

**Minutes of the meeting held at the Village Hall on Tuesday 15<sup>th</sup> January 2019.**

*The Chairman opened the meeting at 7.00 pm.*

Two members of the public, Julie Morris of Dunnington and Laura Holmes of Keble Park South, attended the meeting to represent Bishopthorpe Play Group. The following topics were discussed:

Community Orchard / Forest School

Mrs Morris explained how one of their members of staff has attended a year-long training course for 'Forest School'. Forest School is a specialised learning approach that sits within and compliments the wider context of outdoor and woodland education. To complete the course and obtain the qualification, it is necessary for the member of staff to be provided with written permission from the Parish Council allowing the group to use part of the field behind the Sports Pavilion to undertake the Forest School activities. The Chairman asked the Clerk to draft permission. **Action Clerk.**

Sports Pavilion Maintenance Issues

Mrs Holmes produced the following list of maintenance issues;

- Moss on the roof to be cleared to prevent blocked gutters.
- Gutters to be cleaned to stop water damage to the brickwork.
- Kitchen wall and toilet wall damp patches to be investigated.
- Outdoor security light to be mended.
- Heater in the toilet to be repaired.
- Rotten window sill to be repaired.

Cllr Harrison agreed to investigate these issues and asked the Sports Pavilion Committee to seek quotes for the various repairs - **Action Sports Pavilion Committee.**

Play Group wish list

Mrs Holmes then continued to put forward the following list of 'wishes' on behalf of Play Group:

- A building extension to encompass office space and storage.
- Construction of a disabled toilet with changing facilities.
- Double glazing throughout the building.
- A new advertising sign on Acaster Lane.
- Total refurbishment of the room used by Play Group.
- A new kitchen.
- The construction of a safe path from Acaster Lane to the Sports Pavilion. (Play Group to contact City Council).
- Sole use of the Sports Pavilion by Play Group.

Bishopthorpe Parish Council operates on a total precept of £31,000 per annum of which £13,273 was spent maintaining the Sports Pavilion during the last financial year. There are many competing uses for the Parish Council's finite resources therefore, unfortunately, Play Group's wishes are unobtainable from the Parish Council reserves alone. However, Cllr. Harrison suggested that if Play Group was to obtain funding themselves for a specific project, the Parish Council would support and work with them to achieve their aim.

Cllr. Harrison assured Play Group that the building will not be allowed to fall in to decline and that small maintenance issues will be resolved. However, whilst it is accepted that Play Group operate as a charity, this should not preclude the group from seeking to maximise its income for re-investment purposes. The Group was reminded that they do not pay a commercial rent for the room at the Sports Pavilion – a concession granted by the Parish Council to them when they wished to move out of their former premises at the Old School. The Parish Council confirmed the building will remain a Sports Pavilion for multi-use going forward.

Lease

No formal lease exists between Play Group and the Parish Council. Cllr. Harrison explained that this is because a lease was originally drawn up and passed to Play Group for signature but was never returned completed to the Parish Council. Mrs Holmes requested sight of the lease again and promised that, under a new Play Group Committee, this will be signed and returned. **Action Cllr Harrison**

Finally, Play Group was requested to ensure that the large car park gate is closed and locked on a daily basis to comply with the request made by the Church Authorities i.e. the ultimate owner of the site. Mrs Morris agreed to remind the cleaner to close it each evening. The Football Club will also be reminded to ensure it is closed after games held over the weekend.

*Mrs Morris and Mrs Holmes left the meeting at 7.32 pm.*

*The January Parish Council meeting commenced at 7.33 pm*

**Council Members Present:**

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

19/1      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.*

19/2      2      **Apologies for absence.**

Cllr. Mrs Conley and Cllr. Jemison

19/3      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 Gajewicz declared an interest in item 6.3.1

19/4      4      **Minutes of Meeting 27<sup>th</sup> November 2018.**

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

Cllr. Harrison reported that former Parish Council Chairman, Harold Amos, passed away in December 2018, aged 96. Mr Amos was Bishopthorpe Parish Council's Chairman during the 1980's. The Parish Council wish to pass on condolences to Mr Amos's family. A cremation ceremony will be held in January.

