

Minutes of the meeting held at Vernon House on Tuesday 27th November 2018.

The Chairman opened the meeting at 7.05 pm.

Two members of the public, Mr and Mrs Parker of Main Street, attended the meeting to discuss parking issues at the Main Street / Acaster Lane junction. They have frequently observed problems as vehicles park close to the bend obstructing the bus stop. A request was made to the Parish Council to ask the City Council to make a designated 'bus box' marking on the road.

The Parish Council made the same request to the City Council in July 2016 and at that time it was added to a list for consideration. The Clerk was asked to make the same request again. **Action Clerk.**

Mr and Mrs Parker left the meeting at 7.11pm

The November Parish Council meeting commenced at 7.12pm

Council Members Present:

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

18/193 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.

18/194 2 Apologies for absence.

Cllr. Mrs Gajewicz

18/195 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. Mellors declared a prejudicial interest in item 5.1.1

18/196 4 Minutes of Meeting 23rd October 2018

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

18/197 5 **Consideration of Planning Matters and recommendations of the Planning Group**5.1 Notice of Applications received

- 5.1.1 **St Andrew's Church, Church Lane.** Installation of one telecoms flagpole, one GRP flagpole and two equipment cabinets following removal of existing telecoms flagpole and three equipment cabinets. 18/02382/FUL. Application supported.
- 5.1.2 **Ivy Dene Cottage, 14 Main Street.** Fell Cedar tree in Tree Conservation Area. 18/023///Tree Conservation Area. No Objection
- 5.1.3 **The Orchard, 21 Main Street.** Prune one Poplar, one Ash and one Apple tree in Tree Conservation Area. 18/02474/Tree Conservation Area. No Objection
- 5.1.4 **9 New Lane.** Single storey rear extension to link existing detached garage to existing detached outbuilding on land to the rear to create a shower room and bedroom. 18/02366/FUL. No Objection
- 5.1.5 **46 Lang Road.** First floor side extension, single storey rear extension and four Velux roof lights to rear roof slope. 18/02365/FUL. No Objection
- 5.1.6 **1 Lang Road.** Two storey side extension, single storey side and rear extension and other alterations including new roof lights and installation of solar panels to rear. 18/02309/FUL. No Objection
- 5.1.7 **Site of Ferry Cottage, 6 Ferry Lane.** Fell twenty-five trees in a Conservation Area. 18/02675/Tree Conservation Area. Under discussion.

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

- 5.2.1 **38 Church Lane.** Fell Laburnum tree in Tree Conservation Area. 18/02261/TCA. (No Objection) Approved
- 5.2.2 **40 Beeches, 40 Church Lane.** Reduce branch extension of Beech tree in a Conservation Area. 18/02262/TCA. (No Objection) Approved
- 5.2.3 **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). Approved
- 5.2.4 **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). Approved
- 5.2.5 **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). Approved
- 5.2.6 **35 Acaster Lane.** Single storey side extension and dormer window to rear. 18/01425/FUL. (No Objection). Approved
- 5.2.7 **Manor Farm, Bishopthorpe Road.** Siting of log cabin for use as a dwelling. 18/02108/FUL. (No Objection). Approved

5.2.8 **29 School Lane.** Single storey side and rear extensions, hip to gable roof extension with dormer to rear (revised scheme). 18/012112/FUL. (**Objection**)
Approved

5.3 Large Householder Extension Notifications

5.3.1 None

5.4 Other Planning Matters

5.4.1 Cllr. Harrison reported that following a discussion with Burn and Co Solicitors, it was disclosed that inquiries continue with the City Council regarding the strip of green belt land between the field and the last house on Sim Balk Lane.

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6

Services

6.1 Village Hall Management Committee

6.1.1 *Management Committee Report* – Cllr. Jemison reported the following items from the Committee meeting held on the 19th November:

- Cllr. Mrs Conley has proffered her resignation as Secretary. Cllr. Harrison asked if Cllr. Mrs Conley would continue until the May 2019 elections and his request was accepted. Cllr. Mrs Conley was thanked by the Chairman.
- The heating is not fully under control but Richard Williams Electrical has been contacted to investigate.
- Toilet rolls and tea towels continue to be stolen from the hall on a regular basis. The Caretaker is looking in to this issue.
- Hall bookings are being charged for the amount of time used and not for time booked as the two are often different.
- Overnight and long-term parking in the Village Hall car park remains an issue without a resolution.
- The water heater has been replaced following damage to a pipe last month.

