undertake and it was agreed that only individual complaints will be investigated (to date there have been two complaints).

6.6.2 *Multiple Tenancy problem* – An issue has arisen with one plot holder listing nine other people who are helping maintain the plot with him. A problem could arise if this plot holder gives up the plot and expects it to automatically transfer to any one of the other nine involved – thus effectively by-passing the waiting list.

It was agreed that the Allotment Agreement needs to be re-worded to allow only two people to take ownership of a plot. It was suggested that the second person named should be on the agreement for a minimum of two years before the plot can be automatically transferred to them in the event of the first named relinquishing ownership. Cllr. George to review the Agreement. **Action Cllr George.**

Cllr. George also reported that some current plot holders have expressed an interest in obtaining further plots should they become available. It was agreed that a current tenant has no preference over those already on the waiting list and that they must be added to the bottom of the list and take their turn.

Cllr. George was advised that if a person is on the top of the waiting list is offered a plot and is unable to take it, they should be considered on an individual basis as to whether they remain at the top or are relegated down the list.

6.7 Senior Citizens Support and Vernon House

6.7.1 *Monthly Report* – By email before the meeting Cllr. Mrs Green reported that the group SHED is maintaining the grass and garden surrounding Vernon House, which allows them to play croquet in the summer.

Vernon House is booked for a meeting of Bishopthorpe Community Orchard on Monday 26th November and for the November Parish Council meeting.

Cllr. Harrison reported Cllr. Mrs Green was a runner up in the ‘York Dementia Action Award’. Congratulations were expressed to Cllr. Mrs Green and her certificate is displayed in the Village Hall.

6.7.2 *Progress re guttering and roof tile* – The City of York Council has been notified of the repairs needed to the roof.

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 Friends of Bishopthorpe Library have recruited two new members. Talks are planned over the coming

weeks. Bishopthorpe Community Choir hope to perform an evening of Christmas Songs on 5th December (TBC).

6.10 Environmental, Sustainability and Accessibility Issues

- 6.10.1 *Monthly Report* – By email before the meeting Cllr. Mrs Green reported that York Environment Forum is discussing the York Central Plan as it is not as ‘green’ as originally thought.

Cllr. Mrs Green, Cllr. Harrison and Cllr. Jemison accepted an invitation made to the Parish Council to attend a guided tour of Askham Bog. The City Council originally decided that the area near Askham Bog would not be developed for housing but the Local Plan has put a different perspective on this. Cllr. Mrs Green proposed that Bishopthorpe Parish Council should formally oppose the proposed development of the site adjacent to the bog on Moor Lane. This was seconded by Cllr. Mellors and agreed unanimously. **Action Clerk.**

A further request was made by Cllr. Mrs Green for Bishopthorpe Parish Council to join York Community Energy. The annual cost to the Parish Council will be £10 and Parish Council support would allow the group to show that they have public support when applying for grants. Decision to be deferred until October.

Apple Pressing Day will be held on Sunday 14th October in the Village Hall car park. All Councillors were requested to offer their help for an hour or two between 10.30am to 4pm. **Action All Councillors.** (Apples will be collected prior to the event by Cllr. Mrs Green but can also be brought along on the day). The event will be advertised by banners on the Village Hall steps, a Link magazine article and on the Parish Council’s Facebook page.

The Clerk was asked to prepare two cheques in payment of the event: £60 for use of a small apple press and £100 for the larger press. **Action Clerk.**

- 6.10.2 *Email from the Environment Agency – York Flood Plan* – Noted.

- 6.10.3 *Email from Dave Merrett: York Bus Forum meeting and other news* – Noted.

6.11 Community Emergency Planning

- 6.11.1 *Monthly Report* – Cllr Nicholls will attend a Speed Training event to be held on 18th October.

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

- 6.12.1 *Committee Update* – Cllr. Mrs Green has finalised the programme with Fulprint. Two hundred and fifty copies will be printed at a cost of £130. Costs should be recovered as these will be sold on the evening. Bishopthorpe Choir will sing three World War One songs and Wall of Sound (Sim Balk Lane) have agreed to donate the use of a large speaker and microphones for the event. The Junior School Cookery Club will make an authentic World War One ‘Peace Cake’ for the evening.

Cllr. George reported that the burner has been ordered and, once the gas bottles have been received, should be tested prior to the event.