- 19/5      5      **Consideration of Planning Matters and recommendations of the Planning Group**
- 5.1      Notice of Applications received
- 5.1.1      **Site of Ferry Cottage, 6 Ferry Lane.** Fell twenty-five trees in a Conservation Area. 18/02675/Tree Conservation Area. No Objection
- 5.1.2      **Carpet and Bed Warehouse, Acaster Lane.** Part demolition and extension of existing warehouse to create combined dwelling and workplace. 18/01983/FUL. No Objection
- 5.1.3      **55 Lamplugh Crescent.** Single storey side extension to both side elevations including demolition of existing detached garage (resubmission). 18/02613/FUL. No Objection
- 5.1.4      **Greenfields, 37 Sim Balk Lane.** Certificate of lawfulness for use of land as garden. 18/02686/CUL. Objection on planning grounds.
- 452      Notice of decisions given (*Parish Council decisions are highlighted in red*)
- 5.2.1      **Ivy Dene Cottage, 14 Main Street.** Fell Cedar tree in Tree Conservation Area. 18/023///Tree Conservation Area. (**No Objection**). Approved
- 5.2.2      **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**). Approved
- 5.2.3      **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**). Approved
- 5.2.4      **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**). Approved
- 5.3      Large Householder Extension Notifications
- 5.3.1      None
- 5.4      Other Planning Matters
- 5.4.1      *Strip of green belt land between the field and 37 Sim Balk Lane* – It is understood that objections have been submitted by properties contiguous with the boundary of this application and also from others in the immediate locality.
- 19/6      6      **Services**
- 6.1      Village Hall Management Committee
- 6.1.1      *Management Committee Report* – Cllr. Harrison discussed the following:
- A fire extinguisher has gone missing from the side door. The Caretaker is searching the building to see if it has been moved, if not, the Clerk will order a replacement from Advance Fire Services at a cost of £119.95 plus VAT. **Action Clerk.**
  - The annual gas inspection was carried out in December by AMS Heating. No issues were reported.
  - A revaluation of the Village Hall has increased the value to £840,000. Cllr. Harrison has notified the Insurance Company of this change.
  - Aire Valley Lift Services were asked to service the lift on the 17<sup>th</sup> December. This company is proving very difficult to work with, as their response times are poor. The clerk is chasing their report. **Action Clerk.**
- 6.1.2      *Full Electrical test to comply with a request from the Parish Council Insurers* –

Richard Williams Electrics originally agreed to undertake this test in early January. However, the date of the test was put back to mid-February at the earliest, which was unacceptable to the Parish Council's Insurers. Dennis King Electrical has agreed to undertake the job instead.

6.2 Sports and Leisure Management Committee

- 6.2.1 *Management Committee Report* – Cllr. Mellors enquired if the Parish Council should consider making a formal application to register the triangle of land between the Sports Pavilion and Ferry Lane. Cllr. Harrison stated that the cost of undertaking such action is prohibitive, however, he stated that he would have no objections if one of the Councillors wished to investigate the matter. No Councillor offered to undertake the task.

A car has driven through the fence at the top of Acaster Lane (with Ferry Lane) causing damage. The person responsible immediately contacted the Clerk offering to obtain a quote for the work and to pay for the damage.

- 6.2.2 *Letter from Ainsty Lawncare and Landscapes* – In a letter to the Parish Council, Ainsty Lawncare advised that a total number of twenty-three cuts were made to the playing field during 2018 – seven less than the previous year; due to the dry summer.

- 6.2.3 *Email from Playgroup - various items (emailed 17/12)* – Discussed at the beginning of the meeting.

- 6.2.4 *Email from Gary Featherstone* – Cllr. Harrison explained that the Parish Council has agreed a donation of £5,000 towards the proposed new plans to develop playing facilities for White Rose Football (Junior teams) at Sim Balk Lane.

Cllr. Harrison reminded the Councillors that at the Parish Council meeting held in November 2017, two members of White Rose attended to confirm that plans were in progress, in conjunction with the City Council, to move the expanding Junior Club to new facilities and that fund-raising activities were well underway. A total of £80,000 was required: The Parish Council offered to donate the last £5,000.

Mr Featherstone emphasised in November 2017 that this new facility would in no way impact on the reliance and use of Ferry Lane sports facilities but would simply allow the Junior Club to expand, to accommodate increasing numbers. On this basis the Parish Council supported the White Rose project, as it would greatly encourage village children to participate in sport.