6.1.2 Insurance Renewal

6.1.2.1 *Village Hall revaluation* – The revaluation figure for the hall has increased from £568k to £840k. An additional insurance premium of £110.95 has been requested by Allied Westminster Insurance to cover this increase. **Action Clerk.**

6.1.2.2 *Village Hall full electrical test* – Richard Williams Electrical will undertake a full electrical test of the hall for insurance purposes. In addition, Aire Valley Lift Services have been asked to undertake the annual inspection of the lift in December.

6.2 Sports and Leisure Management Committee

6.2.1 *Management Committee Report* – Cllr Nicholls reported that he held a meeting with the Cricket Club who put forward a list of requests to the Parish Council as follows:

- Repaint the changing room walls. The Club offered to undertake the work if the Parish Council will supply the paint.
- Three doors need new locks.
- Refurbishment of existing showers.
- A request was made for additional tables (for cricket teas).
- New hooks and pegs in the changing room, together with a new cupboard.
- A new floor.

Cllr. Grabowski reported that Play Group has requested that the Pavilion should install double glazing and also that existing window grills should be permanently removed.

Cllr. Harrison replied that it has never been the intention of the Parish Council to install double glazing – primarily because of the cost involved and also because it is deemed not necessary in a Sports Pavilion. It was also agreed that the removal of the window grills would be foolhardy as these were put in place to stop the frequent damage caused by both vandals and accidents. Cllr. Grabowski agreed to contact Play Group to relay this information. **Action Cllr Grabowski**

Play Group Forest School – A request has been made from Play Group for a Land Owner’s Agreement giving permission to use the land behind the Sports Pavilion. Cllr. Grabowski informed the Parish Council that Play Group use this land once a week to hold a ‘Forest School’ for the youngsters attending Play Group. This is the first time the Parish Council has been made aware of this.

It was agreed that the Parish Council must have more knowledge of the activities in this area before any agreement can be entered into. Cllr. Grabowski was asked to invite Play Group to attend a Parish Council meeting to discuss the matter fully. **Action Cllr Grabowski**

6.2.2 *Update concerning the Football Club’s commitment to continue using the Sports Pavilion* – Cllr Nicholls reported that the Football Club have confirmed that only the Junior Club **may** continue to use Ferry Lane facilities following the development of the new complex on Sim Balk Lane. This confirmation contradicts the Club’s original statement that their adult team **would** continue to make use of the facilities and it was on this basis that the Parish Council committed to donate £5,000 to their development project.

A decision will be made by the Parish Council regarding the donation following further contact with the Club. **Action Cllr Harrison**

- 6.3 Finance Committee
- 6.3.1 *Committee Report* – Cllr. Harrison asked the Clerk to look at the annual / quarterly rents charged to the sports clubs, Play Group and York Marine Services. This has revealed that no increases have been made for some considerable time, which will be addressed in the next financial year.
- 6.4 Field 84, Riverside and Footpaths Working Party
- 6.4.1 *Update* – Cllr. Mrs Green suggested that to prevent the exercise of dogs on Ferry Lane Sports field the Parish Council should consider fixing a spring closure on the Acaster Lane gate.
- 6.4.2 *Riverside caravan / tent park* – This matter is held in abeyance until Easter 2019
- 6.4.3 *Ferry Cottage and new mooring* – Nothing to report.
- 6.5 Youth Support and Children’s Recreation
- 6.5.1 *Monthly park inspection update* – Cllr. Grabowski reported no problems with the park for the previous month. The inspection kit was passed to Cllr. Mrs Green for the month going forward.
- 6.6 Allotments
- 6.6.1 *Monthly update* –Cllr. George reported there are two new tenants who have taken over unwanted plots. There are currently three non-villagers on a waiting list of eight in total.
- 6.7 Senior Citizens Support and Vernon House
- 6.7.1 *Monthly Report* – Cllr. Mrs Green reported that the heating in Vernon House is now turned off at 5pm daily to conserve usage.
- The AGM is planned for 5th February where a buffet supper will be served to attendees.
- A risk assessment of the building is to be undertaken by Cllr. Mrs Green together with the Caretaker.
- 6.7.2 *Progress on guttering / roofing repairs* – Cllr. Mrs Green reported that this has not been repaired by the City Council and offered to chase them. **Action Cllr Mrs Green**
- 6.8 Web Page Management
- 6.8.1 *Monthly update* – Cllr. Mrs Conley reported that the page is up to date.
- 6.9 Bishopthorpe Library
- 6.9.1 *Monthly update* – Cllr. Mrs Conley reported the following dates for upcoming events to be held at the Library:
- 5th December – Bishopthorpe Community Choir will perform a Christmas Concert.
 - 12th December – Coffee morning talk ‘A Policeman’s Lot’ starting at 10.30am