- 6.12.2 *War Memorial* – Cllr. Harrison confirmed that the Secretary to the Diocesan Advisory Committee reported that the Committee had recommended approval of the proposal to undertake work of the War Memorial. Cllr. Mellors reported that the public consultation required by the Committee concluded on 11 October 2018

– after which the work can commence.

18/163 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
Information Control Office (ICO) – Annual fee	35.00
	£649.00

7.1.2 **On-Line Banking payments**

Amounts paid

Clerk’s Salary	667.00
Clerk’s Expenses- (<i>£41.76 second class stamps for allotment letters</i>)	41.76
Village Hall Caretaker / Booking Secretary	471.99
Vernon House Caretaker	250.00
Carol Henk – Sports Pavilion cleaning	120.00
Sports Turf Services Grass cuts to Ferry Lane July and August	268.80
PKF Littlejohn LLP – Annual audit fee	360.00
Andrew’s Garden Services – Play Area lawn maintenance	300.00
Sensory Garden – gate locking – Andy Powell	189.00
Ainsty Landscapes – Sports Ground grass cuts	680.00
Cllr. Harrison – New lock for vehicle access to Play Area	14.99
Savills – Cricket Field Rent	150.00
Savills – Allotments Acaster Lane rent	72.50

Total Payments	£3,586.04
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Total Payments	£4,247.54
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7.2 **Income Total**

Village Hall Management Committee – August takings	30.00
Village Hall Management Committee – August takings	209.20
Vernon House – August takings	212.00
Village Hall – September takings	122.50
Village Hall – September takings	105.00
Heritage Lottery Fund – Bishopthorpe Orchard	8,900.00

Income Total	£9,578.70
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Approval of financial transactions proposed by Cllr. Grabowski and seconded by Cllr. Mrs Conley.
Carried Unanimously.

- 18/164 8 **School Governors**
8.1 *Infants School* – Nothing to report.
8.2 *Junior School* – By email before the meeting Cllr. Mrs Green reported that the new fencing around the Junior School has been installed with a camera system at the gate allowing staff to see visitors before allowing them to enter the grounds.
- 18/165 9 **Parish Council Youth Awards**
9.1 *Committee Report* – Cllr. Harrison reminded the meeting that a Judge will need to be appointed for this year’s competition.
- 18/166 10 **Pinfold**
10.1 *Committee Report* – Cllr. Harrison reported that the wooden oak frame surrounding the information board has developed a crack and he fears water ingress will cause damage. Red Bonsai, the frame manufactures, have been contacted and they explained that this is common with outdoor oak frames but the natural oils in the wood will prevent further damage to the frame and also the board is waterproof and should not be affected.
- 18/167 11 **Sensory Garden**
11.1 *Committee Report* – Cllr. Mellors asked for the contact details of the lady who repairs the mosaic.
- 18/168 12 **Police Liaison**
12.1 *North Yorkshire Police Force* – Inspector Lee Pointon has agreed to attend either a future Parish Council meeting or a meeting of Quench Café.
- 18/169 13 **Local Council Association**
13.1 *Yorkshire Local Councils Association Update* – Cllr. Harrison reported that the next Yorkshire Local Councils Association meeting will be held on Friday 28th September. The next YCL meeting is scheduled for Thursday 4th October.
13.2 *Email ‘Managing a Fair Disciplinary Process’* – Noted.
13.3 *NALC Chief Executive’s Bulletin: 7 September 2018* – Noted.
13.4 *NALC Chief Executive’s Bulletin: 21 September 2018*- Noted.
- 18/170 14 **Highway Matters**
14.1 Cllr. Harrison reported that a number of street lights in the village have still not been connected to the electricity supply. He has reported one in Main Street and will chase this up.
- 18/171 15 **Correspondence**
15.1 City of York not covered elsewhere
15.1.1 None
15.2 Others
15.2.1 None

18/172 16 **Ward Committee**

Nothing to report.

18/173 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**

- An email has been received from Janet White entitled '*Changes to Permitted Development and the Democratic Process*' calling for Bishopthorpe Parish Council make a formal response to a government publication before the deadline of 25th October. The information was passed to Cllr. Mellors for further investigation as it is not clear who Janet White represents.

18/174 18 **Date and time of next meeting – Tuesday 23rd October 2018, 7pm – at the Village Hall**

Meeting closed at 9.17 pm