However, it has recently come to light the Senior Club now intend to use the new facilities at Sim Balk Lane and move away completely from the Ferry Lane site. The Parish Council were also informed that some White Rose members would continue to use the Ferry Lane site which is not in accordance with their original aim to move all White Rose members to one exclusive site i.e. Sim Balk Lane. The Parish Council donation of £5,000 was not agreed on these terms – it was specifically agreed that support would be given to expand the facilities for children in the village (not adult football teams).

In light of this new information the Parish Council agreed unanimously that the offer of the donation should be withdrawn due to a breach of the original facts.

Cllr. Harrison offered to contact Josh Wong, Gary Featherstone and White Rose Football Team. **Action Cllr Harrison**

6.3 Finance Committee

6.3.1 *Committee Report* – Following a financial review of the Parish Council's accounts in December, Cllr. Harrison proposed the following rental increases:

- York Marine Services
  - Car park from £1,075 to £1,250
  - Field 84 from £1,500 to £1,800
  - Slipway from £895 to £1,050
- White Rose from £310 to £340
- Bishopthorpe Cricket Club from £600 to £650
- Bishopthorpe United from £660 to £700
- Play Group from £4,900 to £5,200
- Ebor Players from £5.50 per hour to £7.00 per hour (last increased in 2009)

This was seconded by Cllr. Mrs Green and agreed unanimously.

- **Action Clerk**

6.3.2 *Precept Notice 2019/20* – The precept request of £31,000 was signed by the Chairman and Clerk and will be forwarded to the City Council. **Action Clerk.**

6.4 Field 84, Riverside and Footpaths Working Party

6.4.1 *Update* – Nothing to report.

6.4.2 *Letter from York City Council – Application to record a PROW between Chantry Lane and Acaster Malbis.* – In 1994 an application was made to North Yorkshire County Council seeking to record a public footpath between Chantry Lane and Acaster Malbis. The application was passed to City of York Council when they were formed in 1996. The Parish Council received a letter dated 26 November 2018 stating that City of York Council has now (twenty-four years later) started investigations.

6.4.3 *Riverside caravan / tent park* – Nothing to report.

6.4.4 *Ferry Cottage and new mooring* – Nothing to report.

6.5 Youth Support and Children's Recreation

6.5.1 *Monthly park inspection update* – Following this month's inspection, Cllr. Mrs Green suggested that the Parish Council should consider replacing the wooden borders (the kick boards) that surround various pieces of equipment due to deterioration. It was agreed that all park equipment would benefit from new wooden perimeter edging. The Clerk was asked to contact Play Dale for a quote and Cllr. Jemison will be requested to contact John Gospel similarly. **Action Clerk.**

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

6.5.2 *Annual Inspection* – Play Dale has been contacted to undertake the annual inspection. This is due week commencing 4<sup>th</sup> February.

6.6 Allotments

- 6.6.1 *Monthly update* – One plot is to be halved at Acaster Lane following a tenant’s requested. Cllr. George confirmed that the vacant half will be offered to the next person the waiting list.
- 6.7 Senior Citizens Support and Vernon House
- 6.7.1 *Monthly Report* – Cllr. Mrs Green reported that the AGM of Vernon House will be held on 5<sup>th</sup> February commencing at 6pm with a supper buffet to thank the volunteers who run the groups. The meeting will follow at 7pm for all users.
- 6.7.2 *Progress on guttering / roof repairs* – Cllr. Mrs Green reported that the roof has been repaired but City of York Council will be chased to repair the gutters.  
**Action Cllr Mrs Green**
- 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* – Vandals have smashed one of the large panes of glass and at the same time ripped out newly planted shrubs in the planters to the side of the library. The incident was reported to the Police.
- 6.10 Environmental, Sustainability and Accessibility Issues
- 6.10.1 *Monthly Report* – Annual membership fees for York Bus Forum and York Environment Forum will fall due to be paid in April 2019. Both are £10 respectively. Cllr. Mrs Green offered to chase for invoices. **Action Cllr Mrs Green**
- Cllr. Mrs Green reported that the Grand Recycling Day, held on Saturday 12<sup>th</sup> January, was the most successful to date with over one hundred and eighty people attending. Due to the increasing success of the day a request was made to Parish Councillors for more help on the day in 2020. **Action All**
- 6.10.1 *Email notification of York Bus Forum - Open Committee Meeting - 5:30pm Tuesday 18<sup>th</sup> December* – Noted.
- 6.11 Community Emergency Planning
- 6.11.1 *Monthly update* – An email has been circulated to all Parish Councillors regarding a new Emergency Plan for Bishopthorpe by Cllr Nicholls. A request was made for all to look at the plan, fill in any gaps with local knowledge and return it to Cllr Nicholls. **Action All**
- 6.12 Bishopthorpe Orchard
- 6.12.1 *Approval of payment for a skip* – The cost of a skip (£125 + vat) was approved.
- 6.12.2 *Use of community orchard site and adjoining woodland, by Bishopthorpe Play Group for Forest School Activities* – As discussed with Play Group at the beginning of the meeting.
- 6.12.3 *Letter for fruit tree specialists* – The letter was approved and signed by the Chairman.