- 9th January – Coffee morning talk ‘Nurse, nurse, call the midwife’ starting at 10.30am
- Bishopthorpe Camera Club will put on a display of work from 31st January to 21st February 2019

6.10 Environmental, Sustainability and Accessibility Issues

6.10.1 *Monthly Report* – Cllr. Mrs Green forwarded a copy of the York Central Plans for information.

6.10.2 *Community Orchard – Request to sign a licence agreement from the National Library of Scotland.* The License Agreement was signed by the Chairman.

Cllr. Mrs Green reported that the Bishopthorpe Community Orchard project held a meeting at Vernon House on Monday 26th November. This was attended by eighteen residents who listened to an informative discussion on many aspects of fruit tree growing along with details of the new project.

6.10.3 *York Bus Forum: York Bus Forum Update and Tuesday's (20th November) meeting notice.* Noted.

6.11 Community Emergency Planning

6.11.1 *Monthly update* – Cllr Nicholls reported that the plan has been launched by the Environment Agency - with a post drop in Bishopthorpe planned for early December.

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

6.12.1 *Committee Update* – Cllr. Harrison reported a successful event on November 11th and requested that this heading to be removed from future Agenda – **Action Clerk.**

6.12.2 *War Memorial* – This item is now concluded.

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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	107.00
Monthly direct debit to E-on Village Hall Gas	252.00
Refund of allotment rent due to unforeseen circumstances (15b Acaster Lane)	10.00

594.00

7.1.2 **On-Line Banking payments**

Amounts paid

Clerk’s Salary	667.00
Clerk’s Expenses- (<i>Dictaphone Batteries £8.50, Epson High Capacity Black ink cartridge £25.98, Epson Multi-coloured cartridge £24.48</i>)	58.96
Village Hall Caretaker / Booking Secretary	483.00
AOL Quarterly connection charge – Clerk’s computer	46.62
Vernon House Caretaker	250.00

Carol Henk – Sports Pavilion cleaning	150.00
Burrows Davies Ltd – War Memorial cleaning & re-lettering	3787.20
Sports Turf Services Ltd – Ferry Lane grass cuts	134.40
Bishopthorpe Orchard – National Library of Scotland, OS map order	57.60
WW1 Event – Propane Gas Cylinder (Cllr. George)	13.98
Bishopthorpe Orchard – 200 leaflets, Fulprint	50.00
Lock Fix Security – Sports Pavilion repairs to crash bar and exit	75.66
Brian Bell Carpets Ltd – Sports Pavilion floor repairs	200.00
Allied Westminster Insurance – Village Hall annual premium (£1687.30 in 2017)	1691.78
Yorkshire Water – Village Hall	92.51
Yorkshire Water – Sports Pavilion	167.45
Npower – Sensory Garden	70.97
Yorkshire Water – Allotments, Appleton Road	158.12
Yorkshire Water – Allotments, Acaster Lane	105.17
Sensory Garden Gate locking / unlocking – A. Powell	105.00
Rebecca Clark – Locking / unlocking Sensory Garden gate (3 mths)	270.00
Npower – Vernon House 1 st August to 31 st October, electricity	523.52
Yorkshire Water – Vernon House 6 th August to 7 th November	20.86
Pipe Solutions – Supply and fit new water heater	215.20
Cllr. Mrs Green – Apple Day and 11 November WW1 event – laminate sleeves and ink cartridge	21.98
Kutters and Shannons – Gas bottle supply for WW1 night	286.46

Payment Total£	£9703.44
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Total Payments	£ 10,297.44
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7.2 Income Total

Village Hall Management Committee November 1	370.55
Village Hall Management Committee November 2	245.00
Vernon House – October	272.00

Income Total	£887.55
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Approval of financial transactions proposed by Cllr. Jemison and seconded by Cllr. Grabowski. Carried Unanimously.

18/200

8

School Governors

8.1 *Infant School* – Nothing to report.

8.2 *Junior School* – Cllr. Harrison recently attended a meeting of the Travel Group. It was agreed that the Police will be invited to attend one of these meetings to tackle the ever-present issue of congestion on Copmanthorpe Lane at the beginning and end of the school day.

Cllr. Mrs Green reported a successful school Christmas Fair. The school production is imminent and Cllr. Mrs Green reminded the meeting that there will also be an residents' open afternoon on Thursday 21st December.

- 18/201 9 **Parish Council Youth Awards**
9.1 *Committee Report* – The closing date for this year’s competition is Monday 10th December. A judge has been appointed and the presentation evening will be held at Vernon House on Tuesday 22nd January.
- The Committee were asked to do one final push to promote this year’s competition before the closing date.
- 18/202 10 **Pinfold**
10.1 *Committee Report* – Nothing to report.
- 18/203 11 **Sensory Garden**
11.1 *Committee Report* – Nothing to report.
- 11.2 *Mosaic repairs* – *Nothing to report.*
- 18/204 12 **Police Liaison**
12.1 *North Yorkshire Police Force* – Cllr. Mrs Green reported that the Police will attend the annual recycling day in January.
- Report received from PCSO Gillian Baldwin for the month of November:
- “Vehicle Crime*
10th – sometime between 1600hrs and 1200hrs, vehicle parked on track alongside allotments damaged – spoiler pulled off & left scene. No CCTV.
- 21st – around 2100hrs attempted break in on vehicle on drive in Bridge Rd; lock to boot damaged; no suspect seen but neighbours reported similar incident the previous week.*
- Burglary*
3rd – Cabin cruiser broken into between 1630hrs and 1130hrs; door smashed in and inside trashed; muddy fingerprints and footprints everywhere – no evidence of anything being stolen.
- 29th – tools stolen from holding room and garage in Sim Balk Lane sometime between 1630hrs on 28th and 0800hrs on 29th; no suspects but shop across the road has CCTV and police advised to see if this has evidence.*
- Criminal Damage*
10th – 2 cars on drive in Copmanthorpe Lane damaged during night; scratches all over both vehicles; no CCTV as it is broken. Advised to take photos for insurance purposes.”
- 18/205 13 **Local Council Association**
13.1 *Yorkshire Local Councils Association Update* – Cllr Nicholls reported that he recently attended a training day provided by Yorkshire Local Councils Association.
- 13.2 *YLCA and National Association of Local Councils Subscription Fee 2019/2020* – Fees will be increased in the new year.
- 13.3 *NALC Chief Executive's Bulletin* – Noted.
- 13.4 *Extended telephone advisory service* – Noted.

- 13.5 *Yorkshire Local Councils Association* – Twitter notification – Noted.
- 13.6 *White Rose update* – emailed to all 21st November – Noted.
- 13.7 *Yorkshire Local Councils Association – Planning Seminars 2019* – Cllr. Mrs Conley is to attend a Planning Training Day in March 2019

18/206 14 **Highway Matters**

14.1 None

18/207 15 **Correspondence**

15.1 City of York not covered elsewhere

15.1.1 None

15.2 Others

15.2.1 *Letter from Savills re: Unauthorised Access on land owned by the York Diocese*
– On behalf of the York Diocese Board of Finance, Savills contacted the Parish Council to inform that travellers have illegally entered on to land owned by the Diocese at Brayton, near Selby. A request was made of the Parish Council to carry out any practical measures to protect land which is rented from the Diocese – such as blocking gateways, mending fences and digging trenches. The only land affected by this is Ferry Lane sports field. The Parish Council agreed that Play Group will be requested to ensure that the large metal gate is closed daily from now on to deter access to the field. **Action Cllr. Nicolls**

18/208 16 **Ward Committee**

Nothing to report.

18/209 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**

- None

18/210 18 **Date and time of next meeting – Tuesday 15th January 2019, 7pm – at the Village Hall**

Meeting closed at 8.45 pm