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## Financial Transactions

### 7.1 Payments to approve

#### 7.1.1 **Cheque / Direct Debit payments**

#### **Amounts paid**

#### **December 2018**

Monthly direct debit to E-On Sports Pavilion Electricity	418.00
Monthly direct debit to E-On Village Hall Electricity	311.20
Monthly direct debit to E-on Village Hall Gas	252.00
	<b>£981.20</b>

#### **January 2019**

*Savills – Bishopthorpe Glebe sports field – July to December	225.00
Monthly direct debit to E-On Sports Pavilion Electricity	418.00
Monthly direct debit to E-On Village Hall Electricity	311.20
Monthly direct debit to E-on Village Hall Gas	203.00
	<b>£1157.20</b>

<b>Total Amount paid</b>	<b>£2,138.40</b>
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#### **Amounts paid**

#### **December 2018**

Clerk's Salary	667.00
Clerk's Expenses- (£0.00)	0.00
Village Hall Caretaker / Booking Secretary	471.16
Julie Bradley - Vernon House Caretaker	250.00
Carol Henk – Sports Pavilion cleaning	120.00
Yorkshire Local Councils Association – Planning course Cllr. Mrs Conley	115.00
York Christmas Trees – 24ft Nordmann fir – Sensory Garden	256.00
Ainsty Lawncare and Landscape – Cuts to sports field August to November	595.00
*Savills – Bishopthorpe Glebe sports field – July to December	225.00
AMS Heating and Plumbing – call out to Vernon House – faulty heating	54.00
Allied Westminster – additional insurance premium for Village Hall insurance	110.95
Bish.net web site – hosting renewal fees paid to Ian Keeton	86.94
Sports Turf Services – grass cut to Ferry Lane, November	67.20
Dennis King Electrical Ltd – PAT test, Play Group	150.00
Sensory Garden gate closing / opening – A Powell	63.00
Advance Fire Services – Annual test of fire equipment – Vernon House	61.80
Advance Fire Services – Annual test of fire equipment – Village Hall	91.50
AMS Heating and Plumbing – annual service of two boilers – Village Hall	84.00
	<b>£3,468.55</b>

#### **January 2019**

Clerk's Salary	667.00
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Clerk's Expenses- (£0.00)	0.00
Julie Bradley - Vernon House Caretaker	250.00
Sensory Garden gate closing / opening – A Powell	84.00
City of York Council waste disposal – Sports Pavilion	55.75
Savills – one metre ransom strip Appleton Road Allotments– annual payment	1.00
Carol Henk – Sports Pavilion cleaning	90.00
City of York Council - Vernon House Insurance premium recharge	170.19
City of York Council - waste disposal Village Hall	60.56
Dennis King Electrical – Village Hall PAT test	135.60

<b>Payment Total</b>	<b>£ 1,514.10</b>
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December total payments	£4,449.75
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January total payments	£2,671.30
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<b>Two months combined total payments</b>	<b>£7,121.05</b>
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- *No payments referred to Village Hall Management Committee for authorisation.*
- *\*Amount £225 claimed twice by Savills- as a Standing Order and Bacs payment – Clerk seeking refund.*

## 7.2 Income Total

### December 2018

Refund on gas bottles used for WW1 commemoration evening	77.48
New allotment let – 15b Acaster Lane	10.00
New allotment let – 31 Appleton Road	10.00
Vernon House – November takings	268.10
Village Hall Management Committee, December takings	319.00
Play Group Quarterly rent	1225.00
Play Group PAT refund payment	125.00
Village Hall Management Committee, November takings	610.70

### January 2019

None	0.00
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December Income Total	£2,645.28
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January Income Total	£0.00
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<b>Two months combined Income Total</b>	<b>£2,645.28</b>
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Approval of financial transactions proposed by Cllr. Mrs Gajewicz and seconded by Cllr. Mrs Green. Carried Unanimously.



- 8.2 *Junior School* – Cllr. Harrison reported that the Police still haven't attended a meeting of the School Travel Group. However, after speaking with the Chairman at Recycling Day, the local PCSO agreed to try to visit the local schools on some occasions at the beginning and/or end of the school day

Cllr. Mrs Green wished to thank children for attending the Grand Recycling Day and for giving a very informative presentation.

19/9 9 **Parish Council Youth Awards**

- 9.1 *Committee Report* – The presentation evening will follow a different format this year – Cllr. Grabowski to arrange this in liaison with the nominator. **Action Cllr Grabowski.**

Suggestions were put forward to advertise the Award at this year's Gala and also potentially present the award at next year's Grand Recycling Day. **Action Committee.**

19/10 10 **Pinfold**

- 10.1 *Committee Report* – Nothing to report.

19/11 11 **Sensory Garden**

- 11.1 *Committee Report* – Nothing to report.

- 11.2 *Mosaic repairs* – Nothing to report.

19/12 12 **Police Liaison**

- 12.1 *North Yorkshire Police Force* – The following report was received:

*“2<sup>nd</sup> January - 1440hrs – ongoing dispute between neighbours in Vernon Close; neighbour shouting/swearing and giving verbal abuse. Caller wants incident logged as he has it all covered by CCTV”*

19/13 13 **Local Council Association**

- 13.1 *Yorkshire Local Councils Association* – The next branch meeting will be held on 7<sup>th</sup> February.

- 13.2 *2019 meeting dates: 7 February, 6 June, 3 October at Huntington Community Centre at 7pm* – Noted.

- 13.3 *Chief Executive's Bulletin: 7<sup>th</sup> December 2018* – Noted.

- 13.4 *White Rose Update December 2018 Edition* – Noted.

- 13.5 *NALC Chief Executives Bulletin* – Noted.

- 13.6 *Provision of Routine Visual Playground Inspection Courses for Yorkshire Local Councils Associations (YLCA)* – Noted.

19/14 14 **Highway Matters**

- 14.1 *Bus Stop 11 on Acaster Lane – request for a bus clearway box* – The Parish Council requested a bus clearway box to be marked on the road at Bus Stop 11 at the top of Acaster Lane. The following reply was received from City of York Council:

*“We did consult on this particular bus stop as well as the ones on Main Street in 2016. At that time, after discussions with Cllr Galvin, it was decided the level of parking was insufficient at this location to warrant the placing of a bus clearway.”*

*The bus stop is approximately 60-70m from the junction – this is a significant distance. We have not received any complaints from the bus company about inability to use the stop at this location. Our resources are limited and we have to direct them to areas of most need.*

*We will undertake site visits over the next few weeks to determine the level of parking in relation to the position of the bus stop before making any final decision and will update you in the new year.”*

The Clerk was requested to forward a copy of this reply to the resident who raised the concern. **Action Clerk.**

- 19/15 15 **Correspondence**
- 15.1 City of York not covered elsewhere
- 15.1.1 None
- 15.2 Others
- 15.2.1 *Email from Julian Sturdy MP – Parish Council summary notes – Noted.*
- 19/16 16 **Ward Committee**
- Nothing to report.
- 19/17 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**
- Cllr. Harrison reported that red dye from artificial poppies has stained the newly cleaned war memorial. Cllr. Harrison will contact Burrows Davis to see if the stain can be steam cleaned. **Action Cllr Harrison.**
  - Cllr. Mrs Green reported that the Post Office lease ends in March and expressed fears that the facility may be lost to the village unless it is renewed.
- 19/18 18 **Date and time of next meeting – Tuesday 27<sup>th</sup> February 2019, 7pm – at the Village Hall**

Meeting closed at 9.07 pm